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Library Management at the Aceh Office of Library and Archive

Cut Naimah, Murniati AR, Niswanto

Postgradute School of Educational Administration, Universitas Syiah Kuala, Indonesia

Corresponding email: niswanto@unsyiah.ac.id

Abstract: Library Management at the Aceh Office of Library and Archive. Objectives: The objective of this study is to know about library management in procurement, implementation and evaluation program of library collection. **Methods:** The approach of this study is qualitative approach. The subject of this study is head of library division, a librarian and library user. The data collection techniques are classified from observation, interview and documentation. **Findings:** The result of this study indicates that collection procurement program is conducted every five years and annually based on survey of library users needs and then collaborates between institutions, publishers and by purchasing through state expenditure and Aceh expenditure income budget. The implementation of library collection through a collection development by selecting books and forming a selection team to determine which books are allowed to be held in library. The collection maintenance and preservation are carried based on the applicable stages including: fumigation, binding, restoration, preservation, conservation, lamination, and weeding. The head of department and head of division evaluate the program at the end of the year.

Keywords: Library management, library and archive office, Indonesia.

Abstrak: Manajemen Perpustakaan di Kantor Perpustakaan dan Arsip Aceh. Tujuan: Tujuan dari penelitian ini adalah untuk mengetahui tentang manajemen perpustakaan dalam pengadaan, implementasi dan program evaluasi koleksi perpustakaan. Metode: Pendekatan penelitian ini adalah pendekatan kualitatif. Subjek penelitian ini adalah kepala divisi perpustakaan, pustakawan dan pengguna perpustakaan. Teknik pengumpulan data diklasifikasikan dari observasi, wawancara, dan dokumentasi. Temuan: Hasil penelitian ini menunjukkan bahwa program pengadaan koleksi dilakukan setiap lima tahun sekali setiap tahun berdasarkan survei kebutuhan pengguna perpustakaan kemudian menjalin kerjasama antar instansi, penerbit dan pembelian melalui belanja negara dan anggaran pendapatan belanja Aceh. Pelaksanaan koleksi perpustakaan melalui pengembangan koleksi dengan memilih buku dan membentuk tim seleksi untuk menentukan buku mana yang boleh diselenggarakan di perpustakaan. Pemeliharaan dan pengawetan koleksi dilakukan berdasarkan tahapan yang berlaku meliputi: fumigasi, pengikatan, restorasi, pengawetan, konservasi, laminasi, dan penyiangan. Kepala bagian dan kepala bagian mengevaluasi program pada akhir tahun.

Kata kunci: Manajemen perpustakaan, perpustakaan dan kantor arsip, Indonesia.

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■ INTRODUCTION

The library is one of the institutions whose main tasks are related to science, education, research and development, with the scope of managing information that includes a variety of science and technology (Muthukrishnan, 2018; Olmeda & de Moya, 2016). The establishment of libraries can be directed to institutions or institutions that can take the initiative and responsibility of providing everything and can make libraries as central/ regional government institutions, basic education institutions, secondary education, tertiary education (public or private), foundations, offices, and so forth. There is a relationship between who is responsible, managing, and developing a library. It depends on the shape and type of library (Glossiotis, Vassilakaki, & Semertzaki, 2019). There are several types of libraries that are scattered in the community, such as school libraries, college libraries, special libraries, and public libraries. The type of library when viewed from their respective functions is as a parent or community information service center. But if observed more closely, then all types of libraries can consist of various kinds of libraries which specifically function directly to the institutions that shelter them. there are generally 5 (five) types of libraries, namely (1) national libraries, (2) public libraries, (3) special libraries, (4) college libraries, (5) school library (Elianita 2018).

Each library has a responsibility with professional management guidance, in order to respond to the times and respond and try to meet the needs of users who are always developing. All of that is not simple and never ends, but will continue to change, innovation and adapt to the environment of people's lives. Public library is a library that has the task of serving the general public or all members of the community who need library services and information. Judging from the collection, the public library collects various types of library materials that have passed the selection process in advance to match the level of development and information needs of the user community being served.

