

# INTRODUCTION

The mission of the KFUPM Library is to offer information resources and services in support of academic and research programs of the university. The Cataloging Operations Department is playing its part in carrying this mission forward by processing library materials according to international cataloging standards and by making them available to users within a reasonable time. The major activities of the department include bibliographic searching, copy cataloging and original cataloging, authority control, physical preparation of materials, and compilation of statistics.

The main objective of developing a cataloging procedures manual is the need for a basic handbook giving step-by-step approach to various activities within the Cataloging Operations Department--an actual blueprint for executing tasks. One advantage of the procedures manual is that it helps in an ordinary transition of duties from one individual to another. Because the procedures are written down, it alleviates the problem of a poor teacher passing on incorrect information about how the job should be performed.

This manual is also intended to help new catalogers orient themselves quickly to various cataloging procedures at the KFUPM Library. It does not include the fundamentals of cataloging, which it presupposes the catalogers have already learned at library schools. Neither does it deal with general library policies, which are included in the Library Policy Manual (LPM). However, it does indicate what classification systems are being used and how fundamental cataloging rules have been applied or adapted to the specific needs of this library.

The Cataloging Operations Department works closely with other departments of the Library. It receives books and other materials from Acquisitions and Serials departments and prepares them for User Services. It is essential that catalogers keep abreast of the needs of people who use the online catalog and adjust the procedures accordingly.

There must be close coordination among catalogers so that they maintain consistency and uniformity in their work. In many cases, one way of doing a thing is as good as another, but only one must be adopted and then followed it consistently. It is the Senior Manager who makes this decision. If individual catalogers follow their own procedures, it only brings confusion and, in the long run, will be waste of effort and money. One of the main purposes of a manual is to present a set of procedures for catalogers to follow them uniformly.

Technical assistants and clerks are provided to free catalogers for professional work. They are trained and supervised by catalogers. Work should be channelled through the supervisor. It is not appropriate for catalogers to do the work of technical assistants, but when required due to insufficient clerical staff, it should be done willingly and efficiently.

The Department is physically organized with the convenience and comfort of the workers in mind. Any alteration in the offices should be discussed with the Senior Manager. Work at all time should be carried out in an orderly fashion. When a cataloger or other staff member leaves on vacation, he should make sure that his desk has been cleared and materials are sent to the areas where they are to be held for processing.

Recommendations for preparing new or revising old procedures should be made to the Senior Manager, who will review them carefully before taking a final decision.

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	<b>CPM: A1.1</b>
<b>Date</b>	<b>16 May 2005</b>
<b>Title</b>	<b>Organization and Administration</b>
<b>Index Terms</b>	<i>1. Cataloging Operations Department, Administration of</i>
	<i>2. Cataloging Operations Department, Organization of</i>

The Department is headed by a Senior Manager who reports to the Dean of Library Affairs. It is divided into two major units (Arabic cataloging and non-Arabic cataloging) and three smaller functional units (Physical preparation, Database maintenance, and Final review of outgoing materials). Due to the shortage of staff, Cataloging staff share the responsibilities across several units.

The organization chart on the following page indicates that there are 5 groups of staff in the Department. A list of duties assigned to the staff under each group follows:

#### **A. Department Manager**

1. Development of policies and procedures
2. Organization and administration of the Department
  - a) Outline responsibilities of staff
  - b) Prepare and maintain manuals of routines and procedures.
  - c) Train, direct and supervise staff
  - d) Conduct staff meetings
  - e) Arrange work area to best facilitate work flow. Provide and maintain adequate furniture, equipment and supplies.
3. Evaluation of output
  - a) Assume responsibility of all work done by the Department.
  - b) Examine the finished work of staff.
  - c) Recommend appointments, terminations, promotions and salary increases for staff.
  - d) Prepare necessary reports and statements.
4. Coordination with other areas of Library
  - a) Represent staff on an administrative level.
  - b) Special committee meeting attendance and participation.
  - c) Coordinate library short courses

#### **B. Assistant Manager**

1. Assist Senior Manager in developing policies and procedures, training and supervising staff and other administrative responsibilities.
2. Supervise the Department in the absence of Senior Manager.
3. Catalog materials for which there is no LC copy (Original cataloging).
4. Database maintenance.

5. Special assignments and projects.

**C. Cataloger**

1. Catalog and classify books and other library materials for which there is no LC copy (original cataloging).
2. Database maintenance.
3. Re-cataloging and Re-classification.
4. Training and orientation.
5. Special assignments and projects.

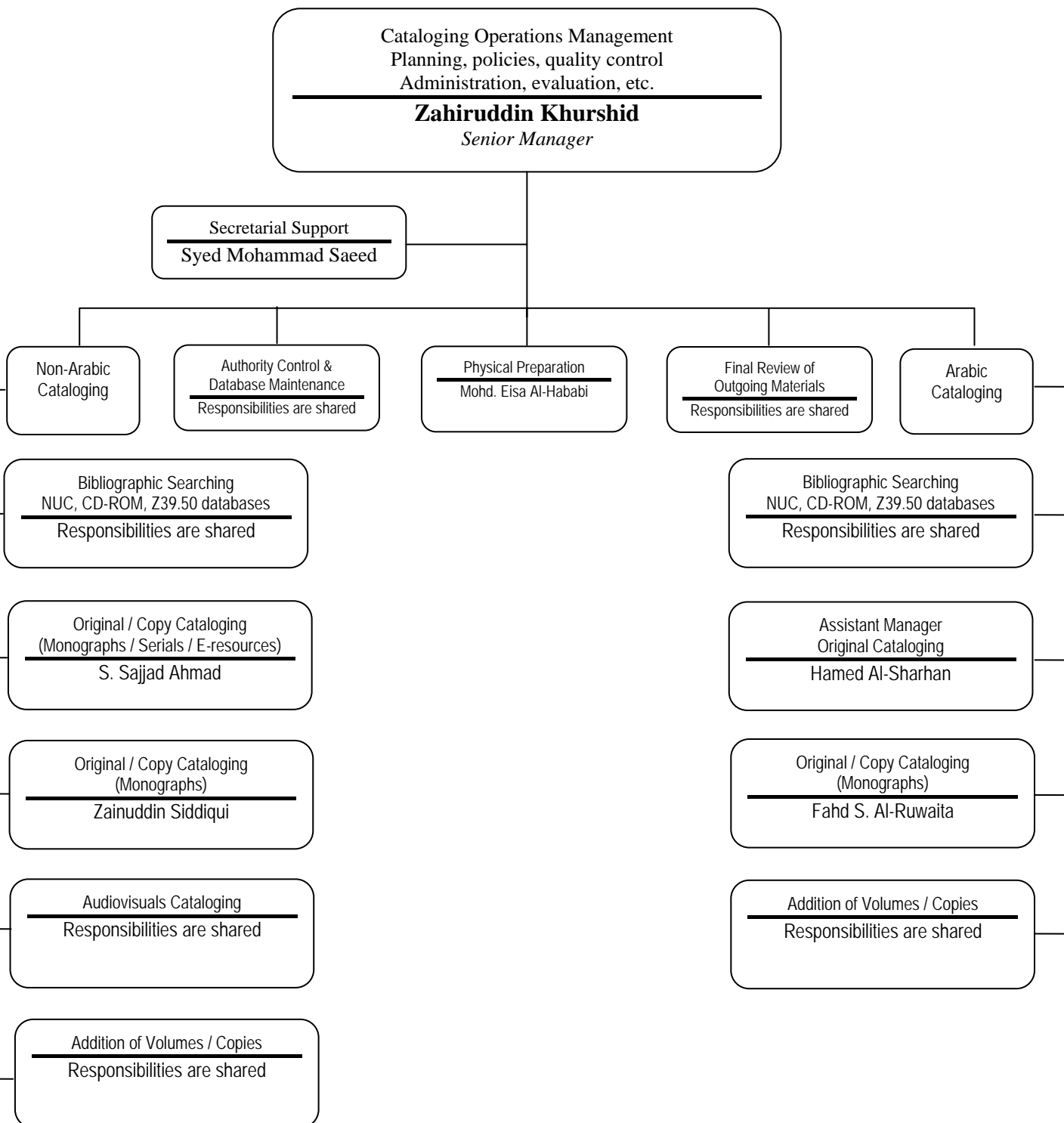
**D. Technical Assistant**

1. Catalog and classify materials for which there is LC copy (copy cataloging).
2. Bibliographic searching.
3. Addition of volumes and copies to existing records.
4. Database maintenance.
5. Special assignments and projects.
6. Prepare supply order for the Department.
7. File maintenance.
8. Typing.

**E. Clerk**

1. Physical preparation of library materials.
2. Printing and sorting of spine labels.
3. Binding of loose-leaf materials.
4. Making photocopies.
5. Special assignments and projects.

	<b>CPM: A1.2</b>
<b>Date</b>	<b>10 July 2005</b>
<b>Title</b>	<b>Organization Chart</b>
	<i>Organization Chart</i>



	<b>CPM: A1.3.1</b>
<b>Date</b>	<b>25 June 2005</b>
<b>Title</b>	<b>Job Description</b>
<b>Index Terms</b>	<i>Job Description</i>

Attached are job descriptions of each Cataloging Operations Department staff member:

**KING FAHD UNIVERSITY OF PETROLEUM AND MINERALS**  
**Deanship of Library Affairs**

**JOB DESCRIPTION**

Date updated: *09 April 2007*

Incumbent: *Zahiruddin Khurshid*

Hours per week: **40**

Department: *Cataloging Operations*

Section:

Brief descriptive title of job: *Senior Manager, Cataloging Operations Dept.*

Title of immediate supervisor: *Dean of Library Affairs*

Number of people generally supervised:

Full time: **6+1** (IT Coordinator)

Part time: NA

Brief descriptive titles of jobs immediately supervised:

List of duties:

1. Organization, administration and supervision;
2. Planning, goal-setting and decision-making;
3. Developing catalogs and cataloging procedures;
4. Making recommendations and decisions in matters of cataloging policy;
5. Outlining the duties of individual staff members;
6. On-the-job training of personnel;
7. Cataloging of serials, including electronic journals and complex materials, including foreign language materials;
8. Identifying and resolving database problems;
9. Participating in the continuing education activities of the library and coordinating short courses
10. Special assignments given by the dean.

**Additional responsibilities:**

1. Organization, administration and supervision of the Systems Department
2. Editorial responsibility of the Library newsletter

**KING FAHD UNIVERSITY OF PETROLEUM AND MINERALS**  
**Deanship of Library Affairs**

**JOB DESCRIPTION**

Date updated *09 April 2007*

Incumbent: *Hamed Abdul-Razzaq  
Al-Sharhan*

Hours per week: **40**

Department: *Cataloging Operations*      Section:

Brief descriptive title of job: *Assistant Manager*

Title of immediate supervisor: *Senior Manager, Cataloging Operations Dept.*

Number of people generally supervised:

Full time: **5**

Part time: NA

Brief descriptive titles of jobs immediately supervised:

List of duties:

1. Assistant Manager responsibilities
2. Original/copy cataloging (both English and Arabic books and serials);
3. Addition of volumes/copies to existing records (Arabic);
4. Bibliographic searching;
5. Manage and process the materials received from satellite libraries;
6. Participation in short courses, library committees and special projects.
7. Supervising the Department in the absence of Senior Manager

**KING FAHD UNIVERSITY OF PETROLEUM AND MINERALS**  
**Deanship of Library Affairs**

**JOB DESCRIPTION**

Date updated: *09 April 2007*

Incumbent: *Syed Sajjad Ahmed*

Hours per week: **40**

Department: *Cataloging Operations*      Section:

Brief descriptive title of job: *Senior Cataloger*

Title of immediate supervisor: *Senior Manager, Cataloging Operations Dept.*

Number of people generally supervised:

Full time:

Part time:

Brief descriptive titles of jobs immediately supervised:

List of duties:

1. Copy cataloging;
2. Original cataloging;
3. Cataloging of audiovisual materials and electronic resources;
4. Bibliographic searching;
5. Changes; corrections; re-cataloging; reclassification; etc.;
6. Authority control and database maintenance;
7. Installation, configuration and maintenance of electronic tools in cataloging;
8. Participation in short courses, library committees, and special projects.

