Toolbox Usage in the Malay Manuscript Cataloging

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Abstract: Today, there are not many people know about toolbox software. Toolbox is a linguistic software. Mostly, it is used to produce a dictionary. In other hand, this research aimed at producing a catalog of Malay manuscript using toolbox software. Textual analysis was used to analyze the usage of toolbox in the Malay manuscript cataloging. All data gathered into three steps, analyzing special markers of toolbox are used, modified special markers of toolbox usage, and analyzing the data export process. The result shows that not all markers in the toolbox were used to Malay manuscript cataloging. Only several markers were used and modified to produce the Malay Manuscript Catalog.

Keywords: toolbox, Malay, manuscript, catalog, Riau

1. Introduction

Malay culture is one of the oldest cultures in Nusantara (Kozoki, 2006). Manuscript is one of cultural heritages that still exist (Primadesi, 2010). It contains an important historical value and other informations for today’s generation (Windu and Marlini, 2013).

Today, people know that Riau is the homeland of Malay (Humas Riau, 2015). Unfortunately, Puten said that Riau Archipelago has a small collection about Malay document. It means that only a few collection describes us about Riau (Putten, 2007). Most of them kept by individuals, so that, it difficult to find a specific catalog that contains information about Riau Malay Manuscript (Onesearch and Google Books, 2017). The aim of this research was producing a catalog of Malay manuscript using toolbox software.

Catalog is one of searching tools in the library (Purwani and Ginting, 2013). Cutter (1994) said that there are three objectives of catalog:

1. Enabling users to find the books by searching the authors, titles, and subjects.
2. Providing information to the users about what library has.
3. Assisting the users to choice a book.

Catalog does not only provide and used by libraries or librarians to promote their collections but also provide and used by marketers to promote their products.

Many catalogers used only MS Word or other word proceessing to produce their catalogs manually. It needs a special skill to preceed the catalog structure that informed. Some of them used library software such as SLiMS, Greenstone, Openbiblio, Koha, etc. It is useful to produce an online catalog.

This paper describes the toolbox software usage to produce Riau Malay Manuscript. It is important to describe the toolbox software usage in the cataloging because there was only a few catalogers used it.

2. Toolbox Software

It was very difficult to find the literature about toolbox because there was only a few people know about it. Toolbox is the linguistic software provides by SIL International. SIL International, known as the Summer Institute Language, is the nonprofit organization that focused on sustainable
language development. It founded in 1934 by William Cameron Townsend and committed to serve the language community to build their capacity in the language development (SIL International, 2017).

The first generation of toolbox was born in 1987 by John Wimbish called shoebox (SIL International, 2017). It written as DOS program and produced on two versions, versions 1.0 and 2.0. Its next version, version 2.0, was produced by SIL in 1991-1993. In 1994-2000, the Windows versions of Shoebox was produced by SIL and available on versions 3.0, 4.0, and 5.0. The name shoebox was changed as Field Linguistic’s Toolbox in 2002 when it was moved to a SIL entity. The complete information about toolbox version can found at the toolbox website: http://www.angelfire.com/planet/linguisticsisfun/versions.htm/.

The first version of toolbox, version 1.0, was available for Windows in 2003. From 2008, toolbox is also available for MAC and Linux. Today, toolbox available on version 1.6.2 that was produced in July 2015. It is compatible with Windows 10, Windows 8, Windows Vista, Windows XP, Mac Windows emulators, and Linux Wine.

3. Implementation

Toolbox is freely available at http://www.angelfire.com/planet/linguisticsisfun/. It is easy to install a toolbox. There are two things that should be downloaded and installed to run it well, they are toolbox installer and toolbox new project package. This part of this paper describes the toolbox installation for the version 1.6.2 and run in Windows.

The first step is install the toolbox installer. The ‘toolbox162.zip’ file will be found after downloading from the website. It contains the toolbox version 1.6.2 for all compatible software includes Readme and help file. Double clicked the ‘InstallToolbox162.exe’ file for running the toolbox installer. Follow the instruction as shown and click the next button until finish. In this step, the toolbox was installed.

The second steps is install the ‘toolbox new package project’ file. The ‘toolboxNewProject158.zip’ file will be found after downloading from the website. It should be installed to start a new project easy. Unzip the package and put it on the specific directory and rename it if necessary. In this paper, the folder put it on ‘D’ directory and renamed as ‘toolbox’.

After two steps above, run toolbox with open ‘toolbox’ folder. Double click the ‘settings’ folder and choose ‘toolbox project’ file, as shown in figure 1. The toolbox with new project will be opened as shown on figure 2.

Figure 1. ‘Toolbox project’ file in the ‘toolbox’ folder as the shortcut.
Figure 2. Default first page of the toolbox new project.

The screen of toolbox consists of several parts, they are:

1) The menus, consist of the main menus such as File, Edit, Database, Project, Tools, Check, View, Windows, and Help.
2) The toolbars, consist of the several items that useful to operate the toolbox faster such as Open, Save All, Cut, Copy, Paste, Previous Record, Next Record, First Record, Last Record, Interlinearize, Browse View, Find Previous, Find, Find Next, and Active Filter.
3) The data window, appearing the active data.
4) The status bar, consists of several information such as the first marker and record count.

