



The Identification of Library Management Procedure In The School With C Accreditation Status

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Abstract: This study aims to identify the library management procedure in schools, using qualitative research and a case study approach. The data analysis technique used is based on the opinion of Miles and Huberman, which consists of three streams of activities that occur simultaneously namely, data reduction, data presentation, and conclusion drawing/verification. The results showed that there was no implementation of a good library management procedure at Sukajadi 02 Public Elementary School. The absence of human resources who was specialized in taking care of the library was the main problem besides some other problems like the lack of library management system and the use of library its self as the learning resource. In term of management system, the solution is to record all books and provide category labels on each shelf to ease students in using the books for learning resources. Sending the school operator to take certified-training for library management can be the best solution for human resources problem

INTRODUCTION

Planning, organizing, carrying out, and managing an activity with the goal of allocating resources to have added value is the fundamental idea of management. For instance, in a school setting, management is more concerned with efforts to mobilize and empower human resources that is empowering

and motivating human resources, whereas administration is more concerned with putting in place substantive elements like curriculum, equipment, school finances, and other routine activities (Burhanuddin, 2022; Capano & Howlett, 2020). School library administration, in connection to the school library, is essentially a process of



optimizing staff, resources, and financial contributions to meet library objectives (Azura Mokhtar & Majid, 2005). The common problem identified of school library management was the lack of library management system, the education qualifications background of the officer, and the incomplete library collections in general (Nuzli et al., 2023).

After carefully observing the case study, numerous problems were found in the target school's library. The book collection's organization, which is still chaotic and makes it challenging for visitors to find the volumes they need, as well as the implementation of the library administration procedure, both of which need to be improved. While the library is an important component for elementary school students (Pachtman & Wilson, 2006) and needs to be taken into account because it might encourage students to read at an early age (Kraaykamp, 2003).

The conduct of this research is accompanied by some significant improvements in the organization of the book collection in the Sukajadi 02 Public Elementary School library, even though not all of the suggestions for improvement can be implemented. The

purpose of this research is to identify the library management procedure in the school to increase awareness of the importance of the management process in the library and come out with some significant improvements.

A school's progress or decline can be observed from its library because it is one of the social institutions established and maintained by the community (Purkey & Smith, 1983). As a result, the library serves as a barometer of a school's progress (Luthfiyah, 2015). Every educational establishment, in particular, needs a library to function. In the field of education, libraries are utilized as a resource for information, a place to learn, and a place where teachers and students can practice their skills (Bicknell-Holmes & Seth Hoffman, 2000). However, one must have an interest (Priasti & Suyatno, 2021) and effective library management are the two most crucial factors in maximizing library functions (Adeyoyin, 2005). The special services of school libraries aim to provide learning process smoothness and meet the needs of students in gaining learning resources (Rahayu & Asmendri, 2023). Careful planning of library

management system, careful attention of the school leader towards library facilities, school policies that support library activities, monitoring and evaluation towards its development program become some eminent aspects in managing and developing school library (Afif, 2023).

In practice, not every school has a library that is properly set up. Schools still confront a number of challenges (Mujib, M., & Setyawan, 2022), one of which is the ignorance of library managers (Horsfall, 2020) regarding problems with library management (Egan et al., 2019; Suwarno et al., 2022; Wójcik, 2021). When we enter a school library, the first thing we see is the rows of books and other library materials neatly arranged on bookshelves, magazine racks, and other library material shelves. The library materials are arranged according to a certain system, making it easier for visitors to find the required library materials.

METHOD

This study is a qualitative case study that is conducted inside of schools. According to (Moleong, 2013), qualitative research collects data in the form of words and images rather than

numbers. The qualitative research methodology is a method that is founded on qualitative evidence rather than statistical work as its foundation.

The research was conducted for approximately 30 days starting from May 20 to June 25 at Sukajadi 02 Public Elementary School, which is located on Jl. Raya Pulo Sirih No 02, Sukajadi, Sukakarya, Bekasi, West Java 17630.

The purpose of this study was to gather data about the library management procedure at Sukajadi 02 Public Elementary School from the principal and teachers. The sampling strategy was used to gather the research participants. Individuals or groups of people who can potentially participate in research are produced by sampling. Then, after collecting a list of probable research subjects, researchers started getting in touch with those individuals. Of course, in order to comply with ethical research practices, the potential subject's agreement is crucial. Researchers can start the process of collecting data from research subjects after obtaining approval.

