



**NATIONAL LIBRARY OF THE
PHILIPPINES**

**PROCEDURAL
MANUAL**
Catalog Division



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	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines PROCEDURAL MANUAL Catalog Division	Ref No.	NLP- 093
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I. INTRODUCTION

The Catalog Division is responsible for the organization of collections acquired through purchase, copyright, legal deposits, gifts and exchange, donations and photo reproduction. The Dewey Decimal Classification (DDC) is adopted as its scheme. On the other hand, the Classification Scheme for Philippine Government Publications is used for government publications and Library of Congress Classification Scheme for PNB materials.

A. Functions


The division has the following functions:

- Provides centralized cataloging service for the NLP, Batanes Congressional Library, Bohol Congressional Library and Sentro ng Karunungan Library;
- Maintains NLP's Online Public Access Catalog (OPAC) bibliographic records;
- Provides bibliographic entries in the NLP's Philippine National Bibliography (PNB) publication;
- Develops and implements technical policies, procedures and standards in cataloging for NLP;
- Provides Cataloging in Publication services for publishers ; and
- Provides consultative cataloging services and conducts actual in-service training to library professionals, paraprofessionals and LIS interns.

B. Sections

B.1. Cataloging and Classification Section (Technical)

This section is in charge of cataloging, classifying and assigning subject headings to all library acquisitions: books, periodicals, and non-book materials. The subject headings are defined in accordance with the standards of Library of Congress Subject Headings. This section is responsible for preparing catalog entries of NLP's Philippine National Bibliography publication and maintaining records in NLP's Online Public Access Catalog (OPAC).

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B.2. Mechanical Section

This section is in charge of the mechanical processes such as receiving, recording, labeling, affixing labels, counter-checking and delivery of all acquired library materials.

II. ORGANIZATIONAL CHART

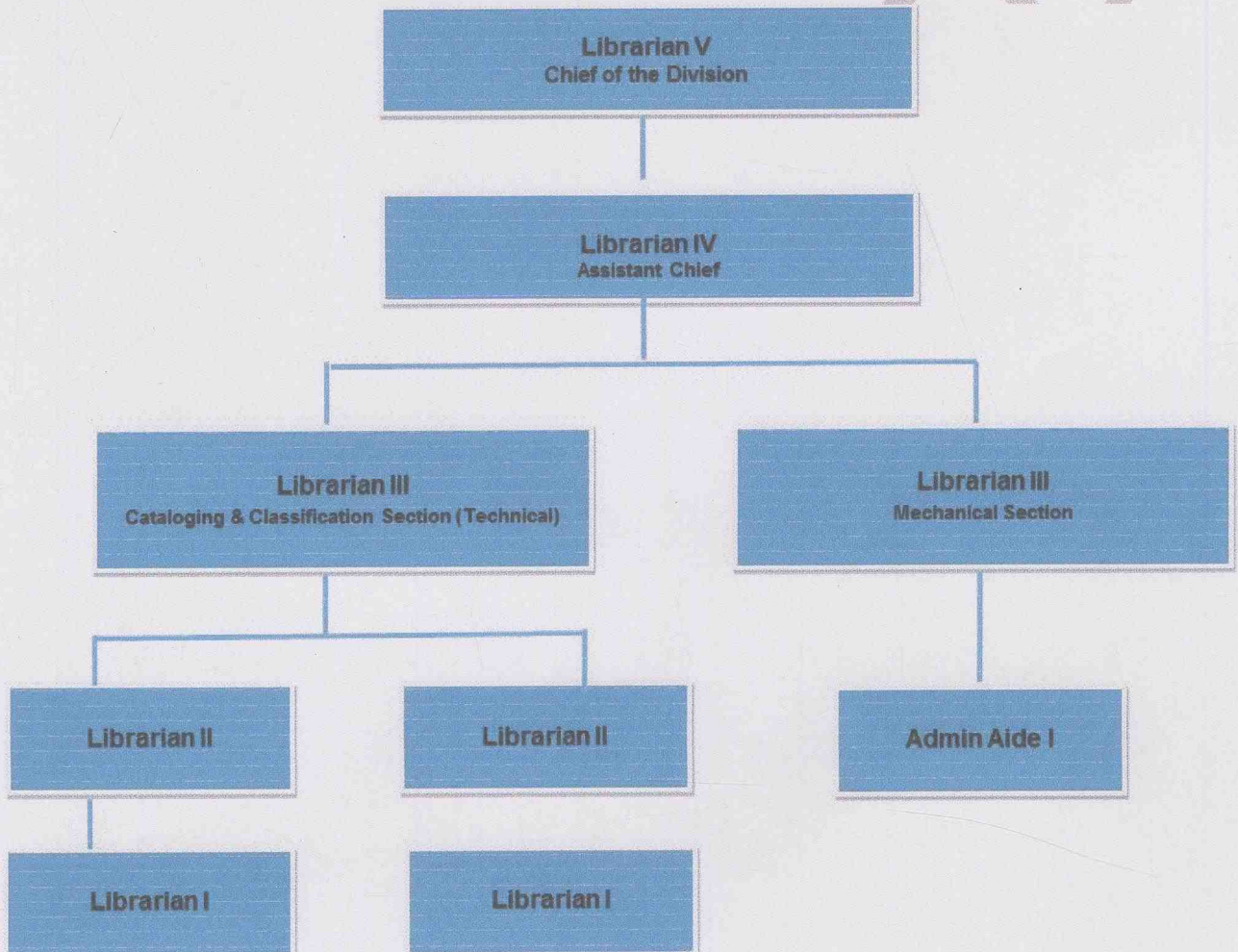



Figure 1. Organizational Structure of Catalog Division

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Duties and Responsibilities

1. Librarian V (Head of the Division)


- Assists in the formulation of library policies, rules and regulations;
- Administers library policies and implements rules and regulations to the divisions;
- Develops and implements plans and programs for the division;
- Coordinates, manages and evaluates inter-division activities ;
- Approves communications and reports;
- Issues certifications for legal purposes;
- Focal person for leadership and cataloging trainings;
- In charge in the final editing of processed library materials;
- Performs other duties that may be assigned from time to time.

2. Librarian IV (Assistant Chief)

- Serves as acting chief in the absence of the Division's chief;
- Assists the Division chief in implementing policies, rules and regulations;
- Assists the Division chief in formulating plans and programs for the division;
- Coordinates, manages and evaluates the activities in the division;
- Focal person for cataloging trainings;
- Prepares communications and reports;
- Gives technical advice to staff;
- Revised processed library materials;
- Performs other duties that may be assigned from time to time.

3. Librarian III (Section Head)

- Serves as Section Head and assumes the duties of the Librarian IV in the latter's absence;
- Participates in/assists the Chief and Assistant Chief in formulating policies, programs and other library activities;
- Monitors work flow and outputs of the section;
- Performs quality assurance of bibliographic entries;
- Develops library tools;
- Revises processed library materials;
- Does related works as assigned by the immediate supervisor.

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4. Librarian II

- Performs online cataloging and classification of library materials;
- Prepares monthly and quarterly reports;
- Does related works as assigned by the immediate supervisor.

5. Librarian I

- Performs online cataloging and classification of library materials;
- Prepares monthly and quarterly reports;
- Does related works as assigned by the immediate supervisor.

6. Administrative Aide

- Receives library materials for cataloging;
- Prepares book labels for processed library materials;
- Affixes book labels on processed library materials;
- Delivers processed library materials to respective division.


III. DEFINITION OF TERMS

Access point

A unit of information in a bibliographic record under which a person may search for and identify items listed in the library catalog or bibliographic database. Access points have traditionally included the main entry, added entries, subject headings, classification or call number, and codes such as the standard number, but with machine-readable cataloging, almost any portion of the catalog record (name of publisher, type of material, etc.) can serve as an access point.

Authority control

The procedures by which consistency of form is maintained in the headings (names, uniform titles, series titles, and subjects) used in a library catalogue or file of bibliographic records through the application of an authoritative list, called an authority file, to new items as they are added to the collection.

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Carrier type

Carrier type is the format of the storage medium and housing of a carrier in combination with the type of inter-mediation device required to view, play, run, etc., the content of a resource.

Cataloguing/cataloging

The process of creating entries for a catalogue. In libraries, this usually includes bibliographic description, subject analysis, assignment of classification notation, and all the activities involved in physically preparing the item for the shelf, tasks usually performed under the supervision of a librarian trained as a cataloguer.

Cataloging in Publication (CIP)

A voluntary free service offered to publishers by the National Library of the Philippines which provides bibliographic record for books before it is published.

Call number


A unique code printed on a label affixed to the outside of an item in a library collection, usually to the lower spine of a book or videocassette, also printed or handwritten on a label inside the item. Assigned by the cataloger, the call number is also displayed in the bibliographic record that represents the item in the library catalog, to identify the specific copy of the work and give its relative location on the shelf.

Copy cataloging

Adaptation of a pre-existing bibliographic record (usually found in OCLC, NUC, or some other bibliographic database) to fit the characteristics of the item in hand, with modifications to correct obvious errors and minor adjustments to reflect locally accepted cataloging practice, as distinct from original cataloging (creating a completely new record from scratch).

Content type

Content type is the form of communication through which the content is expressed and the human sense through which it is intended to be perceived.

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Copy cataloging

The process of building upon original cataloging. It involves matching an established bibliographic record, examples are the OCLC WorldCat Catalog or Library of Congress Catalog which hold millions of catalog MARC records, with an exact duplicate item described to be added into a collection.

Copyright

The exclusive right given by law to authors, composers or publishers to sell, reproduce or publish a work during a stated period of time. It is a form of protection for works, such as novels and journal articles, which result from the skill and labour of a creator, and for other subject matter which results from the investment of a producer, such as a film.

Copyright date


The year in which a work was first published, usually printed in the copyright notice on the verso of the title page, sometimes following the letter "c" with a circle around it.

Core element

Minimum elements required for describing resources. Core elements are a new feature of RDA which allowed for certain meta-data elements to be identified as "required" in the cataloging process.

DDC -Dewey Decimal Classification

The Dewey Decimal Classification (DDC) system, devised by library pioneer Melvil Dewey in the 1870s and owned by OCLC since 1988, provides a dynamic structure for the organization of library collections. The DDC provides a logical system for organizing every item in your library's unique collection, offer library users familiarity and consistency of a time-honoured classification system used in 200,000 libraries worldwide. The DDC provides meaningful notation in universally recognized Arabic numerals, well defined categories and hierarchies, and a rich network of relationships among topics.

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Edition

All copies of a book, pamphlet, fascicle, single sheet, etc., printed from the same typographic image and issued by the same entity in the same format at one time or at intervals without alteration. An edition may consist of several impressions

in which the text and other matter are not substantially changed. In older publications, the terms *impression* and *edition* are virtually synonymous since type was broken up for reuse after the first printing

Indicator

One of two single-character positions at the beginning of a field in the MARC record (except fields 001 to 009), which can be used to specify certain conditions for the field. The positions nearly always contain a digit from 0 to 9, although alphabetic characters are permitted. The meaning of the indicators is always field-dependent; for example, in the personal name main entry field (100), the first indicator specifies the type of name, while in the uniform title main entry field (130), the first indicator specifies the number of non-filing characters to skip in sorting. In some fields, the first or second position is used; in others, both or neither. When one of the positions is not used, the indicator is undefined and the position is left blank. In some fields, the absence of a character in one of the indicator positions has a specific meaning.

ISBD


International Standard Bibliographic Description. The family of International Standard Bibliographic Descriptions specifies the requirements for description and identification of information resources, assigns an order to the elements of the description, and specifies a system of punctuation for the description.

Legal deposit

Legal deposit is a statutory obligation imposed on publishers, distributors and, in some countries, printers to give copies of publications to the national collection.

