

## **CASE STUDY OF LIBRARY MANAGEMENT IN SD INPRES 2 MENSUNG, PARIGI MOUTONG**

**Rusmawati Rahim**

Teacher in SD Inpres 2 Mensung Parigi Moutong

Email: rusmawatirahim1@gmail.com

### **ABSTRACT**

Teachers Training and Education faculty Madako University. Realized to imported of information that on the library to using, there for librarian or organized must to appropriated served with the purpose and library function have dicated. Then, librarian must teaching and aims to library visitor in searching the books materials to need. On The other hand, this research to purpose for knows how to librarian served. Infrastructure, organized and preservation books materials in the librarian SD Inp 2 Mensung This research is descriptive research observation, interview and documentation used in data collected, and the total subject is 3 people's. There are head of librarian and 2 students, based on criterion students that choos which had permanent by the researcher that is the students can give accurated information. The result of this research summarize that librarian played in give the saved to librarian visitor as maksima, but will in matthen suply the material books and aad book collection by librarian did steel less.

Keyword : Librarian organized SD Inpres 2 Mensung

### **ABSTRAK**

Menyadari pentingnya informasi yang ada diperpustakaan bagi pengguna, oleh sebab itu pustakawan atau pengelola harus memberikan pelayanan yang sesuai dengan tujuan dan fungsi perpustakaan yang telah ditetapkan. Maka seorang pustakawan harus membimbing dan mengarahkan pengunjung perpustakaan dalam mencari bahan pustaka atau buku yang dibutuhkan. Oleh sebab itu penelitian ini bertujuan untuk mengetahui bagaimana pelayanan perpustakaan, sarana dan prasarana, pengelolaan dan pelestarian bahan pustaka yang ada di perpustakaan SD Inpres 2 Mensung. Metode penelitian yang digunakan pada penelitian ini yaitu deskripsi kualitatif, pengumpulan data dilakukan dengan cara observasi, wawancara dan dokumentasi, subjek dalam penelitian ini berjumlah 3 orang yang terdiri dari kepala perpustakaan dan 2 orang siswa, siswa yang dipilih berdasarkan kriteria yang telah ditetapkan oleh peneliti yaitu siswa yang mampu memberikan informasi secara akurat. Hasil dari penelitian ini menyimpulkan bahwa peran pustakawan dalam memberikan pelayanan terhadap pengunjung peprustakaan telah maksimal, akan tetapi dalam hal pengadaan bahan pustaka atau penambahan koleksi buku cara yang di lakukan oleh pustakawan masih kurang.

Kata kunci : Pengelolaan Perpustakaan SD Inpres 2 Mensung

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## **1. Introduction**

In the government regulation of the Republic of Indonesia No. 19 of 2005 on National education standards Chapter VII Article 42 Paragraph 2 states that "Every educational units are required to have infrastructure which includes land, classrooms, library room, laboratory room, workshop room, production unit room, canteen room, power and service installations, sports venues, places of worship, playground, recreation area, and other space required for support an orderly and continuous learning process ".

This shows that the school library is one of the facilities or facilities that must be available in schools, as a source of insight for participants students in order to support success in the teaching and learning process in schools. Many people associate the library with books, so that each pile of books in a particular place is called a library. Even though not all the piles of books can be said to be a library, one of them The characteristic of the library is that there are library materials or often called library collections, but there are still other characteristics that lead to meaning of library. In government regulation number 24 of 2014 also regulates National library standards include library collection standards, facility standards and infrastructure, library service standards, library staff standards, library management standards and management standards.

Running a school library is not just for collecting and keep library materials, but are expected to help students and teachers complete tasks in the teaching and learning process. By because of that all library materials owned by the school library must be available support the teaching and learning process. In order to support the learning process teaching, then in the procurement of library materials should consider the school curriculum, as well as the tastes of the readers, in this case the students. In detail the benefits of school libraries, both in primary and secondary schools

In high school are as follows: the school library can inspire students to love read, the school library can enrich the learning experience of students, the school library can instill a habit of independent study finally the students are able to learn independently, school libraries can speed up the process of mastery of techniques read, the school library can help develop skills Read, the school library can train students to be responsible, the school library can facilitate students in complete school assignments. The school library can help teachers find teaching resources, School libraries can help students, teachers, and school staff members in keeping abreast of scientific developments and technology.