Marker is an abbreviation symbols representing the field name (Buseman and Buseman, 2011). It is needed to arrange the hyrarcies as needed (Monny, 2012). There are almost 100 markers in the toolbox. The basic markers are \lx for lexeme, \ps for part of speech, and \ge for glossary. Table 1 shows the more markers (Coward and Grimes, 2000).

| Marker | Function                                    |
|--------|---------------------------------------------|
| \an    | antonym                                     |
| \cf    | Cross reference                             |
| \ge    | Glossary                                    |
| \hm    | Homonym number                              |
| \lx    | Lexeme                                      |
| \ph    | phonetic                                    |
| \ps    | Part of speech                              |
| \se    | Subentry                                    |
| \sn    | Sens number                                 |
| \sy    | Synonim                                     |
| \xe    | Example sentence (free translation)         |
| \xv    | Example sentence (vernacular)               |
| \dt    | Date (last entry work on)                   |

Table 1. The Basic Markers
Each manuscript entry in this research was represented by the third level of description according to AACR (Anglo American Cataloguing Rules). AACR stated that the catalog should contain at least 8 information areas as follow (The Joint Steering Committee for Revision of AACR, 2002):

1) Title and statement of responsibility area. It provides information relating to the title and the statement of responsibility. Catalogers can fill any information about title found in the manuscript while the statement of responsibility can fill with any information about author/s or person/s that write or rewrite the manuscript.

2) Edition (if any). It provides information relating to information about edition.

3) Material specific details. It is not used for manuscript.

4) Date. It provides information relating to the date of manuscript was made. Basically, catalogers can fill information about date, month, or year on the date area.

5) Physical descriptions. It provides information relating to the physical data such as extend of items (s), name of the material, and dimension.

6) Series. It is not used for manuscript.

7) Notes. It provides information relating to necessary additional information, such as form, language, variation in title, donor or previous owner (s), place of writing, etc.

8) Standard number and terms of availability area. It is not used for manuscript.

Except for notes, For cataloging need, each area are preceded by a full stop, space, dash, space (. - ). While the note begin in a new paragraph. The square bracket is used to indicate the interpolation of each information. The slash was used to preced tittle statement and responsibility statement.

The first step to use toolbox in the Malay manuscript cataloging is making the database. Click the ‘file’ menu then choose ‘new’ to open the dialog box as shown in figure 3. Decide the specific folder destination and fill the ‘file name’ box then click ‘save’ button to open the new catalog project.

![Figure 3. The dialog box.](image)

The second step is decide the markers are used. The specific basic markers are used in the Malay manuscript cataloging. It means not all the basic markers in the toolbox are used. Only several basic markers that used and modified to produce the Malay Manuscript Catalog. Table 2 shows the specific basic markers are used while figure 3 shows the screen of catalog entry in toolbox.
Table 2. The Specific Basic Markers Usage

| Marker | Function | Usage |
|--------|----------|-------|
| \texttt{lx} | Title and responsibility area, bold typed. | Pathul Wahab / Syech Burhanuddin |
| \texttt{ge (first)} | Edition (if any), date, and physical descriptions. | .-- [s.a.], .-- 230 p., bound : cover from vellum ; 47.5 x 36 cm. |
| \texttt{hm} | Homonym number. | 1 |
| \texttt{se} | ‘notes’ writing, bold typed. | notes |
| \texttt{ge (second)} | Notes | Holograph in Arabic. Owner: Bonsu-Ani, gift hereditary from parents. Paper watermarks: arc arched. |
| \texttt{dt} | Cataloging dates (automatically) | 30/Jun/2017 |

Figure 4. Catalog Entry in Toolbox.

Exporting process in the toolbox is quite flexible. By default, toolbox will export the database record in the several formats (Musgrave, 2013), such as Multi-Dictionary Formatter (MDF), Rich Text Format, Standard Format. MDF is formatted in printable format. Rich Text Format is formatted as seen on toolbox screen, while Standard Format is formatted as database. MDF is used in this paper to make the Malay Manuscript Catalog. The export result will automatically arrange alphabetically. It also provides the header to index the first entry for each pages.

Click the ‘file’ menu and choose export to export the database record then the dialog box is open as shown below.
Choose ‘Multi-Dictionary Formatter’ then click ‘ok’ button to open another dialog box as shown below.

Fill ‘Title in the footer of the document’ box with ‘Malay Manuscript Catalog’ then click ‘ok’ button to open ‘save’ dialog box. Decide the specific folder destination and fill the ‘file name’ box then click ‘save’ button. The export result will open automatically. Figure 7 shows an example Malay Manuscript Catalog in MS Word format that made by toolbox.
4. Conclusion

The use of toolbox in the Malay Manuscript Cataloging is easier than manual process. The project described here was not used all marker in the toolbox. Only specific markers used such as \lx, \ge, \hm, \se, and \dt. It is important to type the markers consistence.

5. Acknowledgements

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