MARC 21

Standard for the representation and exchange data in machine-readable form. The structure of MARC records is an implementation of national and international standards. The MARC 21 formats are prepared by the Network Development and MARC Standards Office, Library of Congress, in cooperation with Standards,

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Intellectual Management Office, Library and Archives Canada and the National Bibliographic Service, British Library.

Media type

Media type is the general type of inter-mediation device required to view, play, run, etc., the content of a resource.

National bibliography

National bibliography in the modern sense of the word is defined as accumulation of the authoritative and comprehensive records of the national output (i.e., products of the national publishing industry) of a country, published regularly, and with the least possible delay. It is produced in accordance with international standards by the national bibliographic agency. Publication details and authorship are investigated and verified in detail.

National Bibliographic Agency (NBA)


The organizational unit established within a country's library system, which undertakes responsibility for the preparation of the authoritative and comprehensive bibliographic records for each new publication issued in the country, making the records in accordance with accepted international bibliographic standards and publishing them with the shortest possible delay in a national bibliography, which appears on regular basis.

National bibliographic control

The activities to discover, identify and record all the publications produced in a country in order to build up the national library and archival collections, satisfy the information needs of the nation, and contribute to the development of an integrated library, documentation and archival infrastructure.

Online Public Access Catalogue (OPAC)

An acronym for online public access catalogue, a database composed of bibliographic records describing the books and other materials owned by a library or library system, accessible via public terminals or workstations usually concentrated near the reference desk to make it easy for users to request the assistance of a trained reference librarian. Most online catalogues are searchable by author, title, subject, and keywords and allow users to print, download, or export records to an email account.

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Publisher

A person or corporate entity that prepares and issues printed materials for public sale or distribution, normally on the basis of a legal contract in which the publisher is granted certain exclusive rights in exchange for assuming the financial risk of publication and agreeing to compensate the author, usually with a share of the profits.

Publication, distribution, etc.

The area of description in a bibliographic record reserved for information about the act of publishing, distributing, releasing, and issuing the bibliographic item (MARC field 260), including place of publication, name of publisher, and date of publication or release.

RDA

Resource Description and Access. RDA is the successor to the AACR2 (Anglo-American Cataloguing Rules, 2nd edition). The Joint Steering Committee is the body responsible for developing RDA. RDA evolved out of a desire to modernize AACR2 for the digital world of the 21st century, reorganize the rules for more consistency, make the rules more international, and appeal to other meta-data communities outside the library world in order to facilitate better exchange of data with providers and users of information resources in all formats.

Series title


A collective title applied to a group of separately published materials issued in succession in uniform style by a single publisher or distributor.

Subheading

A secondary heading added to a main subject heading or descriptor in a pre-coordinate indexing system, usually following a dash or other mark of punctuation, to allow documents to be indexed more specifically.

Subject

Any one of the topics or themes of a work, stated explicitly in the text or title or implicit in its message. In library cataloging, a book or other item is assigned one or more subject headings as access points, to assist users in locating its content by subject.

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Subject heading

The most specific word or phrase that describes the subject, or one of the subjects, of a work, selected from a list of preferred terms (controlled vocabulary) and assigned as an added entry in the bibliographic record to serve as an access point in the library catalog. A subject heading may be subdivided by the addition of subheadings (*example*: Libraries--History--20th century) or include a parenthetical qualifier for semantic clarification, as in Mice (Computers).

Tag

A three-character numeric code in the range of 0XX-9XX with XX = 01-99, used in the MARC record to identify the kind of data contained in a field.


IV. PRODUCTS AND SERVICES

A. Cataloging in Publication (CIP)

The purpose of the Cataloging in Publication program is to serve the nation's libraries by cataloging books in advance of publication. Publishers submit information via email or walk-in. The cataloger will create a bibliographic record and catalog for each publication received and sends it to publisher, the publisher prints the catalog records (known as CIP data) on the verso of the title page of the book they will publish. The CIP data will then be available to each library who will acquire the books.

B. In-Service Training

The division provides consultative cataloging services to other libraries and affiliated public libraries; it also conducts in service training to library professionals, paraprofessionals and LIS interns.

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V. POLICIES

A. NLP RDA Cataloging Policy

This policy statement and the guidelines carry a condensed version of RDA provisions to guide NLP catalogers in cataloging print/non print and online materials for NLP clients/library users. Catalogers should refer to the RDA tool kit or the RDA print version for items not covered here and to check detailed rules.

A. 1. Recording Attributes of Manifestations and Items.

A. 1.1. Title Proper (RDA 2.3.2)

Record title proper as it appears on the resource being catalogued.

A. 1.2. Record all other titles: subtitles, parallel titles, key titles, collective titles, etc. following the provisions of RDA Tool Kit. Use cataloger's judgment for doubtful situations.

a.1.2.1. For non-print resources, [general material designation] shall no longer be used. Instead, used TAGS 336, 337 and 338.

a.1.2.2. Never abridged long titles.

a.1.2.3. Language, Script & Diacritical Marks (RDA 8.4)

a.1.2.4. Record elements in American English and in transliterated form for non-Roman scripted languages

a.1.2.5. All other languages/scripts must be fully Romanized following the ALA-LC Romanization Tables: Transliteration Schemes for Non-Roman Scripts <http://www.loc.gov/catdir/cpsd/roman.html>


a.1.2.6. Record transliterated form for non-Roman scripted languages together with the form found in the original document (if possible)

a.1.2.7. Never use diacritical marks.

A.1.3 Capitalization (RDA 1.10.2)

a.1.3.1. Capitalize the first letter of the word in a title.

a.1.3.2. Capitalize other words within titles if these are proper names or if applicable to the language involved. Refer to RDA's Appendix A: Capitalization

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a.1.3.3. The rule on “Transcribe as you see” or “What you see, is what you get” shall be followed with discretion. The cataloger’s judgment will prevail.

A. 1.4. Statement of Responsibility (RDA 2.4.2)

- a.1.4.1.** Transcribe a statement of responsibility in the form in which it appears on the document being cataloged.
- a.1.4.2.** If the statement of responsibility names more than 3 persons, families or corporate bodies, transcribe the first mention name. Indicate the omission
e.g. Juan Ocampo [and three others]. It is also an option to give all the names of the co-creators, if the Library decides to adopt this. (RDA 2.4.1.5)
- a.1.4.3.** Provide added entries in Tag 7XX for all Filipino joint authors, editors, collaborators, contributors, etc.
- a.1.4.4.** Give all the names of the co-creators that appear on the title page.


A. 1.5. Edition Statement (RDA 2.5)

- a.1.5.1.** Transcribe edition statement as it appears on the resource being cataloged, (e.g. 2nd edition, 3rd edition, Revised edition, Sixth edition, Updated edition, etc.)

A . 1.6. Publication Statement

Place of publication & Production (RDA 2.8.2 & 2.7.2.3)

- a.1.6.1.** Transcribe place of publication or production in the form in which it appears on the resource being cataloged.
- a.1.6.2.** If more than one place is given, record the first named place of publication. However, record other places mentioned if they are located in the Philippines, even if they are not named first.
- a.1.6.3.** Add the name of the larger jurisdiction (state, province, etc., and/or country) as part of the local place name if it is considered important for identification or access.

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- a.1.6.4. If place of publication or production is not identified, supply the probable place of production and enclosed it in a square bracket. Ex. [Philippines].
- a.1.6.5. If place of publication cannot be identified, use probable place of publication followed by a question mark (e.g. [Manila?], [Quezon City?] or use [Place of publication not identified] only in extreme cases, where such information is not readily available

A.1.7. Publisher (RDA 2.8.4)


- a.1.7.1. Transcribe publisher's name in the form in which it appears on the resource being cataloged.
- a.1.7.2. Home country provision for Philippine published.
- a.1.7.3. Record distributor's or manufacturer's name if publisher's name is not identified.
- a.1.7.4. Record probable place of publication with a question mark at the end or use [publisher not identified] only in extreme cases, where such information is not readily available.

A. 1.8. Date of Publication (RDA 2.8.6)

- a.1.8.1. Record date of publication in Arabic numerals.
- a.1.8.2. If the date of publication is not given, supply the date or approximate date of publication enclosed in square brackets, e.g. [2008]
- a.1.8.3. If probable date is known, record the year followed by a question mark, e.g. [2010?]
- a.1.8.4. For supplied dates of publication, indicate in a note that the information was taken from an outside source.
- a.1.8.5. Use [date of publication not be identified] only in extreme cases, where such information is not readily available.

A. 1.9. Copyright Date (RDA 2.11)

- a.1.9.1. Add copyright date if different from publication date.
- a.1.9.2. Use copyright date, preceded by the copyright symbol ©, if date of publication is not given.
- a.1.9.3. Use the latest year in the call no.

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A. 1.10. Extent (RDA 3.4)

- a.1.10.1. For a resource consisting of a single volume, record the extent in terms of number of pages, leaves, etc., with pages, leaves, etc. written in full, e.g. 417 pages or 92 leaves.
- a.1.10.2. Data for multi-volume resources shall be recorded in terms of number of volumes, cards, sheets, etc. with volume, cards, sheets etc. written in full, e.g. 24 volumes or 52 sheets.

A. 1.11 Illustrations

- a.1.11.1. If the resource carries illustrative content, record illustration or illustrations (RDA 7.15)
- a.1.11.2. If the illustration is in color, record the presence of color, using an appropriate term (no abbreviations). (RDA 7.17) e.g. color illustrations, illustrations (some color)
- a.1.11.3. Record type of illustrative content in place of or in addition to the term illustration or illustrations if important for identification.

A.1.12. Dimensions (RDA 3.5)


- a.1.12.1. For print resources, such as books or monographs, record dimensions in centimeters. A fraction of a centimeter is counted as one centimeter, instead of 36.4 use 37 cm
- a.1.12.2. For non-book materials such as CD/DVDs, globes, maps, photographs use the appropriate dimension as stated in RDA 3.5. e.g. CD/DVDs – 4 ¾ in.

A.1.13. Series (RDA 2.12)

- a.1.13.1. If the resource is issued in a series, record the series title as it appears on the source being cataloged.
- a.1.13.2. Record the ISSN of the series if it appears within the resource.
- a.1.13.3. Transcribe the numbering of the resource within the series, as it appears on the resource itself.

A.1.14. Content Type (Tag 336) (RDA 6.9)

- a.1.14.1. Record the type of content contained in the resource using one or more of the terms listed in tables at this URL

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<http://www.loc.gov/standards/valuelist/rdacontent.html> (e.g. text, still image, etc.). Record as many terms as are applicable to the resource being described.

- a.1.14.2.** If the resource being described consists of more than one content type, record only the content type that applies to a substantial or predominant part of the resource.

A. 1.15. Media Type (Tag 337) (RDA 3.2)

- a.1.15.1.** Record media type using one or more of the terms listed in Tables at this URL
<http://www.loc.gov/standards/valuelist/rdamedia.html>
(e.g. audio, computer, video player, unmediated, etc.)

A 1.16. Carrier Type (Tag 338) (RDA 3.3)


- a.1.16.1** Record the type of carrier used to convey the content of the resource being cataloged using one or more terms listed in tables at this URL
<http://www.loc.gov/standards/valuelist/rdacarrier.html>
(e.g.: card, flipchart, object, roll, sheet, volume, etc.)

A.1.17. Identifier for the manifestation (RDA 2.15)

- a.1.17.1.** Record ISBN for monographs
a.1.17.2. Record ISSN for serials
a.1.17.3. Record both ISBN and ISSN, if applicable
a.1.17.4. Record both the identifier for the resource as a whole and the identifiers for individual parts (RDA 2.15.1.5)
a.1.17.5. When there are more than 3 identifiers for the manifestation record all identifiers.