Based on the explanation of the benefits above, the benefits of the school library are very important is very important, because junior high school students usually understand better the importance of the need or benefit of the school library. Therefore with the great benefits of the importance of the school library, then the school should maximize library management, so that the role of the school library is not only complementary but plays an important role in the learning process at school. Library management is an activity within the framework prepare library materials with a system, so that it is easy to find the material that are needed. Library management is the central point of school library activities and must be carried out by officers library. Management will determine the extent of the school library can run well and support the innovative learning process in school. (Budi Waluyo, 2006; 12). Learning process things that need to be considered as an effort to improve student competence (Malik, 2020; Asnur: 2018)

Library management is an activity process for book inventory, book classification, cataloging, compilation books, room arrangement to service to visitors so that visitors who come can be served well and comfortably.

In fact, not all school libraries pay attention to these aspects the. Library management will be successful according to dependent objectives to the librarian. Therefore, the school library must be in manage people who are able to manage the school library, in words other school library staff must be able to manage the library school. But the librarian SD Inpres 2 Mensung only number of people, so that many tasks that have not been done. (Observations made on 31 January 2017 - 2 February 2017).

Based on the results of observations made, library management at SD Inpres 2 Mensung is still not optimal. This can be seen from the existence of a school library that has not received much attention from the school. The school library provides books. Complete collections are very important for teachers and students alike related to the need for improvement in teaching and learning activities especially for students, libraries are very important because they can help students to actively find for themselves what to learn. In From the aspect of the collection, most of the libraries at SD Inpres 2 Mensung only have textbooks for the field of study, which are textbooks or texts used in teaching and learning activities (Observations made on January 31 2017-02 February 2017). From the explanation above shows that the role is so important library for the advancement of education, especially in schools, researchers are interested to conduct further research on management the school library in SD Inpres 2 Mensung as the object of research. Based on the background of the problem, identify problems and limitations problem, then the formulation of the problem of this research is how to manage the library at SD Inpres 2 Mensung.

## **2. Literature Review**

### **2.1 Definiton of Library**

The school library is a collection of library materials, both in the form of books and non-books (non-book material) which are organized systematically in a room so that it can help students and teachers in the teaching and learning process at schools (Bafadal, 2008; 3). According to Darmono (2001; 8), the library is one of the working units in the form of a place to collect, store, manage and organize collection of library materials systematically for use by users as a source of information as well as a fun learning tool.

Based on some of the opinions above, it can be concluded that the school library is a work unit in the school in the form of collection of library materials arranged systematically and as a source information to develop and deepen knowledge for teachers nor students at school. Libraries are not only concerned with buildings and books only, but also a storage system, maintenance, users and how to use or utilize it for that library we can interpret it as a unit of work which consists of several parts collection development, collection management, user services department and the maintenance of facilities and infrastructure.

### **2.2 Purpose of the school library**

In general, the library aims to help the community users in obtaining information, additional knowledge and skills, learn independently and be creative spiritually. Bustari (2000; 3) states that someone who visits the library has objectives, among others:

1. Can follow the latest world events and developments.
2. Get creative and healthy entertainment.

### 3. Indirectly receiving teaching and education.

The specific purpose of libraries is that libraries can be distinguished according to the type or kinds' library, because each type of library serving various kinds of community groups, meaning different kinds of community groups, namely libraries are differentiated based on the type and kinds of libraries in this case serving from groups of people different, namely from the age group and education level. So that the purpose of the existence of the school library is expected to enhance absorption and ability of students in the educational process and can help broadens the horizons of a teacher and the Kariawan who are in the environment the school

## **2.3 School library function**

If it is viewed from the point of view of the purpose of students visiting the school library has various kinds of goals, among other things is that there are students who want study, anyone wants to practice browsing the school library books, there is the goal is to get information, there may even be students who are visiting the school library just to pass the time spare time.

Here are some explanations about the functions of the school library are:

### 1. Educational function

The educational function is the existence of a school library providing fiction and non fiction books, can familiarize students with learning independently without teacher guidance, either individually or in groups. so that students' reading techniques are getting better.

### 2. Informative function

The informative function is that the advanced school library provides it too library materials, which are not just books (non-book material) such as magazines, newsletters, newspapers, pamphlets, clippings of articles, maps, even equipped with listening tools such as, over head projector, slide projector, filmstrip projector, television and video tape recorder.

### 3. The function of administrative responsibility

Administrative responsibility is a function related to rules in the management of the school library, which must be obeyed by each students in doing activities in the library room, like every student who borrows and returns books must be noted by the librarian teacher, students who are allowed to enter must show their membership card or card students, students are not allowed to carry bags, students are also not allowed distracting other students who are studying, as well as for students who are slow returning the loan book must be subject to a fine, and if there are students who have omitted borrowed books h / current replace them, either with how to buy in a shop or in a photocopy.