**KING FAHD UNIVERSITY OF PETROLEUM AND MINERALS**  
**Deanship of Library Affairs**

**JOB DESCRIPTION**

Date updated: *09 April 2007*

Incumbent: *Zainuddin Siddiqui*

Hours per week: **40**

Department: *Cataloging Operations*

Section:

Brief descriptive title of job: *Senior Cataloger*

Title of immediate supervisor: *Senior Manager, Cataloging Operations Dept.*

Number of people generally supervised:

Full time:

Part time:

Brief descriptive titles of jobs immediately supervised:

List of duties:

1. Original cataloging;
2. Copy cataloging;
3. Cataloging of audiovisual materials;
4. Bibliographic searching;
5. Changes; corrections; re-cataloging; reclassification; etc.;
6. Authority control and database maintenance;
7. Final review of the list of EBB books

**KING FAHD UNIVERSITY OF PETROLEUM AND MINERALS**  
**Deanship of Library Affairs**

**JOB DESCRIPTION**

Date updated: *09 April 2007*

Incumbent: *Fahd Saad Al-Rawita*

Hours per week: **40**

Department: *Cataloging Operations*

Section: *Arabic Cataloging*

Brief descriptive title of job: *Arabic Cataloger*

Title of immediate supervisor: *Assistant Manager*

Number of people generally supervised:

Full time:

Part time:

Brief descriptive titles of jobs immediately supervised:

List of duties:

1. Arabic cataloging (copy and original);
2. Addition of volumes/copies (Arabic & English);
3. Bibliographic searching;
4. Authority control and database maintenance (Arabic);
5. Cataloging of audiovisual materials + CDs;
6. Cataloging books for the Community Center Library

**KING FAHD UNIVERSITY OF PETROLEUM AND MINERALS**  
**Deanship of Library Affairs**

**JOB DESCRIPTION**

Date updated: *09 April 2007*      Incumbent: *Syed Mohammad Saeed*

Hours per week:      **40**

Department: *Cataloging Operations*      Section:

Brief descriptive title of job: *Technical Assistant*

Title of immediate supervisor: *Senior Manager, Cataloging Operations Dept.*

Number of people generally supervised:

Full time:

Part time:

Brief descriptive titles of jobs immediately supervised:

List of duties:

1. Receiving and distributing materials for cataloging;
2. Bibliographic searching;
3. Verification of bibliographic records;
4. Deleting copy and bibliographic records of lost and withdrawn materials;
5. Updating of the KFUPM Theses Catalog
6. Typing of reports, memos, statements, papers, etc.;
7. Filing of papers;
8. Preparing monthly production statistics;
9. Additional responsibilities of the Library Systems Dept. (secretarial assistance);
10. Database maintenance and other misc. works assigned by Senior Manager.

**KING FAHD UNIVERSITY OF PETROLEUM AND MINERALS**  
**Deanship of Library Affairs**

**JOB DESCRIPTION**

Date updated: *09 April 2007*

Incumbent: *Mohd. Eisa Al-Hababi*

Hours per week: **40**

Department: *Cataloging Operations* Section:

Brief descriptive title of job: *Machine Operator*

Title of immediate supervisor: *Assistant Manager.*

Number of people generally supervised:

Full time:

Part time:

Brief descriptive titles of jobs immediately supervised:

List of duties:

1. Physical preparation of library materials;
2. Book repair;
3. Binding of loose-leaf materials;
4. Printing of spine labels;
5. Sorting of spine labels;
6. Miscellaneous works assigned by Assistant Manager/Senior Manager.

**KING FAHD UNIVERSITY OF PETROLEUM AND MINERALS**  
**Deanship of Library Affairs**

**JOB DESCRIPTION**

Date updated: *09 April 2007*

Incumbent: *Abdullah Omar Al-Zahrani*

Hours per week: **40**

Department: *Systems Department*

Section:

Brief descriptive title of job: *IT Coordinator*

Title of immediate supervisor: *Senior Manager, Systems Department. (Acting)*

Number of people generally supervised:

Full time:

Part time:

Brief descriptive titles of jobs immediately supervised:

List of duties:

1. Design, edit, and prepare content for publication of the library website on the KFUPM Internet server;
2. Maintain layout continuity across website pages. Expand the university/library website with regularly updated information on the use of technology in the university/library. Generally keep an eye on the site by making sure links are current and documents are up to date;
3. Inform and promote the use of technology in the university/library via website to the faculty, staff and students;
4. Practice effective file management so that only current information appear in items submitted for publication on the Internet.

In addition to the above tasks, the IT Coordinator will be responsible for the following:

- Support IT services of the library regarding computers, applications, software, specially operating system software and virus protection software, etc. (First line of support);
- Understand and monitor the network setup in the library;
- Document all IT resources of the library;
- Keep track of applications and software updates;
- Promote the use of technology within the library;
- Liaise with ITC to identify all problems and find the right solutions.
- Installing Horizon client and troubleshooting problems related to the client

**KING FAHD UNIVERSITY OF PETROLEUM AND MINERALS**  
**Deanship of Library Affairs**

**JOB DESCRIPTION**

Date updated: *02 Nov., 2007*      Incumbent: *Abdullah Dhafer Al-Shehri*

Hours per week:      **40**

Department: *Systems Department*      Section:

Brief descriptive title of job: *Systems Staff*

Title of immediate supervisor: *Library IT Coordinator*

Number of people generally supervised:

Full time:

Part time:

Brief descriptive titles of jobs immediately supervised:

List of duties:

1. Maintain electronic resources, WebPages, and all associated links
2. Obtain/prepare and analyze all necessary statistics related to the use of library electronic resources with the help of ITC.
3. Inform and promote the use of technology among the faculty, staff and students through the library website.

Additional responsibilities:

- Support IT services of the library regarding computers, applications, software, specially operating system software and virus protection software, etc. (First line of support);
- Understand and monitor the network setup in the library;
- Document all IT resources of the library;
- Promote the use of technology within the library;
- Liaise with ITC to identify all problems related to electronic resources links and find the right solutions.
- Perform any other task assigned to him by his supervisors.
- Coordinate efforts to provide access to the electronic resources, including remote access.

	<b>CPM: A1.4</b>
<b>Date</b>	<b>02 July 2005</b>
<b>Title</b>	<b>Cataloging Statistics</b>
<b>Index Terms</b>	1. <i>Cataloging Statistics</i>
	2. <i>Statistics Forms</i>

Several types of cataloging statistics are prepared. They are numerical records of various cataloging activities. The following is a description of each type.

**1. Statistics of New Materials Received for Processing (Forms 1 & 2)**

A record of items (both titles and volumes, pieces and copies) received daily in the Searching Room 206 from various departments of the library and from satellite libraries. The statistics is cumulated monthly and annually.

**2. Production Statistics (Forms 3 & 4)**

Prepared by each staff member using the tally sheet of bib and item numbers of catalog records created online. Tally sheets are then used to prepare monthly statistics. Form 4 is used for recording statistics of the Physical Preparation Unit activities.

**3. Monthly Production Statistics (Form 5)**

A cumulation of weekly statistics covering the period from 1<sup>st</sup> to the last day of each month. Copies of this statistics are distributed to the Acquisitions Department and the Manager of Support Services.

**4. Statistics of Library Holdings (Form 6)**

The Department also prepares monthly statistics of library holdings of cataloged items. Uncataloged items, such as, large sets of microform (NTIS and ERIC reports) are not included. Distribution of this statistics is done the same way as for the monthly statistics.

**5. Computer Produced Statistics (Form 7)**

On the first day of each month, Horizon generates several statistical reports of various cataloging activities performed on Horizon during the previous month. It includes statistics of new bib records created, items added to existing records, changes made to bibliographic records, creation of cross references, authority and abstract records, etc.

Some other statistics, such as, the library holdings by location, and LC class numbers are produced on demand.

**STATISTICS OF NEW MATERIALS RECEIVED IN THE CATALOGING DEPARTMENT DURING THE MONTH OF \_\_\_\_\_**

Date	Acquisitions (English)		Acquisitions (Arabic)		Satellite Libraries		Others Departments		Bound Vols.	Non-print Materials
	Titles	Vols	Titles	Vols	Titles	Vols.	Titles	Vols.		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
<b>Total</b>										

**STATISTICS OF NEW MATERIALS RECEIVED IN THE  
CATALOGING DEPARTMENT DURING THE YEAR**

Months	Acquisitions (English)	Acquisitions (English)	Satellite Libraries	Bound Vols.	Non-print Mat.	Total
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
<b>Total:</b>						

## CATALOGING OPERATIONS DEPARTMENT

### NEW MATERIALS TALLY SHEET

Name:-----

Date:-----

<i>COPIES ADDED TO EXISTING Bib RECORDS</i>				<i>NEW Bib RECORDS CREATED</i>	
Bib #	Item #	Bib #	Item #	Bib #	Item #
1.		26.		1.	
2.		27.		2.	
3.		28.		3.	
4.		29.		4.	
5.		30.		5.	
6.		31.		6.	
7.		32.		7.	
8.		33.		8.	
9.		34.		9.	
10.		35.		10.	
11.		36.		11.	
12.		37.		12.	
13.		38.		13.	
14.		39.		14.	
15.		40.		15.	
16.		41.		16.	
17.		42.		17.	
18.		43.		18.	
19.		44.		19.	
20.		45.		20.	
21.		46.		21.	
22.		47.		22.	
23.		48.		23.	
24.		49.		24.	
25.		50.		25.	

## CATALOGING OPERATIONS DEPARTMENT

### WEEKLY STATISTICS

Name:-----

Week:-----

	SAT.	SUN.	MON.	TUE.	WED.	TOTAL
LABELLING:						
Books:						
Periodicals:						
BINDING:						
PHOTOCOPYING:						
MISC.						

**CATALOGING OPERATIONS DEPARTMENT  
STATISTICS FOR THE MONTH OF .....**

TYPES OF MATERIALS	THIS MONTH		TOTAL FOR THE CURRENT ACADEMIC YEAR	
	Titles	Vols./Pieces	Titles	Vols./Pieces
<b>1. Copy cataloging</b>				
1A Monographs				
1B Periodicals				
1C Other serials				
<b>2. Original cataloging</b>				
2A Monographs				
2B Periodicals				
2C Other serials				
<b>3. Semi-original cataloging</b>				
3A Monographs				
3B Periodicals				
3C Electronic journals				
3D Others				
<b>4. Brief cataloging</b>				
4A Monographs				
4B Periodicals				
4C Others				
<b>5. Added vols./copies</b>				
5A Monographs				
5B Serials				
5C Bound Periodicals				
<b>TOTAL NEW TITLES:</b>				
<b>TOTAL NEW VOLUMES:</b>				
6. Microfilms				
7. Microfiche				
8. 16mm films				
9. Slides				
10. Videotapes				
11. Audiotapes				
12. Maps				
13. Atlases				
14. Charts				
15. Kits				
16. Other Media (CD-ROM)				
<b>TOTAL NEW CATALOGING:</b>				
<b>WITHDRAWALS</b>				

\* Arabic

<b>CATALOGED LIBRARY HOLDINGS</b>
<b>DATE: .....</b>

Items	Previous Holdings		New Additions		Minus Withdrawals		Total Holdings	
	Titles	Vols./ Pieces	Titles	Vols./ Pieces	Titles	Vols./ Pieces	Titles	Vols./ Pieces
1. Total monographs								
2. Periodicals (bound)								
<b>3. Total (Lines 1-2)</b>								
4. Microfilm								
5. Microfiche								
6. 16mm films								
7. 8mm films								
8. Filmstrips								
9. Slides								
10. Videotapes								
11. Audiotapes								
12. Phonorecords								
13. Transparencies								
14. Maps								
15. Atlases								
16. Charts								
17. Kits								
18. Other media								
19. Electronic databases								
Journals								
Others								
<b>Total Items Held (Lines 3 &amp; 4-19)</b>								

**CATALOGING OPERATIONS DEPARTMENT**  
**Monthly Individual Statistics for the Month of**  
 .....

	Zain	Sajjad	Saeed	Hamed	Fahd	Nasir	Mohd.	Total
Original cataloging								
Copy cataloging								
Brief cataloging								
Added vols./copies								
- Books								
- Serials								
Labeling								
- Books								
- CDs								
- Videos								
Binding								
Withdrawn								
-Titles								
- Vols./copies								
Bibliographic searching								
Z 39.50 databases								
LaserCat								
Classification Web								
LC authorities								
New doc./Copy records								
Bibliographic verification								
Printing Labels								
Correction/changes								
DeRef								
Change location								
Reclassification								

	<b>CPM: B1</b>
<b>Date</b>	<b>02 July 2005</b>
<b>Title</b>	<b>Cataloging Tools and Standards: General</b>
<b>Index Terms</b>	1. <i>Tools, Cataloging</i>
	2. <i>Standards, Cataloging</i>
	3. <i>Cataloging Tools, Electronic</i>

The library emphasizes on adhering to international cataloging standards so that quality records can be produced. Listed below are major standards followed in cataloging:

### **Descriptive cataloging**

For descriptive cataloging, the library follows AACR2 and subsequent revisions, prepared by the Joint Steering Committee For Revision of AACR, as adopted by the Library of Congress. This is important to maintain consistency with the cataloging practices of the Library of Congress because the library imports LC records for copy cataloging. The library subscribes to LaserCat, a CD-ROM-based catalog of more than 5 million bibliographic records and also has a print copy of the National Union Catalog from Pre-1956 to 1967.

In some cases we deviate from AACR2 for local reasons. For example, we follow the latest title rather than the successive title rule in Serials cataloging. This is because our Serial librarians prefer to keep a single prediction pattern for a journal as long as their volume number is not changed.

### **Subject cataloging**

**Subject headings:** The Library of Congress Subject Headings (LCSH) is used to assigning subject headings for non-Arabic materials. Changes and cancellations made to LCSH and reported in the Cataloging Service Bulletin, a quarterly bulletin of the Library of Congress subscribed by the library, are incorporated in the Horizon subject authority file regularly. For Arabic materials, no single list is used as all of them have some limitations. Therefore, catalogers consult a group of lists, including those by *Nasser M. Swaydan, Ibrahim A. El-Khanzindar, ALECSO* and *IPA*.