A. 1.18. Providing Acquisition and Access Information (RDA 4.1)

- a.1.18.1.** State clearly the restrictions on use, especially for electronic resources (Tag 540)
a.1.18.2. Record the URL by copying from the web site of the resource and pasting it on the bibliographic record (Tag 856)

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A. 2. Identifying Works and Expressions

Sources of Information


- a. In general, the whole resource with sources in priority order is eligible sources of information
- b. Preferred sources for resources consisting of pages, leaves, sheets, cards or images thereof (e.g., books, periodicals): title page, title sheet, title card (or image thereof). If no title page: Use as preferred source first in this list that bears title: (1) cover; (2) caption (OR IMAGES THEREOF); (3) masthead; (4) colophon
- c. Make tag 5XX note if non-title page source is used as preferred source for title.
- d. For resources consisting of moving images (e.g., film reel, videodisc, MPEG video file) (RDA 2.2.2.3), preferred sources would be: title frame(s), or title screen(s).
- e. Eye-readable label permanently printed on or affixed to resource (not accompanying textual material or container) may be used as ALTERNATIVE
- f. If no title frame/screen, use either: (1) Label bearing title printed on or affixed to resource; (2) Embedded meta-data
- g. For other resources, use either: (1) the label bearing title permanently printed on or affixed to resource (not accompanying material or container); or (2) the embedded meta-data in textual form

NOTE: Many elements can be taken from anywhere in the resource or from another source. Only those taken from outside the resource must be bracketed.

A. 2.1. Core Elements

- a.2.1.1. Start with the preferred title. Preceded by creator, if appropriate then add other elements to the preferred title if needed according to RDA 6.27.1.9
- a.2.1.2. The following elements only become core if there is a need to distinguish one work from another work and can be given in no priority order: form of work, date of work, place of origin of work, other distinguishing characteristics

NOTE: More than one can be given if needed

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A. 2.2. Preferred Title (RDA 6.2.1) (For Rare book materials)

- a.2.2.1. For works created after 1500, choose as the preferred title, the title in the original language by which the work has become known through use in resources embodying the work or in reference sources.
- a.2.2.2. If no title in the original language is established as being the one by which the work is best known, or in case of doubt, choose the title proper of the original edition (see RDA 2.3.3) as the preferred title.
- a.2.2.3. If the work is published simultaneously in the same language under different titles, choose the title proper of the first resource received as the preferred title.
- a.2.2.4. For works created before 1501, choose the title or form of title in the original language by which the work is identified in modern sources as the preferred title.

A. 2.3. Authorized Access Points for Creators


- a.2.3.1. For works where more than one has principal responsibility or those where principal responsibility is not indicated, the one named first should go in 100, 110 or 111 (RDA 6.27.1.3)
- a.2.3.2. For a compilation with multiple works, only give the 1st work in a name-title 7XX reference. Other 7XX name-title access points are optional.

A 2.4. Constructing Authorized Access Points Representing Expression

- a.2.4.1. The basis for constructing authorized access points for expressions should be the work.
- a.2.4.2. Add one or more of the following elements if there is a need to distinguish one expression from another expression: (1) content type; (2) date of the expression; (3) language of the expression; (4) other distinguishing characteristic for expression (add examples per element)

A. 2.5. Authorized Access Point for Series

- a.2.5.1. Numbering grammatically integrated with series title. If the numbering of the series is grammatically integrated with the series title, record the series in the 490 field as it is, but omit the

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numbering from the title and record it in subfield \$v in the series authorized access point.

- a.2.5.2.** Numbering errors. If the number in the series statement is incorrect, give a note stating the correct numbering. Give the correct number in the series authorized access point.

A. 2.6. Preferred Titles for Bible Parts

a.2.6.1. Spell out "Old Testament" and "New Testament" when recording preferred titles for Bible parts.

a.2.6.2. Enter Bible parts directly under "Bible" (e.g. Bible. Luke)

a.2.6.3. If the book is one of a numbered sequence of the same name, record its number after the name as an ordinal numeral. Use a comma to separate the name and the number. Example: Bible. Corinthians, 1st ; Bible. John, 2nd

a.2.6.4. For other religious works, please refer to RDA 6.23+

A. 3. Identifying Persons, Families, and Corporate Bodies

A.3.1 Constructing Authorized Access Points for Persons

a.3.1.1 When recording data to identify a person, choose the form most commonly known

a.3.1.2. For variant spellings, choose the form found on the first resource received


a.3.1.3. Record words indicating relationships (e.g. Jr., Sr.) as part of the preferred name and not just to differentiate (e.g. Aquino, Benigno C., Jr.)

a.3.1.4. Record terms of address as part of the preferred name in the following situations :

a.3.1.4.1. When the name consists only of the surname (RDA 9.2.2.9.3) (e.g. Fu, Mr.)

a.3.1.4.2. For a married person identified only by a partner's name and a term of address (RDA 9.2.2.9.4) (e.g. Romualdez, Daniel, Mrs.)

a.3.1.4.3 If part of a phrase consisting of a forename is preceded by a term of address (RDA 9.2.2.23) (e.g. Ignacia, Mother.)

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A.3.2. Additions to the Preferred Name (Persons)

- a.3.2.1. Title or other designation associated with the person (applicable only in these categories)
- a.3.2.2. Royalty, nobility, or ecclesiastical rank or office (e.g. Sin, Jaime, Cardinal)
- a.3.2.3. Person of religious vocation (e.g. Barrera, Gavina, Sister, D.C.)
- a.3.2.4. Date of birth and/or death (option to add even if not needed) (e.g. Rizal, Jose, 1861-1896)
- a.3.2.5. Fuller form of name (option to add even if not needed) (e.g. Villa, J. G. (Jose Garcia))
- a.3.2.6. Period of activity of person (option to add even if not needed) (e.g. Bautista, Lirio, flourished 1968)
- a.3.2.7. Profession or occupation (add only if there is a need to distinguish) (e.g. Palma, Jose (Composer))
- a.3.2.8. Field of activity of person (add only if there is a need to distinguish) (e.g. Corpuz, Onofre (Education))

The following elements are possible additions to the preferred names. Some of the elements may be added even if there is no need to differentiate between names for different persons.


A. 3.3. Recording Authority Record for Persons

a.3.3.1 The following elements are NOT eligible for inclusion in the authorized access points but can be added to the authority record for persons:

- a.3.3.1.1. Associated place (RDA 9.8.9.11)
- a.3.3.1.2. Address (RDA 9.12)
- a.3.3.1.3. Associated group (RDA 9.13)
- a.3.3.1.4. Gender (RDA 9.7)
- a.3.3.1.5. Language of the person (RDA 9.14)
- a.3.3.1.6 Biographical information (RDA 9.17)

A. 3.4. Creating Authorized Access Points for Families

- a.3.4.1. When creating authorized access points for families, always start with the name followed by these qualifiers in this order:
 - a.3.4.1.1. Type of family (required) (e.g. Rodriguez (Family))
 - a.3.4.1.2. Dates (if needed)
 - a.3.4.1.3. Place (if needed) (e.g. Rodriguez (Family : Rizal))

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a.3.4.1.4 Prominent member of the family (if needed)
(e.g. Rodriguez (Family : Rodriguez, Eulogio)

A. 3.5. Recording Authority Record for Families

a.3.5.1 The following elements are NOT eligible for inclusion in the authorized access points but can be added to the authority record for families:

a.3.5.1.1 Hereditary title (RDA 10.7)

a.3.5.1.2 Family History (RDA 10.8)

A. 3.6. Constructing Authorized Access Points for Corporate Bodies

a.3.6.1. When constructing authorized access points for corporate bodies, choose the form most commonly known.

a.3.6.2. For variant spellings, prefer the later form when the difference in spelling is due to orthographic reform.

a.3.6.3. Do not abbreviate the word "Department."

A. 3.7 Additions to the Preferred Names (Corporate bodies)

The following elements are possible additions to the preferred names. Some of the elements may be added even if there is no need to differentiate between names for different corporate bodies:

a.3.7.1. Addition if name does not convey the idea of a body (RDA 11.7)
(e.g. Parokya ni Edgar (Band) ; ABS-CBN (Television station : Philippines)

a.3.7.2. Associated place (RDA 11.3) (option to add even if not needed)
(e.g. University of the East (Manila)


a.3.7.3. Associated institution (RDA11.5) (option to add even if not needed) (e.g. Kabataang Maka-Rizal (Philippine Normal College)

a.3.7.4. Date of establishment or termination (option to add even if not needed) (e.g. Mercury Drug Store (1945)

a.3.7.5. Type of jurisdiction (add only if there is a need to distinguish)
(e.g. Philippines. Cavite ; Philippines. Cavite City)

a.3.7.6. Other designation (option to add even if not needed)
(e.g. Philippines. Visayas (Eastern) ; Philippines. Visayas (Central) ; Philippines. Visayas (Western)

a.3.7.7. Number, date and location of a conference (e.g. National Training-Workshop on Resource Description and Access (2012 :

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College of St. Benilde Hotel) ; Conference on Linguistics (1st :
2002 : Baguio City)

a.3.7.8. Constructing Authorized Access Points for Corporate Bodies

A. 3.8. Authorized Access Points for Corporate Bodies

- a.3.8.1. Preferred name for conferences
- a.3.8.2. Omit indications of number of year(s) of convocation but add frequency (e.g. Biennial Conference ...)
- a.3.8.3. Omit year of convocation from name of an exhibition, fair, festival (but include if resource is cataloged as a monograph)
- a.3.8.4. Record the number of a conference using English ordinal numerals (e.g. 1st, 2nd, 3rd, etc.)
- a.3.8.5. Do not give date or range of date of a conference if the resource is cataloged as a serial
- a.3.8.6. No "rule of three" when sessions are held in three or more locations. Give all locations separated by semicolons in access point (RDA Appendix E.2.2.4).
- a.3.8.7. If conference is held online, location is "Online"
- a.3.8.8. Omit location of conference if publication is cataloged as a serial


A. 3.9. Recording Authority Record for Corporate Bodies

The following elements are NOT eligible for inclusion in the authorized access points but can be added to the authority record for corporate bodies:

- a.3.9.1. Associated place for non-conference corporate bodies (RDA 11.3)
- a.3.9.2. Address (RDA 11.9)
- a.3.9.3 Field of activity (RDA 11.10)
- a.3.9.4 Language of the corporate body (RDA 11.8)
- a.3.9.5 Corporate history (RDA 11.11)

B. RDA Policy on Serials Cataloging

- B.1. Determine that your resource is a serial by consulting RDA 2.13.
- B.2. When a title is catalogued as a serials, all issues are represented by one record at least until the title changes, if successive issues are received, add to item, no need for further cataloging.

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B.3. Current issues of the serials should be item and process by the CDD.

B.4. Change only a record if there is a change in the media type, major change in title proper; change in statement of responsibility affecting serial identification, and change in edition statement that indicates change in either scope or coverage.

Example :

Mode of issuance changes

- a. Serials become an integrating resources
- b. Serials become a multi-part monograph

Mode of Media type changes

- Print serial to online


B.5. When a publication is cataloged as a monograph, however, and turns out to be a serial, the monograph records have to be canceled and the publication re-cataloged as a serial. On the other hand, treat a serial as a monograph if each issue of the serials has different title and if there is important information specific to the issue, treatment as a monograph is preferable.

B.6. Use the full level of description in cataloging a serial, include all the important bibliographic data such as responsible issuing body or publishing information, frequency, references to earlier or later titles and subject headings.

B.7. If there is already a bibliographic record in the database, consult RDA 1.6.2 to determine if you should create a new description or add information to the existing record.

