APPLICATION OF THE INTERNATIONAL CATALOGUING PRINCIPLES IN THE NATIONAL LIBRARY OF INDONESIA

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ABSTRACT

This paper discusses the application of the General Principles from the International Cataloguing Principles (ICP) in the cataloging process of information resources at the National Library of Indonesia. The study employs a qualitative method, with data collected from key informants within the institution. The objective is to assess whether the National Library of Indonesia, as the supervisory body for all types of libraries in Indonesia, adheres to the general rules established in the ICP. As a supervisory institution, the National Library of Indonesia is expected to set a good example for all libraries in Indonesia by effectively conducting the cataloging process for its collections. Additionally, this institution plays a crucial role in preserving Indonesia's library materials as evidence of the nation's history and civilization.

ABSTRAK

Tulisan ini membahas mengenai penerapan *General Principles* pada *International Cataloguing Principles* pada proses pengatalogan sumber informasi yang ada di Perpustakaan Nasional Republik Indonesia. Penelitian ini menggunakan metode kualitatif dengan data yang diambil dari informan kunci yang ada di lembaga yang diteliti. Tujuan penelitian ini adalah untuk melihat apakah Perpustakaan Nasional Republik Indonesia sebagai pembina seluruh jenis perpustakaan yang ada di In-

donesia sudah mengikuti aturan umum yang telah ditetapkan pada International Cataloguing Principles. Perpustakaan Nasional Republik Indonesia sebagai pembina harus menjadi contoh yang baik bagi seluruh jenis perpustakaan yang ada di Indonesia dalam melakukan proses katalogisasi yang ada untuk bahas pustaka yang dimiliki dan dikelolanya. Terlebih lagi lembaga ini merupakan lembaga yang menjaga dan melestarikan bahan pustaka milik Indonesia sebagai bukti sejarah dan peradaban Bangsa Indonesia.

Keywords: *International Cataloguing Principles, National Library of Indonesia, Cataloguing, General principles of cataloging.*

1. INTRODUCTION

The International Federation of Library Associations and Institutions (IFLA) has established international cataloging standards to ensure libraries operate effectively. In December 2016, IFLA released the Statement of International Cataloguing Principles (ICP), initiated by the IFLA Cataloguing Section on an International Cataloguing Code. This document serves as a guide for all types of libraries to reference and apply in order to improve their cataloging standards. The core competencies of information professionals are fundamental to the Library and Information Science (LIS) profession, particularly in the areas of cataloging and metadata (Bruce J. Evans, 2023).

The National Library of Indonesia not only functions as a repository library for all types of intellectual property published in Indonesia, but also as a supervisory library. It is responsible for guiding all types of libraries across the country, from Sabang to Merauke, in accordance with the mandate of Law No. 43 of 2007 concerning Libraries. The National Library of Indonesia's Collection Development and Processing Division is tasked with cataloging library materials, as outlined in Article 49 of the National Library of Indonesia's Organizational and Work Procedures Decree No. 3 of 2001. This division's primary function is to develop and process library collections, and to manage the distribution and exchange of library materials.

The purpose of this paper is to explore how the National Library of Indonesia applies the General Principles, as issued by IFLA in December

2016, to its cataloging processes within the Collection Development and Processing Division.

2. LITERATURE REVIEW

2.1. Catalogue

Catalogs can be commonly found in everyday life. According to Sulistyo-Basuki (1991), a catalog is also defined as a list of books in a library or a collection, arranged according to certain principles. This understanding shows that a catalog is not created arbitrarily, but based on specific principles. Generally, cataloging and classification are conducted by catalogers on information sources like books, journals, and digital resources to make them easier to organize and retrieve when needed (Goodness Tochi Akalawu, 2023). According to Joudrey (2015), a catalog is a systematically organized collection of bibliographic metadata that reflects the available resources or holdings within a specific institution or location, facilitating efficient access and discovery. Cataloging is a specialized component of the broader discipline of information organization, also known as bibliographic control, which provides a structured framework for managing, classifying, and ensuring access to information resources (Joudrey, Taylor, & Miller, 2015).

2.2. Purpose and Function of Catalogs in Information Institutions

Catalogs serve the purpose of enabling individuals to find books based on known authors, titles, or subjects (Basuki, 1991). The ICP outlines what information professionals believe users want from the scope of the bibliographic world. According to the ICP, a catalog should allow users to perform the following tasks easily and effectively:

1. Search for information sources that match identified attributes and relationships (whether single sources or collections of information sources).
2. Identify information sources or agents using data values to confirm that the entity found matches the entity sought or to distinguish between two similar sources.

