Fear Factors in Cataloguing Arabic Books: USM Experience

**Mohd Ikhwan Ismail, Tuan Sira Zawana Tuan Yaakub and
Mohd Kamal Mohd Napiah**
Hamzah Sendut Library, Universiti Sains Malaysia, Penang, Malaysia
Emails: ikhwanismail@usm.my; t_sirazawana@usm.my; mohdkamal@usm.my

Abstract

Library as the heart of the university is developing over the years with various types of collections written and presented in many languages such as English, Malay, and Arabic. Different languages come with different letters, words, pronunciations, and characters, thus creating great challenges to the librarians. For cataloguers, determining the access point is crucial in order to ease the retrieving process. There are certain issues faced by cataloguers that should be addressed to ensure the uniformity and authoritativeness of records in cataloguing Arabic books. The main problem in cataloguing Arabic books is to identify the part of a conglomeration of names and epithets to choose as the main entry. Usually, in an Arab name, the name of his father or ancestors maybe included with some adjectives or one that refers to the place of birth. Cataloguers also face other problems in cataloguing Arabic books with regards to lengthy author's name, inversion of name, authors with various names, and vocalization of name. Besides, cataloguers may encounter the problem related to book titles as well. Lengthy titles, various titles for the same material, title that does not represent the content, and literary titles are the common problems in cataloguing Arabic books. Indeed, the objective of this paper is to discuss and share the problems in cataloguing Arabic personal names and title of Arabic books as faced by the USM cataloguers. This effort hopefully can contribute to the establishment of guidelines and standard designed for USM libraries and to improve information and Islamic knowledge sharing in the Muslim world.

Keywords: Arabic books, Arabic personal names, Arabic script, Cataloguing, Transliteration

Introduction

The emergence of educational culture in our country is developing year by year. As mentioned in our National Education Philosophy, education is designed to produce Malaysians who are knowledgeable and competent. Therefore, the Government actively promotes various forms of education programmes among Malaysians. Nowadays, many educational institutions have been established to ensure Malaysia will be the centre of information and knowledge.

Due to the developing educational culture in Malaysia, many libraries are trying to increase the volume of their collections. The collections consist of various formats and languages. This also involves Universiti Sains Malaysia (USM) since many years ago. The top management of USM encourages the libraries to increase their collections to ensure that the mission of the university will be achieved. The mission of USM is to be a pioneering, transdisciplinary research intensive university that empowers future talents and enables the bottom billions to transform their socio-economic well-being. This shows that USM is eager to be the centre for producing the best talents in line with Malaysia's education policy. The USM libraries have a huge collection with over one million titles with various formats and languages.

Regarding the development of collections in USM libraries, the collections of Arabic books are increasing since last two years because of certain reasons. Until now, there are 2,267 titles and 3,865 copies of Arabic books in the collection of the libraries. Many universities in Malaysia provide Islamic courses and Arabic Language course, not excluding USM. Islamic course has been offered in USM since the academic session of 1979/1980 in the School of Humanities. Therefore, the Arabic books become the main references for this course. The Arabic books are not for the students who are studying Islamic course only, but many of Arabic books are related to other fields of knowledge. The

increasing enrolment of Middle East students also becomes a reason for the increasing number of Arabic books in USM libraries. In addition to that, USM encourages the students to get information and knowledge related to their studies from any sources either in English or other languages. Thus, Arabic books become one of the important sources for the students in many fields.

Cataloguing is a part of the process to ensure users may retrieve materials through Online Public Access Catalogue (OPAC). When there is new arrival of Arabic books, the cataloguer will catalogue them according to the standard rules such as Anglo-American Cataloguing Rules 2002 (AACR2) and Library of Congress Subject Heading (LCSH). However, there are many problems faced by cataloguer due to the difference in language and scripts in the standard rules. Indeed, the standard rules are more focused on Roman script than other scripts such as Arabic script. Consequently, the cataloguer faces some problems during cataloguing process and it is difficult to determine some access points such as author, title, subject heading, and call number. Until now, there is no specific standard for cataloguing Arabic books. However, AACR2 provides some guidelines to catalogue Arabic books especially the guidelines related to cataloguing Arabic names. Hence, the cataloguers in USM libraries should dare to face fear factors in cataloguing Arabic books.