B.8. The preferred source of information is the following:

b.8.1. Title page - The title page, when there is one, is used as the chief source of information. It also includes responsible bodies, place and name of publisher, and/or the designation of the issue. A page can be a title page, however, when there is nothing on it but the title, even when another source, such as the cover, contains more information. Title pages are most frequently found in serials that are issued annually or less frequently. Publications such as annual reports, directories, indexes, statistical summaries, and so forth generally have title pages.

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b.8.2. Analytic title page – The analytic title page is the title page of an individual work in a series; it carries the title of the work and may include the title of the series., the analytic title page should be chosen as the preferred source for the series when there is no separate series title page and the series is included on the analytic title page.


b.8.3. Cover - The cover is one of the most frequently used title page substitutes. The cover may be hard-bound; if not it is generally, but not necessarily, heavier quality paper than the rest of the serial. While most annuals and periodicals have covers, periodicals are the more likely to have the cover be the title page substitute.

b.8.4. Caption - The caption is the area just above the beginning of the text that contains the title and sometimes the designation and issuing body. The caption is most often used as the title page substitute for newsletters, which often lack a cover or title page.

b.8.5. Masthead – The masthead is the statement of title, ownership, editors, etc. It is most frequently found in periodicals and newsletters and generally appears on the editorial or contents page. Mastheads may also appear at the end of the publication in some serials. In many cases, the ISSN also appears with the title in the masthead. This information is frequently boxed to separate it from the remainder of the information on the page. While the masthead is often referred to when verifying the title, it is used as the title page substitute only in the absence of the title page, cover, and caption. The equivalent area on a newspaper is sometimes called the "publisher's block."

b.8.6. Colophon – The colophon is chosen as the chief source for some oriental non-roman language serials, as described in *RDA 2.2.2.2*, when full bibliographic information is contained in the colophon and the page given in the normal position for a title page contains only the title or less complete information. Items lacking a chief source of information

b.8.7. Items lacking a chief source of information - If there is no title page or other page that can be used as a title page substitute, take the title from the content of the item or any other published source (*RDA 2.2.2.2*, *RDA 2.2.4*). If the title is supplied from a source outside the resource, either give the title in brackets or enter the source in a note (combined with the 588 "Description based on" note).

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B.9. Choosing the access points –

For serials, this is generally a question of corporate body/conference heading vs. title. Added entries may be made for corporate bodies that have not been given as the main entry, persons responsible for the serial (in some cases), or conference names. Added entries are also given for the title when it is not the main entry and, in most cases, for other titles or variations of the title. If the serial is issued within a series, the series may also be given as an access point. Since access points are critical to the retrieval of records, many of them, such as series titles, series like phrases, and corporate names are established in authority files.

C. POLICY MANUAL FOR NAME AUTHORITY ENTRY

The manual for Name Authority File provides authoritative data for names of persons, organizations, events, places, and titles. Its purpose is the identification of these entities and, through the use of such controlled vocabulary, to provide uniform access to bibliographic resources. Names descriptions also provide access to a controlled form of name through references from unused forms. It enables to detect and correct errors.


This manual is not only of great help to researchers searching for a particular subject to study, but it can help cataloguers organize information as well. This serves as a guide and therefore avoids unnecessary work.

C.1. Identifying Persons

The term person refers to an individual or an individual (either alone or in collaboration with one or more other individuals). Persons include fictitious entities.

C. 1.1. Constructing authorized Access Points for Persons

- c.1.1.1. The preferred name for the person is the basis for the authorized access point for persons.
- c.1.1.2. For variant spelling of a person's name choose the form found in the first resource received.
- c.1.1.3. If the person has changed names choose the latest name of form of name as the preferred name.

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C. 1.2. Recording the preferred name for persons

The preferred name is recorded according to the following situations.

- c.1.2.1.** If the surname of represented an initial only, but the forename is given in full, record the initial as the first element.

Example:

Name on source: Andrew, E.
Access point: E. Andrew.

- c.1.2.2.** If married person is identified only by a partner's name, treat a term of address as an integral part of the name. Record the term of address as the last element of the name.

Name on source: Mrs. Daniel Romualdez
Access point: Romualdez, Daniel,\$cMrs.

- c.1.2.3.** Record terms (e.g. Jr., Sr.) and numbers (e.g. III, IV) indicating relationship following surnames after the forename, preceded by a comma.

Name of source: Benigno Aquino, Jr.
Access point: Aquino, Benigno,\$bJr.


- c.1.2.4.** Record a male author's name containing a surname consisting of two proper names separated by either space or hyphen under the first element of the compound surname.

Name of source: Carmelo Mesa-Lago
Access point: Mesa-Lago, Carmelo.

- c.1.2.5.** Record a hyphenated surname used a married Filipino woman under the second element of the compound surname.

Name of source: Laurentina Paler-Calmori
Access point: Calmorin, Laurentina Paler-

- c.1.2.6.** If a surname includes article or preposition, or a combination of the two, record as the first element the part most commonly

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used as the first element in the person's language or country of residence or activity.

Name of source: Leni de la Cruz
Access point: De la Cruz, Leni.

- c.1.2.7.** Treat a Roman numeral associated with a given name (as for example, in the case of popes, royalty and ecclesiastics) as an integral part of the name.

Name of source: Louis XIV
Access point: Louis\$bXIV.

- c.1.2.8.** Record in direct order a name consisting of a phrase that consists of terms or forename(s) preceded by words other than a term of address or a title of position or office.

Name of source: Pinoy Henyo
Access point: Pinoy Henyo.

- c.1.2.9.** Record a phrase consisting of a forename(s) preceded by a term of address under the forename as the first element.


Name of source: Mother Teresa
Access point: Teresa, Mother.

- c.1.2.10.** Record a name appears under a pseudonym if the person is predominantly identified in reference sources by one pseudonym. If the real name is known, record also the real name in subfield \$q.

Name of source: Quijano de Manila
Access point: \$q(Nick Joaquin)

(Quijano de Manila is the pseudonym of Nick Joaquin, but he is popular as Nick Joaquin)

Name of source: Dolphy
Access point: \$q(Rodolfo Vera Quizon)

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C. 1.3. Additions to the preferred name for person

Record the following core elements and "core if" elements as additional to the preferred name for persons:

- c.1.3.1.** Add the date of birth and/or date of death of a person, if known, after preferred name for persons:

Element on source: Ferdinand Marcos.
(Year of birth -1917, year of death – 1989)
Access point: 100 10\$aMarcos, Ferdinand\$d1917-1989.

- c.1.3.2.** For a pope, cardinal or other ecclesiastical official whose given name is recorded as the first element of the preferred name, record the title after the given name preceded by a comma.

Element on source: Pope Benedict XVI
Access point: 100 10\$aBenedict\$bXVI,\$cPope\$d1927-

- c.1.3.3.** If a fuller name is known and if the preferred name does not include all of that fuller form, record as an appropriate the fuller form of name.

Element on source: O.D. Corpuz (Fuller form of name – Onofre D. Corpuz)
Access point: 100 10\$aCorpuz, O.D.
\$q(Onofre D. Corpuz)


- c.1.3.4.** Record other designation associated with a person other than a title (e.g. saint or spirit) after the preferred name.

Element on source: San Pedro Calungsod
Access point: 100 1 \$aCalungsod, Pedro\$cSaint.

- c.1.3.5.** Record profession occupation in which a person works or has worked as an addition to headings in bibliographic records to differentiate identical or the same names.

Element on source: Mauro Medina, PhD
Access point: 100 10\$aMedina, Mauro\$cPhD

- c.1.3.6.** Record an Asian name as is with comma on the first name except a Thailand name.

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Element on source: Mao Tse Tung
Access point: 100 10\$aMao, Tse Tung.

Element on source: Praiphol Koomsup (Thai name)
Access point: 100 10\$aPraiphol Koomsup.

C. 1.4. Identifying Families

The term family refers to “two or more persons related by birth, marriage, civil union, adoption, or similar legal status, or who otherwise present themselves as a family. A name of the family is a word, character, group of words and/or characters by which a family is known.

C.1.5. Constructing authorized access point for families

When creating authorized access points for families, always start with the preferred name followed by the core elements of the family. The preferred name of the family is the name or form of name chosen as the basis for the authorized access point representing the family.

c.1.5.1. Recording the preferred name for the family

The preferred name chosen and recorded may be the surname (or equivalent) used by members of the family, the name of a royal house or dynasty or the name of a clan, etc.


Examples: Aquino
Marcos
Gokongwei

c.1.5.2. Additions to the preferred name for the family record a term indicating the type of family using an appropriate term.

Element on source: Aquino Family
Access point: 100 30\$aAquino Family.

C.1.6. Identifying Corporate Bodies

The term corporate body deals with an organization or a group of persons identified by a particular name and that acts or may act, as a unit. The typical examples of corporate bodies are associations, institutions, business forms, non-profit enterprises, government agencies, religious

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bodies, local church groups and conferences. Ad hoc events (such as athletic contests, exhibitions, expeditions, festivals) and vessels (e.g. ships and space crafts) are considered as corporate.

C.1.7. Constructing authorized access points for corporate bodies

- c.1.7.1.** The preferred name for the corporate body is the basis for its authorized access point. It is followed by the core elements required to identify the concerned corporate body.
- c.1.7.2.** If there are several forms of the corporate name, choose as the preferred name the form commonly known.
- c.1.7.3.** For variant spellings prefer the later form when the difference in spelling is due to orthographic reform.
- c.1.7.4.** If a conventional form of name is frequently identified in reference sources, choose the conventional name as preferred name.

Example: Jesuits
not Society of Jesus


- c.1.7.5.** If the name of the corporate body has changed, choose the earlier name as the preferred name for use with resources associated with the earlier name and choose the later name as the preferred name for use with resources associated with the later name.

Examples: Philippine Normal College (earlier name)
Philippine Normal University (later name)

C.1.8. Recoding the preferred name for corporate bodies

- c.1.8.1.** If the name of a corporate bodies consists of or contains initials, omit or include full stops and other marks of punctuation according to the most commonly found usage of the body. In case of doubt, omit the full stops, etc. Record the corporate name as to how it is appearing or written in publication.

Examples: UNESCO
Access point: 110 2 \$aUNESCO

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c.1.8.2. Omit an adjectival term or abbreviation indicating incorporation, limited (e.g. Inc., Ltd) unless it is an integral part of the corporate name or is needed to make it clear that the name is that of corporate body.

Name on source: Philippine Librarians Association, Inc.

Access point: 110 2 \$aPhilippine Librarians Association

c.1.8.3. Omit the name of a conference, congress, meeting, exhibition, fair, festival, etc. (including that of a conference treated as a subordinate body) indications of its number, or year, of convocation, etc.

Name on source: 7th Metro Manila Film Festival

Access point: 110 2 \$aMetro Manila Film Festival.

C.1.9. Recording names of subordinate and related bodies

Record the name of a subordinate or related body as a subdivision of the authorized access point representing the body to which it is subordinate or related if it belongs to one or more of the following types:

c.1.9.1. A name containing a term that by definition implies that the body is part of another (e.g. Department, Division, Section, Branch)


Example: Department of Education, University of the Philippines

Access point: 110 2 \$aUniversity of the Philippines.
\$bDepartment of Education.

c.1.9.2. A name containing a word that normally implies administrative subordination (e.g. Commission, Committee)

Example: PAARL Finance Committee

Access point: 110 1 \$aPhilippine Association of Academic/Research Librarians.\$bFinance Committee.

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c.1.9.3. A name that is general in nature or that does no more than indicate a geographic chronological, or numbered or lettered subdivision of a parent body.

Example: Laguna College Class of 2001
Access point: 110 1 \$aLaguna College.\$bClass of 2001.

c.1.9.4. A name that does not convey the idea of a corporate body.