The process for this research involved asking the research subject for permission to participate in the study

through interviews, conducting those interviews at the school, and then carefully observing the case studies that were being observed. Following that, the data was gathered, examined, and the findings were then provided as a description.

In this study, qualitative data from interviews and observational research tools were used. In-depth interviews and records of observational activities were employed as the data gathering method. One of the most crucial phases of the research process is data analysis. In order to aid with the research questions being investigated, this stage necessitates the acquisition of data using a variety of data collection techniques, processing, and presentation. The Miles and Huberman analysis approach is the one that was employed for the data analysis. The analysis, according to (Huberman, M., & Miles, 2002), entails three concurrent streams of activities: data reduction; eliminates redundant segments of data on storage systems, data presentation; displaying the clear data and the last is conclusion/verification.

RESULT & DISCUSSION

The results of the survey show that Sukajadi 02 Public Elementary School has a lot of room for improvement when it comes to library infrastructure facilities at the elementary school or equivalent level when compared to the standards for such facilities set by Permendiknas No. 24 of 2007

Discussion of the Result Content

The results of the study show that Sukajadi 02 Public Elementary School has poor library management procedures. This claim is supported by information to the effect that the school lacks a librarian who ought to play a key role in the management of the library. In addition, the school library lacks information on all of the volumes the school owns, and the book collection's structure is still inefficient, making it challenging for every visitor who wants to find a book. Therefore, the librarians should improved the arrangement and data gathering of all books as well as creating category labels for each bookshelf in the school library based on the kinds of issues discovered in the field.



Figure 1. The library before the category label layout carried out



Figure 2. Library After Layout of Data Collection Process and Arrangement of Books by Category

The following observations were made using observation records that refer to the Elementary School Library Facilities and Infrastructure Regulation of the Minister of National Education (PERMENDIKNAS) No. 24 of 2007:

Table 1 The Requirement based on PERMENDIKNAS No. 24 of 2007 and Findings

No	Type	Ratio	Findings	Conclusion
1	Book			
1.1	Textbooks	1 copy/subject/students, plus 2 copies /subject/entire school	Due to the school's recent acquisition of library space, the book	Complete

- a. The library room functions as a place for student and teacher activities to obtain information from various types of library materials by reading, observing, listening, and at the same time a place for staff to manage the library.
- b. The minimum area of the library room is equal to the area of one classroom. The minimum width of the library space is 5 meters.
- c. The library room is equipped with windows to provide adequate lighting for reading books.
- d. The library room is located in an easily accessible part of the school.
- e. The library room is equipped with facilities as listed in the table below:

			collection has not yet been completed. The quantity of thematic books, on the other hand, matched the number of students present, according to conversations with many teachers at the school. added to. Due of the epidemic, it is not currently in use.	
1.2	Educator's Handbook	1 copy/subject/teacher of the subject concerned, plus 1 copy/subject	Each teacher gets an educator's manual and the library sometimes still keeps 1-3 teacher's books on each theme.	<i>Complete</i>
1.3	Enrichment book	840 titles/school Minimum number of copies/schools: 1000 for 6 study groups, 1500 for 7-12 study groups, 2000 for 13-24 study groups	There are 6 study groups. With the findings: Number of book titles: 2131 Number of copies : 8445	<i>Complete</i>
1.4	Reference book	10 titles/school	Big Indonesian Dictionary: 1 English dictionary: 9 Encyclopedia: 148	<i>Complete</i>
1.5	Another learning resource	10 titles/school	Globes : 2 Map : 151 Pictures of national heroes: 2 Learning CDs: 97 Mathematical teaching aids: 4	<i>Complete</i>