Literature Review

Khurshid (2002) shared his experience in handling Arabic script materials when he was the Head of Cataloguing Operations Division, King Fahd University of Petroleum & Minerals Library. He found that Arabic cataloguers lagged behind non-Arabic cataloguers in terms of quality as well as productivity. There were several problems faced by Arabic cataloguers (as reported by Arabic cataloguers) including lack of training, absence of cataloguing tools, and lack of publishing standards. Further investigations found that cataloguing Arabic scripts has its own distinctiveness as compared to English scripts such as lack of a chief source of information, missing date of publication, term impression is mixed up with edition, difficulties in determining the form of Arabic personal and corporate names, lack of standard Arabic subject headings, poor coverage of Islamic and Arabic literature in Western classification systems, limitation of the MARC format in dealing with the requirements of Arabic script materials, and lower standard of cataloguing education and training.

With regard to descriptive cataloguing, even though Anglo-American Cataloguing Rules (AACR) was developed to govern the description of all scripts, it however addresses the Roman script materials more. Insufficient coverage of AACR upon non-Roman scripts has caused libraries to deviate from the rules or supplement them with local rules. Finding imprint information is the common difficulties among Arabic cataloguers especially in dealing with old books. Cataloguers take some time to identify imprint information since the information cannot be simply found in the title page, and thus cataloguers need to browse elsewhere in the book. Confusing date of publication conveys another headache to cataloguers; some of the books do not have any date at all, while others put the dates in some unexpected places, such as at the back of the book. Inconsistency in using date format is another problem because some publications use Gregorian calendar, while others use Islamic date and some use both date formats. Arabic books commonly use word "*tab'ah*" as an edition statement. However, cataloguers often get misled by the term and treat impressions as editions.

Form of Arabic names is another issue because the names are made up of several elements: "*ism*" (given name), "*nasab*" (patronymic, a compound name that consists of the particle *ibn/bin* (son of) or *bint* (daughter of) followed by father's name), "*nisbah*" (indicating tribal, geographical, religious, and sectarian origins or allegiance), "*kunyah*" (describing relationship by using such words as *Abu* or *Umm*), "*laqab*" (nickname denoting personal quality or defect) and "*khitab*" (honorific title that usually takes a form like *Ala al-Din* and *Shihab al-Din*). Thus, determining the entry element for an author is not an easy task. AACR2 in rule 22.22B1 suggests entering a name that is made up of a number of elements or combination of elements by the name that the person is best known. A compilation of an authoritative name list on the lines with Library of Congress (LC) name authority should be done and used consistently.

Zuwiyya (2007) mentioned that the main problem in cataloguing Arabic materials is in determining the part of the conglomeration of names and epithets as the main entry. For centuries, Arabs seem to have taken pride in being known chiefly as sons of their fathers (*Ibn*) or fathers of their sons (*Abu*). Thus, cataloguing Arabic materials should be treated accordingly even for experienced cataloguers.

Plettner (2003) emphasised the importance of having a global shared name authority file for vernacular Arabic names. There is also a need to allow input of authorised headings into international clearinghouse of multi-lingual records from national agencies and customised downloading of chosen field.

Historically, there were attempts to encode both Latin and Arabic scripts on authority card, as the first dual-script name authorities were distributed between 1902 and 1997 by the LC. The composed authority card used LC transliteration along with the authorised vernacular version of the headings and its references. The advents of online bibliographic catalogues ease the users in searching library materials. However, the system encoded using Latin script transliteration because when ASCII was the only available character set, there was no choice but to use Latin script characters in electronic records. The original script usage for searching would lead to one valid name heading rather than to many misleading hits, along with technological advances in computing, leading to the development of non-Roman scripts for use in the online catalogue by the 1980s.

There are bibliographic utilities that support Arabic scripts. For instance, Research Libraries Information Network (RLIN) has the capability of encoding Arabic script. It holds over 100,000 bibliographic records of non-Roman scripts. However, the authority record remains to be romanised. Online Computer Library Centre (OCLC) is the other example. Their WorldCat database contains over 35,311 Arabic script bibliographic records, but authority records use Roman transliteration. In order to use these utilities (RLIN or OCLC), Arabic cataloguers need to refer to manuals on Arabic cataloguing required by them.

