

Cataloguing Fields of Libsys 7.0

Format → AACR II

Category → G

Fields	Sub Fields	Descriptions	Example
020	a	ISBN	0-2562-3654-2
082	a	Class No.	530
	b	Book No.	B14P
100	a	Author/Main Entry	Bajaj, N.K.
245	a	Title	Physics
	b	Sub Title	a textbook
	c	Author statement	by N.K. Bajaj and S.R. Sharma
250	a	Edition	3 rd ed. / 4 th rev. ed. / 2 nd rev. and enl. ed.
260	a	Place of Publication	New Delhi
	b	Publisher	Academic Pr.
	c	Date of Pub.	2012
300	a	Physical Description	ix, 320p. : ill. ; plates; tables
440/490	a	Series Title	Science series; no.12
500	a	General notes	Includes bibliographies/volume details etc.
690	a	Subject Heading	PHYSICS; PHYSICS-HISTORY
700	a	Added Entry	Sharma, S.R.
710	a	Added Entry	3 rd Author/ Editor / Translator
711	a	Added Entry	4 th Author / Editor / Translator
964	b	Language of Book	ENGLISH/HINDI/URDU etc.
	g	Fix field Location	ENG / BOT / EDU etc.(Use the Prefix given for your department)

Stepwise Procedure to catalogue a Book / Journal / Thesis / Dissertation etc.

For New Books/Documents:- Go to Cataloguing → Maintenance → Enter Title → O.K. → Click on New → O.K. → Fill up the entries → Submit → Give M.A. Library's Accession no. prefixed with your department code → O.K. → Other Details → O.K. → Location Details → Submit → Confirm.

For Old Books/Documents:- Go to Cataloguing → Maintenance → Retrospective Conversion → O.K. → Click on New → O.K. → Fill up the entries → Submit → Give M.A. Library's Accession no. prefixed with your department code → O.K. → Other Details → O.K. → Location Details → Submit → Confirm.

- To check the entry or modify, go to "Title by Accession no." and enter number with your department code as prefix.
- Use the code of your Department i.e. ENG / BOT / EDU etc. before Class Number.

Cataloguing Fields for Journal

Format → Bound Journal

Category → P

Fields	Sub Fields	Descriptions	Examples
082	a	Class No.	530.5
	b	Book No.	J19
222	a	Title	Journal of physics
260	a	Place of Publication	New Delhi
	b	Publisher	Taylor and Francis
300	a	Physical Description	5v. (If certain, otherwise write v.)
500	a	General notes	Library has: v.1, nos.1-12, 1961.- v.2, nos.1-12, 1962 etc.
653	a	Subject Heading	PHYSICS-PERIODICALS
964	b	Language of Journal	ENGLISH / HINDI / URDU etc.
	g	Fix field Location	ENG / BOT / EDU etc. (Use the Prefix given for your Department)

Cataloguing Fields for Dissertation & Thesis

Format → Theses/Dissertation

Category → E

Fields	Sub Fields	Descriptions	Examples
100	a	Author/Main Entry	Sharma, R.K.
245	a	Title	Reference sources in law
	b	Sub Title	a select bibliography
300	a	Physical Description	152p. : ill. ; plates
500	a	General notes	With abstract Or any other note
690	a	Subject Heading	LAW
700	a	Guide	Masoom Raza / Sharma, R.S. etc.
950	a	Department	Department of English, Aligarh Muslim University, Aligarh
	b	Degree	Ph.D. / M. Phil
	d	Accepting Year	2012
964	b	Language	ENGLISH / HINDI / URDU etc.
	g	Fix field Location	ENG / BOT / EDU etc. (Use the Prefix given for your Department)

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- Use the code of your Department i.e. ENG / BOT / EDU etc. before Class Number.