3. Select appropriate information sources based on the user's needs.
4. Obtain or acquire the needed information sources.
5. Navigate the catalog and use the relationships between sources and entities within the catalog.

2.3. General Principles

The General Principles are updated principles from earlier versions:

1. Convenience of the User: All efforts must be made to ensure that all data is understandable and suitable for users. The term "user" encompasses everyone who searches the catalog and uses bibliographic and/or authority data. Decisions made during the creation of descriptions and controlled name forms for access should consider the user's perspective.

2. Common Usage: The vocabulary used in descriptions and access points should align with the terms most commonly used by the majority of users.

3. Representation: Descriptions should accurately represent the resource as it appears. Controlled forms of names for individuals, corporate bodies, and families should be based on how an entity describes itself. The title forms should reflect how they appear in the original expression of the work.

4. Accuracy: Bibliographic and authority data must accurately reflect the entities they describe.

5. Sufficiency and Necessity: Data elements that are necessary to facilitate access for all types of users, including those with special needs, should be included. These elements should also fulfill the catalog's purposes and functions and should accurately describe or identify entities.

6. Significance: Data elements should be relevant, noteworthy, and allow for distinctions between entities.

7. Economy: When alternative methods exist to achieve a goal, preference should be given to the most efficient and practical approach.

8. Consistency and Standardization: Descriptions and access point constructions should be standardized as much as possible to enable consistency.

9. Integration: Descriptions for all types of resources and forms of controlled names should be based on a set of general rules as much as possible.

10. Interoperability: Efforts should be made to ensure the sharing and reuse of bibliographic and authority data within and outside the library community.

11. Openness: Restrictions on data should be minimized to encourage transparency and adhere to the principles of Open Access as stated in the IFLA Statement on Open Access. Any restrictions on data access should be fully disclosed.

12. Accessibility: Access to bibliographic and authority data and search function tools should comply with international accessibility standards as recommended in the IFLA Code of Ethics for Librarians and other Information Workers.

13. Rationality: The rules in the cataloging code should be defensible and not arbitrary. If it is not possible to honor all principles in a given situation, a defensible and practical solution should be found and the rationale explained.

3. RESEARCH METHODOLOGY

This study employs a qualitative research method, with data collected from key informants within the National Library of Indonesia. These informants are individuals with extensive knowledge and experience in cataloging at the institution. The researchers conducted in-depth interviews with staff members responsible for cataloging various types of library materials at the National Library of Indonesia. The selection of key informants was based on their expertise and familiarity with cataloging processes, as well as their role in guiding other libraries across Indonesia in cataloging practices.

The informants taken were cataloging librarians with more than 3 years of work experience in the field of cataloging at the National Library of Indonesia. The informants were librarians who had worked at the National Library of Indonesia since 2019 until the time the data was collected. The

data were gathered through in-depth interviews, allowing the researchers to capture the perspectives, motivations, and interpretations of individuals involved in cataloging at the National Library of Indonesia. Researchers also conducted direct observations of the catalog provided by the National Library of Indonesia from the web. The analysis was conducted using the 13 general principles outlined in the International Cataloguing Principles as a reference. Triangulation of all data was performed to ensure the validity of the research findings.
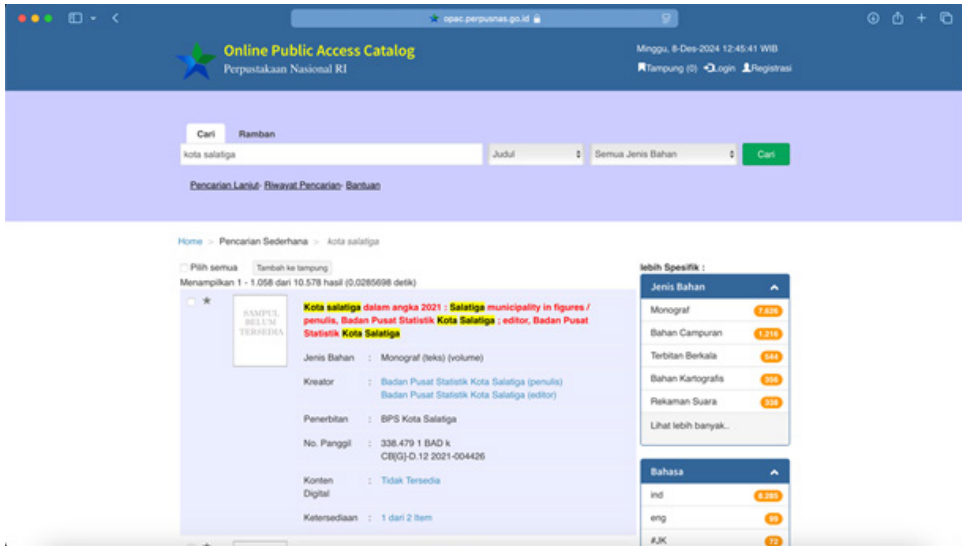
4. FINDINGS

