

STANDARD MINIMUM REKOD KATALOG INDUK KEBANGSAAN (KIK)

Standard minimum rekod Katalog Induk Kebangsaan (KIK) ini mengandungi garis panduan untuk kegunaan ahli konsortium KIK yang berdaftar dalam proses *harvesting*, muatnaik dan pengkatalogan dalam talian (*web catalogue*) data bibliografik dari LMS ahli konsortium ke pangkalan data KIK.

Tujuan penyediaan standard ini adalah:

1. Memastikan rekod yang dikongsi berkualiti dan mematuhi standard pengkatalogan antarabangsa
2. Memastikan penyeragaman rekod bibliografik dalam pangkalan data KIK
3. Memudahkan proses memuat naik rekod bibliografik ke pangkalan data KIK

Standard ini terbahagi kepada 2 kategori iaitu:

1. Standard minimum Rekod Anglo-American Cataloguing Rules 2nd Revised Edition (AACR2R)
2. Standard minimum Rekod Resource Description & Access (RDA)

1. Standard minimum Rekod Anglo-American Cataloguing Rules 2nd Revised Edition (AACR2R)-semua format bahan

MARC 21 field and subfield	Field and subfield	Mandatori	Catatan
LEADER	LEADER	Ya	
06	Type of record	Ya	(Rujuk Lampiran 1)
07	Bibliographic level	Ya	(Rujuk Lampiran 1)
17	Encoding level	Ya	(Kod # - Full level)
18	Descriptive cataloguing form	Ya	(Kod a-AACR)
001	CONTROL NUMBER	Ya	Bergantung kepada setiap LMS.
005	DATE AND TIME OF LATEST TRANSACTION (system generated)	Ya	
008-	FIXED-LENGTH DATA ELEMENTS	Ya	
008-	All material types	Ya	
06	Type of date/Publication status	Ya	

MARC 21 field and subfield	<i>Field and subfield</i>	Mandatori	Catatan
07-10	Date1	Ya	Mapping dari tag 260 \$c (If 07-10 is blank, get value from 260 \$c)
15-17	Place of publication, production, or execution	Ya sekiranya ada (optional)	
35-37	Language	Ya	Mapping dari tag 041 \$a (pertama) (If 35-37 is blank, get value from 041 \$a)
020	INTERNATIONAL STANDARD BOOK NUMBER	Ya sekiranya ada (optional)	
\$a	International Standard Book Number	Ya sekiranya ada (optional)	
022	INTERNATIONAL STANDARD SERIALNUMBER	Ya sekiranya ada (optional)	
\$a	International Standard Serial Number	Ya sekiranya ada (optional)	
05X/06X/07X/08X/09X	Classification Number	Ya	
040	CATALOGING SOURCE	Ya	
\$a	Original cataloguing agency	Ya	
100	MAIN ENTRY PERSONAL NAME	Ya sekiranya ada (optional)	
\$a	Personal name	Ya	

MARC 21 field and subfield	<i>Field and subfield</i>	Mandatori	Catatan
Subfields selain \$a		Ya sekiranya ada (optional)	
110	MAIN ENTRY CORPORATE NAME	Ya sekiranya ada (optional)	
\$a	Corporate name or jurisdiction name as entry element	Ya	
Subfields selain \$a		Ya sekiranya ada (optional)	
111	MAIN ENTRY MEETING NAME	Ya sekiranya ada (optional)	
\$a	Meeting name or jurisdiction name as entry element	Ya	
Subfields selain \$a		Ya sekiranya ada (optional)	
130	MAIN ENTRY UNIFORM TITLE	Ya sekiranya ada (optional)	
\$a	Uniform title	Ya	
Subfields selain \$a		Ya sekiranya ada (optional)	
240	UNIFORM TITLE	Ya sekiranya ada (optional)	
\$a	Uniform title	Ya	