**Classification:** The Library of Congress Classification system is used to classify books, serials and maps. Local classification system is used for audiovisual materials, Community Center materials and theses and dissertations. A description of the local system is given elsewhere.

### **Authorities**

Library of Congress Name Authorities are used to determine correct forms of both personal and corporate names. For Arabic names, the Arabic name headings by **Nasser M. Swaydan** and Al-Alam by **Khayr al-Din Zirikli** are used.

## **Machine-readable cataloging (MARC)**

Horizon supports MARC 21 formats for bibliographic, authority, and holdings data. Catalogers use MARC workforms, already available in the system, for creating bibliographic and authority records. These forms can be modified and updated at any time with the field tags, indicator values and subfield codes available online and can be accessed by pressing F12 by moving the cursor to the right position.

## **Cataloging tools in electronic format**

Most cataloging tools are now available in electronic format, particularly on the web. Catalogers are encouraged to use them as they are not only current; they are also easy to use. Several of these tools were not available to us even in print format.

Cataloger's Desktop: Provides access to the most widely used cataloging documentation resources in an integrated, online system, including AACR2R, LCRI, Subject Cataloging Manuals, MARC 21 formats and many more tools developed by the Library of Congress and other academic and research libraries in North America.

Classification Web: Provides web access to the full text of LC Classification schedules and the Library of Congress Subject Headings.

Library of Congress Authorities: Includes 265,000 subject, 5.3 million name, 250,000 series and uniform title, and 340,000 name/title authority records.

LaserCat: A CD-ROM-based database includes more than 5 million cataloging records from the Library of Congress and other contributing libraries.

	<b>CPM: B2</b>
<b>Date</b>	<b>25 June 2005</b>
<b>Title</b>	<b>Cutter Numbers Table</b>
<b>Index Terms</b>	1. <i>Table, Cutter Numbers</i>
	2. <i>LC Cutter Table</i>
	3. <i>Regions and Countries Table</i>

In building up LC call numbers, a number of tables are used. Most common among them are the following two.

### 1. LC Cutter Table

LC call numbers consist, in general, of two principal elements: class notation and cutter number, to which are added, as required, symbols designating a particular work. While it is possible to use Cutter-Sanborn numbers with LC classification, most libraries prefer to use LC cutter numbers constructed from a table composed by LC for this purpose.

Policies and procedures used at LC in completing call numbers have been published in the *Library of Congress Subject Cataloging Manual: Shelflisting*. This manual should be consulted for more detailed information, if needed.

LC cutter numbers are composed of the initial letter of the main entry heading, followed by Arabic numbers representing the succeeding letters on the following basis:

#### Cutter Table

##### *After initial vowels*

*for the second letter:  
use number*

<b>b</b>	<b>d</b>	<b>l-m</b>	<b>n</b>	<b>p</b>	<b>r</b>	<b>s-t</b>	<b>u-y</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>

##### **After initial letter S**

*for the second [i.e. next] letter  
use number:*

<b>a</b>	<b>ch</b>	<b>e</b>	<b>h-i</b>	<b>m-p</b>	<b>t</b>	<b>u</b>	<b>w-z</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>

##### **After initial letters Qu**

*for the second letter:  
use number:*

<b>a</b>	<b>e</b>	<b>i</b>	<b>o</b>	<b>r</b>	<b>t</b>	<b>y</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>

##### **For initial letters Qa-Qt**

*use: 2-29*

##### *After other initial consonants*

*for the second letter:  
use number:*

<b>a</b>	<b>e</b>	<b>i</b>	<b>o</b>	<b>r</b>	<b>u</b>	<b>y</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>

##### **For expansion**

*for the letter:  
use number:*

<b>a-d</b>	<b>e-h</b>	<b>i-l</b>	<b>m-o</b>	<b>p-s</b>	<b>t-v</b>	<b>w-z</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>

The following examples show Cutters that would be used in entries already shelved to conform to the table on the previous page. In most cases, Cutters must be adjusted to file an entry correctly and to allow room for later entries.

<u>Vowels</u>	<u>S</u>	<u>Q</u>	<u>Consonants</u>				
IBM	.I26	Sadron	.S23	Qadduri	.Q23	Campbell	.C36
Idaho	.I33	Scanlon	.S29	Qiao	.Q27	Ceccaldi	.C43
Ilardo	.I4	Schreiber	.S37	Quade	.Q33	Chertok	.C48
Import	.I48	Shillingburg	.S53	Queiroz	.Q45	Clark	.C58
Inman	.I56	Singer	S57	Quinn	.Q56	Cobblestone	.C63
Ipswich	.I67	Stinson	.S75	Quorum	.Q67	Cryer	.C79
Ito	.I87	Suryani	.S87	Qutub	.Q88	Cuellar	.C84
Ivy	.I94	Symposium	.S96	Qvortrup	.Q97	Cymbal	.C96

*Note: Do not end a Cutter with the numeral 1 or 0.*

Source: Library of Congress, Subject cataloging manual: Shelving G 60(M)

## 2. Regions and Countries Table

Used whenever the instruction “By region or country, A-Z” (or its equivalent, such as “By country, A-Z”) is given in LC schedules.

The table provides general guidance to assigning cutter numbers for regions and countries. However, if the name of a country or region has already been established in either the shelved list or the classification schedule with a cutter number different from that indicated in the table, the established number is used and the cutter numbers for all new entries are then adjusted accordingly.

### Regions and Countries Table

Abyssinia <i>see</i> Ethiopia				Antigua <i>see</i> Antigua and Barbuda			
Afghanistan	.....	.....	.....	A3	Antigua and Barbuda	.....	A63
Africa	.....	.....	.....	A35	Arab countries	.....	A65
Africa, Central	.....	.....	.....	A352	Arctic regions	.....	A68
Africa, East	.....	.....	.....	A353	Argentina	.....	A7
Africa, Eastern	.....	.....	.....	A354	Arminia	.....	A75
Africa, French-Speaking West	.....	.....	.....	A3545	Arminia (Republic)	.....	A76
Africa, North	.....	.....	.....	A355	Aruba	.....	A77
Africa, Northeast	.....	.....	.....	A3553	Asia	.....	A78
Africa, Northwest	.....	.....	.....	A3554	Asia, Central	.....	A783
Africa, South <i>see</i> South Africa					Asia, East <i>see</i> East Asia		
Africa, Southern	.....	.....	.....	A356	Asia, South <i>see</i> South Asia		
Africa, Sub-Saharan	.....	.....	.....	A357	Asia, Southeaster	.....	A785
Africa, West	.....	.....	.....	A358	Asia, Southwestern <i>see</i> Middle East		
Albania	.....	.....	.....	A38	Australasia	.....	A788
Algeria	.....	.....	.....	A4	Australia	.....	A8
Alps	.....	.....	.....	A43	Austria	.....	A9
America	.....	.....	.....	A45	Azerbaijan	.....	A98
American Samoa	.....	.....	.....	A46	Bahamas	.....	B24
Andorra	.....	.....	.....	A48	Bahrain	.....	B26
Angola	.....	.....	.....	A5	Balkan Peninsula	.....	B28
Anguilla	.....	.....	.....	A54	Baltic States	.....	B29
Antarctica	.....	.....	.....	A6	Bangladesh	.....	B3

Barbados	.....	.....	.....	B35	Dutch Guiana <i>see</i> Surinam	
Barbuda	<i>see</i> Antigua and Barbuda				East Asia	..... E18
Belarus	.....	.....	.....	B38	Ecuador	..... E2
Belgium	.....	.....	.....	B4	Egypt	..... E3
Belize	.....	.....	.....	B42	El Salvador <i>see</i> Salvador	
Benelux Countries	.....	.....	.....	B425	Ellice Islands <i>see</i> Tuvalu	
Bengal	.....	.....	.....	B43	England <i>see</i> Great Britain	
Benin	.....	.....	.....	B45	Equatorial Guinea	..... E6
Bosnia and Hercegovina	.....	.....	.....	B54	Eritrea	..... E65
Bostwana	.....	.....	.....	B55	Estonia	..... E75
Brazil	.....	.....	.....	B6	Ethiopia	..... E8
British Guiana	<i>see</i> Guyana				Eurasia	..... E83
British Honduras	<i>see</i> Belize				Europe	..... E85
British Isles	.....	.....	.....	B65	Europe, Central <i>see</i> Central Europe	
Brunei	.....	.....	.....	B7	Europe, Eastern	..... E852
Bulgaria	.....	.....	.....	B9	Europe, Northern	..... E853
Burkina Faso	.....	.....	.....	B92	Europe, Southern	..... E854
Burma	.....	.....	.....	B93	Europe, Wester <i>see</i> Europe	
Burundi	.....	.....	.....	B94	European Economic Community	
Byzantine Empire	.....	.....	.....	B97	countries	..... E86
Combodia	.....	.....	.....	C16	European Free Trade Association	
Cameroon	.....	.....	.....	C17	countries	..... E87
Canada	.....	.....	.....	C2	European Union countries <i>see</i> Europe	
Canary Islands	.....	.....	.....	C23	Falkland Islands	..... F3
Cape Verde	.....	.....	.....	C25	Faroe Islands	..... F32
Caribbean Area	.....	.....	.....	C27	Fiji Islands	..... F4
Caroline Islands	.....	.....	.....	C275	Finland	..... F5
Caucasus	.....	.....	.....	C28	Former Soviet republics	..... F6
Cayman Islands	.....	.....	.....	C29	Formosa <i>see</i> Taiwan	
Central African Republic	.....	.....	.....	C33	France	..... F8
Central America	.....	.....	.....	C35	French Guiana	..... F9
Central Europe	.....	.....	.....	C36	French Polynesia	..... F93
Ceylon	<i>see</i> Sri Lanka				Gabon	..... G2
Chad	.....	.....	.....	C45	Galapagos Islands	..... G23
Channel Islands	.....	.....	.....	C48	Gambia	..... G25
Chile	.....	.....	.....	C5	Georgia (Republic)	..... G28
China	.....	.....	.....	C6	Germany	..... G3
Colombia	.....	.....	.....	C7	Germany (Democratic Republic)	
Commonwealth countries	.....	.....	.....	C723	<i>see</i> Germany	
Communist countries	.....	.....	.....	C725	Germany (East) <i>see</i> Germany	
Comoros	.....	.....	.....	C73	Germany (Federal Republic) <i>see</i>	
Congo (Brazzaville)	.....	.....	.....	C74	Germany	
Cook Islands	.....	.....	.....	C76	Germany (West) <i>see</i> Germany	
Costa Rica	.....	.....	.....	C8	Ghana	..... G4
Cote d'Ivoire	.....	.....	.....	C85	Gibraltar	..... G5
Croatia	.....	.....	.....	C87	Gilbert Islands <i>see</i> Kiribati	
Cuba	.....	.....	.....	C9	Great Britain	..... G7
Curacao	.....	.....	.....	C92	Greece	..... G8
Cyprus	.....	.....	.....	C93	Greenland	..... G83
Czech Republic	.....	.....	.....	C94	Grenada	..... G84
Czechoslovakia	.....	.....	.....	C95	Guadeloupe	..... G845
Dahomey	<i>see</i> Benin				Guam	..... G85
Denmark	.....	.....	.....	D4	Guatemala	..... G9
Developing countries	.....	.....	.....	D44	Guiana	..... G915
Djibouti	.....	.....	.....	D5	Guinea	..... G92
Dominica	.....	.....	.....	D6	Guinea-Bissau	..... G93
Dominican Republic	.....	.....	.....	D65	Guyana	..... G95
Dutch East Indies	<i>see</i> Indonesia				Haiti	..... H2