Provision of facilities and infrastructure is important to support the smooth running of library activities optimally so that the tasks and functions of the library can be carried out properly (Rodríguez & Barreto, 2019). Library facilities and infrastructure are all objects, goods and inventory that belong to the library and are used to support library activities (Chandrakanth & Reddy, 2019; Oluwunmi, Durodola, & Ajayi, 2016). Library infrastructure is a basic facility/ main support for the implementation of the library, among others in the form of land and buildings or library space, while library facilities are equipment or furniture needed to facilitate the implementation of library tasks, including processing room equipment, collection room equipment, service room equipment, information access equipment, and others (Ferreira, Cello, & Iglesias, 2017; Joe, 2016).

One of the elements of a library is a collection, without a good and adequate collection of libraries will not be able to provide good service to the wearer (Anderson et.al., 2019; Arndt et.al., 2019). The intended collection is all library materials that are collected, processed and distributed to users to meet their information needs. The purpose of the collection is to support the implementation of education, teaching, research and community service programs. The most vital thing in library activities is processing collections due to being a determinant in the search for information for users. Therefore good management must be applied in the process both in terms of time, funds, personnel and others.

The Aceh Library and Archives Office is the implementing element of the Aceh Government in the field of library and archives. The Aceh Library and Archives Office has the task of carrying out government and development affairs in the field of library and archives. To carry

out the duties referred to, Aceh Library and Archives Service has a function, one of which is in the implementation of library collection development. Based on the author's initial observation, that in the library the collection development is still inadequate. This can be seen from the availability of collections that are incomplete / relevant and there are still many collections that are not the last 5 (five) years / the latest but rather the old collection. Whereas every year the Aceh Library and Archives Service always gets books, both from the purchase proceeds and from the results of aid / grants / donations. Based on the explanation of the problem, the writer is interested in researching about "Library Management at the Aceh Library and Archives Service".

Management is a typical process consisting of actions of planning, organizing, mobilizing and controlling what is done to determine and achieve the targets that have been determined through the use of human resources and other sources (Giannakis, & Papadopoulos, 2016). Management is science and art regulates the process of utilizing human resources and other sources effectively and efficiently to achieve a certain goal. Essence of management can be viewed, both as a process (function) and as a task. The library as an institution that manages key information sources in the existing education and training processes, both in the school environment , universities, the world of work, and society in general. The term management in relation to education can be interpreted as a structuring of the field of educational work carried out through activities of planning, organizing, drafting, staffing, coaching, organizing, communicating, motivating, budgeting, controlling, systematic supervision, assessment and reporting to achieve quality education goals (Eckhaus, Klein, & Kantor, 2017; Alvesson & Gabriel, 2016).

Library management is an effort to achieve goals by utilizing human resources, information, systems and sources of funds while taking into account management functions, roles and expertise. Library management is an effort of a library organization to achieve the goals contained in the vision and mission of the organization through a process carried out jointly or in groups (Miller, & Steams, 2019; Bryant et.al., 2017; Jordan, & Lloyd, 2017). Library management is one of the studies of what and how that can be done, both through theory and practice so that libraries can be managed efficiently and effectively so that their existence in the community is able to select, gather , process, maintain, source information and provide services, and add value to the people in need (Yeh & Walter, 2018; Rafols, Porter, & Leydesdorff, 2010). Library management is library management based on theory and management principles. Thus library management can be said as a process of activities carried out in the library to achieve the target as efficiently as possible by utilizing all available resources, including human resources, facilities, methods, and funds (Popoola, 2017; Yildiz, 2017).

■ **METHODS**

Qualitative descriptive method was used in this study. Qualitative research is research that emphasizes quality or the most important thing about the nature of an item / service. The most important thing about an item or service in the form of an event / phenomenon / social phenomenon is the meaning behind the event which can be used as a valuable lesson for the development of a theoretical concept. The collection of library management information data is collected through observations, interviews, results of photographs, documentation analysis. The researcher analyzes the data by enriching the information, looking for relationships, comparing,

finding patterns on the basis of the original data (not transformed in the form of numbers). This research was conducted at the Aceh Library and Archives Office. The subjects of this study are: Head of Library Services, Coordinator of Procurement, Processing and Deposits, Librarians and Library Visitors.

■ RESULT AND DISCUSSION

A. Procurement Library Collection Program at the Aceh Library and Archives Service

The library collection procurement program is compiled based on long planning, and according to the objectives, objectives to be achieved, in procuring collections involving all parties, identifying collection needs and planned procurement stages. Referring to the theory that library procurement activities have often been carried out by various libraries to meet the information needs needed by users. The activity of procuring library materials depends on the selection process, the library collection must be built from a systematic and directed selection tailored to the available goals, plans and budgets (Warouw et al. 2017).