There are numbers of Arab world libraries that record all of their cataloguing in Arabic without any transliteration. But, since many of these databases do not use MARC formats, which make it possible for sharing with other established authority databases, they cannot share the records with OCLC or RLIN. Thus, there is clearly a need for sharing experiences that can be gained from name authority file applications using non-Roman scripts in other areas of the world. There have been discussions on how to allow incorporation of original non-Roman script into the structure of authority record, and to implement this capability in a uniform manner and adopted by all libraries.

The study by Kaba (2002) analysed bilingual authority files in IIUM library. He also investigated perception of cataloguers and end-users upon bilingual authority files. Respondents felt that the use of bilingual authority files was helpful to ease the library use. Cataloguers explained the relationship of providing bilingual system and user satisfaction where users are given the option to use either Arabic or English to find library materials as the library holds materials in both languages. Besides, usage of bilingual system in OPAC is a kind of respect to users and also the materials.

Cataloguers of Arabic materials use the following cataloguing tools besides AACR2 and LCSH: ALA-LC Romanisation table, Maxwell's handbook for AACR2r, notes in catalogue record, free-floating subdivisions, local expansion on Islamic Law of LCC scheme, local expansion for oriented philology and literature-Arabic language, and minor local expansion for the Quran in class BP of LCC.

In IIUM library, the library provides Arabic name headings if the item originally written in Arabic includes Arabic materials with English version. Transliteration in Roman script is also provided for personal and corporate body names of Arabic materials, thus users may retrieve the materials by using transliteration instead of Arabic or English. However, materials originally written in English are given English heading only, thus they can be retrieved by using English language only. These actions are taken considering IIUM community that consists of those who have interest in

English materials only, those who have interest in Arabic materials only, and those who have interest in both Arabic and English.

Vassie (2000) discussed information retrieval issues in Arab libraries with regards to bilingual (Arabic/English) and biscript (Arabic/Latin) catalogues. During the card catalogues era, each Arab library kept two separate records; one for Arabic script and the other one for Latin script. Several other activities were completely separated because it was not possible to interfile Arabic and Latin characters, such as name and titles indexes, subject heading and classification, and even the location of materials. Moreover, some libraries separated their reference collections and staff. Reunification did not occur even though Arabic/Latin script library systems appeared somewhere in 1980s because extensive training in transliteration was needed, and the records needed to be edited thoroughly in order to suit Arab users. Therefore, users still needed to search twice in OPAC for all works by an author published in both scripts, and in searching for all titles on single subject. Moreover, most Arab libraries provide very minimum number of cross referencing in their OPAC.

Vernon (1996) explained the situation in Arab universities as follows:

An author may have books published in several languages in several scripts. Will they all be collated under one form of the name or will a single database contain an English book under "Maimonides, Moses", a Hebrew book under "Mosheh ben Maimon", and Arabic book under "Musa ibn Maymun".

The similar case was applied on the American University of Beirut after the libraries merged Arabic and Latin script catalogues, each with its own separate authority file. Then, Medawar (1999) suggested that:

… in the future both files will be merged so that the same name will be retrieved in all languages ...

… For authority file names to be effective, there needs to be a uniform version of the name provided, regardless of the way it appears on the books being catalogued. This allows all works in the database to be retrieved under one heading, making work easier for cataloguers and for searches.

Ali Houissa (1991) discussed the issue of inconsistency of Arabic names in bibliographic records. A cataloguer needs to know how to identify the valid names practices based on national and even local usage. Most failed searches occur because of various spellings used as entry. Therefore, the real solution for solving the problem of Arabic names is to accommodate personal names belonging to diversity of origins under specific set of rules. Standardisation is crucial in Arabic names considering the diverse ethnic, linguistic, and local applications in the name structure.

Jajko (1993) studied the difficulties faced by cataloguers of Arabic, Turkish, Persian and other related languages. Cataloguers are facing different kinds of problems especially in determining valid name entry, therefore all staffs such as library administrators, head of technical services and other cataloguers need to understand the situation. Unfortunately, there is no handy guide for Middle East cataloguing for time being, except recently members of Middle East Librarians Association and the Library of Congress begun considering the publication of a guide.

