

PROCESS NAME
CATALOGING / CLASSIFICATION

CODE
Kddb-06

PROCESS TIME
30 MINS.

RESPONSIBLES

Cataloging / Classification
Office-Librarians

PROCESS

FIRST STEP

Printed publications that are completed with the procurement process are delivered to the Cataloging Office.

For each publication, a new registration page is opened in the Library Automation System and bibliographic information is entered in the relevant fields according to AACR2 Cataloging Rules. 5 mins

For Publications, Classification Number and Title are determined via Dewey Classification System. 10 mins.

Subject titles and classification numbered records are checked for the last time and errors are corrected. 5 mins.

Barcodes and Cover Labels are printed on the publications whose registration is completed. 3 mins.

The barcode of the publication is attaches to the outer part of the front cover and the outer part of the back cover, and the classification label is attaches to the back with protective tape. 2 mins.

The publication is gets activated on the catalog search system after the registration labels are affixed and placed in the relevant space on the shelves. 5 mins.

FINISH