Hispaniola	.....	.....	.....	H55	Malaysia	.....	.....	.....	M4
Holland <i>see</i> Netherlands					Maldives	.....	.....	.....	M415
Honduras	.....	.....	.....	H8	Mali	.....	.....	.....	M42
Hong Kong	.....	.....	.....	H85	Malta	.....	.....	.....	M43
Hungary	.....	.....	.....	H9	Marshall Islands	.....	.....	.....	M433
Iceland	.....	.....	.....	I2	Martinique	.....	.....	.....	M435
India	.....	.....	.....	I4	Mauritania	.....	.....	.....	M44
Indochina	.....	.....	.....	I48	Mauritius	.....	.....	.....	M45
Indonesia	.....	.....	.....	I5	Melanesia	.....	.....	.....	M5
Inner Mongolia <i>see</i> China					Mexican-American Border Region				M58
Iran	.....	.....	.....	I7	Mexico	.....	.....	.....	M6
Iraq	.....	.....	.....	I72	Micronesia	.....	.....	.....	M625
Ireland	.....	.....	.....	I73	Middle East	.....	.....	.....	M628
Islamic countries	.....	.....	.....	I74	Moldova	.....	.....	.....	M629
Islamic Empire	.....	.....	.....	I742	Monaco	.....	.....	.....	M63
Islands of the India Ocean	.....	.....	.....	I743	Mongolia	.....	.....	.....	M65
Israel	.....	.....	.....	I75	Mongolia (Mongolian People's Republic)				
Italy	.....	.....	.....	I8	<i>see</i> Mongolia				
Ivory Coast <i>see</i> Cote d'Ivoire					Montenegro <i>see</i> Yugoslavia				
Jamaica	.....	.....	.....	J25	Montserrat	.....	.....	.....	M7
Japan	.....	.....	.....	J3	Morocco	.....	.....	.....	M8
Java <i>see</i> Indonesia					Mozambique	.....	.....	.....	M85
Jerusalem	.....	.....	.....	J4	Myanmar <i>see</i> Burma				
Jordan	.....	.....	.....	J6	Namibia	.....	.....	.....	N3
Jugoslavia <i>see</i> Yugoslavia					Nauru	.....	.....	.....	N32
Jutland <i>see</i> Denmark					Near East <i>see</i> Middle East				
Kampuchea <i>see</i> Cambodia					Nepal	.....	.....	.....	N35
Kazakhstan	.....	.....	.....	K3	Netherlands	.....	.....	.....	N4
Kenya	.....	.....	.....	K4	Netherlands Antilles	.....	.....	.....	N42
Kerguelen Islands	.....	.....	.....	K43	New Caledonia	.....	.....	.....	N425
Kiribati	.....	.....	.....	K5	New Guinea	.....	.....	.....	N43
Korea	.....	.....	.....	K6	New Hebrides <i>see</i> Vanuatu				
Korea (Democratic People's Republic) <i>see</i> Korea (North)					New Zealand	.....	.....	.....	N45
Korea (North)	.....	.....	.....	K7	Nicaragua	.....	.....	.....	N5
Korea (Republic) <i>see</i> Korea					Niger	.....	.....	.....	N55
Korea (South) <i>see</i> Korea					Nigeria	.....	.....	.....	N6
Kuwait	.....	.....	.....	K9	North America	.....	.....	.....	N7
Kyrgyzstan	.....	.....	.....	K98	Northern Ireland <i>see</i> Great Britain				
Laos	.....	.....	.....	L28	Northern Rhodesia <i>see</i> Zambia				
Latin America	.....	.....	.....	L29	Norway	.....	.....	.....	N8
Latvia	.....	.....	.....	L35	Nyasaland <i>see</i> Malawi				
Lebanon	.....	.....	.....	L4	Oceania	.....	.....	.....	O3
Lesotho	.....	.....	.....	L5	Oman	.....	.....	.....	O5
Liberia	.....	.....	.....	L7	Outer Mongolia <i>see</i> Mongolia				
Libya	.....	.....	.....	L75	Pacific Area	.....	.....	.....	P16
Liechtenstein	.....	.....	.....	L76	Pakistan	.....	.....	.....	P18
Lithuania	.....	.....	.....	L78	Palau	.....	.....	.....	P185
Luxembourg	.....	.....	.....	L9	Palestine	.....	.....	.....	P19
Macao	.....	.....	.....	M25	Panama	.....	.....	.....	P2
Macaronesia	.....	.....	.....	M26	Papua New Guinea	.....	.....	.....	P26
Macedonia	.....	.....	.....	M27	Paraguay	.....	.....	.....	P3
Macedonia (Republic)	.....	.....	.....	M275	Persia <i>see</i> Iran				
Madagascar	.....	.....	.....	M28	Persian Gulf Region	.....	.....	.....	P35
Malagasy Republic <i>see</i> Madagascar					Peru	.....	.....	.....	P4
Malawi	.....	.....	.....	M3	Philippines	.....	.....	.....	P6
Malay Archipelago	.....	.....	.....	M35	Poland	.....	.....	.....	P7
Malaya <i>see</i> Malaysia					Polynesia	.....	.....	.....	P75
					Portugal	.....	.....	.....	P8



## United States

Alabama	.....	.....	.....	A2	Montana	.....	.....	.....	M9
Alaska	.....	.....	.....	A4	Nebraska	.....	.....	.....	N2
Arizona	.....	.....	.....	A6	Nevada	.....	.....	.....	N3
Arkansas	.....	.....	.....	A8	New Hampshire	.....	.....	.....	N4
California	.....	.....	.....	C2	New Jersey	.....	.....	.....	N5
Colorado	.....	.....	.....	C6	New Mexico	.....	.....	.....	N6
Connecticut	.....	.....	.....	C8	New York	.....	.....	.....	N7
Delaware	.....	.....	.....	D3	North Carolina	.....	.....	.....	N8
District of Columbia <i>see</i>					North Dakota	.....	.....	.....	N9
Washington (D. C.)					Ohio	.....	.....	.....	O3
Florida	.....	.....	.....	F6	Oklahoma	.....	.....	.....	O5
Georgia	.....	.....	.....	G4	Oregon	.....	.....	.....	O7
Hawaii	.....	.....	.....	H3	Pennsylvania	.....	.....	.....	P4
Idaho	.....	.....	.....	I2	Rhode Island	.....	.....	.....	R4
Illinois	.....	.....	.....	I3	South Carolina	.....	.....	.....	S6
Indiana	.....	.....	.....	I6	South Dakota	.....	.....	.....	S8
Iowa	.....	.....	.....	I8	Tennessee	.....	.....	.....	T2
Kansas	.....	.....	.....	K2	Texas	.....	.....	.....	T4
Kentucky	.....	.....	.....	K4	Utah	.....	.....	.....	U8
Louisiana	.....	.....	.....	L8	Vermont	.....	.....	.....	V5
Maine	.....	.....	.....	M2	Virginia	.....	.....	.....	V8
Maryland	.....	.....	.....	M3	Washington (D. C.)	.....	.....	.....	W18
Massachusetts	.....	.....	.....	M4	Washington (State)	.....	.....	.....	W2
Michigan	.....	.....	.....	M5	West Virginia	.....	.....	.....	W4
Minnesota	.....	.....	.....	M6	Wisconsin	.....	.....	.....	W6
Mississippi	.....	.....	.....	M7	Wyoming	.....	.....	.....	W8
Missouri	.....	.....	.....	M8					

## Canadian Provinces

Alberta	.....	.....	.....	A3	Nova Scotia	.....	.....	.....	N8
British Columbia	.....	.....	.....	B8	Ontario	.....	.....	.....	O6
Manitoba	.....	.....	.....	M3	Prince Edward Island	.....	.....	.....	P8
New Brunswick	.....	.....	.....	N5	Quebec (Province)	.....	.....	.....	Q3
Newfoundland	.....	.....	.....	N6	Saskatchewan	.....	.....	.....	S2
Northwest Territories	.....	.....	.....	N7	Yukon (Territory)	.....	.....	.....	Y8

Source: *Library of Congress. Subject cataloging manual: Shelflisting (G300)*

	<b>CPM: B3</b>
<b>Date</b>	<b>25 June 2005</b>
<b>Title</b>	<b>Collection Codes</b>
<b>Index Terms</b>	<i>Collection Codes</i>

Collection located in various academic and non-academic departments and in various locations within the library are identified by their Collection codes in Horizon. A list of these codes and their description are given below. Except for the code "main", all other codes are printed on the spine labels as part of the call number.

<b>Serial No.</b>	<b>Collection Code</b>		<b>Description</b>
01	Acct	....	Accounting
02	acq.	....	Acquisitions
03	ADC	....	Deanship of Academic Development
04	AdmA	....	Administrative Affairs
05	ARC	....	Architecture
06	ArDe	....	Arabic Department
07	ARE	....	Architecture Engineering
08	A-v	....	Audiovisual
09	AVDG	....	Director General, Educational Aids
10	Bind	....	Bindery
11	cat.	....	Cataloging
12	CEM	....	Construction Engg. & Mgt.
13	Chem	....	Chemistry
14	ChES	....	Chemical Engineering
15	CiES	....	Civil Engineering
16	CIM	....	Coll. of Industrial Management
17	Circ	....	Circulation Department
18	COE	....	Computer Engineering
19	CoEn	....	College of Environ. Design
20	CoES	....	Coll. of Engineering Science
21	Cons	....	Construction
22	CoSe	....	College of Science
23	CRP	....	City & Regional Planning
24	CS.E	....	Computer Science & Engineering
25	DeGS	....	Dean of Graduate Studies
26	disp	....	Display
27	diss	....	Dissertations
28	DLib	....	Dean of Library Affairs

29	Eart	....	Earth Sciences
30	ELC	....	English Language Center
31	EIES	....	Electrical Engineering
32	fac.	....	Faculty publications
33	FacP	....	Faculty & Personnel Affairs
34	FIN	....	Finance & Economics
35	Fina	....	Financial Affairs
36	fol.	....	Folio
37	Food	....	Food Services
38	GifX	....	Gifts & Exchange Dept.
39	Govt	....	Government publications
40	Hous	....	Housing & Office Services
41	IAS	....	Islamic and Arabic Studies
42	ICS	....	Information & Computer Science
43	Khan	....	Khan Collection
44	main	....	Main Library
45	Maps	....	Map Section
46	Math	....	Mathematical Sciences
47	MDoc	....	Miscellaneous Documents
48	MedC	....	Medical Center
49	MeES	....	Mechanical Engineering
50	MGT	....	Management & Marketing
51	MIS	....	Accounting & MIS
52	Mnt.	....	Maintenance
53	OTC	....	Oil Testing Center
54	PeES	....	Petroleum Engineering
55	Peri	....	Periodical
56	PhEd	....	Physical Education
57	Phys	....	Physics
58	PubR	....	Public Relations
59	Purc	....	Purchasing
60	RecC	....	Community Center
61	RecJ	....	Community Center Junior
62	RecN	....	Community Center Non-Fiction
63	Rect	....	Rector's Office
64	ref.	....	Reference
65	RefD	....	Reference Desk
66	Regr	....	Registrar
67	ResI	....	Research Institute

68	Resv	....	Reserve
69	Saud	....	History of Kingdom of Saudi Arabia
70	Secu	....	Security
71	SeES	....	Systems Engineering
72	seri	....	Serials
73	SGO	....	Secretary General's Office
74	spec	....	Special collection
75	SSL	....	Surface Science Lab.
76	SStr	....	Secondary Storage Area
77	StAf	....	Student Affairs
78	SysO	....	Systems Office
79	TeAF	....	Technical Affairs
80	TEC.	....	Testing and Evaluation Center
81	Tele	....	Telecom. & Elec. Maint.
82	text	....	Textbooks
83	TIC	...	Technical Information Center
84	VF	....	Vertical File
85	VRAA	....	Vice Rector for Academic Affairs
86	VRGR	....	Vice Rector for Grad. Stud. & Sc. Research
87	weed	....	Withdrawn materials

	<b>CPM: B4</b>
<b>Date</b>	<b>02 July 2005</b>
<b>Title</b>	<b>General Materials Designations</b>
<b>Index Terms</b>	<i>1. General Material Designations (GMD)</i>
	<i>2. GMD</i>

Choose one of the lists of general material designations given below and use terms from the chosen list in all descriptions for which general material designations are desired.

If general material designations are to be used in cataloging, British agencies should use terms from list 1 and agencies in Australia, Canada, and the United States should use terms from list 2.

#### LIST 1

- braille
- cartographic material
- electronic resource
- graphic
- manuscript
- microform
- motion picture
- multimedia
- music
- object
- sound recording
- text
- videorecording

#### LIST 2

- activity card
- art original
- art reproduction
- braille
- cartographic material
- chart
- diorama
- electronic resource
- filmstrip
- flash card
- game
- kit
- manuscript
- microform

microscope slide  
model  
motion picture  
music  
picture  
realia  
slide  
sound recording  
technical drawing  
text  
toy  
transparency  
videorecording

For materials for the visually impaired, add (*large print*) or (*tactile*,) when appropriate, to any term in list 2. Add (*braille*), when appropriate, to any term in list 2 other than *braille* or *text*.