The library collection program implemented at the Aceh Library and Archives Office has taken into account the conditions of future needs. This can be seen from the fact that in the collection procurement program needs survey was conducted, with this survey of course considering many things including the condition of the use of the collection in the future. Thus, collections planned to be effective in a relatively long period of time. The Aceh library and archives office set goals by referring to the library's Vision and Mission as the first step in compiling a program of library activities in achieving its objectives. The program of activities that have been carried out is based on the results of the author's observation of providing more mobile services (mobile library) less than 7 (seven) fleets, the point of visit is a lot

of Aceh and Aceh. Like schools ranging from elementary, middle, high school, crowded places and through city public libraries. The author sees that mobile library services are scheduled and implemented based on plans and targets that have been prepared.

The objectives of the mobile library according to the National Library are as follows: (a) leveling information and reading services to the public to remote areas that have not yet enabled permanent libraries to be established, (b) assisting public libraries in developing non-formal education to the community, (c) introducing books and other library materials to the public, (d) introducing library services to the community so that culture grows to utilize library services to the community, (e) increasing interest in reading and developing love for books to the community, (f) cooperating with community institutions, social, education and local government in improving the intellectual and cultural capabilities of the community.

The mobile library in the Aceh Library and Archives Office has been partially carried out according to the procedures and objectives of the mobile library, but the author observes that not all remote areas are visited, so that many rural communities are less informed and have low public interest in reading. This also affects the realization of the Aceh Smart program. Like elementary schools in elementary, middle and high school. If seen from the availability of reading material in schools, it is still very minimal. It is better for the Mobile Library to visit these in land schools to support and add information and knowledge needed. The Aceh Library and Archives Service has two types of library collections including printed and non-printed collections, one of which is a digital collection that can be accessed through each user's cell phone, called I-Library of Aceh to facilitate users who cannot visit the library directly. I-Aceh

Library is one of the programs to attract the reading interest of Acehnese people. The author sees that the procurement of collections is in accordance with the needs of visitors, although not all are fulfilled as desired. Procurement of collections is carried out according to budgeted funds, and is carried out based on visitor needs.

B.   Implementation of the Collection Program at the Aceh Library and Archives Service

The process of fostering and developing collections includes, among others, the compilation of policies for the collection, selection, procurement, weeding, and evaluation of utilization of collections (Iswanto 2017). In the development of collections, steps need to be carried out and according to the policies of the Aceh Library and Archives Service. One of them is to hold books that are up to date and legal. Planning to fulfill library needs is part of library planning that must be made and implemented to achieve the continuity of library functions as a provider of information and education resources. In the process of weeding activities the author saw collections at the Aceh Library and Archives Office still not maximally carried out by the library. So that the books available are not up to date. This has an impact on the needs of users who want to get the latest collection of publications. In Law No. 43/2007 concerning the library explains that "library collections must be selected, served, stored and developed in accordance with the needs of users by taking into account the development of information and communication technology, so that the library collection must be carried out by people who have extensive knowledge of the collection development process". The Aceh library and archives office formed several members of the selection team in determining which collections may and may not be held in the library. This means that not all collections may be held at the Aceh library and archives service. The Aceh library and archives office has developed collections in accordance

with the procedures, policies and vision, mission and objectives set. Although the results of the author's observation see there are still a number of book titles that are not up to date, meaning that the book is not published in the last four years. But the library has minimized according to user needs.

■   **CONCLUSION**

Based on the results of the study, the author can conclude that library management in the Aceh library and archives office is within collection programs, implementation of collection programs, and evaluation of collection programs. Has been carried out according to the procedure even though it has not been maximized. The collection procurement program is carried out based on a survey of visitor needs in a good and detailed manner, by deliberating to determine the objectives of the program to be held, formulating the techniques to be used, and targets to be achieved based on the vision, mission of the library. The implementation of the collection program in the form of collection development activities in the Library is appropriate but not completely perfect. There needs to be involvement from several parties related to meeting needs. The procedure for selection, procurement, weeding, maintenance, and evaluation of collections has not been carried out. Evaluation is carried out at the end of the program. The evaluation is carried out by the head of the department and the Sub-Head of the Library with the aim of reviewing the implementation of the program.

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