Example: British Library Human Resources
Access point: 110 1 \$aBritish Library.\$bHuman Resource.

c.1.9.5. A name of a university faculty, school, college, institute, laboratory, etc.

Example: University of Santos Tomas College of Medicine
Access point: 110 1 \$aUniversity of Santos Tomas.
\$bCollege of Medicine.

c.1.9.6. A name of non-governmental body that includes the entire name of the higher or related body.


Example: San Beda College Library
Access point: 110 1 \$aSan Beda College.\$bLibrary.

c.1.9.7. A government agency that is a ministry or similar major executive agency that has no other agency above it.

Example: Republic of the Philippines Ministry of Finance
Access point: 110 1 \$aRepublic of the Philippines.
\$bMinistry of Finance.

c.1.9.8. A legislative body.

Example: Republic of the Philippines Senate
Access point: 110 1 \$aRepublic of the Philippines.
\$bSenate

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c.1.9.9. A court.

Example: Supreme Court of the Philippines
Access point: 110 1 \$aPhilippines.\$bSupreme Court.

c.1.9.10. A principal service of the armed forces of a government.

Example: Philippine Air Force
Access point: 110 1 \$aPhilippines.\$bAir Force.

c.1.9.11. A head of state, head of government, or ruling executive body.

Example: Philippine President Rodrigo Roa Duterte
Access point: 110 1 \$aPhilippines.\$bPresident (2016- : Duterte)

c.1.9.12. An embassy, consulate, etc.


Example: Philippine Embassy in the United States
Access point: 110 1 \$aPhilippines.\$bEmbassy (U.S.)

c.1.9.13. A delegation to an international or intergovernmental body.

Example: Philippine Delegation to the General Assembly of the United Nations
Access point: 110 1 \$aPhilippines.\$bPhilippine Delegation to the General Assembly of the United Nations.

c.1.9.14. Direct or indirect subdivision in government bodies

Example: Republic of the Philippines Department of Education Bureau of Elementary Education
Access point: 110 1 \$aPhilippines.\$bBureau of Elementary Education

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C. 1.10. Additions to the preferred name for corporate bodies

The following elements are possible additions to the preferred name. Some of the elements may be added even if there is no need to differentiate between identical of the same names of different corporate bodies.

c.1.10.1 Addition of a word or phrase if name does not convey the idea of a body

Example: Parokya ni Edgar
Access point: 110 1 \$aParokya ni Edgar (Musical group)

c.1.10.2. Associated place

Example: University of the East Manila
Access point: 110 1 \$aUniversity of the East (Manila)

c.1.10.3. Associated institution

Example: Kabataang Maka-Rizal (based in the Philippine Normal College)
Access point: 110 1 \$aKabataang Maka-Rizal (Philippine Normal College)


c.1.10.4. Add number, date and location of a conference, if available

Example: National Training-Workshop on Resource Description and Access held in August 22, 2012 at the College of St. Benilde, Manila
Access point: 110 1 \$aNational Training-Workshop on Resource Description and Access \$d(2012\$cCollege of St. Benilde, Manila)

C.1.11. Creating authority records for corporate bodies

The authorize access point and the variant access points of corporate bodies are recorded in the authority record for corporate bodies.

The following elements are not required for inclusion in the authored access points; these are address, language, field of activity, history of the corporate body.

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C.1.12. Constructing access point for conference, festivals, etc.

- c.1.12.1. The elements of an authorized access point are recorded in the following sequence: preferred name of the activity, number, date and location.
- c.1.12.2. Omit indications of number or year of convocation in the preferred name but add frequency (e.g. Biennial Conference).
- c.1.12.3. Omit year of convocation from name of an exhibition, fair, festival, but include if resource is catalogued as a monograph.
- c.1.12.4. Record the number of a conference using English ordinal numerals (e.g. 1st, end).
- c.1.12.5. Do not give date or range of date of a conference if the resource is catalogued as a serial.
- c.1.12.6. No "rule of three" when sessions are held or more locations. Give all locations separated by semicolons in access point.
- c.1.12.7. If conference is held online, location is "online".
- c.1.12.8. Omit location of conference if publication is catalogued as a serial.

C.1.13 Identifying Geographic Entities

Names of geographic entities or place names are used as elements in constructing authorized access points for corporate bodies in the following situations:

- c.1.13.1. As an element used to differentiate between corporate bodies with the same name.


110 1 \$aDiamond Motor Corporation (Taytay, Rizal, Philippines)
110 1 \$aDiamond Motor Corporation (Quezon City, Philippines)

- c.1.13.2. As an addition to other corporate names such as conference, festivals, etc.

110 2 \$aSymposium on K-12 \$d(2013 :\$cManila)
111 2 \$aAsian Games \$d(2014 :\$cIncheon, South Korea)

- c.1.13.3. As the name of governments.

110 1 \$aPhilippines. \$bProfessional Regulation Commission.
110 1 \$aMarinduque (Philippines).\$bGovernor.

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c.1.13.4. As the name of communities that are not government.

110 1 \$aBaseco Compound (Manila, Philippines)
110 1 \$aBonifacio Global City (Taguig, Philippines)

D. NLP Cataloging Policy on Assigning Call No.

D.1. Use DDC Classification system in providing classification number for:

- d.1.1.** Filipiniana Materials
- d.1.2.** Reference Materials
- d.1.3.** Multi Media Materials
- d.1.4.** Non-book materials

D.2. Use Library of Congress Classification Number and DDC Class for:

- d.2.1** PNB Materials

D.3. Use Government Publication Scheme Number for Government Publication Materials

D.4. Use Three Figure Cutters Number in providing author number for

- d.4.1.** Filipiniana Materials
- d.4.2.** Reference Materials
- d.4.3.** Non- book materials


D.5. Use Two Figure Cutters Number for Government Publication Materials

D.6. Use the latest publication / copyright year to complete the call number

E. Policy guidelines in Assigning Subject Headings for NLP Collections

General Rule:

- e.1.** Assign the heading that represents the predominant topic of the work as the first subject heading.
- e.2.** If the predominant topic cannot be represented by a single heading, assign as the first and second headings the two headings that, taken together, express the predominant topic.
- e.3.** For works of individual biography, assign as the first subject heading the name of the biographee.

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e.4. Works with two equally important topics. If a work has two equally important major topics, assign heading(s) for the second of these topics immediately after the heading(s) for the first, and before any headings for secondary topics.

e.5. Order of secondary topics. Assign headings for secondary topics, as well as headings required to complete standard arrays, in any order following the heading(s) for the major topic(s).

e.6. Number of Headings - Assign to the work being cataloged one or more subject headings that best summarize the overall contents of the work and provide access to its most important topics. Generally a maximum of six is appropriate.

e.7. Uncontrolled Entries – Used 653 field for uncontrolled entries , it is used under exceptional circumstances to provide supplementary subject access from natural language terms that are not included as headings or UF references in Library of Congress Subject Headings.

e.8. Do not capitalize the first word of the field unless it is a part of proper name.

e.9. Edition – Assign the same subject heading or set of subject headings to all editions of a single work that are present in the NLP database.


Exception: If the content of a new edition is a lot different from earlier editions, assign the headings required to designate properly the contents of the edition being cataloged regardless of the headings assigned to the other edition(s).

e.10. Serials – Assign subject headings according to standard guidelines. Provide subject headings that represent scope and content of the serials as a whole and not headings appropriate only for the specific issue(s) at hand.

F. ASSIGNING OF CUTTER NO IN GOVERNMENT PUBLICATION MATERIALS

F.1. For Corporate Entry - Agency (TUP, PNU, PUP, UP – under special Agencies)

f.1.1. with author

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f.1.1.1. Cutter the name of the author; work mark the first letter of the title of the publication.

f.1.2. with author and series title

f.1.2.1. Cutter the series title ; no work mark, put the series title number and volume after the year of publication.

f.1.3. with no author , with more than 1 author

f. 1.3.1. Cutter the title of the work ; no work mark

f.1.3.2. No cutter number – year only, after the class number

f.1.4. with series title

f.1.4.1. Cutter the series title ; no workmark (series title number or volume after the year of publication)

f.1.5. Annuals – no cutter number, year only after the class number.
i.e. GPD ED180.11 1966-1967

f.1.4. Indicate the module number, volume number of the material after publication year

f.1.5. Entered in regional agency i.e. NEDA Caraga Region (indicate the region no. after the year of publication)

i.e.: GP NE100 B43 2007 reg. 13

f.1.6. If there is a series title, cuttered in series title , indicate the region no. after the year of publication.


i.e.: NEDA Caraga Region. GP NE100 B43 2007 no.2 reg.13.

f.1.7. Office of the presidents publication has different form division numbers (see GPD scheme, p.109 .

i.e.: P19 presidential messages and cutter after President's name.

F.2. Corporate Entry - Chartered University

f.2.1. with author, no series title - Cutter number under the University name ; workmark the author and title of the work if necessary and include the region number after the year of publication.

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i.e. GP M810.45 B43b 2003 reg.3

M810.45 - Class number of chartered state colleges and university

B43- Cutter number of University name

b- title of the work

2003- year of publication

reg.3- region number of chartered university

f.2.2. with no author, with more than 1 author – Cutter number under the University name, workmark the first letter title of work (region number after the year of publication)

i.e. GP M810.45 B43b 2003 reg.3 .

M810.45 – Class number of chartered state colleges and university

B43- Cutter number of University name

b- title of the work

2003- year of publication

reg.3 - region number of the chartered colleges and university

f.2.3. with author, authors, no authors and has series title – Cutter number under University name ; workmark, series title (after the year of publication, put the series title no and the region number

i.e. GP M810.45 B43b 2003 no.1 reg. 3

M810.45 – Class number of chartered state colleges and university

B43- Cutter number of the University name


b- title of the work

2003- year of publication

no.1- issue number

reg.3 - region number of the chartered colleges and university

f.2.4. with series title – Cutter number under the University name ; workmark the series title after the year of publication. Put the series title number and the region. ie., GP M810.45 B43b 2003 no.1 reg.3

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M810.45 - Class number of chartered state colleges and university

B43- Cutter number of the University name

b- series title


2003- year of publication

no.1- issue number


reg. 3- region number of the chartered colleges and university

G. MARC 21 Record Policy


MARC Tags and Indicators	
000	Go to MARC Tags Leader Field and choose from the drop down menu necessary item for the following : <ul style="list-style-type: none"> 05 - Record Status - used corrected or revised 06 - Type of record - used to show the type of record 07 - Bibliographic level - this field determines the parts of the work 09 - Encoding level - The encoding level describes the completeness of the cataloging from full-level (complete) to minimal-level (less detailed records) (NLP used full level cataloging) 18 - Descriptive Cataloging form - used ISBD
002	Filled out the tag 002 - Class No. for PNB materials (First three digit only)
005	Double click the tag 005 to update the date
008	<ul style="list-style-type: none"> • Supply the year(publication/copyright) under the begin date • Supply the country code , three letter country code (https://www.loc.gov/marc/countries/) • Illustrations (if any) • Indicate language code (ex. Eng for English, Fil for Filipino) (https://www.loc.gov/marc/languages/) • Illustrations. Include up to four codes for the types of illustrations <ul style="list-style-type: none"> o - Photographs (ex. 300 field would be "\$b ill., maps" fixed field codes would be "ab"