... [cartographic material (tactile)]

... [music (braille)]

... [text (large print)]

**Source:** *Anglo-American Cataloging Rules 1.1C*

	<b>CPM: B5</b>
<b>Date</b>	<b>02 July 2005</b>
<b>Title</b>	<b>MARC Coding of Form Subdivisions</b>
<b>Index Terms</b>	<i>Form Subdivisions, MARC Coding of</i>

<u>Form Subdivision</u>	...	<u>Subfield Coding</u>
Abstracts	...	v
Amateurs' manuals	...	v
Anecdotes	...	v
Atlases	...	v
Bibliography	...	v
Bibliography – Catalogs	...	v - v
Bibliography – Periodicals	...	v - v
Bio-bibliography	...	v
Biography	...	v
Biography – Juvenile literature	...	v - v
Case studies	...	v
Cases	...	v
Catalogs	...	v
Charts, diagrams, etc.	...	v
Classification	...	v
Collections	...	v
Congresses	...	v
Controversial literature	...	v
Conversation and phrase books	...	v
Correspondence	...	v
Curricula	...	v
Databases	...	v
Designs and plans	...	v
Diaries	...	v
Dictionaries	...	v
Dictionaries – Chinese	...	v - x
Dictionaries – English	...	v - x
Dictionaries – French	...	v - x
Dictionaries – German	...	v - x
Dictionaries – Japanese	...	v - x
Dictionaries – Polyglot	...	v - x
Digests	...	v
Directories	...	v
Drama	...	v
Early works to 1800	...	v
Examinations, questions, etc.	...	v
Excerpts	...	v
Excerpts, arranged	...	v
Exhibitions	...	v
Facsimiles	...	v
Fiction	...	v

Folklore	...	v
Forms	...	v
Genealogy	...	v
Glossaries, vocabularies, etc.	...	v
Guidebooks	...	v
Handbooks, manuals, etc.	...	v
Humor	...	v
Hymns	...	v
Identification	...	v
Indexes	...	v
Instrumental settings	...	v
Interviews	...	v
Juvenile	...	v
Juvenile fiction	...	v
Juvenile films	...	v
Juvenile literature	...	v
Laboratory manuals	...	v
Librettos	...	v
Maps	...	v
Methods	...	v
Miscellanea	...	v
Music	...	v
Newspapers	...	v
Observations	...	v
Outlines, syllabi, etc.	...	v
Parts	...	v
Patterns	...	v
Periodicals	...	v
Personal narratives	...	v
Photographs	...	v
Pictorial works	...	v
Poetry	...	v
Popular works	...	v
Portraits	...	v
Problems, exercises, etc.	...	v
Programmed instruction	...	v
Readers	...	v
Registers	...	v
Scores	...	v
Scores and parts	...	v
Sermons	...	v
Slides	...	v
Software	...	v
Solo with piano	...	v
Songs and music	...	v
Sources	...	v
Specimens	...	v
Statistics	...	v
Statistics – Periodicals	...	v - v
Studies and exercises	...	v

Study guides	...	v
Tables	...	v
Terminology	...	v
Textbooks	...	v
Textbooks for foreign speakers	...	v
Texts	...	v
Translations into English	...	v
Vocal scores with piano	...	v
Yearbooks	...	v

	<b>CPM: C1.1</b>
<b>Date</b>	<b>16 May 2005</b>
<b>Title</b>	<b>Routing Materials for Cataloging</b>
<b>Index Terms</b>	<i>Cataloging Materials, Routing of</i>

Materials for cataloging are received first in the Bibliographic Searching Room (206) from the following sources:

1. Acquisitions Department
2. Serials Department
3. Satellite libraries: Technical Information Center/RI, Community Center, College of Environmental Design, etc.

They are counted and recorded on a form (copy attached) showing the date and number of books received from different sources. Materials are then sorted and divided into the following groups:

1. Books with CIP data
2. Books with no CIP data
3. Periodicals and serials
4. Arabic books
5. Standards, theses and dissertations, multi-volume sets and added volumes and copies
6. Nonprint materials

Books, received from the Acquisitions Department have a slip attached to the back of the book cover with "**Bib**" and "**Item**" numbers, which indicate that their cataloging (partial or full) records created by the Acquisitions department for ordering are available in the system catalog and need to be reviewed, modified, completed or replaced with full records by the catalogers.

Materials belonging to different locations within the library and to satellite libraries will have marking slips indicating their destination. Volumes and copies to be added to existing catalog records are received with slips bearing call numbers with instruction cores AV (added volumes) and AC (added copy).

All types of urgently needed materials should be cataloged as promptly as possible. A "**RUSH**" slip attached to the item, shows that this specific item should have priority over other items in cataloging. Care must be taken, however, that the regular and routine work will not be continually interrupted because of rush materials.

All Library materials are cataloged according to the following established list of priorities:

1. "RUSH" books
2. Faculty requests ("Notify")

3. Other individual requests ("Notify")
4. Important reference materials
5. Periodicals and other serial publications
6. Materials with CIP, LC, etc. records
7. Materials not needed for immediate use may wait for LC copy or original cataloging.

	<b>CPM: C1.2</b>
<b>Date</b>	<b>16 May 2005</b>
<b>Title</b>	<b>Bibliographic Searching</b>
<b>Index Terms</b>	<i>1. Searching, Bibliographic</i>
	<i>2. Z39.50 Databases</i>
	<i>3. LaserCat</i>
	<i>4. National Union Catalog</i>

Bibliographic searching precedes all cataloging processes. Catalogers perform searching of the following three types of sources of bibliographic data for finding a matching or a near-match record. Cataloging copy of an earlier or later edition is a good example of a near-match record, which can be modified to make it suitable for the edition in hand.

1. **Z39.50 databases.** Horizon provides online access to several Z39.50 databases, including two bibliographic databases—Library of Congress and OhioLINK.  
These databases are to be searched first for the reason that their records can be imported into Horizon for copy cataloging.
2. **LaserCat.** The Library subscribes to LaserCat—a database of over 5 million records on CD-ROM. When records are not found in Z39.50 databases, this database is searched. Unfortunately, records from LaserCat cannot be imported into Horizon. However, catalogers can get a print out of the matching record and enter the data manually into Horizon. This will be still better than doing original cataloging.
3. **National Union Catalog.** For materials published before 1967, catalogers can check the Library of Congress National Union Catalog (NUC) available in hard copy in room 206. If the record is found, catalogers can make photocopy of the record and enter it manually into Horizon.

In bibliographic searching, the following guidelines may be followed.

1. In case of no success from using one index, other indexes may also be used.
2. Materials labeled as **RUSH** or **NOTIFY** must be processed as first priority. If their matching records are not found, catalogers should not wait and perform original cataloging immediately.
3. Catalogers should keep statistics of bibliographic searching and submit it along with other statistics to the Senior Manager at the end of each month.

	<b>CPM: C1.3</b>
<b>Date</b>	<b>02 July 2005</b>
<b>Title</b>	<b>Importing Records from Z39.50 Databases into Horizon</b>
	<i>Z39.50 Databases Records, Importing of</i>

Before cataloging any item with or without CIP data, catalogers should search the available Z39.50 databases to find matching cataloging records and if found, to import it into Horizon. This will not only save catalogers' time for creating records manually, but would also improve the quality of records.

Following these steps to importing records into Horizon:

1. Go to the Searching module and select Z39.50 search;
2. Select one of the Z39.50 indexes and enter your search term. Not all the indexes work for each database. If one index does not work, try another;
3. Highlight the desired record and press F10 key;
4. Select MARC editor and Click OK;
5. Modify the record as desired and then save it;
6. Create item record to complete the cataloging process;
7. If you wish to replace an existing record with the imported one, use the ***Merge*** function.

	<b>CPM: C2.1</b>
<b>Date</b>	<b>30 May 2005</b>
<b>Title</b>	<b>Copy Cataloging</b>
<b>Index Terms</b>	<i>Cataloging Copy</i>

**DEFINITION:** Adapting for use in a catalog a copy of the original cataloging created by another library.

Library of Congress first started distributing records of original cataloging done at the LC through the printed catalog card service. Later LC issued book catalogs called **National Union Catalogs (NUC)**, which included catalog records of materials available at the Library of Congress and other member libraries. Libraries used to make photocopies of these records for adaptation and use in local catalogs.

With the development of the MARC format in the late 1960s, LC started to distribute catalog records on magnetic tapes. Libraries would subscribe to these tapes and load them into their local systems. Soon a number of networks started to develop providing catalog records of millions of items from all over the world and in many languages. Famous among them are OCLC, RLIN, WLN (now merged with OCLC). With the development of CD-ROM technology, these networks started to distribute records on CD-ROM. LaserCat is one of the several CD-ROM-based cataloging databases libraries are using for copy cataloging. Now with the Internet, online catalogs of hundreds of libraries are also available to catalogers to search for matching records. We recommend the Library of Congress Online Catalog and the OhioLINK Library Catalog to be used for copy cataloging as their records can also be imported into Horizon through Z39.50. Availability of all these resources has decreased the amount of original cataloging of English materials to less than 10%.

CIP data are another source for copy cataloging. In addition to non-Arabic books, Arabic books also include CIP data but their quality is much lower than that of non-Arabic CIP data.

Any catalog record, CIP, online or CD-ROM-based must be carefully checked before inputting or after importing it into the local system. The focus should be on the choice of main entry, title, subject headings of non-LC records, call number including the year of publication given in the call number. Missing information which may include series information, imprint, collation should be added to the record.

	<b>CPM: C2.2</b>
<b>Date</b>	<b>31 May 2005</b>
<b>Title</b>	<b>Original Cataloging</b>
<b>Index Terms</b>	<i>1. Cataloging, Original</i>
	<i>2. Cataloging, Descriptive</i>
	<i>3. Cataloging, Subject</i>

**DEFINITION:** We should consider as "original," cataloging of such materials for which no bibliographic record is available in the Library of Congress Online Catalog or OhioLINK catalog or in one of the bibliographic agencies, such as OCLC, RLIN, MARCIVE, etc.

There are two phases in original cataloging: descriptive cataloging and subject cataloging. While most catalogers do both, these are two distinct processes performed by two different persons (Catalogers and Classifiers) in many libraries.

### **Descriptive Cataloging:**

Descriptive cataloging is that phase of cataloging process which is concerned with the identification and description of an information package, the recording of this information in the form of a cataloging record, the selection of access points (except for subject access points), the formation of headings, and the encoding of the entire surrogate record so that it will be machine-readable.

Bibliographic description requires transcription from the chief source of information according to prescribed guidelines in **AACR2R** and **Library of Congress Rule Interpretations** as modified in local practices. A chief source of information is specified for each type of material or condition or pattern of publication. Information in the chief source is to be preferred to information found elsewhere. The chief source of information for some types of materials are: the title page (printed monographs, atlases, serials), the title frame (microforms), title screen (computer files) disc and labels (sound recordings), etc. AACR2R rule 1.OD outlines three levels of description. Main and added (non-subject) entries are determined in accordance with AACR2 Chapter 21. All new headings should be recorded in the local authority list, along with references as indicated. Elements considered essential for describing physical information packages are title, statement of responsibility, edition information, and publication, distribution, or production information. Physical description – extent and size of item – and series data are often essential to this purpose as well. Components essential for describing virtual information packages (e.g., Internet documents) are title, statement of responsibility, edition information (if present), date information, and location information (e.g. URL).

### **Subject Cataloging:**

In original subject cataloging the cataloger must examine the information package in order to determine what it is about. With the “aboutness” concept in mind, the Library of Congress Subject Headings for non-Arabic materials and Nasser M.

Swaydan's Arabic Subject Headings for Arabic materials must be consulted for consistent selection and recording of accepted headings and references. Obsolete headings may be caught and changed at once, although it is usually better to postpone major overhauls until a designated time, in order to expedite cataloging in progress.

For original cataloging, classifying an information package requires judgment. The task requires the selection of an appropriate classification number from the Library of Congress Classification that fits the subject emphasis of the item. After choosing the class notation, the cataloger usually consults the classification file to see if the Class notation chosen, or its possible alternative, has been previously used for similar and different materials.

### **Assigning Cutter number:**

Following the selection of a class number, the next step is to assign a Cutter number for the main entry. Our library uses the Library of Congress Cutter table, which is available in the Library of Congress **Subject Cataloging Manual: Shelving G 60(14)** included in the Cataloger's desktop. A copy of the table should be in the possession of every cataloger.

Having call number virtually completed, cataloger writes it on a slip and checks the shelving file to make certain that the assigned call number is not in conflict with an existing entry. If it does, the cutter number should be modified slightly to make it unique.

### **Input form for classification numbers:**

The structure of the LCCN according to the MARC 21 Bibliographic Format is that it is tagged as 050 with two subfield codes.

# a Classification number  
# b Item number

For consistency, cataloger should use the following examples of the input form of LC classification numbers:

1. a QA253  
b .C57 for QA253 .C57
2. a QA253  
b .C57 1987 for QA253 .C57 1987
3. a QA1  
b .R33 no.24 for QA1 .R33 no.24
4. a QA76.8.A662  
b R63 1984 for QA76.8.A662 R63 1984
5. a QA76.8.A47  
b R5 vol.2 for QA76.8.A47 R5 vol.2

This input form is not applied to call numbers in Horizon. They are entered in one straight line in the call number window on the items screen.

