



APP

KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES ADMINISTRATIVE POLICY AND PROCEDURE

NUMBER : 018-P-V01-16
TITLE : CATALOGING PROCEDURES POLICY
ORIGINATING DEPT. : LIBRARY AFFAIRS
ORIGINAL DATE : NOVEMBER 2016

1. STATEMENT OF PURPOSE

The purpose of this APP is to have a unified standard in organizing (cataloging) learning resources that will enable users to find and access resources relevant to their needs.

2. APPLICABILITY

This policy applies to all college libraries of King Saud bin Abdulaziz University for Health Sciences (KSAU-HS) in all its regions.

3. RELATED REFERENCES

- 3.1 APP 1422-05 Health Sciences Library Access and Services
- 3.2 Symphony Data Entry Policy for Library Information Management System
- 3.3 Anglo American Cataloging Rules2 (AACR2)
- 3.4 Library of Congress Classification Scheme (LC)
- 3.5 National Library of Medicine Classification Scheme (NLM)

4. DEFINITIONS

- 4.1 **Cataloging:** a process that includes bibliographic description, subject analysis, and classification.
- 4.2 **Classification Scheme:** a shelving device, which is considered to be the primary purpose of classification or a means of organizing bibliographic entries in a systematic order.
- 4.3 **NLM Classification:** National Library of Medicine Classification covers the field of medicine and related sciences, utilizing schedules QS-QZ and W-WZ, permanently excluded from the Library of Congress (LC) Classification schedules.

- 4.4 **LCC - Library of Congress Classification:** divides all knowledge into [twenty-one basic classes](#), each identified by a single letter of the alphabet. Most of these alphabetical classes are further divided into more specific subclasses. The LC schedules for Human Anatomy (QM), Microbiology (QR) and Medicine (R) are not used at all by the National Library of Medicine since they overlap the [NLM Classification](#).
- 4.5 **MARC – Machine-Readable Cataloging:** designed to automate and set standards representation and exchange of bibliographic, authority, holdings, classification, and community information data in machine-readable form.
- 4.6 **Corporate Educational Technology Services:** Corporate office responsible for Educational based IT implementations in KSAU-HS including SirsiDynix Symphony.
- 4.7 **SirsiDynix Symphony:** Library management system to automate functionality of libraries including modules like cataloging, circulation, accountability, reporting etc.

5. POLICIES

5.1 GENERAL CATALOGING POLICY

- 5.1.1 **Classification Scheme -** KSAU-HS College Libraries have to utilize both LC (Library of Congress) and NLM (National Library of Medicine) classification scheme. A college should choose and use only one classification scheme for all its books. Concurrent use of both specified Classification schemes for single college is not permitted. (Symphony Data Entry Policy 4.3).
- 5.1.2 **Library Software -** College libraries of KSAU-HS adopted the Workflows Cataloging Module from SirsiDynix Symphony System with Corporate Educational Technology Services Department as linking support and services for integrated library management system.
- 5.1.3 **Mark of Ownership Recognized by the System through Item-ID.** There must be 13-digit or 14-digit numbers assigned to books and other materials in the library that served as an accession number. The first two (2) digits indicate the code for the library who owns the material/s. (Symphony Data Entry Policy 4.4 & 4.4.1).
- 5.1.4 **Duplication –** All data must be verified and checked against the catalog or existing data and should not be imported directly from the Smart Port. Before data entry, the bibliographical data should be verified and if it is already present in the system, simply add the Item-ID. (Symphony Data Entry Policy 4.1).
- 5.1.5 **Addition/Deletion –** Caution should be taken when deleting or editing existing data in order to avoid deletion of previous data. To avoid deletion of entries of other libraries, there should be only one authorized person to delete entries from the system. Deletion should be made upon request and only by the owner of the item. (Symphony Data Entry Policy 4.2).

5.2 BIBLIOGRAPHIC POLICY

- 5.2.1 **Chief Source of Information –** The title page is the chief source of information, if the book has no title page, use the cover, the half title page or the caption. For non-book materials, the chief source of information is the resource itself or the container.
- 5.2.2 **Bibliographic description -** KSAU-HS college libraries should follow the Anglo American cataloging Rules, 2nd edition, (AACR2) in conjunction with MARC 21 format.
- 5.2.3 **Original Cataloging –** use 3rd level of description with one or two subject headings, notes, and classification number.



Fields or Areas included in describing an item	
FIELDS	DESCRIPTION
020	ISBN
050	LC Classification Number
060	NLM Classification
1xx	Main Entry
245	Title Statement
250	Edition
260	Publication, distribution, etc. (Imprint)
300	Physical description
4xx	Series Statement
5xx	Notes
6xx	Subject Access
700-75x	Added Entries
856	Electronic Location and access

- 5.2.4 Smart Port Copy Cataloging – full descriptive data or high level description is captured from Smart Port, the shared catalog system of SirsiDynix Symphony.
- 5.2.5 Print copies of books with digital copies available in the Digital Library System (www.ac-knowledge.net/ngha/). Indicate only the link in 856 field. Do not create separate entry.

5.3 MAINTENANCE POLICY

- 5.3.1 Record Maintenance – If the book is reported lost, damaged, not found on the shelf, or is not returned, the status must be recorded in the system (SirsiDynix Symphony) so that information will appear in the Status section of the record when searching for an item in the OPAC.
- 5.3.2 Donation Policy – Donated items should be catalogued in the same manner as other items or as original cataloging if needed.
- 5.3.3 Weeding – Appropriate Disposal of learning materials is based on the weeding policy from the Collection Development Policy.
- 5.3.4 Learning resources to be weeded out must be kept in the room until the proper time for disposal.
- 5.3.5 Discarded books are recorded in the SirsiDynix Symphony System.