Fear Factors in Cataloguing Arabic Books

There are two types of authors of Arabic books: classical authors, who were active in writing prior to the 20th century, and authors who lived during the 19th and 20th century, who are considered modern authors. Usually, classical authors have lengthy names consisting of many elements and are difficult to be catalogued, while modern authors only have a few elements that are simple and easy to be catalogued. According to Khairy (2006), it was difficult to catalogue the authority control of Arabic personal names because there were various reference sources and methodologies used to authorise old Arabic names, which eventually led to various forms used for the same name in each

catalogue. He described that the authority control of Arabic personal names was needed to distinguish between the elements in the names. Elements of Arabic names are patronymic (compound with *ibn*), *ism* (given name), *laqab* (descriptive epithet), *kunyah* (typically a compound with *Abu* as the first word), *khitab* (honorific name), *nisbah* (proper adjective ending in *i*, indicating origin, residence, or other circumstances), and *takhallus* (pen name). The authorisation problem lies in the choice of which element of the Arabic name should be considered in the entry element. According to AACR2R (rule 22.22B1), the choice of entry element should be uniform and based upon the name by which the person is clearly most commonly known and it is determined from reference sources (American Library Association, 2005). When the elements of the name have been determined, the best known element or combination of elements is placed first. Then, the other elements are given following the order: *khitab*, *kunyah*, *ism*, *patronymic*, any other name. However, there is still lack of consistencies in the application of the rule in various cases within cataloguing world. In general, USM libraries always refer to the Library of Congress Online Catalogue and IIUM OPAC in determining the entry element of authors.

With regards to the authors, there are several problems associated with them, as follows:

Lengthy author's name

Some Arabic author's names are lengthy. Hence, the differences in recording the name in each online catalogue may stand as barrier for cooperation in an Arabic script union catalogue and authority file. Best practice in USM libraries is to choose a uniform entry element that is based upon the name by which the person is most commonly known according to the name that appears mostly in reference sources such as Library of Congress Authorities (LCA). For example, it is written in the title page as *Shihab al-Din abi al-Fadl Ahmad ibn 'Ali ibn Muhammad ibn Muhammad 'Ali al-'Asqalani thumma al-Misri, al-Syafi'i al-ma'ruf bi-ibn Hajar*. For entry element, it is written as *Ibn Hajar al-Asqalani, Ahmad ibn 'Ali* by referring to LCA even though in this title page it is mentioned that the best known element is *Ibn Hajar* only. This entry element is a combination of patronymic and *laqab*. In other words, this combination is the best known element for the lengthy author's name.

Authors with various names

Some authors have various names especially the names of classical Arabic authors. However, in the case of authors known in the West, or authors who have well-established names under certain versions or Romanisation, that form of name is chosen, for examples, Avicenna for *Ibn Sina* and Averroes for *Ibn Rushd*. Other authors who are well-known to the West under certain Arabic names are entered under those names even though they are not their actual names, for examples *Ghazzali* for *Abu Hamid Muhammad ibn Muhammad ibn Ahmad al-Ghazzali* and *Nasser, Gamal Abdel* for *Jamel Nasir* (Zuwiyya, 2007). These authors with various names should be handled accordingly to ensure name uniformity and solidarity to avoid user catalogue/shelf failure in finding the works of the same old Arabic authors if their works are not put together under certain unique entries. The USM libraries follow the above practice but the cross reference is yet to be done in the library integrated system. For the time being, users have to search the full form of names and also the best known element of the name in order to search all the works of that author.

Vocalisation of names

The problem of vocalization of names is due to the cataloguer who does not have good command in Arabic. Most Arabic books do not provide proper punctuation, thus leading to confusion in vocalisation. For example, the word القرضاوي can be vocalised as al-Qaradawi or al-Qardawi. When we refer to the LCA, the authority control for this name is recorded as Qaradawi. In USM, the integrated library system does not support the Arabic letters, thus Romanisation process is needed. Because of that, the cataloguer must have the ability to identify the correct vocalisation of Arabic names. To solve this problem, USM cataloguer will check the LCA to ensure the name authority and just follow the entry element of that name. If the author's name is not found in the LCA, the cataloguer will refer to other universities' OPAC or create new authority name.