	<b>CPM: C2.3.1</b>
<b>Date</b>	<b>01 June 2005</b>
<b>Title</b>	<b>Cataloging of Non-Book Materials</b>
<b>Index Terms</b>	<i>1. Non-Book Materials, Cataloging of</i>
	<i>2. Microforms, Cataloging of</i>
	<i>3. A-V Materials, Cataloging of</i>

1. All non-book materials are cataloged according to the most current edition and revision of the Anglo-American Cataloging Rules.
2. Non-book materials are assigned local call numbers as follows:

- a) First by form of material (some in abbreviated form)

<b>Abbreviated form</b>	<b>Full form</b>	<b>General Material Designation (GMD)</b>
Audio	Audiotape	sound recording
Chart	Chart	chart
Comp file	Computer file	electronic resource
Fiche	Microfiche	microform
Film	Micofilm	microform
Film 8mm	8mm Film	motion picture
Film 16mm	16mm Film	motion picture
Filmstrip	Filmstrip	filmstrip
Kit	Kit	kit
Phonorecord	Phonorecord	sound recording
Slide	Slide	slide
Transp.	Transparency	transparency
Video	Videotape	videorecording

- b) Then by broad subjects (most in abbreviated form)

<b>Subject</b>	<b>Abbreviated form</b>
Agriculture	... Agri
Arabic	... Arabic
Architecture	... Arch
Astronomy	... Astro
Biology	... Bio
Botany	... Bot
Building	... Buil
Business	... Bus
Chemical Engineering	... Chem Eng
Chemistry	... Chem
Children	... Child

Civil Engineering	...	Civil Eng
Communication	...	Commun
Computer Science	...	Comp Sc
Drugs	...	Drugs
Economics	...	Econ
Education	...	Educ
Electrical Engineering	...	Elec Eng
Electronics	...	Elec
English	...	Engl
General	...	Gen
General Engineering	...	Gen Eng
Geography	...	Geog
Geology	...	Geol
Health	...	Health
Highway Engineering	...	Highw Eng
Hydraulic Engineering	...	Hydr Eng
Islam	...	Islam
King Fahd Univ. of Pet. & Minerals		KFUPM
Library Science	...	Lib Sc
Management	...	Manag
Mathematics	...	Math
Mechanical Engineering	...	Mech Eng
Medicine	...	Med
Metallurgy	...	Meta
Mining Engineering	...	Mini Eng
Music	...	Music
Natural Gas	...	Nat Gas
Nuclear Engineering	...	Nucl Eng
Petroleum	...	Petrol
Physical Education	...	Phy Ed
Physics	...	Phys
Recreation	...	Recr
Saudi Arabia	...	Saudi Arabia
Science	...	Sc
Space flight	...	Spa Fl
Zoology	...	Zoo

c) Then by serial number, for example:

Film	Kit	Video
16mm	Chem	Lib Sc
Phys	16	7
23		

3. Maps and atlases are classified according to the Library of Congress Classification system.
4. In creating online records for non-print materials, appropriate codes are assigned in the fixed and leader fields according to the form of materials being cataloged. Similarly, a material type code is assigned to the item type field of

the item record. This is important for circulation operations as well as for generating various reports by the type of material. For cataloging each type of material, catalogers must select the relevant Horizon Workform already available in the system, which can be modified as needed.

## 5. **Microform**

- a) Microforms are classified as follows:
  1. Entire publication is in microform
    - a) First by form of material  
Film  
Fiche
    - b) Then by serial number
  2. Publication both in microform and hard copy
    - a) The paper copy is classified according to LCC and the main call number is the LC call number.
    - b) A second call number is assigned for the microform copy following the local classification system mentioned above.
    - c) In the case of periodicals, a separate record is created for the microform copy with the GMD and local call number. Only holdings of the microform copy is given in the 863 (3 #) \$ a. Fixed length Data Elements field (006) and the control field for continuing resources (008) are defined as serial.
- b) Some microform set are neither cataloged nor classified, such as NTIS reports and SRIM. They are to be used with their own indexes.

	<b>CPM: C2.3.2</b>
<b>Date</b>	<b>02 July 2005</b>
<b>Title</b>	<b>Cataloging of Cartographic Materials</b>
<b>Index Terms</b>	<i>1. Cartographic Materials, Cataloging of</i>
	<i>2. Maps, Cataloging of</i>
	<i>3. Atlases, Cataloging of</i>
	<i>4. Globes, Cataloging of</i>

Cartographic materials include maps, globes and atlases. They are cataloged according to AACR2 Chapter 3. The only exception is that following the LC practice, GMD is not to be used for these materials.

The catalogers may find two problem areas in cataloging cartographic materials. The first has to do with choice of main entry. The second involves the elements of the mathematical area of description (e.g. scale, projection, coordinates, etc.).

The problem of the authorship principle in relation to cartographic materials seems not to have been solved to the satisfaction of map librarians. Who is responsible for the intellectual content of the map? The cartographer? The surveyor? The publisher? The government agency issuing the map? AACR2, 2002 Revision leaves it to the cataloger to determine whether a person named on the map qualifies as personal author under 21.1A1. Rule 21.1B2f does make special provision for corporate body main entry for cartographic materials. It is restricted, however, to bodies that are responsible for more than simply the publication or distribution of the materials. Many cartographic materials will be entered under title (21.1C1).

Subject headings and class numbers are assigned to cartographic materials from the **Library of Congress Subject Headings and LC Class G: Geography; Maps; Anthropology; Recreation** respectively.

The item type of each of the three cartographic materials is assigned as follows:

<b>Item</b>	<b>Type</b>
Map	Map
Atlas	Atlas
Globe	Map

Selection of appropriate fields, subfields, and indicator values is already done on the workform for cartographic materials.

	<b>CPM: C2.3.3</b>
<b>Date</b>	<b>06 June 2005</b>
<b>Title</b>	<b>Cataloging of Periodicals</b>
<b>Index Terms</b>	<i>Periodicals, Cataloging of</i>

Periodicals are cataloged according to the AACR2 rule 12. However, the AACR2 rule **21.2C1** is not followed in the selection of the title proper of a serial that has changed its title. The library catalogs a periodical under the latest title rather than a successive title which means that when a title is changed, its record will be modified to have the main entry under the latest title and added entries will be provided for all former titles. The latest title entry rule allows serials librarians to continue checking in issues with a single prediction pattern.

The successive title entry rule applies in those cases where the volume numbering changes with the change of title.

### **Cataloging periodicals on Horizon**

In creating a periodical catalog record on Horizon, a number of fields needs to be properly defined. The details of these fields and what information goes in there are given below.

#### **Leader**

05	Record status	n	(new)
06	Type record	a	(print or microform) or
		m	(electronic resource)
07	Bibliographic level	s	(serial)

#### **008 – Fixed-length data elements**

18-34 Select appropriate codes

#### **022 – ISSN**

#### **Physical description**

310	Current publication frequency
321	Former publication frequency
362	Dates of publication (e.g. Vol.1, no.1 (April 1981)- )

#### **Notes**

The following notes are normally provided in a periodical record:

515:	Numbering peculiarities note (e.g. vol. 53 and 54 combined; issued in parts)
530:	Additional physical form

- 547: Former title complexity note
- 550 Issuing body note: (e.g. A journal of the American Society for Civil Engineering)
- 580: Linking entry: Complexity note: (Continues, continued by)

**780: Preceding entry (Immediate former title: (Continues))**

**785: Succeeding entry (Immediate successor title: (Continued by))**

### **Holdings (850)**

Holding records of periodicals are automatically created upon receiving individual issues and bound volumes online. However, for those periodicals, bound or unbound, which were not received online, their information needs to be provided in field 850 in the following format. For new subscription, the beginning volume and issue numbers and the cover date are given.

- |                        |  |
|------------------------|--|
| v1 (1994)-             | for subscriptions starting with the first issue  |
| v5, no.3 (March 1994)- | for subscriptions starting with other than the first issue                               |
| v1 (1988)-4 (1992)-    | for bound volumes holdings of a periodical the subscription of which is still continuing |
| v1 (1988)-4 (1992)/    | subscription cancelled after vol.4   |
| v6 (1991)-7 (1992)//   | Publication ceased   |

### **856 Electronic Location and Access**

This field may be used in the bibliographic record of a periodical when it is available electronically only or in both print and electronic formats. In the case of electronic copy only, no LC call number is provided, but the following notes is provided in the Item note field of the Item record:

Online Internet Access Only

### **Copy Record**

In addition to creating item records, catalogers are required to create copy records for all those periodicals, which are to be checked in through the serials control module. Follow these steps to create a copy record.

1. Open the desired **bib record** in the **MARC editor** mode
2. Press **F6**
3. Click **New**
4. On the **Copy record** screen (page 1), make the following changes or selection of **codes**

- **Descr. :** KFUPM Main Library
- **Location:** Main
- **Serials Location:** Main
- **Collection:** Peri
- **Serials Media Type:** mag

- 5 Make sure that the call number is automatically copied from 050 field to the **Call No.** field.
- 6 Click **Save** to save the changes. Page 2 will be done by serials librarians.

For more information on cataloging of e-journals, *see* **C2.3.4**

		<b>CPM: C2.3.4</b>
<b>Date</b>	<b>22 June 2005</b>	
<b>Title</b>	<b>Cataloging of e-journals</b>	
<b>Index Terms</b>	1. <i>e-journals, Cataloging of</i>	
	2. <i>Aggregator database, Cataloging of</i>	

Cataloging of e-journals may have two possible scenarios.

### 1. Journals available in both print and electronic formats

In this case, the catalog record will be created primarily for the print copy following the procedures outlined in------. To show that the journal is also available online, an **856** field will be added with first and second indicator values as **4 0** and the URL in subfield **u**. The URLs of e-journals will be provided by the Serials Department.

### 2. Journals available in electronic format only.

The catalog record will be created following the procedures outlined in-----with the following exceptions.

- The GMD **electronic resource** will be added as subfield h of the tag **245**.
- No call number (050 or 090) will be assigned.
- An **856** field will be added with first and second indicator values as **4 0**, an access note (**Click here to access this journal**) in subfield **3**, and the URL in subfield **u**. If the journal belongs to an aggregator database and its analytical catalog record already exists, the URL of the database will be assigned to the journal record. If individual titles of the database are not already cataloged, a single record for the aggregator database will be created with its URL.

- The Leader field should be set as follows.

Type of record: **m** (computer file)

Bibliographic level: **s** (serial)

- The item record should be set as follows.

Item type: **comp-f**

Item note: **Online Internet Access Only**

Call type: **Local**

Any holding information provided by the Serials Department will be added to 850 for the first time. Any subsequent updates to the holdings information will be done by serials librarians themselves.

		<b>CPM: C2.3.5</b>
<b>Date</b>	<b>11 June 2005</b>	
<b>Title</b>	<b>Cataloging of Arabic Materials</b>	
<b>Index Terms</b>	1. <i>Arabic Materials, Cataloging of</i>	
	2. <i>Cataloging, Arabic</i>	

We have gone through a number of policy changes in regard to cataloging of Arabic materials over the years. The current policy is to create Arabic catalog records in Arabic script with the exception of call number which is in English. The call number in English facilitates shelving both Arabic and non-Arabic materials together.

The Arabic translation of the Anglo-American Cataloging Rules, 2nd ed. (Amman: Jordan Library Association, 1983) is the primary tool for descriptive cataloging. However, for more recent rules AACR2 Revisions in English should be consulted. Arabic name headings by Nasser M. Swaydan and Al-Alam by Khayr aL-Din Al-Zarkali are used as the standard authority lists for modern and classical Arabic names respectively.

The Arabic subject headings by Nasser M. Swaydan is the standard subject headings list in all university libraries of Saudi Arabia. We follow this list even though it is outdated. If no specific subject headings are available, we try to consult other lists such as by Ibrahim El-Khazindar and ALECSO and select the appropriate heading. The second indicator value of Arabic topical heading will be 4 (source not specified).

The Arabized version of Horizon is used to create online catalog records in Arabic script. However, since both English and Arabic data are kept in a single file, there is no need to change the dialog language in order to search data in any script.

In the case of bi-lingual documents, create the record according to the dominating script of the item or the relative value of that item in a particular script. Only the title form the other script will be given as 246.

	<b>CPM: C2.3.6</b>
<b>Date</b>	<b>02 July 2005</b>
<b>Title</b>	<b>Cataloging of Technical Reports</b>
<b>Index Terms</b>	<i>Technical Reports, Cataloging of</i>

Technical report is defined as *a report giving details and results of a specific investigation of a scientific and technical problem*. The library receives a number of these reports for cataloging. Most of these reports are published by government and private agencies such as, NTIS, NASA, ANSI, SASO, etc.

The policies and procedures of cataloging technical reports are as follows:

### **Large Sets of Technical Reports in Microform:**

The library has about half a million pieces of SRIM and NTIS reports on microfiche. They come with their own printed indexes. Therefore, the policy is not to catalog these large sets. The indexes of these reports are placed at the Reference Desk as well as in the AV section in the basement and are accessible to users.

### **Printed Technical Reports Received in the Library:**

The library acquires selected technical reports in print format on firm order. They receive the same treatment as monographs in descriptive and subject cataloging. Since the report number is important in identifying a report we add this number in the 027 field. Some of these reports are kept at the Reference Desk arranged by the report number and not by the LC call number.

### **Printed Technical Reports Received from the RI Technical Information Center:**

These reports will receive full descriptive cataloging. However, the subject cataloging will be limited to providing broad subject headings from the Library of Congress Subject Headings. The Standard Title Page is available in some reports which provides relevant information for descriptive cataloging. This page also includes some keywords and descriptors suggested by the distributing agency which may be helpful in determining the subject of the report.

The reports will not be assigned the LC class number because the TIC prefers to arrange them by the report number. The input format of the report number will be as follows:

AD A055466  
 ANSI/NISO Z39.47 1993  
 N 6721952  
 NASA SP4012  
 PB 125361

	<b>CPM: C2.3.7</b>
<b>Date</b>	<b>18 March 2008</b>
<b>Title</b>	<b>Cataloging of Theses and Dissertations</b>
<b>Index Terms</b>	<i>1. Theses and Dissertations, Cataloging of</i>

The library receives BS (mostly from the College of Environmental Design), MS and Ph.D theses and dissertations for processing. The library also acquires theses and dissertations of other universities in and outside the Kingdom. Both KFUPM and non-KFUPM theses and dissertations are cataloged according to the following policies and procedures:

### **Descriptive Cataloging**

1. The level of descriptive cataloging for theses and dissertations is the same as for other library materials. Additionally, a Dissertation note (tag 502) is provided to include the degree and the name of the university to which the thesis was presented:

- Thesis (B.S.) - King Fahd University of Petroleum & Minerals, year
- Thesis (M.S.) - King Fahd University of Petroleum & Minerals, year
- Thesis (Ph.D) - King Fahd University of Petroleum & Minerals, year

2. Theses and dissertations, when published should bibliographically be treated differently from the original works. Appropriate LC subject headings and the LC classification number are assigned to each document based on its subject content. However, in order not to confuse readers with two different call numbers (local for unpublished and LC for published theses and dissertations of the same work, in case we have both), some additional standard descriptions are provided in the notes area. For example:

a) Add an Original version note (tag 534) in the description of the published work:

Originally presented as the author's thesis (Ph.D—Catholic University of America, 1944) (KFUPM call # A1... or A2...).

b) Add year of publication to the call # of the published work.

c) Add a General note (tag 500) in the description of the original work (thesis or dissertation):

Also published, by *Publisher, Place, Date*. (LC call #....)

d) If the published work is different from the original, provide an appropriate note.