5.4 TYPE OF MATERIAL

- 5.4.1 Type of Material Code – The next 5-digit number after the first two (2) digits in the thirteen (13) and fourteen (14) digits. Item-ID indicates the type of material code. (Symphony Data Entry Policy 4.4.2)



MATERIAL TYPE	CODE
GENERAL REFERENCE BOOKS	00001
BOUND PERIODICALS (PRINT)	00011
THESIS/DISSERTATION	00111
RESERVE BOOKS	00002
CIRCULATION BOOKS	00003
BOOK CLUB/ FICTION/NON-ACADEMIC BOOKS	00013
INSTRUCTORS MANUAL/TEACHER GUIDE	00113
1BOOKS IN ARABIC SCRIPT AND LANGUAGE	00004
CD	00005
DVD	00025
VHS	00035
CASSETTE TAPES	00045
e-BOOKS	00055
BOOKS IN CLINICAL STUDIES AREA	00006
MAPS	00007

Proposal to add this TYPE of MATERIAL CODE from the existing LIMS policy 4.4.2 Tables of MATERIAL CODE

5.5 Material/s that will not be cataloged

- 5.5.1 Ephemera - non-book publications in the form of pamphlets, handbills, leaflets, broadsides, position papers, minutes of meetings, information sheets, bulletins, newsletters, posters, photographic documentation. These types of materials should be placed in "Vertical Files".
- 5.5.2 Ephemeral materials may also be produced in a variety of electronic formats, such as web sites, web pages, web logs, pod casts, etc. The library does not catalog freely available online resources.
- 5.5.3 Surrogate Copy or backup copy of the original CD-ROM or DVD-ROM. Surrogate Copies retain the Item-ID of the original with mark as R1 to R5. To preserve the original copy, surrogate copies are produced but limited within the campus use only.
- 5.5.4 Electronic Resources in Digital Format may be catalogued if the library is paying for access and/or it has license agreement. For e-resources available in the Digital Library Services (www.ac-knowledge.net/ngha/), the libraries have the option to catalog.
- 5.5.5 Inventory – Inventory must be completed annually at the end of the academic year.

6. PROCEDURES

- 6.1.1 Procedure for Cataloging.
- 6.1.2 Stamp Ownership and Assign Item-ID.
- 6.1.3 Check against the holdings (All Libraries).
 - 6.1.3.1 If available, add Item-ID then Save.
 - 6.1.3.2 If not available in library holdings, check the Smart Port.
 - 6.1.3.3 If available in the Smart Port, Capture and add Item-ID and Save.
 - 6.1.3.4 If not available in the Smart Port, Original Cataloging follows.
- 6.2.1 Original Cataloging.
 - 6.2.1.1 Read the book technically.
 - 6.2.1.2 Descriptive Cataloging.
 - 6.2.1.3 Assign Subject Headings, the first subject heading is the basis for Call Number.
 - 6.2.1.4 Assign Call Number and Author Number.
 - 6.2.1.5 Encode with Item-ID and Save.
- 6.3.1 Mechanical Processing
 - 6.3.1 Insert Tattle Tape.
 - 6.3.2 Paste Call Number at the Spine of the Book.
 - 6.3.3 Paste Book Pocket, Insert Book Card & Date Due Slip.
 - 6.3.4 Tag RFID Magnetic Strip. The RFID Tag should be pasted on the Last cover page, alternate location as indicated in the Pad Staff Workstation (Symphony Data Entry Policy 4.9).
- 6.4.1 Shelf the Material/s.
- 6.4.2 Classification & Spine Labels.
- 6.4.3 Anatomy of Classification & Spine Label (Symphony Data Entry Policy 4.3 & 4.5).

NLM	LC	
WG	QP	Subject Classification Number
141.5	34.5	
F926e	M37	Author Number
2006	2012	Year of Publication

MATERIAL TYPE	SPINE LABEL
GENERAL REFERENCE BOOKS	Ref on top line
RESERVE BOOKS	Res on top line
CIRCULATION BOOKS	None on top line
BOOK CLUB/ FICTION/ NON-ACADEMIC BOOKS	FIC or BC on top line
INSTRUCTORS MANUAL/TEACHER GUIDE	IM on top line
BOOKS IN ARABIC SCRIPT AND LANGUAGE	ARA on top line
CD	CD on top line
DVD	DVD on top line
VHS	VHS on top line
CASSETTE TAPES	CS on top line
e-books	None on top line
BOOKS IN CLINICAL STUDIES AREA	
MAPS	Map on top line
BOUND PERIODICALS (PRINT)	
THESIS/DISSERTATION	deg

7. RESPONSIBILITY

- 1.1 Librarian or designated cataloger should be responsible for ensuring that the provisions stated in this policy are implemented accordingly.
- 1.2 The compliance to the provisions of this policy should be monitored by the Deanship of Libraries Affairs or the Libraries' Committee.

8. APPROVAL

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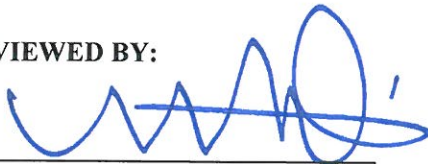
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21 JAN 2018
EFFECTIVE DATE

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