



PERDANA
LEADERSHIP
FOUNDATION
Y A Y A S A N
KEPIMPINAN
P E R D A N A

(Co.No. 604642 - U / 200301002222)

WORKSHOP ON RDA CATALOGUING RULES

ORGANISING INFORMATION
RESOURCES IN LIBRARIES

26th - 28th
February 2024

(7:30 am - 4.30 pm)
Perdana Leadership
Foundation, Putrajaya

more info at
WWW.PERDANA.ORG.MY

ABOUT THE PROGRAMME

RDA (Resource Description and Access) is the descriptive cataloguing standard that has replaced AACR2. RDA builds on the strengths of AACR2 but has some new features that make it more useful as a cataloguing code for the digital environment in which libraries now operate.

The workshop explains on how to build a description of resources using RDA core elements and to articulate relationships, between works, expressions, manifestations and items in between resources and persons, families and corporate bodies using RDA vocabularies in the RDA Toolkit. This workshop will also include theory and practical exercises on subject access to information resources, which is on how to assign LC Subject Headings (LCSH) & Dewey Decimal Classification (DDC) numbers.

OBJECTIVE

- To provide training in cataloguing & classification of information packages in libraries & resource centres.
- To improve knowledge and skills on daily tasks for library staff
- To expose library staffs to latest cataloguing rules and standards
- To exchange experience and knowledge among library staff

AUDIENCE

Library Managers
Librarians
Cataloguers
Assistant Librarians
Library Assistants
Students

FACILITATOR



Puan Hamidah A Rahman
Former Lecturer,
Faculty of Information Management,
UiTM Shah Alam, Selangor

CONTACT

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REGISTRATION TYPE*

Normal Fee	RM 1,100.00 / person
Perdana Library Member	RM 950.00 / person
Early Bird (until 31st January 2024)	RM 900.00 / person
Group of 3 or more**	RM 850.00 / person

The registration fee includes all course materials, refreshments, "Panduan RDA Malaysia" book and certificate. Accommodation and transportation are excluded.)

**please attach/include the group members' registration form during submission

Please note that:

1. Cheque or Online Transfer should be made to "Perdana Leadership Foundation (200301002222) / (Co. No. 604642-U)" (RHB Bank Berhad - 2143 6100 00 6400).
2. Your registration will only be confirmed upon receipt of full payment.
3. Payment after the workshop should be made within 3 months.
4. Accommodation & Transportation are excluded from the fees.
5. Participants are strongly advised to bring their own laptops for an optimal learning experience.

PERDANA LEADERSHIP FOUNDATION 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/>



7:30 – 8.30 A.M.

Registration & Breakfast

8:30 – 10.30 A.M.

Session 1:

- Cataloguing Revolution
- Descriptive cataloguing using Resource Description and Access (RDA)
- Introduction to RDA: What, Why, When and How (RDA Overview)
- RDA Structure and Contents
- FRBR, FRAD and RDA: Meaning and Differences
- Guidebook to RDA Malaysia
- Implementation of RDA in Libraries

****RDA Catalogue Records Identification Activities****

10:30 – 12.30 P.M.

Session 2:

- Differences between AACR2 and RDA in Recording Media Resources, Electronic Resources and Serials:
- General Differences
- Description Differences
- Access Points Differences
- Samples of RDA Catalogue Records

12:30 – 2:00 P.M.

Lunch & Solat

2:00 – 4.30 P.M.

Session 3:

- MARC 21 and RDA
- Functional Requirements for Bibliographic Records (FRBR)
- Functional Requirements for Authority Data (FRAD)
- FRBR and FRAD Structure

****RDA & FRBR Quiz***

4:30 P.M.

Refreshment & End of Day 1

7:30 – 8.30 A.M.

Registration & Breakfast

8:30 – 10.30 A.M.

Session 4:

- RDA Toolkit
- RDA Section 1 – Recording attributes of Manifestation and Item (Merekodkan Atribut/Butiran Manifestasi dan Item)
** RDA Cataloguing Exercises (MARC 21 Tagging/Coding)**

10:30 – 12.30 P.M.

Session 4: (Continued)

- RDA Section 1 – Recording attributes of Manifestation and Item (Merekodkan Atribut/Butiran Manifestasi dan Item)
** RDA Cataloguing Exercises (MARC 21 Tagging/Coding)**

12:30 – 2:00 P.M.

Lunch & Solat

2:00 – 4.30 P.M.

Session 5:

- RDA Section 2 – Recording Attributes of Work and Expression (Merekodkan Atribut/Butiran Karya dan Ekspresi)

Session 6:

- RDA Section 3 – Recording Attributes of Agents (persons, families and corporate bodies) Merekodkan Atribut Agen - Butiran Orang-Perseorangan, Famili dan Badan Selembaga

** RDA Cataloguing Exercises (MARC 21 Tagging/Coding)**

4:30 P.M.

Refreshment & End of Day 2

7:30 – 8.30 A.M.

Registration & Breakfast

8:30 – 10.30 A.M.

Session 7:

- RDA Section 5 –Recording Primary Relationships Between Work, Expression, Manifestation, and Item (Merekodkan Perhubungan Utama di antara Karya,Ekspresi, Manifestasi, dan Karya)

**** RDA Cataloguing Exercises (MARC 21 Tagging/Coding)****

10:30 – 12.30 P.M.

Session 8:

- RDA Section 6 – Recording Relationships to Agents (persons, families and corporate bodies) (Associated with a Resource, i.e. Work and an Expression) [Merekodkan Perhubungan di antara Agen (Orang-Perseorangan, dan Badan Selembaga –Berkaitan dengan Sumber Maklumat, iaituKarya dan Ekspresi)]

- **** RDA Cataloguing Exercises (MARC 21 Tagging/Coding)****

12:30 – 2:00 P.M.

Lunch & Solat

2:00 – 4.30 P.M.

Session 9:

- RDA Section 7 – Recording Relationships Between Works, Expressions, Manifestations, and Items (Merekodkan Perhubungan di antara Karya, Ekspresi, Manifestasi, dan Item)
- RDA Section 8 –Recording Relationships Between a Agent (Persons, Families, and Corporate Bodies)
- Merekodkan Perhubungan di antara Agen (Orang Perseorangan, Famili, dan badan Selembaga),

- **** RDA Cataloguing Exercises (MARC 21 Tagging/Coding)****

4:30 P.M.

Refreshment & End of day 3