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	<ul style="list-style-type: none"> • Audience. This field records the intellectual level of the audience the work is aimed at. <p align="center">Blank - Unknown or not specified (Use for majority of books)</p> <ul style="list-style-type: none"> a - Preschool b - Primary (grade K-3) c - Elementary (grade 4-6) and junior high (grade 4-8) d - Secondary, senior high (grades 9-12) e - Adult f - Specialized g - General (prefer Blank) j - Juvenile work • Form of Item <p align="center">Blank - Default value, most printed material, not a reproduction</p> <ul style="list-style-type: none"> a - Microfilm b - Microfiche d - Large print r - Regular print reproduction (e.g. photocopy) s - Electronic • Govt. Publication. This field is used for government publications. It describes the type of governmental body that issued the work. <p align="center">Blank - Not a government publication</p> <ul style="list-style-type: none"> c - Multilocal f - Federal/National i - International intergovernmental l - Local m - Multistate o - Government publication-level undetermined s - State, provincial, territorial, dependent, etc. • Literary Form. This field records whether the work is a work of fiction. Novels and short story collections, poetry and drama are coded as fiction. <p align="center">0 - Not fiction (not further specified). The work is not fiction.</p>
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	<p>1 - Fiction (not further specified) c - Comic strips d - Dramas e - Essays f - Novels h - Humor, satires, etc. i - Letters j - Short stories m - Mixed forms p - Poetry s - Speeches u - Unknown</p> <ul style="list-style-type: none"> Biography. If a work contains biographical information, this field specifies whether the work is an autobiography, a biography, a collection of biographies, or contains biographical information. Whenever this code is used, the 650 fields should have subfield "\$v Biography" if appropriate. Code "d" is for works that contain biographical information, but the work itself is not a biography. For any code but code "d", add the subfield "\$v Biography" to the 650 fields. <p>Blank - Contains no biographical material a - Individual autobiography b - Individual biography c - Collective biography or autobiography (e.g. two or more) d - Contains biographical information</p>
040	Cataloging source code Example: \$aNLP \$erda
050	Indicate LC Call Numbers (used for PNB, GP and Filipinana materials only) Example: \$aKPM500
082	Indicate the DDC No and Edition of DDC used Example: \$a082.599 \$223

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086	<p>Indicate Government Classification No.</p> <p>Example: \$aP98.9</p>
090	<p>Indicate the Complete Call no including the location symbol (e.g. Ref, Fil, Thesis, CL, Asia, Diss, PL, etc.)</p> <p>Example: \$aFil 645.7 Ad38a 2013 \$a Ref 745.95 Sc35e 2015 \$a GP P98.9 Ad37 2016</p>
020	<p>International Standard Book Number</p> <p>International Standard Book Number (ISBN) assigned to a monographic publication by designated agencies in each country participating in the program. The field may include terms of availability and canceled or invalid ISBNs, such as ISBNs with invalid check digits or that are not applicable to the item being cataloged. It may be repeated for multiple numbers associated with the item.</p> <p>Indicators:</p> <ul style="list-style-type: none"> Both indicator positions are undefined; each contains a blank (#) <p>Example:</p> <p>020##\$a978-971-10-1358-5 (paperback) or (hardback)</p>
022	<p>International Standard Serial Number</p> <p>ISSNs consist of eight digits in two groups of four, separated by a hyphen.</p> <p>First indicator: Blank</p> <p>Example:</p> <p>022 \$a2094-7992</p>
100	<p>Main Entry Personal Name</p> <p>Personal name used as a main entry in a bibliographic record.</p> <p>First indicator:</p> <p>0 - Forename Example: 100 0#\$aDr. X.</p> <p>1 - Single surname Example: 100 1#\$aPerez, John.</p>

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	<p>3 - Family Name Example: 100 3#\$aAquino Family.</p> <p>Second indicator is blank.</p> <p>Subfield codes:</p> <p> \$a - Personal name \$b - Numeration \$d - Dates associated with a name \$q - Fuller form of a name</p> <ul style="list-style-type: none"> • If there is more than one creator, only the first named creator is required <p>Punctuation used: Ending mark of punctuation</p> <p> (.) - period (()) - closing parenthesis (“) - quotation mark (?) - question mark (!) - exclamation mark (-) - hyphen - usually used at the end of an open date</p> <p>Examples:</p> <p> 100 1 \$aSantiago, Miriam Defensor\$d1945-2016. 100 1 \$aPimentel, Aquilino Q. \$bJr. 100 3 \$aRecto Family.</p>
110	<p>Main Entry Corporate Name</p> <p>Corporate name used as a main entry in a bibliographic record.</p> <p>First indicator:</p> <p> 1 - Jurisdiction name 2 - Name in direct order</p> <p>Second indicator is blank.</p> <p>Subfield codes:</p> <p> \$a - Corporate name or jurisdiction name as entry element \$b - Subordinate unit</p> <p>Punctuation used : Ending mark of punctuation</p> <p> (.) - period (()) - closing parenthesis</p>

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	<p>Examples: 110 1 \$aPhilippines. \$bDepartment of Health. 110 2 \$aAteneo de Manila University.\$bCollege of Education.</p>
111	<p>Main Entry Meeting Name</p> <p>Conference and meeting names used as a main entry in a bibliographic record</p> <p>First indicator: 2 - Name in direct order</p> <p>Second indicator is blank.</p> <p>Subfield codes: \$a - Meeting name or jurisdiction name as entry element \$c - Location of meeting \$d - date of meeting or treaty signing \$e - Subordinate unit \$n - Number of part/section/meeting</p> <p>Example: 111 2# \$aExpert's Meeting\$d(2007 : \$cParis)</p>
130	<p>Main Entry Uniform Title</p> <p>Uniform title used as a main entry in a bibliographic record</p> <p>First indicator: 0-9 - Number of non-filing characters</p> <p>Second indicator is blank.</p> <p>Subfield codes: \$a - Uniform title \$d - Date of treaty signing \$l - Language of a work \$o - Arranged statement for music \$p - Name of part/section of a work</p> <p>Punctuation used : Ending mark of punctuation (.) - period (()) - closing parenthesis</p>

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	<p>3 - No note, added entry</p> <p>Second indicator # - No type specified</p> <p>Subfield codes: \$a - Title proper \$b - Remainder of title</p> <p>Example: 245 04\$aThe Berkley : book of modern writing 246 30\$aModern writing.</p>
250	<p>Edition statement</p> <p>First and second indicator is blank.</p> <p>Subfield code: \$a – Edition statement</p> <p>Example: 250 \$aSecond edition.</p>
260	<p>Publication, Distribution, etc. Information relating to the publication, printing, distribution, issue, release, or production of a work.</p> <p>First indicator # - Not applicable/no information provided</p> <p>Second Indicator: # - undefined</p> <p>Subfield codes: \$a – Place of publication, distributor, etc. \$b – Name of publisher, distributor, etc. \$c – Date of publication, distributor, etc.</p> <p>Punctuation used : (()) - closing parenthesis (:) - colon (?) - question mark (,) - comma</p>

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	<p>([]) - bracket</p> <p>Example: 260 \$aNew York :\$bSkyhorse Publishing,\$c[2012].</p>
264	<p>Production, Publication, Distributor, Manufacture and Copyright Notice</p> <p>First indicator is blank.</p> <p>Second indicator: 0 - Production 1 - Publication 2 - Distribution 3 - Manufacture 4 - Copyright notice</p> <p>Subfield code: \$c – Date of production, publication, distribution, manufacture, or copyright notice</p> <p>Example: 264 #4\$c2016.</p>
300	<p>Physical Description</p> <p>First and second indicator is blank.</p> <p>Subfield codes: \$a - Extent \$b - Other physical details \$c - Dimensions \$e - Accompanying</p> <p>Punctuation used : (()) - closing parenthesis (:) - colon (?) - question mark (;) – semi-colon</p> <p>Example: 300 \$a150 pages :\$billustrations;\$c20 cm</p>



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Content type

This information enables expression of more specific content types and content types from various lists.

First and second indicator is blank.

Subfield codes:

- \$a - Content type term
- \$b - Content type code
- \$2 - Source

Example:

336##\$atext
\$2rdacontent

337

Media type

Media type reflects the general type of intermediation device required to view, play, run, etc., the content of a resource.

First and second indicator is blank.

Subfield codes:

- \$a - Media type term
- \$b - Media type code
- \$2 - Source

Example:

337 ##\$avideo
\$2rdamedia

338


Carrier type

Carrier type reflects the format of the storage medium and housing of a carrier in combination with the media type (which indicates the intermediation device required to view, play, run, etc., the content of a resource).


First and second indicator is blank.

Subfield codes:

- \$a - Carrier type term
- \$b - Carrier type code

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	<p>\$2 - Source</p> <p>Example: 338 ##\$avideodisc \$2rdacarrier</p>
310	<p>Current Publication Frequency</p> <p>Current stated publication frequency of either an item or an update to an item.</p> <ul style="list-style-type: none"> Both indicator positions are undefined; each contains a blank (#) <p>Examples: 310 ##\$aMonthly 310 ##\$aBimonthly 310 ##\$aAnnually 310 ##\$aQuarterly</p>
321	<p>Former Publication Frequency</p> <ul style="list-style-type: none"> Both indicator positions are undefined; each contains a blank (#) <p>Example: 321 ##\$aMonthly,\$b1995-</p>
362	<p>Dates of Publication and/or Sequential Designation</p> <p>Formatted dates are designed to be displayed following the title and edition statements. The numeric and/or alphabetic, chronological or other designation are customarily recorded as it appears on the piece.</p> <ul style="list-style-type: none"> Both indicator positions are undefined; each contains a blank (#) <p>Example : 362 ## \$aVol. 1, no. 1 (Jan - Jun 2010)</p>
490	<p>Series statement fields</p> <p>First indicator: 0 - Series not traced 1 - Series traced</p> <p>Second indicator is blank</p>

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	<p>Subfield codes: \$a - Series statement \$v - Volume/sequential designation</p> <p>Punctuation used : (()) - closing parenthesis (;) - semi-colon</p> <p>Example: 490 \$aPrecious hearts romance ;\$v4463</p>
500	<p>General note</p> <p>Note that provides general information for which a specialized note field has not been defined.</p> <p>First and second indicator is blank.</p> <p>Subfield code: \$a - General note</p> <p>Example: 500 \$aTranslated from German.</p>
502	<p>Dissertation note</p> <p>Designation of an academic dissertation or thesis and the institution to which it was presented.</p> <p>First and second indicator is blank.</p> <p>Subfield codes mostly used: \$a - Dissertation note \$b - Degree type \$c - Name of granting institution</p> <p>Punctuation used (()) - closing parenthesis (,) - comma (-) - dash</p> <p>Example: 502 \$aThesis (Master of Arts in Education)—</p>



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	502 \$bMasteral 502 \$cCentral Mindanao College, Kidapawan City, Mindanao, 2010.
504	<p>Bibliography, etc. note</p> <p>A note about a bibliography, discography, filmography, webliography, and/or other bibliographic references in an item. Use field 504 also to indicate the presence of a bibliography, etc., in accompanying material that is described in the record. For multipart items, including serials, the note may pertain to all parts or to a single issue or part.</p> <p>First and second indicator is blank.</p> <p>Subfield code: \$a - Bibliography</p> <p>Punctuation used : (;) - semi-colon (.) - period</p> <p>Example: 504 \$aBibliography: leaf 36.</p>
505	<p>Formatted contents</p> <p>First and second indicator is blank.</p> <p>Subfield code: \$a – formatted content</p> <p>Punctuation used : (.) - period (-) - dash</p> <p>Example: \$a pt. 1. Carbon -- pt. 2. Nitrogen -- pt. 3. Sulphur -- pt. 4. Metals.</p>
546	<p>Language Note</p> <p>Textual information on the language or notation system used to convey the content of the described materials. A description of the alphabet, script, or other symbol system.</p>



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First and second indicator is blank.

Subfield code:

\$a - Language note

Example:

\$aText in English and Spanish.

586

Awards Note

First and second indicator is blank.

Subfield code:

\$a - Awards note

Example:

\$aNational Book Award, 2000.

600

Subject added entry – Personal name

Subject added entry in which the entry element is a personal name. Subject added entries are assigned to a bibliographic record to provide access according to established subject cataloging principles and guidelines.