MARC 21 field and subfield	Field and subfield	Mandatori	Catatan
Subfields selain \$a		Ya sekiranya ada (optional)	
245	TITLE STATEMENT	Ya	
\$a	Title	Ya	
\$c	Statement of responsibility, etc.	Ya sekiranya ada (optional)	
250	EDITION STATEMENT	Ya sekiranya ada (optional)	
\$a	Edition statement	Ya	
260	PUBLICATION, DISTRIBUTION, ETC. (IMPRINT)	Ya	Pengecualian: • Rekod indeks menggunakan <i>Type of Record (Leader/06)</i> kod a dan <i>Bibliographic level (Leader/07)</i> kod a atau b tidak memerlukan tag 260 • Rekod terbitan berkala yang menggunakan <i>Type of Record (Leader/06)</i> kod a dan <i>Bibliographic level (Leader/07)</i> kod s, tag 260 subfield c (\$c) adalah <i>optional</i>.
\$a	Place of publication, distribution, etc.	Ya sekiranya ada (optional)	

MARC 21 field and subfield	Field and subfield	Mandatori	Catatan
\$b	Name of publisher, distributor, etc.	Ya sekiranya ada (optional)	
\$c	Date of publication, distribution, etc.	Ya	
300	PHYSICAL DESCRIPTION	Ya	Pengecualian: - Rekod indeks menggunakan <i>Type of Record (Leader/06)</i> kod a dan <i>Bibliographic level (Leader/07)</i> kod a atau b tidak memerlukan tag 300. - Rekod mempunyai \$h [electronic resource] @ \$h [sumber elektronik] di tag 245
\$a	Extent	Ya	
\$b	Other physical details	Ya sekiranya ada (optional)	
\$c	Dimension	Ya sekiranya ada (optional)	
490	SERIES STATEMENT	Ya sekiranya ada (optional)	
\$a	Series statement	Ya	
\$v	Volume/sequential designation	Ya sekiranya ada (optional)	

MARC 21 field and subfield	<i>Field and subfield</i>	Mandatori	Catatan
6XX	SUBJECT ACCESS	Ya	
\$a		Ya	
Subfields selain \$a		Ya sekiranya ada (optional)	

2. Standard minimum rekod Resource Description & Access (RDA) – semua jenis bahan

MARC field and subfield	Field and subfield name in Bibliographic records	Mandatori	Catatan
LEADER	LEADER	Ya	
06	Type of record	Ya	Rujuk Lampiran 1
07	Bibliographic level	Ya	Rujuk Lampiran 1
17	Encoding level	Ya	Kod # - Full level
18	Descriptive cataloguing form	Ya	Kod i-ISBD punctuation included/kod c – ISBD punctuation omitted)
001	CONTROL NUMBER	Ya	
005	DATE AND TIME OF LATEST TRANSACTION (system generated)	Ya	
008-	FIXED-LENGTH DATA ELEMENTS	Ya	
008-	<i>All material types</i>	Ya	
06	Type of date/Publication status	Ya	
07-10	Date1	Ya	Mapping dengan tag 264 \$c (If 07-10 is blank, get value from 264\$c)
15-17	Place of publication, production, or execution	Ya sekiranya ada (optional)	
35-37	Language	Ya	Mapping dengan tag 041 \$a (pertama) (If 35-37 is blank, get value from 041 \$a)

MARC field and subfield	Field and subfield name in Bibliographic records	Mandatori	Catatan
020	INTERNATIONAL STANDARD BOOK NUMBER	Ya sekiranya ada (optional)	
\$a	International Standard Book Number	Ya sekiranya ada (optional)	
022	INTERNATIONAL STANDARD SERIALNUMBER	Ya sekiranya ada (optional)	
\$a	International Standard Serial Number	Ya sekiranya ada (optional)	
040	CATALOGING SOURCE	Ya	
\$a	Original cataloguing agency	Ya	
\$e	Description conventions	Ya	
05X/06X/07X/08X/09X	Classification Number	Ya	
100	MAIN ENTRY PERSONAL NAME	Ya sekiranya ada (optional)	
\$a	Personal name	Ya	
\$e	Relator term	Ya	
Subfields selain \$a & \$e		Ya sekiranya ada	
110	MAIN ENTRY CORPORATE NAME	Ya sekiranya ada (optional)	