3. KFUPM theses and dissertations published by the KFUPM Press under the series, “Ministry of Higher Education 1000 Theses Project” should not be treated as *published*. Treat them as *added copies*. However, add a “General note” (tag 500) to the existing bibliographic record as follows:

*Copy \_\_\_\_\_ is no. \_\_\_\_\_ of the Ministry of Higher Education 1000 Theses Project series.*

The collection code of this copy will be “*main*”.

4. To distinguish between theses of B.S., M.S. and Ph.D levels, an appropriate thesis code with the name of the department will be added to the 024 field, 1<sup>st</sup> indicator 8, 2<sup>nd</sup> indicator –. The codes are: BS Thesis (Architectural engineering), MS Thesis (Mechanical engineering), and Ph.D Thesis (Electrical engineering), etc. This will help users to generate a list of theses by degree programs.
5. Abstracts will be provided for all theses classified as ‘A1’ .

### **Subject Cataloging**

Subject cataloging will be limited to providing broad subject headings from the Library of Congress Subject Headings in 650 \$a with the local general subdivision (x) and a local call number.

1. Subject Heading:

The subject headings will generally represent the disciplines of the departments to which theses have been presented. Generally, each thesis will be assigned two subject headings in this order.

- a) A broad topical subject heading, subdivided by a generic subheading, *Theses and dissertations*:

650 – 4 \$a Mechanical engineering \$x Theses and dissertations

650 – 4 \$a Mathematics \$x Theses and dissertations

- b) A general heading, *Dissertations, Academic*, subdivided by a broad topical subject heading representing the department

650 – 4 \$a Dissertations, Academic \$x Mechanical engineering

650-- 4 \$a Dissertations, Academic \$x Mathematics

2. Classification Number

A local system has been developed to classify theses and dissertations:

- a) All theses and dissertations submitted to the KFUPM Deanship of Graduate Studies will be assigned the class number 'A1', and identified individually by a Cutter number derived from the author's surname.
- b) All Non-KFUPM theses and dissertations submitted at universities other than KFUPM including those by KFUPM faculty and staff will be assigned the class number, 'A2', and identified individually by a Cutter number derived from the author's surname.
- c) All theses submitted as BS theses or senior project reports (currently practiced in the College of Environmental Design (CED) only) will be assigned the class number 'A3', and identified individually by a Cutter number derived from the author's surname.
- d) Soft copies of theses and dissertations on CD-ROM will be assigned another local call number, 'Comp file Theses1' and 'Comp file Theses2' for KFUPM and Non-KFUPM theses and dissertations respectively. If we get CD-ROM copies of BS theses also, they will be assigned the call number 'Comp file Theses3'
- e) As all KFUPM theses and dissertations have been added to the Digital dissertations & theses database, an 856 field will be added to catalog records of those theses for which URLs are available to provide an online access as follows.

856 4 0 \$3 Click here to access this thesis \$u http:

### **Item information**

Only one copy of a thesis in each format (hard and soft copy) will be added to the collection. Other item information will be as follows:

Item type:	Theses
Location:	Appropriate location code to be selected based on the actual location of the thesis in one of the satellite libraries
Collection:	Diss

	<b>CPM: C2.4</b>
<b>Date</b>	<b>02 July 2005</b>
<b>Title</b>	<b>Date of Creation, Modifying or Updating Bib Records</b>
<b>Index Terms</b>	<i>Bib Records, Date of Creation or Updating</i>

While creating a new bib record, provide the date of creation in the 005 field using the following pattern **yyyymmdd**. For example, **20050507**, **20041225**.

1. In the case of modifying or updating an existing record or imported record, go to the 005 field and change the existing date to the current date. If the tag does not exist, add it and enter the date there.

	<b>CPM: C3.1</b>
<b>Date</b>	<b>02 July 2005</b>
<b>Title</b>	<b>Printing of Spine Labels</b>
<b>Index Terms</b>	<i>Spine Labels, Printing of</i>

To print spine labels (a set of two labels – one small, one large) on Zebra 4M printer located in room 206, follow these steps:

- 1) Select **Cataloging** mode
- 2) Select **Item record**
- 3) Select **Batch print spine label**
- 4) Enter an item barcode (*must be of 10 digits; for smaller than 10-digit numbers add the desired number of zeroes at the beginning to make it a 10-digit number*)
- 5) Click **OK**
- 6) **Edit** the spine label, if the call number is not in the desired format; and then select **Card Label-A** and edit it the same way we edited the spine label
- 7) Click **Print**

Spine labels can be printed for a single items or a group of item on a continuous sheet of labels.

The number of sets of spine labels required for each type of material is given below:

	Book	...	Yes
...	1		
2	Books with CD-ROMS (1 for CD-ROM)	...	Yes
	CD-ROMs	...	Yes
...	1-2 (1 for jacket)		
	16mm films	...	Yes
...	1-2 (1 for pocket)		
	Videotapes	...	Yes
...	1-2 (1 for pocket)		
	Audiotapes	...	Yes
...	1-2 (1 for pocket)		
	Maps:		
	a) folded	...	Yes
...	1-2		
	b) flat	...	Yes
...	1-2		
	Microform:		
	a) film	...	Yes
...	1-2 (1 for pocket)		
	b) fiche	...	Yes
...	1-2 (1 for pocket)		

	<b>CPM: C3.2</b>
<b>Date</b>	<b>21 June 2005</b>
<b>Title</b>	<b>Physical Preparation of Materials</b>
<b>Index Terms</b>	<i>1. Materials, Physical Preparation of</i>
	<i>2. Labeling, 3. Stamping, 4. Binding</i>

Physical preparation activities include the following:

### 1. Labeling

1.1 A set of spine labels for each cataloged item is printed locally on the Zebra 4M printer in room 206. These labels are placed in the respective books and other materials and delivered them to the Physical Preparation Unit. The assigned person pastes one label on the spine and the other on inside back cover of the book.

For items that require relabeling, the old labels are removed and replaced with the new labels.

1.2 Placing magnetic strips: The next step is to put a magnetic strip inside the book, on CD-ROMs, videocassettes, etc. A dot is put on the bottom of the spine label by a marker to indicate that the item has a magnetic strip.

1.3 Stamping: The final step of labeling is making impression of the Library property stamp on the item.

### 2. Binding

Loose-leaf materials coming without binders are bound locally by using one of the several local binding machines. This is no substitution for professional binding, which is done by an outside vendor. Any material that requires professional binding is sent to the Binding Section of the Serials Department

### 3. Mending

The Physical Preparation Unit also performs minor repair of the materials using glue or tapes. Materials require major repair are sent back to the Acquisitions or Serials Department for weeding and binding respectively.

	<b>CPM: C3.3</b>
<b>Date</b>	<b>20 June 2005</b>
<b>Title</b>	<b>Bibliographic Verification</b>
<b>Index Terms</b>	<i>1. Verification, Bibliographic</i>

Before materials are sent to the Circulation Department for shelving, they are checked against their online records to make sure that there are no discrepancies between bibliographic information of the items and their cataloging records. The following data elements are checked:

- Author
- Title
- Class number
- Call number
- Item number, etc.

Once the item is verified, an abbreviation “**rev**” followed by the date are added to the 040 field with a slash (/) after the cataloger's initial. The date indicates that when the item has left the COD after processing.

	<b>CPM: C3.4</b>
<b>Date</b>	<b>22 June 2005</b>
<b>Title</b>	<b>Authority Control</b>
<b>Index Terms</b>	1. <i>Authority Control</i>
	2. <i>Database Maintenance</i>

## Authority Control

Horizon or for that matter any other library system treats author, subject, and uniform titles as authority headings, which have to be consistent and uniform throughout the database. They are controlled by MARC tags and subfields, referred to as authority controlled tags or subfields. Horizon stores each authority-controlled tag (complete with any appropriate subfields) in a separate MARC record called an "authority record." Only one authority record should exist for each authority entry. This authority record is then linked to all the bib records that display information that the authority record contains. Authority records can also be linked to other authority records.

The following are authority control functions.

### 1. Creating authority records

Similar to workforms for creating bib records for various types of library materials, workforms are also available for creating different types of authority records. Follow these steps to create an authority record.

2. Select the **Create New Auth** function of cataloging
3. Select the appropriate Authority workform and fill it out with authorized headings and appropriate cross-references from the standard names and subject lists already discussed under -----and save it.

### 2. Editing authority records

We can edit authority records by changing either a single record or by changing several similar records at the same time. Any changes made in an authority record affects all bib records associated with it.

#### *Globally changing authority headings*

Horizon allows us to change several similar authority headings at one time. For example, if a subject heading with hundreds of subdivisions is changed to a new heading, the old heading can be replaced with the new heading in one shot. Follow these steps to perform **Global authority changes**.

- a. Search the authority record we want to change
- b. Highlight all headings that we want to change
- c. Press F10
- d. Highlight **Global Auth Change** and click **OK**

- e. Horizon displays the **Global Heading Change** dialog box
- f. In the **Change from** field, enter the part of the heading that we want to change (the field is case sensitive. Enter information exactly as it displays in a search result window)
- g. In **Change To Field**, enter the new information
- h. Click **Start**. Horizon displays the number of headings that are read, the number that matches your request, and the number that are changed.
- i. When Horizon finishes making changes, click **Close**

#### 4. Merging Authority Records

We can merge all duplicate authority headings into a single heading. All bib records associated with duplicate headings will also be linked to the remaining single heading. The authority record that we want to keep in the database is termed as the **surviving** authority record and ones that are merged into the surviving authority record are known as **dying** authority record.

Follow these steps to merge authority records.

- a. Open the authority records that we want to merge
- b. Choose **Marc, Merge Record**. Horizon opens the Auth Merge dialog box and displays the numbers of surviving and dying authority records
- c. If we want to choose a different surviving or dying record, we use the cursor to select the right heading
- d. Click Preview to view the surviving authority record before continuing with the merge.
- e. Click Merge and choose File, Save

#### 5. Clearing the New Authority Table

Horizon keeps track of new or modified authority records in an authority list called the new authority table. We should clear this list periodically to accept new additions or changes in authority records.

Follow these steps to clear the **New Authority table**.

- a. Select the Clear New Auth Table function. Horizon displays the dialog box
- b. Click OK

#### 6. Linking Authority-Controlled Records to Bib Records

We can link an authority record to a bib record by following these steps

- a. Open a bib record to which we want to attach an authority record
- b. Open an authority record that we want to attach to the bib record.
- c. Choose **Marc, Link Record**, or click the link icon in the toolbar. Horizon opens the **Resolve link** dialog box.
- d. If necessary, double click the type of tag that you want to use as the authority tag designation. However, before we do that, we have to make sure that the workform does not include the tag (one of these tags: 100, 600, 700, or 800)

which we are trying to link to bib record. If the tag is there, we should delete it from the workflow first.

- e. Choose **File, Save**. Horizon inserts the new authority tag and its text in the correct numeric order. We can cut and paste the new tag to move it to the position we desire.

## **Database Maintenance**

Database maintenance is an ongoing function, which involves editing, copying, merging, and deleting records

### ***1. Editing MARC Records***

A MARC record is made up of editable components, such as tags, indicators, fields, and subfields. Besides changing the information in a component, we can also edit MARC tags through addition, correction, and deletion. Any correction to authority headings (1xx, 6xx) should be done in authority records and not in bib records. Follow these steps to edit a MARC record.

- a. Open a MARC record
- b. Do one of these options

Put your insertion pointer on the left side of the component where you want to enter information

Highlight the information that you want to change

- c. Enter the new information for that component

When we have our insertion pointer in a component marker (such as a tag, indicator, or subfield delimiter) or in any other component that has valid values, we can press F12 for a list of valid codes. Double clicking on the code that we want to insert it into the proper position. (Horizon notifies, if no valid codes are available).

### *Checking the spelling in a MARC record*

We can check MARC records for spelling errors. If Horizon cannot find a word in the spelling dictionary to match a word that it finds in our record, the system displays the word so that we can correct it or add it to the custom dictionary. It is a file that Horizon keeps on our local hard drive. The file accepts any words that we want the system to supplement the main dictionary.

The spelling checker searches through only those subfields that have been flagged to be checked by the system administrator.

