

CYBERJAYA UNIVERSITY  
COLLEGE of MEDICAL SCIENCES

Nurturing the Passion to Care

# CATALOGUING OF VISUAL MATERIALS IN THE ANATOMY MUSEUM



*Facilitator*

**Ms Salmah Salleh**

MLS (Loughborough)

*Date*

**16 - 18 April 2013**

*Venue*

**Cyberjaya University College of  
Medical Sciences (CUCMS)**

*Organised by*



**DICEC**  
Centre for Distance and Continuing Education

  
**WISDOM SYNERGY**  
Applicable Knowledge Creates Dynamic Organisations

Library & Knowledge  
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## INTRODUCTION

In an Anatomy Museum you may encounter anatomy teaching models, museum pots, exhibits, skeletal materials and even dissected specimens of the human bodies and tissues. As a librarian, the challenge is to capture their existence into catalogue records. But how do you do it? Cataloguing these materials is different from cataloguing monographs. There are no title pages, and using few rules. Therefore, this workshop aims to lure you into the world of the human anatomy, where you will enhance your cataloguing knowledge and skill to a new horizon.

## OBJECTIVE

- ❖ Know the wide range of materials found in the Anatomy Museum
- ❖ Learn how to describe materials in the Anatomy Museum according to the Anglo American Cataloguing Rules. Second Edition Revised (AACR2R)
- ❖ Provide subject access to the materials using Medical Subject Headings (MeSH)
- ❖ Create MARC 21 records for these materials
- ❖ Experience cataloguing realia, models, 3-D artifacts and exhibits in the medical sciences

## MAIN TOPIC COVERED

- ❖ Scope of the anatomical collections
- ❖ Cataloguing of anatomical collections
- ❖ Descriptive cataloguing of realia (dissected specimens of the human body, specimens of the human tissues), models, 3-D artifacts and exhibits in the medical sciences
- ❖ Medical Subject Headings (MeSH) for the anatomical collections
- ❖ MARC 21 application
- ❖ Creation of cataloguing records (Hands-on)

## TARGET AUDIENCE

- ❖ Medical librarians
- ❖ Anatomy Museum Curator
- ❖ Any Personnel that are interested in updating their knowledge regarding cataloguing material in anatomy museum

## FACILITATOR

**Salmah binti Haji Salleh** (*M.L.S. & D.L.I.S. (Loughborough), B. Lib. Sc. (UiTM)*)

Ms Salmah Hj Salleh was a lecturer at the Faculty of Information Management, University Teknologi MARA (UiTM), actively educating Library And Information Science Students for more than 17 years. In 1992, Salmah worked with INFOKRAF Malaysia for data conversion consultancy project. She was previously a member of ILMU.

**PROGRAMME****DAY 1—TUESDAY 16 APR 2013**

<b>TIME</b>	<b>PROGRAMME</b>
08.00 am	Registration
08.30 am	Opening Remarks
09.00 am	Visit to the CUCMS Anatomy Museum, Lab and Library
10.00 am	Morning refreshment
10.30 am	Introduction to cataloguing the anatomical collections
11.30 am	Descriptive cataloguing: Models and exhibits in the medical sciences.
12.30 pm	Lunch
02.00 pm	Descriptive cataloguing: Models and exhibits (continue)
03.00 pm	MARC 21 tagging and coding
05.00 pm	Tea Break & End of Workshop

**DAY 2—WEDNESDAY 17 APR 2013**

<b>TIME</b>	<b>PROGRAMME</b>
08:00 am	Registration
08.30 am	Sample records
10:00 am	Morning refreshment
10:30 am	Descriptive cataloguing: Realia
12:30 pm	Lunch
02:00 pm	Descriptive cataloguing: Realia (continue)
03:00 pm	Exercises
05.00 pm	Tea Break & End of Workshop

**DAY 3—THURSDAY 18 APR 2013**

<b>TIME</b>	<b>PROGRAMME</b>
08:00 am	Registration
08:30 am	Descriptive cataloguing: Microscope slides and charts
10:00 am	Morning refreshment
10:30 am	Subject access: MeSH
12:30 pm	Lunch
02:00 pm	Subject access: MeSH (continue)
03:00 pm	Sample records Exercises Q&A and review Certificate presentation
05.00 pm	Tea Break & End of Workshop

**REGISTRATION FORM**

**HRDF CLAIMABLE**

Name : \_\_\_\_\_  
 Institution : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 \_\_\_\_\_  
 Postal Code : \_\_\_\_\_ State: \_\_\_\_\_  
 Phone : \_\_\_\_\_ IC No : \_\_\_\_\_  
 Email : \_\_\_\_\_  
 Designation : \_\_\_\_\_

Dietary Needs / Preference  Vegetarian  Non-Vegetarian

**FEEES**  
**RM 850**

**PAYMENT**

Cheque / Bank drafts / Postal Orders should be made payable to 'IN-FUSION EDUCATION SDN. BHD'.

Account Number: **514495205475 (MAYBANK)**

Please fax a copy of cheques / TT / bank drafts / postal order with a copy of the registration form to (+6) 03 8313 7001.

The Registration fee includes all course materials, refreshment, lunch, gift and certificate. Accommodation and transport are excluded.

**LIST OF HOTELS**

**Pullman Putrajaya Lakeside**  
 No 2, Jalan P5/5 Precint 5, 62200 Putrajaya  
 Tel : +603 8890 0000  
 Fax: +603 8890 0001  
 Email: info@pullmanputrajaya.com

**Hotel Sepang (Budget Hotel)**  
 No 60, Jalan Cyber Valley 1B/3,  
 Cyber Valley Commercial Centre,  
 43800, Dengkil, Selangor Darul Ehsan  
 Tel: 03-8768 6088  
 Fax: 03-8768 6068

**Residence Hotel® at Universiti Tenaga Nasional**  
 (The Universiti Tenaga Nasional Executive Education Centre) 7th km, Jalan Kajang-Puchong, 43009 Kajang, Selangor Darul Ehsan.  
 Tel: (603) 8922 2088  
 Fax: (603) 8922 2080 Email: sales@residenceatuniten.com

**Hotel Equatorial Bangi-Putrajaya**  
 Tel: +60 3 8210 2222 / 8925 1111  
 Fax: +60 3 8210 2888  
 Email: info@bng.equatorial.com

**ENQUIRIES AND ADMINISTRATIVE MATTERS, PLEASE CONTACT**

**CUCMS LIBRARY & KNOWLEDGE MANAGEMENT CENTRE**

- 1) AINUL – 03-8313 7188 (ainul@cybermed.edu.my)
- 2) BALQIS – 03-8313 7190 (balqis@cybermed.edu.my)

**WISDOM SYNERGY**

- 1) ALIZA – 019-244 8983  
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