



PERDANA  
LEADERSHIP  
FOUNDATION  
YAYASAN  
KEPIMPINAN  
PERDANA

# WORKSHOP ON LIBRARY OF CONGRESS CLASSIFICATION (LCC) SCHEME FOR LIBRARIES AND INFORMATION CENTRES

ORGANISED BY PERDANA LEADERSHIP FOUNDATION,  
PUTRAJAYA (200301002222 / Co. No. 604642-U)

**12th - 15th June 2023**

## WORKSHOP FEES

NORMAL	RM 1,200.00
MEMBERS	RM 1,000.00
EARLY BIRD	RM 950.00
GROUP OF 3 OR MORE	RM 900.00
Early bird fees apply up to <b>12th May 2023</b>	

(The registration fee includes all course materials, refreshments, “*Standard Entri Pengkatalogan Malaysia: Nama Badan Selembara*” book and certificate. Accommodation and transportation are **excluded**.)

## OBJECTIVES & SCOPE

- A practical workshop & training for library staff & cataloguers in the Library of Congress Classification (LCC) Scheme.
- Practical training in cataloguing & classification of information packages in libraries & resource centres that will improve the knowledge and skills of new & experienced librarians.

## FACILITATOR

Puan Hamidah A.Rahman Freelance Consultant / Trainer / Facilitator (Formerly: Associate Professor, Faculty of Information Management, UiTM Puncak Perdana Campus, Shah Alam)

## AUDIENCE

Librarians, Cataloguers, Assistant Librarians and Library Managers.

## PERDANA LIBRARY MEMBERSHIP

Basic membership is free. Membership with borrowing rights of our open collection is only RM10 annually. Visit

<https://www.perdana.org.my/perdana-library/become-our-member/>

**This workshop is HRD Corp Claimable**



For further enquiries please contact us:

Suriyana - 03 8885 8956

[suriyana@perdana.org.my](mailto:suriyana@perdana.org.my)

Lina Nabilah - 03 8885 8968

[lina@perdana.org.my](mailto:lina@perdana.org.my)

**Closing date: 27th May 2023**



PERDANA  
LEADERSHIP  
FOUNDATION  
YAYASAN  
KEPIMPINAN  
PERDANA

# WORKSHOP ON LIBRARY OF CONGRESS CLASSIFICATION (LCC) SCHEME FOR LIBRARIES AND INFORMATION CENTRES

**12th - 15th June 2023**

**Perdana Leadership Foundation, Putrajaya**

**(Resource Person/Facilitator: Puan Hamidah binti A Rahman)**

## TENTATIVE PROGRAMME

### Day 1 – (Monday – 12 June 2023)

- 7:30 a.m. Registration / Breakfast
- 8:45 a.m. Introduction to cataloguing and classification
- 10:45a.m. Refreshment
- 11:00a.m. Subject Cataloguing & Principles of Knowledge Classification
- 12:45p.m. Lunch/Prayer
- 2:15 p.m. Introduction to Library of Congress Classification (LCC) / Knowledge Classification in LCC / LC Classification Scheme - H Class (Social Sciences)
- 4:30 p.m. Refreshment (End Day 1)

### Day 2 – (Tuesday – 13 June 2023)

- 7:30 a.m. Registration / Breakfast
- 8:45 a.m. LC Classification Scheme - H Class (Social Sciences) / Exercises
- 10:45a.m. Refreshment
- 11:00a.m. LC Classification Scheme - H Class (Table of Subdivisions)
- 12:45p.m. Lunch/Prayer
- 2:15 p.m. LC Classification Scheme - H Class (Table of Subdivisions) / Exercises
- 4:30 p.m. Refreshment (End Day 2)

### Day 3 – (Wednesday – 14 June 2023)

- 7:30 a.m. Registration / Breakfast
- 8:45 a.m. LC Classification Scheme - Other Classes (A/B/D/G/K/L/P/Q/R/S/T/Z)
- 10:45a.m. Refreshment
- 11:00a.m. Exercises
- 12:45p.m. Lunch/Prayer
- 2:15 p.m. Utilisation of OPAC and WEBOPAC / Assignment of Class Number and 'Copy Cataloguing' / Exercises
- 4:30 p.m. Refreshment (End Day 3)

### Day 4 – (Thursday – 15 June 2023)

- 7:30 a.m. Registration / Breakfast
- 8:45 a.m. Shelving arrangement based on LCC Call Numbers
- 10:45a.m. Refreshment
- 11:00a.m. Exercises
- 12:45p.m. Lunch/Prayer
- 2:15 p.m. Exercises & Conclusion
- 4:30 p.m. Refreshment (End Day 4)