Follow these steps to check the spelling in a MARC record

- a. Open a MARC record
- b. Choose Tools, Spell Check, or click the Spell Check icon in the editing Window toolbar
- c. Do one of these options

If all words in the subfields are spelled correctly, click OK when Horizon displays the dialog box telling us that spelling checking has finished with the record.

If Spell checking does not recognize any possible replacement for a word in the record, the Spell checking window displays a blank Replace with field and the message **No suggestions** in the list window.

If we want to misspelled word with the main suggestion, do one of these options.

- If we want to replace only this occurrence of the word, click **Replace**. If we want to replace all occurrence of the word throughout the record, click **Replace all**. Horizon replaces the word (or all occurrences) and continues checking spelling.
- If we want to replace the misspelled word with a suggestion from the list, click the word in the list window. Horizon highlights the word in the list and puts the word in the **Replace with** field. If you want to replace only this occurrence of the word, click **Replace**. If we want to replace all occurrence of the word throughout the record, click **Replace all**.

If we want to add the word to the dictionary for future reference, click **Add to dictionary**. Horizon adds the word to the dictionary file on the hard drive of our local workstation.

## ***2. Merging bib records***

As part of the database maintenance activities, duplicate bib records of a given title can be merged. The record we keep is called the surviving bib record, and any records merged into the surviving bib records are called dying bib records. Any item records attached to the dying bib record get attached to the surviving bib record. The surviving record also retains any of its own existing item records. Follow these steps to merge bib records.

- a. Open the bib records that we want to merge
- b. Choose Marc, Merge Record. Horizon opens the Bib merge dialog box and displays the numbers of the bib records that we have open.
- c. Use the drop-down list in the Merge Profile field to choose the merge profile we want to use. Horizon displays information about the records we have open. In the Surviving Bib # group drop-down field, Horizon displays the bib record that was active when we started the merge process. We can choose a different surviving bib record.

## ***3. Copying a bib record***

We can copy existing bib records when we want to add a new bib record that is different from an existing bib record in only one or two fields and subfields. When the changed record is saved, it becomes a new record with a new bib number.

Follow these steps to copy a bib record.

- a. Open the bib record we want to copy
- b. Choose **File, Copy Record**. Horizon displays both the original bib record and the newly created copy.
- c. Edit any fields requiring information that differs from the original.
- d. Choose **File, Save**
- e. Choose **File, Close**

#### ***4. Deleting a bib record***

Follow these steps to delete a bib record.

- a. Open the bib record we want to delete
- b. Choose **File, Delete Record**
- c. Choose **File, Save**

	<b>CPM: C3.5</b>
<b>Date</b>	<b>25 June 2005</b>
<b>Title</b>	<b>Preparation of the List of Selected New Titles for EBB and Library Home Page</b>
<b>Index Terms</b>	<i>1. Acquisitions, New</i>
	<i>2. Electronic Bulletin Board (EBB)</i>
	<i>3. Library Home Page</i>

## 1. List for EBB

- Two separate lists for English and Arabic are prepared on **PowerPoint Version 2000** with Arabic support.
- Because of the limited number of EBB slides available to us, each list may consist of not more than 15 titles.
- **Syed Mohammad Saeed** will prepare the **English** list of titles, selected by one of the English catalogers. The **Arabic** list of titles selected and prepared by **Naji Kamal**. The Cataloging Operations Department will forward all Arabic new titles to him after processing.
- The font size to be used is **48**
- The two lists should be ready by **Tuesday before 4:00 O’Clock** and forwarded by e-mail to the Dean’s Office (Naji Kamal) for onward submission to the *Telecommunication and Electrical Department* by **Wednesday Morning**.
- Steps to be followed in preparing EBB Display Slides (Power Point)
  - Click on the Power Point icon shown in the Office Manager toolbar.
  - You get a Power Point Tip of the Day dialog box, click on the OK button you will see a second dialog box.
  - If you don’t want to create a new presentation and would like to work with an existing one, click “Open and Existing Presentation”.
  - File list appears on the screen, you select or highlight the required file and click OPEN. Now you can edit your text, you can move slide by slide with the Page Up and Pagedown keys, or slide sorter view.
  - Slide Sorter view lets you “thumbnails” (reduced size slide images). Double click the required slide it appears on full screen, make the changes in the slide and save it. (Ctrl. + S).

- If you want to add a new slide to an existing document, click “New Slide”, slide layout screen appears. Choose the desired “layout” and click “Apply”. Power Point will insert a new empty slide.
- To delete an unwanted slide, select it and then choose the delete slide choice on Power Point’s Edit menu.
- To set timing of the slide:
  - Click “Tool” shown in the toolbar;
  - Click “Slide transition” in effect box;
  - Click “Slow” in speed box;
  - Click “Automatically after” in Advance portion;
  - Type desired time and click “OK”
- Transition:
 

Transition effects indicate how one slide leaves the screen and how effects arrives:

  - Click “Tool” shown in the toolbar
  - Click “Build Slide Text”
  - Pick a transition from the drop-down list and “ENTER”
- Save document
  - Click “File” shown in the toolbar;
  - Click “Save As”;
  - In File name first you type the path, e.g., path A, B, or C, then colon and type file name.  
e.g., C:File name ..... (C:sms(date))
- Printing:
  - Click “File” shown in the toolbar;
  - Click “Print” or (Ctrl.+P) and Enter
  - In Print Page Box, if you want to:
    - print whole document, click “All”;
    - print current slide, click “Current slide”;
    - print different slides, click “slides 1-2, 4, 5, etc.”
  - Click “OK”

## 2. List for Library Home Page

- Each list will consist of approximately 13 titles
- **Syed Mohammad Saeed** will prepare the English list of titles, selected by one of the English catalogers. Arabic titles are selected and their list is prepared by **Naji Kamal**. S. M. Saeed and Naji Kamal then link their respective lists to the Library Home Page. The Library Webmaster finally e-mails both the lists (English/Arabic) to the members of KFUPM Library Mailing List for their information.

	<b>CPM: C3.6</b>
<b>Date</b>	<b>22 June 2005</b>
<b>Title</b>	<b>Handling of Weeded Out, Lost, Withdrawn, and Relocated Materials</b>
<b>Index Terms</b>	<i>1. Weeded Out Materials, Handling of</i>
	<i>2. Withdrawn Materials, Handling of</i>

Lists of materials weeded out, lost, withdrawn or relocated from the collections of the main and satellite libraries are received from Acquisitions, Circulation and Reference and Information Services departments of the main library and from satellite libraries for one of the two reasons:

1. to delete item and bib numbers of withdrawn, lost, and weeded out materials;
2. to change collection codes of relocated materials.

In the case of the main library, all requests for deletion of records will be reviewed first by the Acquisitions Department so that they have a chance to re-order certain lost materials which are still considered useful for users. The Cataloging Operations Department will not take action on any request coming directly to them. However, requests for deletion of records from satellite libraries will be received directly by the department.

The list of items for deletion should include the following minimum information: call number, item number and bib number. Other information, such as, author and title will be useful. The list of items for the change of location must include the recommended new location.

1. Procedure for deleting item records:

- Select the **Item barcode index** and enter the item number
- Select **Delete record** from File and click to delete item record

Bib number will also be deleted if the document had only one copy, and it is already deleted. Bib records cannot be deleted, if they still have any items attached To delete bib number, follow these steps:

- Select **Bib** number index and enter the desired number
- Press F10, click MARC Editor, and press OK
- Select **Delete record** from File and click to delete bib record

2. Procedure for changing location (collection) codes:

- Select the **Item barcode** index and enter the item number
- Press F10, highlight Copy/Item list and click OK
- Click Edit
- Select the appropriate collection code
- Click **Save**

Request a new set of spine labels for the item with the new collection code.

	<b>CPM: C3.7</b>
<b>Date</b>	<b>22 June 2005</b>
<b>Title</b>	<b>Addition of Copy Numbers to Call Numbers</b>
<b>Index Terms</b>	<i>1. Call Numbers, Addition of Copy Numbers to</i>

After cataloging the first copy of a title, if the 2<sup>nd</sup> copy is received from one of the satellite libraries, treat the 2<sup>nd</sup> copy as the first copy for that particular library. In other words, multiple copies of a title will have consecutive copy numbers only when they are all available in one library. Consecutive copy numbers cannot be assigned across different libraries in the network.

	<b>CPM: C3.8</b>
<b>Date</b>	<b>02 July 2005</b>
<b>Title</b>	<b>Transferring Documents from one Satellite Library to Another</b>
<b>Index Terms</b>	1. <i>Documents, Transfer of</i>

If a book is physically transferred from the main library to one of the satellite libraries, we simply need to change the location code in the item record to reflect the new location of the item.

	<b>CPM: D1</b>
<b>Date</b>	<b>15 May 2005</b>
<b>Title</b>	<b>Cataloging for Satellite Libraries: Community Center Library</b>
<b>Index Terms</b>	1. <i>Satellite Libraries, Cataloging for</i> 2. <i>Community Center Library, Cataloging for</i>

## General

Books acquired for the Community Center Library (CCL) by the main library and those coming directly from the CCL, are processed by the main library. The Community Center Library is treated as one of the nine satellite libraries of the Horizon network. Which means that the Community Center will maintain its own call number and item number files to enable them to circulate materials as per their circulation policies. Bibliographic files are common for the main and local libraries.

Records can be transferred from the main library to a local library and vice versa by changing the collection code on the item screen.

## Cataloging

While there is no specific requirement for the Community Center Library with regard to descriptive cataloging of their materials, they have asked us to assign local class numbers to Fictional, Biographical, Juvenile, Poetry and Children's literature. A typical local class number is to be developed as follows:

- F** ... (for fiction)
- Arch**... (first four characters of the last name of the author, Archer, Jeffrey, 1940-)
- F** ... First letter of the first significant word of the title
- 1990** ... Date of publication is added to differentiate between editions.

If the main entry is under title, the first four characters will be selected for the title followed by the first character of the surname of the editor, compiler, etc.

Local classification numbers are given in 090 field rather than the 050 field to avoid mixing LC class numbers with local numbers. However, both numbers can be searched by using the call number index.

Given below is the list of various collections at the CCL with classification instructions and their location codes.

Collection	Classification instruction	Location code
<b><u>Adult Collection:</u></b> Non-fiction Fiction Biography Poetry & Plays	Classify according to LCC Classify as F Classify as B Classify as P	RecC RecC RecC RecC
<b><u>Junior Collection:</u></b> Non-fiction Fiction Poetry & Plays	Classify according to LCC Classify as J Classify as P	RecJ RecC RecJ
<b><u>Children Collection:</u></b> Non-fiction Fiction Poetry & Plays	Classify as C Classify as C Classify as P	RecN RecC RecN

Two sets of spine labels are requested. One large label is put on a checkout card and the other label is put on the book pocket. Only one label is used for the spine. A Date due slip is pasted on the back of the last page/cover of the book.

Books are stamped with the Community Center property stamp and not with the main library stamp.

	<b>CPM: D2</b>
<b>Date</b>	<b>25 June 2005</b>
<b>Title</b>	<b>Cataloging for Satellite Libraries: Research Institute/Technical Information Center</b>
<b>Index Terms</b>	<i>1. Satellite Libraries, Cataloging for</i>
	<i>2. Research Institute/Technical Information Center, Cataloging for</i>

The Librarian incharge of the Research Institute Technical Information Center sends materials to the main library for processing with a written memo listing titles and the number of copies for each title. He also indicates the location for which the material is to be cataloged. At present there are only two locations for the Research Institute, 1) *Technical Information Center (TIC)* and 2) the *Energy Research Lab (ERL)*.

Catalogers follow the same procedure for cataloging RI/TIC materials as those for the main library with the exception of the item record wherein, the location Code is change to TIC. RI books do not need the main library stamp. They come with the RI stamp. Each book needs 1 pocket, 1 card and 1 date due slip. One small label is put on the spine and the bigger label on the card.

After processing, the RI Library is informed through a memo form (sample attached) that the books are ready and may be collected from the Cataloging Division.

The person who collects the material is asked to sign the copy of the form kept in the division.

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**Date:** 12 March, 2005

**To:** Manager, Research & Innovation Support Office

**Subject:** Delivery of Books

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Reference to your memo dated March 5, 2005; the following books have been processed by the Deanship of Library Affairs and are ready for pick up. Please arrange to collect them from the **Cataloging Operations Department (2<sup>nd</sup> floor)** at your earliest convenience.

1. *Atlas of plastics additives* TP 1142.H86 2002
2. *Handbook of Sole-Gel science and technology v.1-3* TP 810.5.H36 2004 v.1-3

Thank you.

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**Dr. Talal H. Maghrabi**

Dean, Library Affairs

XC: - Vice Rector, Graduate Studies & Scientific Research

		<b>CPM: D3</b>
<b>Date</b>	<b>25 June 2005</b>	
<b>Title</b>	<b>Resource Collections</b>	
<b>Index Terms</b>	<i>Resource Collections</i>	

Some colleges and academic and non-academic departments have developed resource collections in their premises. Some of them send their materials to the main library for full processing and adding their records to the online catalog. The COD processes these materials as the main library collection with the exception of a unique Collection Code, which is selected for each department, indicating the location of the college or department, such as **CIM** for *College of Industrial Management*, **PeES** for *Petroleum Engineering Department*, **Chem** for *Chemistry Department*, etc., where the material is housed.

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