The National Library of Indonesia applies the principle of making catalogs easy to understand for users. The catalog application was developed by the National Library of Indonesia by distinguishing the format seen by users and the format behind the scenes for librarians working on cataloging. Not all users need the entire format required by librarians when inputting data into the catalog. If the same display is presented to librarians and users, this will confuse users and make the catalog not concise and easy to understand.

4.1. Convenience of the User

Library catalogs should be designed and optimized for user convenience. As the primary goal of cataloging and information organization is to facilitate the user's information retrieval process, it is essential that the information management system built within an information institution (library, gallery, archive, museum) is easily understood by the users, not just the administrators.

The convenience of users, from various backgrounds served by the National Library of Indonesia, is prioritized in the creation of catalogs within the Collection Development and Processing Division. The user interface is designed to be simple while providing essential information and data about the information sources, including their location, as presented in the National Library of Indonesia's Online Public Access Catalogue (OPAC) on their website at https://opac.perpusnas.go.id. This user interface differs

from the more detailed MARC interface presented to catalogers during the cataloging process. This approach aims to provide comfort to users and prevent confusion when using the OPAC provided by the National Library of Indonesia.

Picture 1. National Library of Indonesia Online Public Access Catalog
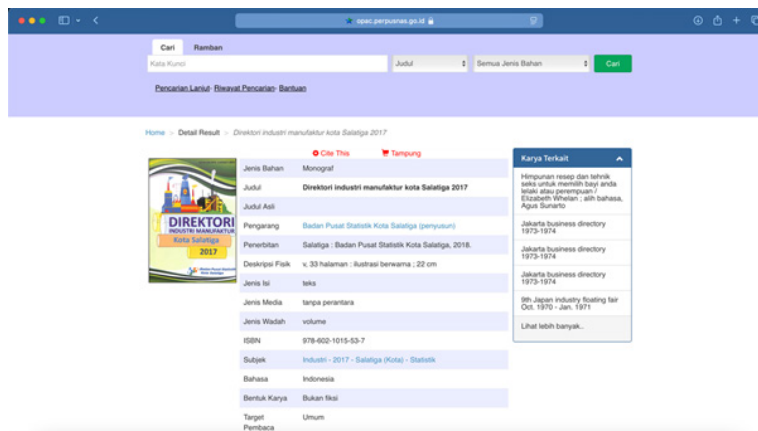Source: https://opac.perpusnas.go.id/

4.2. Common Usage

The terminology used to describe information sources should align with the terms commonly used by the majority of users. Catalogers should avoid using unfamiliar or uncommon terms and instead opt for widely recognized terminology that is easily understood by the general user base.

In the cataloging process at the National Library of Indonesia, catalogers use terms and terminology listed in the subject heading guidelines created by the National Library of Indonesia. In the creation of these guidelines, librarians, particularly those in the Collection Development and Processing Division, rely on the Indonesian Dictionary (KBBI) and consult experts in relevant fields to use appropriate terms and terminology.

4.3. Representation

The catalog should accurately reflect the characteristics of the entities it describes, such as the source, creator, and others. The catalog is essentially a representation of the original information source, and thus, it should be created to best reflect the original source.

Catalogs at the National Library of Indonesia must accurately represent the information sources they catalog. This is reflected in the various details of the source, such as the title, author, and subject, as well as annotations to help users better understand the information source they are seeking, ensuring they find the information that meets their needs.

Picture 2. National Library of Indonesia Online Public Access Catalog Representation
Source: https://opac.perpusnas.go.id/

4.4 Accuracy

The catalog should directly associate with the information source it refers to, ensuring quick and efficient information retrieval. The accuracy of the catalog is crucial for the organization of information, especially in institutions that manage large collections, such as the National Library of Indonesia.

The accuracy of the catalog in pointing to the intended information source is excellent, following the RDA standard, which is the latest descriptive standard in cataloging. The catalog within the National Library of Indonesia distinguishes between different types of information sources. For example, if a user searches for Andrea Hirata's "Laskar Pelangi," the catalog will also indicate the type of collection, whether it is the novel or another format like the DVD adaptation of the novel, allowing users to select the type of collection they need.