Many authors and subtitles

The uniqueness of Arabic books is that there are various books or titles written by the same or different authors compiled in one book. Usually, in the title page, the term *wa-yalihi* (followed by), *wa-ma'ahu* (together with), *wa-bi-akhirihi* (ended by) or *wa-bi-hamishihi* (footnote of the book) is used to highlight the existence of other title in the same book. These terms differentiate between main entry and added entry for authors and titles. For example is *Kitab al-Isabah fi Tamyiz al-Sahabah ta'lif Shihab al-Din abi al-Fadl Ahmad ibn 'Ali ibn Muhammad ibn Muhammad 'Ali al-'Asqalani thumma al-Misri, al-Syafi'i al-ma'ruf bi-ibn Hajar wa-bi-hamishihi Kitab al-'Isti'ab fi asma' al-Ashab ta'lif Abi Umar Yusuf ibn 'Abdullah ibn Muhammad ibn 'Abd al-Barr ibn 'Asim al-Namri al-Qurtubi al-Maliki.* In this case, all the author, title and subtitles are entered under title statement (tag 245) and the second title and author are put at the added entry personal name (tag 700). The entry in tag 700 should be |a*Ibn 'Abd al-Barr, Yusuf ibn 'Abd Allah*|t *Kitab al-'Isti'ab fi asma' al-Ashab.* This practice follows the rules of AACR2R.

Cutter problem

In the process of cutter system, the USM libraries use the Cutter Sanborn three-figure author table. For Arabic personal names, the article *Al-* is not omitted from the entry element because it is considered a part of the name and it is inappropriate to leave the article out. For example, the name *Jalal al-Din al-Suyuti*, the entry element is *al-Suyuti, Jalal al-Din*. The letter S967 is cut for *Suyuti* instead of *Al-*. USM libraries fully use the Cutter Sanborn and do not do any expansion on the numbers. Local practice does not cut the first Arabic names started with *Abu*, *Muhammad*, *Ibn*, *Abdul*, and *Syeikh* but we cut the second element of the name. For example, *Ibn Taymiyah* is cut as T247 and not I13.

Difficulty in identifying real author

In some cases, it is difficult to identify the real author because of the various terms used in the title page. Unlike English books that usually state the author, editor and compiler, Arabic books have much more than that such as *tahqiq* (edit/verify), *ta'liq* (annotation), *syarah* (criticism), *talkhis* (summary), *takhrij* (extract/interpret), *tashih* (correct), and many others. Sometimes, the cataloguer would get confused between the main author and co-author. Those who know Arabic language would know that none of these terms refer to the author. But, cataloguers who do not have basis in Arabic would find it difficult to identify the author of the book. However, they can refer to Library of Congress Online Catalogue (LC) or dictionary to define each term. Usually, the terms *ta'lif* and *li* refer to the main author and the rest are entered under added author.

There are also problems with regards to the title of Arabic books, which are:

Many titles in single books

Cataloguing Arabic books is much more difficult compared to the English books because cataloguers have to look in details and in various parts of the books to avoid mistake in providing the title of the book. The cover page is as important as the title page because the particulars available are very useful in identifying the correct title. Sometimes, the title page provides too many information and thus leading to confusion as what to put as the title of the book especially when there are two titles or more in one particular book. For example is the title written in a book called *Anwar al-tanzil wa-asrar al-ta'wil al-ma'ruf bi-Tafsir al-Baidawi.* There is confusion whether the main title is *Anwar al-tanzil wa-asrar al-ta'wil* or *al-Tafsir al-Baidawi* or not. Another example is *Tafsir al-Tabari al-musamma Jami' al-bayan fi ta'wil al-Qur'an.* As being practiced in USM libraries, the cataloguers usually put the title page as the title statement and add the second title *al-Tafsir al-Baidawi* and *Jami' al-bayan fi ta'wil al-Qur'an* in the varying form of the title (tag 246). This would help the users in retrieval process because if they search using either one of the titles, they can get the book easily.

Lengthy title

Some Arabic books have lengthy titles that include subtitles, summary, and synopsis of the books. If there is confusion in choosing the main title, the cataloguer will refer to LC to determine the suitable title. For example, the title *al-Tafsir wa-al-mufassirun: bahth tafsili `an nash'at al-tafsir wa-tatawwurih, wa-alwanih, wa-madhahibih, ma`a `ard lil-ashhar al-mufassirin, wa-tahlil kamil lil-ahamm kutub al-tafsir, min `asr al-Nabi salla Allahu `alaihi wa-sallam ila `asrina al-hadir* is recorded in title statement (tag 245) because it contains subtitles. If the summary or synopsis is stated at the title page, cataloguer can ignore or record it in notes area (tag 500) if the cataloguers think that the information is important.