2 Furniture				
2.1	Bookshelf	1 set/school	8 sets	<i>Complete</i>
2.2	Magazine shelf	1 piece/school	Not found	<i>Incomplete</i>
2.3	Newspaper shelf	1 piece/school	Not found	<i>Incomplete</i>
2.4	Reading table	10 pieces/school	Not found	<i>Incomplete</i>
2.5	Reading chair	10 pieces/school	Not found	<i>Incomplete</i>
2.6	Office chair	1 piece/officer	1 piece	<i>Complete</i>
2.7	Desk/Circulation	1 piece/officer	1 piece	<i>Complete</i>
2.8	Catalog cabinet	1 piece/school	Not found	<i>Incomplete</i>
2.9	Cupboard	1 piece/school	1 piece	<i>Complete</i>
2.10	Announcement Board	1 piece/school	1 piece	<i>Complete</i>
2.11	Media table	1 piece/school	Not found	<i>Incomplete</i>
3 Media Education				
3.1	Equipment/multimedia	1 set/school	1 (Printer)	<i>Complete</i>
4 Other Equipment				
4.1	Inventory book	1 piece/school	1 piece	<i>Complete</i>
4.2	Rubbish bin	1 piece/room	1 piece	<i>Complete</i>
4.3	Power socket	1 piece/room	1 piece	<i>Complete</i>
4.4	Wall clock	1 piece/room	Not found	<i>Incomplete</i>

According to the information above, some facilities are not fully complete, while others are, and they all meet the standards established by the regulations for school library.

Interviews with the Sukajadi 02 Public Elementary School principal and teachers took place. These interviews attempted to go deeper into the information that had already been gathered through observational documentation and interview snippets that could be gathered.

Interviews were conducted with the principal and teachers of SD Sukajadi 02. This interview aimed to deepen the previously obtained data through observational documentation. In line with the field findings during the

observation, the interview results strengthen the conclusion that there is no suitable library management process at SD Negeri Sukajadi 02.

Librarians and library staff are required to be more proactive, creative and dynamic in seeing various developments and advances in information technology and science which continue to increase and change, so that the library's function is no longer solely as an educational and recreational means, but also as an informative, creative and innovative (Afif, 2023).

Whereas (Rakhmayanti et al., 2019) library management is an activity that includes leadership, planning, organizing, implementing, directing,

and supervising policy formulation. Of course, these activities can only run well if the school has a librarian as the leading actor in library leadership.

Even so, this year, the school is fighting to improve the library gradually; as one informant said in this study, the library had been around for a long time but needed to run and be appropriately organized. The position and size of the library are now also better than before. The school has carried out the fulfillment of the library inventory. It is already in the process of submitting related librarians, but it has to wait for a decision from the agency first (KS).

In addition, it was found that the school's collection of books was sufficient to help students' interest in reading. Before the pandemic, students often visited the library, some to complete assignments given by the teacher, and some came of their own accord. By the statement of one informant, "There are some who do go to the library because they have assignments from the teacher, but there are also children who have their own desire to go to the library to read because the library has a large collection

of books. Enough to help increase students' interest in reading. Moreover, the books mostly in the library are story books." (WK_T)

According to the results of the aforementioned interview, Sukajadi 02 Public Elementary School already has a collection of books that meets the criteria for establishing a library. It's just that this particular school library hasn't established the management procedures. When compared to Permendiknas No. 24 of 2007, this school's library infrastructure is equally far from being suitable.

The school library is an information system that includes the operations of gathering, processing, archiving, and disseminating information (Subur et al., 2022). These activities call for administrative skills, and this field of work is known as library management (Mastur, 2023). To put in another, it is that managing a library entails leadership and creating policies (Kim, 2021) for planning, implementing, directing, and overseeing (Fahmi, 2022). Based on this, it is necessary for dissemination of information that requires managerial skills known as

library management dan management philosophy and principles (Yadav, 2022)

Based on the data and analysis that have been done, it is clear that Sukajadi 02 Public Elementary School has not used library management methods in a proper way, as evidenced by a number of field facts that have been discovered. There were a number of issues that may be fixed after the research process was completed. An illustration of this would be the categorization of the book collection and the placement of category labels on each shelf in the school. Then there is a list of every book in the Sukajadi 02 Public Elementary School library that was successfully documented and has a grand total of 8,445 copies.

More or less, the purpose of carrying out this research was successful because there were quite significant changes in the Sukajadi 02 Public Elementary School Library. The school principal had also started to prepare librarians who were not there before.

CONCLUSION

The school may now move on to starting the library management process now that a number of issues have been

resolved, including the layout of the book collection and data gathering for all books. It can begin with hiring librarians. From this point on, the school library can operate as anticipated, performing optimally as it should.

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The continual management of the library must be taken into account in order for it to develop into a resource of information that is anticipated of every student at the school. In order for the objectives of library procurement to be successfully accomplished, schools must first make an effort to adopt the role of library management.

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