Picture 3. Laskar Pelangi Catalog from National Library Of Indonesia
The Differences In Existing Library Material Formats
Source: https://opac.perpusnas.go.id/

4.5. Sufficiency and Necessity

The data in the catalog should support the user in finding, identifying, selecting, acquiring, and/or navigating the information source or in identifying the names of authors, contributors, and other entities (people, families, and corporate bodies). Catalogers should ensure that the data and related information provided in the catalog are sufficient and necessary to create the best possible catalog. Users should be able to conduct accurate and effective searches for the information sources they seek in the information institution they are visiting.

The data and information included in the National Library of Indonesia's catalog are considered sufficiently comprehensive. For example, the catalog does not only list the author's name but also includes the author's birth year and title to avoid confusion with other authors of the same name. Additionally, the catalog includes the name of the person who provided the preface in the information source. For translated books, the original title before translation is also noted. Another example is the catalog of conference proceedings, which includes the name of the related conference.

4.6. Significance

The data in the catalog should be bibliographically significant, meaning catalogers should not include irrelevant data elements in the catalog presented to users. Catalogers should avoid including unnecessary information that might confuse users during their search for needed information sources. In the modern information era, an overload of data can lead to information overload, making it difficult for users to choose the information they truly need.

Catalogs created by the National Library of Indonesia follow the International Standard Bibliographic Description (ISBD), which includes various types of data and information necessary for information retrieval, such as titles, author names, subjects, and annotations, to help users understand the information source they intend to use. The elements included in the catalog adhere to international standards, ensuring the quality of the catalog for the convenience of users at the National Library of Indonesia.

4.7. Economy

The cataloging process should choose the method that involves the least cost in terms of time and money. Cataloging, especially authority work, is known for being expensive. When a more economical option is available, this principle recommends choosing it. The cataloging process should not involve expensive or time-consuming methods.

When cataloging monographs, catalogers at the National Library of Indonesia are given sufficient time to create comprehensive Level 3 catalogs. However, for information sources such as journals and magazines that contain various articles, individual articles are not indexed due to the time required. Despite this, the quality of the catalog at the National Library of Indonesia remains high, ensuring ease of use for all visitors. Librarians at the National Library of Indonesia face a dilemma in producing high-quality catalogs within a limited timeframe. As we understand, careful work requires more time but results in better outcomes.

4.8. Consistency and Standardization

This principle instructs catalogers to create descriptions and establish naming conventions that are consistent with the cataloging instructions and as similar as possible to the intended information source. The goal of consistency and standardization in cataloging is to ensure the wide sharing of metadata across institutions. If all parties follow the same consistency and standardization, the metadata created will be similar, allowing all institutions to use it widely.

Consistency in the catalog of the National Library of Indonesia is highly maintained by the librarians through the use of various guidelines, such as subject heading lists, author name headings, geographic name headings, and others. In the case of new examples, catalogers at the National Library of Indonesia will create written agreements to be distributed, ensuring that all catalogers apply the same approach when encountering cases not covered in the existing guidelines. Challenges faced by Librarians in handling religious and national titles in author names. Librarians occasionally encounter

difficulties when dealing with religious titles found in author names. In addition, national titles present another challenge alongside religious ones. This challenge can be solved by following existing author name headings in the National Library of Indonesia.

4.9. Integration

According to the International Cataloguing Principles, cataloging should apply to all types of information sources. The general rules should serve as the foundation for all cataloging codes, intended to make it easier for catalogers and users to find the information they need. Integration also aims to create catalogs that can be integrated with other types of materials available today, as information sources are no longer limited to monographs. With the rapid advancements in information technology over the past decade, information sources have expanded significantly.

The catalog created and designed at the National Library of Indonesia uses the MARC21 format, one of the efforts to integrate catalogs, considering that the National Library of Indonesia is regarded as a leader in cataloging within Indonesia on an international scale. The National Library of Indonesia has a role as the supervisory library for all types of libraries in Indonesia, as mandated by Law No. 43 of 2007 concerning Libraries, Article 1 Paragraph 5, which states, "The National Library is a non-departmental government institution that carries out government duties in the field of libraries, functioning as a supervisory library, a reference library, a deposit library, a research library, a preservation library, and a library network center, and is headquartered in the nation's capital." The catalog's use of the MARC21 format is intended to become a standard that can be applied to all types of library materials.