Different cover title and title page

The main source of information in determining the title of books is the title page. Title page is considered the chief source of information to cataloguers. However, besides title page, the cover and verso pages also contain useful information about the books. Sometimes, the title between cover page and title page is different. To solve this problem, cataloguers will put the information in the title page as the title statement (tag 245). If there is addition to the title on the cover page, the varying form of the title are put (tag 246). It is also possible that the cover page becomes the chief source of information because the title page contains a lot of irrelevant information such as quotes and idioms.

Title too literary

Some Arabic titles are too literary where the meanings of the titles are difficult to be understood. These are due to the Arabic language that is rich with *majaz* (metonymy) and *balaghah* (eloquence). For example, *Imam al-Syafi'i* chose the word *al-Umm* for his books of Islamic jurisprudence. He used the word *al-Umm*, which means 'the exemplar', to denote mother as a good role model and to show how important a mother is. *al-Umm* was chosen based on its hermeneutic approach (theory and practice of interpretation) to developing legal principles, basing them on revelation rather than traditional authority. However, the literal meaning of *al-Umm* is "the mother", thus cataloguers may get confused about the relationship between Islamic jurisprudence and mother. Subject determination is also affected because if we merely look at the title, there is no clue about the subject of the books. Cataloguers have to read the table of contents, introduction or summary to get the whole picture of the books because the title does not represent the books.

Beside the problems above, there are also problems associated with combination of both author and title, as follows:

Calligraphy & typography

Calligraphy is an art in Arabic handwriting. It is a common Islamic cultural heritage. It is also known as *khat*. There are several styles of *khat* such as *Kufi, Nasakh, Thuluth,* and *Riq'ah* (Mohd Ikhwan Ismail & Nurul Azurah Md. Roni, 2011) . Usually, cataloguers do not face difficulties with the titles of books that are written in popular and simple styles of calligraphy such as *Nasakh* and *Thuluth*. But, when it comes to the unpopular styles of calligraphy, cataloguers could misinterpret the titles. Some publishers choose to include calligraphy in the title of the books as a kind of beautification. However, it could lead to misinterpretation of the real title of the book. Furthermore, typography is a style in Arabic handwriting art that puts many irrelevant graphics on the calligraphy. Cataloguers face difficulties to read some titles because the typography makes the calligraphy looks messy and difficult to be vocalised. Therefore, to solve these problems, cataloguers in USM libraries will identify the style of calligraphy and typography from reliable sources such as calligraphy book or website.

Transliteration

Transliteration is a process of converting a text from one script into another script. The purpose of transliteration is to ease users in retrieving materials from OPAC. Not all integrated library systems support Arabic script, thus transliteration is needed. USM library system does not support Arabic script. Therefore, the cataloguers do not have any other option but to use transliteration scheme as the

solution for this problem. There are several transliteration schemes for non-Roman scripts such as ALA-LC Romanisation Tables and *Dewan Bahasa dan Pustaka* (DBP). As far as USM libraries are concerned, the cataloguers use the ALA-LC Romanization Tables as their transliteration scheme to convert the Arabic text. For instance, "التفسير والمفسرون" is transliterated to *al-Tafsir wa-al-mufassirun.* There are several rules of application of ALA-LC Romanization Tables that should be followed by cataloguers. For example, the letter "ة" (*ta' marbutah*) is transliterated in three ways; "صلاة" – *salah*, "مرآة الزمان" – *mir'at al-zaman* and "فجأة" – *faj'atan*. As a result, any mistakes in transliteration process may cause users facing difficulties in retrieving the material through the library system.