First indicator

0 - Forename

1 - Surname

3 - Family name

Second indicator

0 - Library of Congress Subject Headings

Subfield codes mostly used:

\$a - Personal name


\$b - Numeration

\$c - Titles and other words associated with a name


\$d - Dates associated with a name

\$q - Fuller form of name


\$x - General subdivision

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	<p>\$y - Chronological subdivision \$z - Geographic subdivision \$8 - Field link and sequence number</p> <p>Punctuation used : (()) - closing parenthesis (:) - colon (?) - question mark (,) - comma (.) -period</p> <p>Example : 600 10\$aRamos, Fidel V., \$xPresident \$y1992-1998 \$zPhilippines.</p> <p>600 0# \$aHuseng Sisiw \$q(Jose de la Cruz) \$d1746-1829.</p> <p>600 3# \$aMacos family \$xBiography.</p>
610	<p>Subject added entry – Corporate name</p> <p>Subject added entry in which the entry element is a corporate name. A corporate name is the legal name of a corporation.</p> <p>First indicator: 0 - Inverted name 1 - Jurisdiction name 2 - Name in direct order</p> <p>Second indicator: 0 - Library of Congress Subject Headings</p> <p>Subfield codes: \$a - Corporate name \$b - Subordinate unit</p>

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	<p>\$c - Titles and other words associated with a name \$d - Dates associated with a name \$q - Fuller form of name \$v - Form subdivision \$x - General subdivision \$y - Chronological subdivision \$z - Geographic subdivision \$8 - Field link and sequence number</p> <p>Punctuation used: (.) - period</p> <p>Example:</p> <p>610 1 \$aPhilippines. \$bDepartment of Tourism \$xHistory.</p> <p>610 20\$aCentral Bank of the Philippines \$xOfficials and employees.</p> <p>610 20\$aUniversity of Santo Tomas \$xEmployees \$vRating of.</p>
611	<p>Subject added entry – Meeting name</p> <p>Subject added entry in which the entry element is a meeting or conference name.</p> <p>First indicator</p> <p>0 - Inverted name</p> <p>1 - Jurisdiction name</p> <p>2 - Name in direct order</p> <p>Second indicator</p> <p>0 - Library of Congress Subject Headings</p> <p>Subfield codes:</p> <p>\$a - Meeting name or jurisdiction name \$c - Location of meeting</p>

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	<p>\$d - Dates of meeting or treaty signing \$e - Subordinate unit \$f - Date of work \$v - Form subdivision \$x - General subdivision \$y - Chronological subdivision \$z - Geographic subdivision</p> <p>Punctuation used : (.) – period</p> <p>Example : 611 20 \$aOlympic Games \$d(1984 : \$cLos Angeles, California) \$vPeriodicals.</p>
630	<p>Subject added entry – Uniform title</p> <p>Subject added entry in which the entry element is a uniform title. A uniform title assigned to a work which either has no title or has appeared under more than one title.</p> <p>First indicator is blank.</p> <p>Second indicator: 0 - Library of Congress Subject Headings</p> <p>Subfield codes: \$a - Uniform title \$d - Dates of meeting or treaty signing \$e - Relator term \$f - Date of work \$l - Language of a work \$p - Name of part/section of a work \$v - Form subdivision @ \$x - General subdivision \$8 - Field link and sequence number</p> <p>Punctuation used : (.) - period</p>

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	<p>Example: 630 0\$aBible \$pNew Testament \$xSermons \$xOutlines, syllabi, etc.</p>
650	<p>Subject added entry – Topical term</p> <p>Topical subject added entries may consist of general subject terms including names of events or objects. Subject added entries are assigned to a bibliographic record to provide access according to generally accepted thesaurus-building rules.</p> <p>First indicator is blank.</p> <p>Second indicator 0 - Library of Congress Subject Headings</p> <p>Subfield codes: \$a - Topical term \$v - Form subdivision \$x - General subdivision \$y - Chronological subdivision \$z - Geographic subdivision</p> <p>Example: 650 0\$aWomen \$xCongresses \$zPhilippines.</p> <p>650 0\$aAgriculture \$xHistory \$y18th century \$zPhilippines.</p>
651	<p>Subject added entry – Geographic name</p> <p>Subject added entry in which the entry element is a geographic name.(Names of areas, regions, localities, cities, suburbs, towns or settlements, or any geographical or topographical feature)</p> <p>First indicator is blank.</p> <p>Second indicator</p>

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	<p>0 - Library of Congress Subject Headings</p> <p>Subfield codes:</p> <ul style="list-style-type: none"> \$a - Geographic name \$v - Form subdivision \$x - General subdivision \$y - Chronological subdivision \$z - Geographic subdivision <p>Example:</p> <p>651 0\$aCebu City (Philippines) \$xHistory \$y1521-1898.</p>
653	<p>Index term - Uncontrolled</p> <p>Index term added entry that is not constructed by standard subject heading/thesaurus-building conventions. First indicator – level of index term</p> <p>Used to distinguish primary and secondary descriptors.</p> <ul style="list-style-type: none"> # - No information provided 0 - No level specified (level of subject term could be determined but is not specified.) <ul style="list-style-type: none"> 1 – Primary (main focus or subject content of the material) 2 – Secondary (less important aspect of the content of the material) <p>Second indicator – type of term or name</p> <p>Distinguishes uncontrolled index term by type.</p> <ul style="list-style-type: none"> # - No information provided 0 - Topical term 1 - Personal name 2 - Corporate name 3 - Meeting name 4 - Chronological name 5 - Geographic name 6 - Genre/forms term <p>Subfield codes:</p> <ul style="list-style-type: none"> \$a – Uncontrolled term



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	<p><i>Index term is from an uncontrolled subject heading system or thesaurus.</i></p> <p>Subfield \$a is repeatable when more than one index term at the level designated in the first indicator is assigned. If the second indicator is other than blank (#), subfield \$a is not repeated unless the content of all \$a subfields are of the same type.</p> <p>Example: 653 #2 \$aUNICEF. 653 #0 \$aK to 12 program. 653 #0 \$a4Ps.</p>
700	<p>Added entry – Personal name</p> <p>An access point is assigned according to various cataloging guidelines to give access to the bibliographic record from personal names that may not be more appropriately assigned as fields 100, 600 or 800.</p> <p>First indicator: 0 - Forename 1 - Surname 3 - Family name</p> <p>Second indicator is blank.</p> <p>Subfield codes: \$a - Personal name \$b - Numeration \$d - Dates associated with a name \$q - Fuller form of name</p> <p>Example: 700 1\$aVelmonte, Jose Manuel.</p>
710	<p>Added entry – Corporate name</p> <p>An access point is assigned according to various cataloging guidelines to give access to the bibliographic record from corporate names that may not be more appropriately assigned as fields 110, 610, or 810.</p> <p>First indicator 0 - Inverted name 1 - Jurisdiction name</p>




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	<p>2 - Name in direct order</p> <p>Second indicator is blank.</p> <p>Subfield codes: \$a -Corporate name \$b - Subordinate unit</p> <p>Example: 710 1 \$aPhilippines. \$bDepartment of Science and Technology.</p> <p>710 2 \$aFilway Corporation.</p>
842	<p>Textual physical form designator</p> <p>First and Second indicator is blank.</p> <p>Subfield code: \$a – Choose the appropriate type of materials</p>
940	<p>Name of cataloguer/encoder</p> <p>First and second indicator is blank.</p> <p>Subfield codes: Record the cataloger, revisor and editor's name \$acataloger's name \$brevisor \$cfinal editor</p>
993	<p>Local record DB identifier</p> <p>If the publication is included in PNB.</p> <p>First and second indicator is blank.</p> <p>Subfield code: Record the date when the publication is included in PNB template \$aDB identifier \$bYear \$cMonth \$dDay</p>

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<p>\$eMaterial code</p> <p>Example:</p> <p>993 \$aDP00 (PNB) \$b2017 \$cDecember \$d15 \$eMonograph</p>

VI. Cataloging Procedures

The Catalog Division received library materials for processing from Collection Development Division.

After receiving library materials from CDD the cataloger will prioritize the materials to be process from most priority to least priority.

1. Purchase materials (print and non-print)

- a. Filipiniana
- b. Reference
- c. Public Libraries


2. Donation (Print and non-print)

- a. Filipiniana
- b. Reference
- c. Public Libraries

3. PNB

The following lists are materials to be included in the Philippine National Bibliography:

- a. Copyrighted materials under Presidential Decree No. 49, the decree on the Protection of Intellectual Property;
- b. Library materials not registered in the copyright office;
- c. Government Publications;
- d. First issue of periodicals;
- e. Conferences proceedings, seminars or workshop papers;
- f. Title reprinted in the Philippines under Presidential Decree No. 1203 and;

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g. Online resources.

4. Reclassification from LC to DDC Number


A. Activities:

- a.1. Receiving of library materials from the Collection Development Division.
- a.2. Counter-checking of materials per record in the accession register.
- a.3. Stamp of received in the accession register.
- a.4. Recording and listing of the received materials in the Division logbook.
- a.5. Performs Cataloging and Classification (Refer to B.1 to B.8).
- a.6. Checking, Editing and Final Revision of the process library materials.
- a.7. Preparation of call number labels.
- a.8. Sticking of call number labels at the spine of the book.
- a.9. Counter-checking the "for delivery" materials according to its number of titles and volumes as per record in the accession register and the divisions logbook.
- a.10. Delivery of process library materials to reading area.

B. Step by Step Cataloging and Classification Procedure

b.1. Duplicates

- b.1.1. Search OPAC / Cataloguing module for existing record
- b.1.2. Search through title, author and accession no. of the library materials.
- b.1.3. If a material is found in database, check the title, publisher, date of publication, series title if its match on the materials on hand.
- b.1.4. Fill in or edit all the fixed field elements.
- b.1.5. Edit the bibliographic data and update to RDA record.
- b.1.6. Copy the call no. and enter it at the verso of the title page of the materials on hand.
- b.1.7. Go to item registration and add the records

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b.2. Copy Cataloging


- b.2.1. Search other online bibliographic sources (i.e. Library of Congress Web, Ohio Link, OCLC, British Library, etc.). Check the title, place of publication, publisher and publication year, series title if match on the materials on hand.
- b.2.2. If matched, complete/edit MARC tag fields according to RDA format.
- b.2.3. Check the subject heading/s used based on the LC Subject Headings and assign the appropriate subject/s. Assign the Call number used based on the DDC / LC Classification latest edition.
- b.2.4. Encode/edit item registration
- b.2.5. Checking, editing and final revision.
- b.2.6. Labeling and sticking of call numbers.
- b.2.7. Checking of materials prior to delivery.
- b.2.8. If all correct, deliver materials to respective divisions.

b.3. Recataloging and Reclassification

- b.3.1. Search OPAC/Cataloguing module for existing record. Check the title, place of publications, publisher and publication year, series title if match on the materials on hand. If match, edit the bibliographic data and update to RDA record. Check the subject headings against the LC Subject Headings and change if it's no longer use.
- b.3.2. Change the LC Call Number to DDC Call Number.
- b.3.3. Encode/edit item registration.
- b.3.4. Checking, editing and final revision.
- b.3.5. Labeling and sticking of call numbers.
- b.3.6. Checking of materials prior to delivery.
- b.3.7. If all correct, deliver materials to respective divisions.

b.4. Original Cataloging

- b.4.1. Search KOHA cataloguing module thoroughly. If found, change CDD template into appropriate template.
- b.4.2. Complete/edit MARC tag fields according to RDA format.
- b.4.3. Assign subject headings and call numbers. For PNB materials assign DDC and LC Classification number and for GP materials

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assign DDC, LC and GP scheme and for serials publication only the first issue shall be catalog


- b.4.4.** Encode/edit item registration.
- b.4.5.** Checking, editing and final revision.
- b.4.6.** Labeling and sticking of call numbers.

b.5. Cataloging in Publication

- b.5.1.** Receive the galley proof/blueprint of materials to be cataloged from the publisher/client.
- b.5.2.** Record the Publishers information and date of receipt on CIP logbook.
- b.5.3.** Performs Cataloging and Classification
- b.5.4.** Submit the CIP record to division head for final editing and record the correct CIP data in the logbook.
- b.5.5.** Send the processed CIP record thru email to publishers/client.
- b.5.6.** Encode the CIP data in KOHA database.