4.10. Interoperability

All efforts should be made to ensure the sharing and reuse of bibliographic and authority data within and outside the library community. For data exchange and discovery tools, it is highly recommended to use vocabulary that facilitates automatic translation and disambiguation.

The catalog of the National Library of Indonesia allows for interoperability. Catalogers at the National Library of Indonesia use the MARC21 format in the cataloging process. This format allows for data exchange between library catalogs. To support this, the National Library of Indonesia's OPAC is equipped with a copy cataloging feature in several formats, enabling various types of libraries to copy and use the catalog format created by the National Library of Indonesia. This is intended to avoid duplicating efforts in the cataloging process, allowing other libraries to simply copy the catalog created by the National Library of Indonesia. Copy cataloging can significantly reduce costs. However, attention must be given to the quality of the catalogs produced by librarians at the National Library of Indonesia. This concern often leads to the cataloging process requiring additional time to ensure high-quality outcomes.

4.11. Openness

Restrictions on data should be minimized to encourage transparency and adhere to the principles of Open Access as stated in the IFLA Statement on Open Access. Any restrictions on data access should be fully disclosed.

The catalog of the National Library of Indonesia is created with transparency. There are no policies that restrict access to information within the OPAC managed by the National Library of Indonesia. This principle is strongly upheld by the National Library of Indonesia, as it is a government institution that must operate transparently.

4.12. Accessibility

Access to bibliographic and authority data, as well as search function tools, must comply with international accessibility standards as recommended in the IFLA Code of Ethics for Librarians and other Information Workers.

The creation of bibliographic and authority data at the National Library of Indonesia follows international standards, specifically Resource Description and Access (RDA). This standard is widely used in libraries in developed countries such as the United States and the United Kingdom.

RDA allows for access to data from various types of bibliographic materials, including e-books. For authority data access, the National Library of Indonesia uses a Subject Heading List published in book form and an Online Authority Control launched as an application.

4.13. Rationality

The principles in the cataloging code must be defensible and not arbitrary. If it is not possible to honor all principles in a given situation, a defensible and practical solution must be found and the rationale explained.

The rules in the cataloging code at the National Library of Indonesia are consistently maintained and are not arbitrary. This is achieved by implementing various guidelines issued by the National Library of Indonesia, such as the RDA INDOMARC Guidelines, the Cartographic Materials Processing Guide, and the Technical Instructions for Determining the Main Heading and Spelling for Indonesian Author Names. These guidelines aim to create a well-structured catalog that adheres to the rational aspects of the 13 ICP Principles established by IFLA.

4.14. Discussion

All of the 13 principles of cataloging provided by IFLA have been well implemented in almost all existing aspects. The aspect that seems quite weak is the economic aspect. Here we understand that cataloging is indeed a time-consuming task if the cataloging form is quite complex and long. However, we can understand that accuracy in cataloging is also something that must be considered because if cataloging is done carelessly it will cause problems with existing retrieval.

In addition to the point regarding the economy principle, the other 12 principles are very strong and well implemented. This is because the National Library of Indonesia is the library that fosters all types of libraries in Indonesia. It is important for the National Library of Indonesia to provide a good example as a reference for all types of libraries it fosters. In the field, there are many libraries that learn from the Indonesian National Library regarding

carrying out cataloging activities properly and correctly in accordance with existing standards.

5. CONCLUSION

The National Library of Indonesia, as the supervisory library for all types of libraries in Indonesia, has successfully applied all the principles established by the International Federation of Library Associations and Institutions (IFLA) in its cataloging processes. The National Library of Indonesia has effectively implemented these internationally recognized principles. All cataloging activities at the National Library of Indonesia, particularly within the Collection Development and Processing Division, have adapted and executed these principles well. The 13 General Principles are fundamentally designed to facilitate users and meet their needs in finding and retrieving information within the scope of information institutions, specifically libraries.

Several challenges faced by librarians, such as religious and national titles in author names, have been addressed through the use of standardized author headings. However, cataloging still presents a dilemma: producing high-quality catalogs requires more time to ensure optimal results. This principle creates an ongoing challenge in the cataloging process.

As the supervisory library for all types of libraries in Indonesia, as mandated by Law No. 43 of 2007 concerning Libraries, the National Library of Indonesia serves as a role model. It is responsible for guiding various types of libraries that have not yet fully implemented proper cataloging practices. The ability to retrieve information quickly and easily is key to a library's success in serving its users. This also distinguishes libraries from simple book repositories, as libraries are professionally managed to ensure easy information retrieval, providing accurate and timely information to users.

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