Conclusion

Cataloguing Arabic books is a challenging process for the librarians especially for those in cataloguing department. Many issues and challenges in cataloguing Arabic books are being discussed among the librarians and scholars. The issues of cataloguing Arabic names should be addressed because Arabic names have many elements, which would make the cataloguers to be confused especially in identifying the main element. However, some elements can be arranged by following the rules in AACR2R. Besides, all the elements are related to the certain issues such as lengthy author's name, authors with various names, and vocalisation of names. However, cataloguers in USM libraries have their own solutions but they may not be in line with other libraries. The issues of title also are a part of the fear factors in cataloguing Arabic books in USM libraries. Identification of the main title from many titles of a book and lengthy titles are some of the common problems that still do not have particular solutions. Cataloguers in USM libraries will decide by themselves and then the decision is put in their policy.

All the fear factors come from many sources such as the author of the book, the publisher of the book, and the cataloguers themselves. Some Arabic books were published by the authors without going through any publishers. Hence, the authors did not follow the standard of publication and this has created difficulties for cataloguers to catalogue them. In fact, many publishers do not follow the standard of publication such as Cataloguing in Publication (CIP). Some particulars at the CIPs are disorganised, hence making it difficult for cataloguers to take the particulars such as title, author, and others in cataloguing process. Although CIP is the easy way for cataloguers to catalogue books, but for Arabic books, it is one of the fear factors.

All the fear factors should have solutions. The solutions depend on the initiatives taken by the cataloguers. Meanwhile, any initiatives and solutions should be in line with the international standard and policy such as AACR2R and LCSH. These standards should be used by all libraries and they can be considered as uniform standards and will become the references to all cataloguers dealing with Arabic books. Therefore, all parties must cooperate and play their roles to ensure that cataloguing Arabic books will be easier to be done without ongoing fear factors.

Recommendations

There are a lot of further discussions that should be made regarding cataloguing Arabic books. The discussions should not only focus on the access point, but they should also relate to many other topics such as subject headings, publication statement, standard of CIP, and transliteration of Arabic script. All these discussions would contribute to creating one standard that should be followed by all libraries in Malaysia or even in the whole world. The standard will be a formal guideline for cataloguers cataloguing Arabic books. It would be easy and less stressful for the cataloguers who are not familiar with Arabic language.

Besides that, cataloguers of Arabic books must be well-qualified in cataloguing field. They should be acquainted with all the cataloguing tools such as AACR2, LCSH, cutter number, and others. In addition to that, the cataloguers cataloguing Arabic books should be proficient with Arabic language and Islamic knowledge because the Arabic books have complex literature and knowledge.

References

Abdoulaye, K. (2002). Perceptions of cataloguers and end-users towards bilingual authority files. *The Electronic Library,* 20(3), 202-210.

American Library Association. (2005). *Anglo-American Cataloguing Rules, 2002 Revision: 2004 update*. Chicago: American Library Association.

Houissa, A. (1991). Arabic Personal Names. *Cataloging & Classification Quarterly,* 13(2), 3-22.

Jajko, E. A. (1993). Cataloging of Middle Eastern Materials (Arabic, Persian, and Turkish). *Cataloging & Classification Quarterly,* 17(1-2), 133-148.

Khairy, I. (2006). Authority control of arabic personal names from the classical period at the Bibliotheca Alexandrina. *International cataloguing and bibliographic control,* 35(2), 36.

Khurshid, Z. (2002). Arabic Script Materials: Cataloging Issues and Problems. *Cataloging & Classification Quarterly,* 34(4), 67-77.

Medawar, K. (1999). The implementation of the Arabic script in OLIB7 at the American University of Beirut Libraries. *Program: electronic library and information systems,* 33(4), 303-312.

Mohd Ikhwan Ismail, & Nurul Azurah Md. Roni. (2011, 22-24 June). *Issues and challenges in cataloguing Arabic books in Malaysian academic libraries.* Paper presented at the Asia Pacific Conference on Library & Information Education and Practice: Issues, Challenges and Opportunities, Putrajaya, Malaysia.

Plettner, M. S. (2003). Arabic name authority in the online environment: options and implications. *International cataloguing and bibliographic control*.

Vassie, R. (2000). Improving access in bilingual, biscript catalogues through Arabised authority control. *Online information review,* 24(6), 420-429.

Vernon, E. (1996). Decision-making for automation: Hebrew and Arabic script materials in the automated library. *Occasional papers; no. 205*.

Zuwiyya, L. (2007). Arabic Cataloging; A Criticism of the Present Rules. *Library Resources Technical Services,* 51(sup), 31-35.