Note: Processing of CIP is in a first come first serve basis.

CONTROLLED

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VII. Work Flow Charts

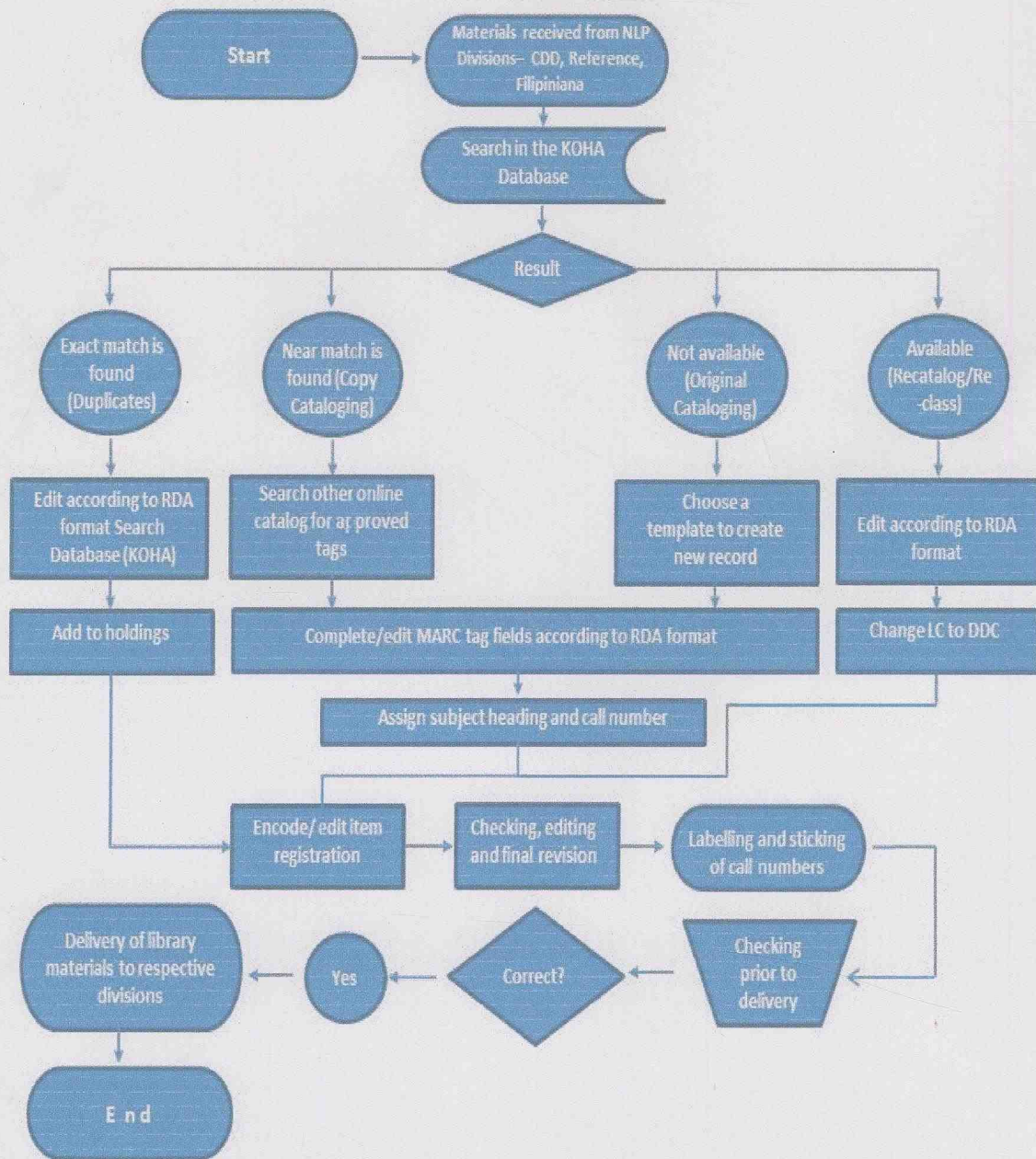



Figure 2. Cataloging and Classification of Materials

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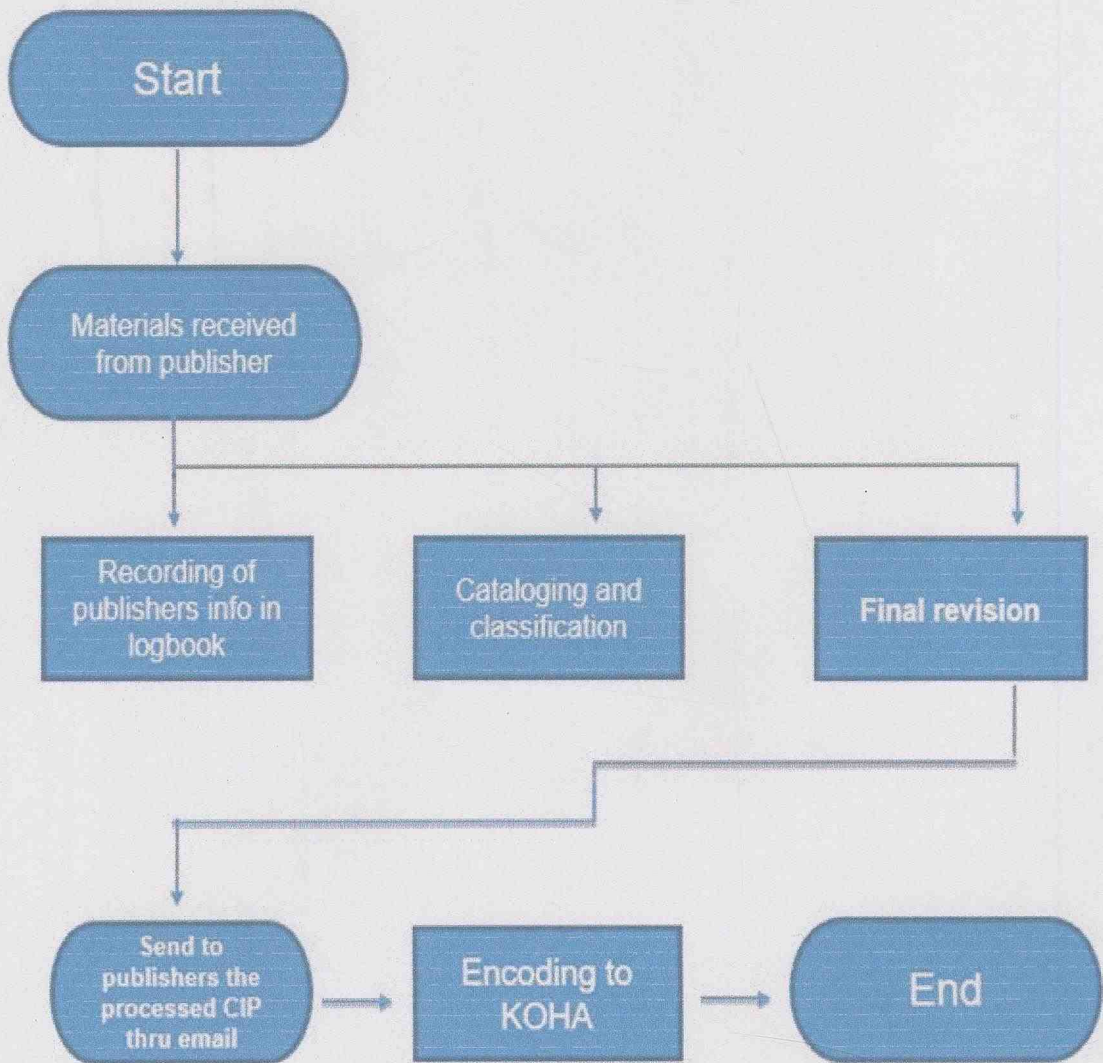



Figure 3. Cataloging In Publication Process

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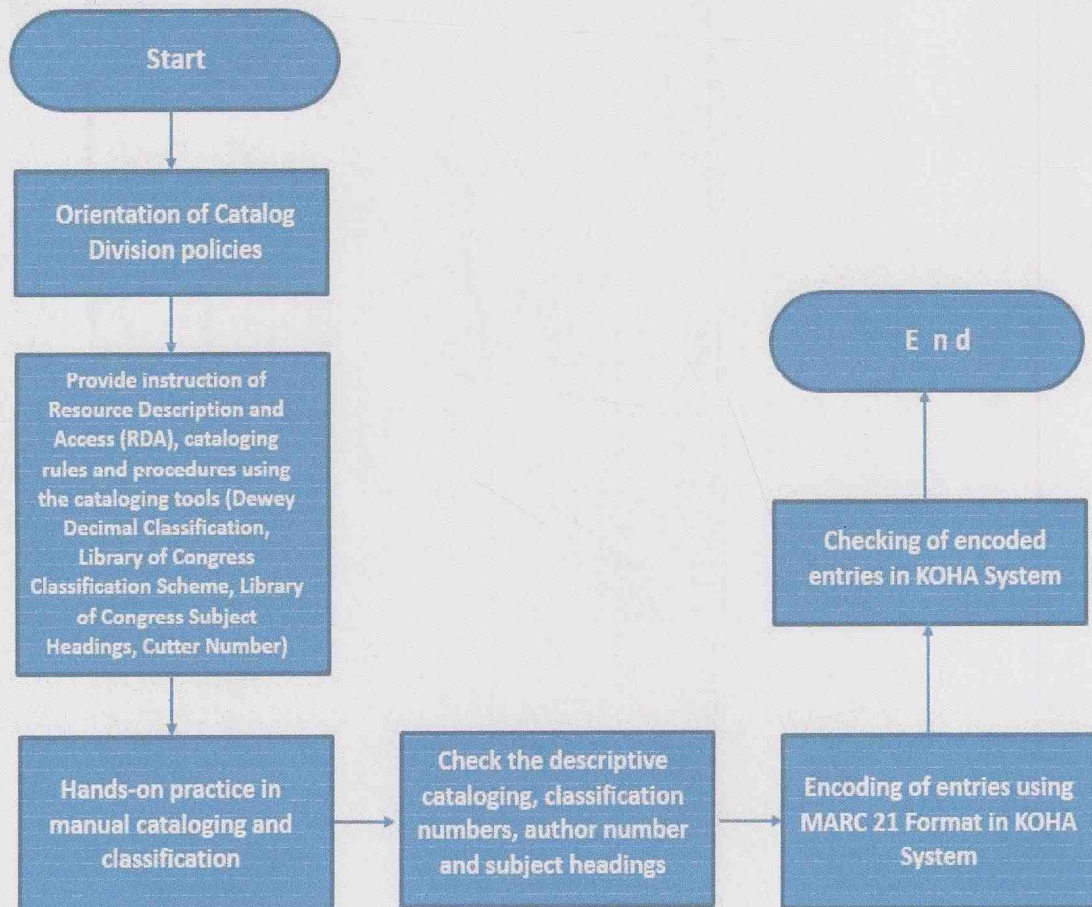


Figure 4. On-the-Job Training on Cataloging Process

VIII. Contact Details


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<https://www.ifla.org/node/7757>

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