MARC field and subfield	Field and subfield name in Bibliographic records	Mandatori	Catatan
\$a	Corporate name or jurisdiction name as entry element	Ya	
\$e	Relator term	Ya	
Subfields selain \$a & \$e		Ya sekiranya ada (optional)	
111	MAIN ENTRY MEETING NAME	Ya sekiranya ada (optional)	
\$a	Meeting name or jurisdiction name as entry element	Ya	
Subfields selain \$a		Ya sekiranya ada (optional)	
130	MAIN ENTRY UNIFORM TITLE	Ya sekiranya ada (optional)	
\$a	Uniform title	Ya	
Subfields selain \$a		Ya sekiranya ada (optional)	
240	UNIFORM TITLE	Ya sekiranya ada (optional)	
\$a	Uniform title	Ya	
Subfields selain \$a		Ya sekiranya ada (optional)	
245	TITLE STATEMENT	Ya	

MARC field and subfield	Field and subfield name in Bibliographic records	Mandatori	Catatan
\$a	Title	Ya	
\$c	Statement of responsibility, etc.	Ya sekiranya ada (optional)	
250	EDITION STATEMENT	Ya sekiranya ada (optional)	
\$a	Edition statement	Ya	
264	PRODUCTION, PUBLICATION, DISTRIBUTION, MANUFACTURE, AND COPYRIGHT NOTICE (R)	Ya	Pengecualian: • Rekod indeks menggunakan <i>Type of Record (Leader/06)</i> kod a dan <i>Bibliographic level(Leader/07)</i> kod a atau b tidak memerlukan tag 260 • Rekod terbitan berkala yang menggunakan <i>Type of Record (Leader/06)</i> kod a dan <i>Bibliographic level(Leader/07)</i> kod s, tag 260 subfield c (\$c) adalah <i>optional</i>.
\$a	Place of publication, distribution, etc.	Ya sekiranya ada (optional)	

MARC field and subfield	Field and subfield name in Bibliographic records	Mandatori	Catatan
\$b	Name of publisher, distributor, etc.	Ya sekiranya ada (optional)	
\$c	Date of publication, distribution, etc.	Ya	
300	PHYSICAL DESCRIPTION	Ya	Pengecualian: Rekod indeks menggunakan <i>Type of Record (Leader/06)</i> kod a dan <i>Bibliographic level (Leader/07)</i> kod a atau b tidak memerlukan tag 300.
\$a	Extent	Ya	
\$b	Other physical details	Ya sekiranya ada (optional)	
\$c	Dimension	Ya sekiranya ada (optional)	
336	CONTENT TYPE	Ya	Pengecualian: Rekod indeks menggunakan <i>Type of Record (Leader/06)</i> kod a dan <i>Bibliographic level (Leader/07)</i> kod a atau b tidak memerlukan tag 300.

MARC field and subfield	Field and subfield name in Bibliographic records	Mandatori	Catatan
\$a	Content type term	Ya	
\$2	Source	Ya	
337	MEDIA TYPE	Ya	Pengecualian: Rekod indeks menggunakan <i>Type of Record</i> (Leaderl06) kod a dan <i>Bibliographic level</i> (Leaderl07) kod a atau b tidak memerlukan tag 300.
\$a	Media type term	Ya	
\$2	Source	Ya	
338	CARRIER TYPE	Ya	Pengecualian: Rekod indeks menggunakan <i>Type of Record</i> (Leaderl06) kod a dan <i>Bibliographic level</i> (Leaderl07) kod a atau b tidak memerlukan tag 300.
\$a	Carrier type term	Ya	
\$2	Source	Ya	
490	SERIES STATEMENT	Ya sekiranya ada (optional)	
\$a	Series statement	Ya	

MARC field and subfield	Field and subfield name in Bibliographic records	Mandatori	Catatan
\$v	Volume/sequential designation	Ya sekiranya ada (optional)	
6XX	SUBJECT ACCESS	Ya	
\$a		Ya	
Subfields selain \$a		Ya sekiranya ada (optional)	

Keperluan tambahan mengikut jenis bahan:

1. Bahan Terbitan Bersiri

Type of Record (Leader/06)	Bibliographic Level (Leader/07)
a	s

MARC 21	Field and subfield	Mandatori
362	DATES OF PUBLICATION AND/OR SEQUENTIAL DESIGNATION	Ya sekiranya ada (optional)
\$a	Dates of publication and/or sequential designation	Ya
588	SOURCE OF DESCRIPTION NOTE	Ya sekiranya ada (optional)
\$a	Source of description note	Ya

2. Bahan Sumber Elektronik / Bahan Mikroform

Type of Record (Leader/06)	Bibliographic Level (Leader/07)
a	m
i	m
g	m
j	m
m	m

MARC 21	Field and subfield	Mandatori
007	PHYSICAL DESCRIPTION FIXED FIELD	Ya sekiranya ada (optional)
00	Category of material	Ya
01	Specific material designation	Ya

3. Bahan Nota Muzik

Type of Record (Leader/06)	Bibliographic Level (Leader/07)
c	m
d	m

MARC 21	Field and subfield	Mandatori
254	MUSICAL PRESENTATION STATEMENT	Ya sekiranya ada (optional)
\$a	Musical presentation statement	Ya

4. Bahan Kartografi

Type of Record (Leader/06)	Bibliographic Level (Leader/07)
e	m
f	m

MARC 21	Field and subfield	Mandatori
255	CARTOGRAPHIC MATHEMATICAL DATA	Ya sekiranya ada (optional)
\$a	Statement of scale	Ya

5. Bahan mengandung non-Latin script

For leader (35-37), if the value is 'chi' or 'tam' or 'ara' or 'kor' or 'jpn' or 'tha'.

Where chi = chinese, tam = tamil, ara = arabic, kor = korean or jpn = japanese or tha = thai

MARC 21	Field and subfield	Mandatori
880 linked to tag 245	ALTERNATE GRAPHIC REPRESENTATION	Ya sekiranya ada (optional)
\$6	Linkage	Ya
Subfield matching those in tag 245		Ya sekiranya ada (optional)

LAMPIRAN 1

Leader (Mandatori)

a. Type of record/06

Kod	Keterangan	Contoh
a	<i>Language material</i>	Buku, bahan terbitan berkala, prosiding, indeks
c	<i>Notated music</i>	Nota muzik
d	<i>Manuscript notated music</i>	Manuskrip muzik, mikroform manuskrip muzik
e	<i>Cartographic material</i>	Peta, atlas, glob, peta digital
f	<i>Manuscript cartographic material</i>	Peta manuskrip
g	<i>Projected medium</i>	Rakaman video, filem, slaid
i	<i>Nonmusical sound recording</i>	Ucapan, syarahan, bacaan al-Qur'an
j	<i>Musical sound recording</i>	Lagu, orkestra
k	<i>Two-dimensional nonprojectable graphic</i>	Carta, gambar, lukisan, poskad
m	<i>Computer file</i>	Sumber elektronik, perisian komputer (permainan komputer, program), interaktif multimedia
o	<i>Kit</i>	Kit
p	<i>Mixed material</i>	Material campuran
r	<i>Three-dimensional artifact or naturally occurring object</i>	Ukiran, permainan (<i>puzzles</i>), model, objek

t	<i>Manuscript material</i>	<i>language</i>	Manuskrip, manuskrip dalam mikroform
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b. Bibliographic level-leader/07

Kod	Keterangan
a	<i>Monographic component part</i>
b	<i>Serial component part</i>
c	<i>Collection</i>
d	<i>Subunit</i>
i	<i>Integrating resource</i>
m	<i>Monograph/item</i>
s	<i>Serial</i>

Ringkasan formula:-

No.	Jenis Bahan	Formula	
		<i>Type of Record (Leader/06)</i>	<i>Bibliographic Level (Leader/07)</i>
1.	Buku	a	c / d / m
2.	Terbitan berkala	a	s
3.	Indeks persidangan	a	a
4.	Indeks artikel	a	b
5.	Peta	e	m
6.	Bahan grafik dua dimensi	k	m
7.	Bahan tiga dimensi	r	m
8.	Rakaman bunyi	i / j	m
9.	Rakaman Video / Slaid	g	m
10.	Fail komputer	m	m
11.	Kit	o	m

12.	Peta manuskrip	f	m
13.	Nota muzik manuskrip	d	m
14.	Manuskrip	t	m
15.	Indeks manuskrip	t	a