### 4. Research function

The research function is the existence of complete library materials in the library schools, students and teachers can do research is can collect data or information needed in completing school assignments such as, tasks related to research and so on.

### 5. Recreational function

The recreational function is a school library that has books folklore and so on, which also presents images can make students who read the book psychologically creative. Therefore the school library can act as a free time filler students like during rest.

## **2.4 Basic Concept of School Library Management**

Management of a school library is not just an activity of books on the shelf, but more than that, it is very complex, sustainable and always changed. Management is knowing exactly what will be done and then look at the best way, in other words the management is control of a

business by using resources organization to achieve organizational goals that have been implemented.

Managing activities are activities that reflect their existence a system, related and consisting of several aspects or factors for support it (Soetima, 1995: 45). Several factors can be found in a process of managing the library includes: 1) service, 2).Manage collections, 3). Funding and procurement, 4). Manage facilities. Managing activities for library managers (teachers / librarians), is part or participation in school education (Soejono, 1992: 23).

Effectively, the library must be able to support the school curriculum and programs. To realize good library management, then library managers need: 1). Develop professional skills as a librarian, 2). Pay attention to the skills required and procedures needed to be able to manage the library effectively from a library that is just survival to a library that is really going well, 3). Develop policies and procedures with the principles contained in the vision of the school library, 4). Shows linkages between information sources and objectives and school priorities, as well as library programs, 5). Show the role of librarian go through the manage plan.

To achieve this goal, the library organizer schools need to understand the principles and functions of management properly, so that vision, mission, and goals implemented by the school can be achieved properly. The following will describe the management functions that can be applied to school libraries include: This management function runs in relation to one another, resulting in what is called a management process. In perspective of schooling so that the goals of education in schools can be achieved effective and efficient, the education management process has a very important role vital, because no matter where the school is a system in it involves various components and a number of activities that need to be managed properly good and orderly.

Thus, every educational activity in school must have clear and realistic planning, effective and efficient organizing, direction and motivating all school personnel to always be able improve the quality of its performance, and supervision on an ongoing basis.

### **3. Research Method**

This type of research used in this study, the authors use qualitative descriptive, qualitative method is to describe the whole to produce descriptive data in the form of written or spoken words from people who are informants or subjects. according to Sugiyono (2009: 15) Qualitative research is a research method that is based on post positivism, is used to observe the condition of the natural object where research is a key instrument of sampling data sources carried out purposively, the technique of collecting by triangulation, data analysis qualitative in nature, and the results of qualitative research emphasize the meaning of on generalizations.

In this study the authors used qualitative methods for get in-depth data that is through natural or definite objects so that a data contains meaning. The research subject according to Arikunto (1989) provides subject boundaries research as objects, things or people where data for research variables attached, and that is at issue. The subjects in this study were staff library and 2 students, while this research was carried out in the library SD Inpres 2 Mensung

Data collection techniques are the methods used by researchers in collecting data. In this study using a qualitative method, that is which techniques used in this research are observation, interviews and documentation. In this study, researchers used observation techniques. Research only as observers, where the observations made are moderate participation observation.

According to Moleong (2012: 186) an interview is a conversation with purpose, where the interviewer (interviewee) as the party submitting questions and the interviewee (interviewee) as

the party being asked the question. In this study (as an interviewer) this researcher obtained information of the research subject, both students and the head of the library (as interviewee).

According to Sugiyono (2013: 329) documentation study is a complement to the use of observation and interview methods in qualitative research. Documentation can take the form of writings, pictures, or monumental works of someone. The documentation technique used in this research is to search data relating to school library management. Research collect information in the form of images and written in order to support the data which has been obtained previously relating to management library.

#### 4. Research Findings

This research was conducted in the library of SD Inpres 2 Mensung, on March to May. In this study, the subject of research is the head of the librarian library and 2 students. Researchers obtain information using interview techniques, documentation and observation.

##### 1. Library services

Based on the researcher interview with the head of the library and 2 students regarding the service process in the school library

*“GW students, argued that the services performed by The library staff is very good, because of the library staff friendly and always guide when we have trouble looking for the book we need. “PA students, give a slightly different response than The opinion expressed by student A was good because of the staff the library is very friendly and always helpful when we experience trouble finding the book we need. KP, explains the method or process that he implements in serving library visitors there are 2 kinds, namely, circulation services and reference services.*

##### a. Circulation services

Circulation services are activities in serving loans and return of library books, the main task of the circulation section, namely serve students who will borrow and return school library books and generate visitor statistics.

##### b. Reference service

Reference services are services related to providing information and providing study guidance to the end library.

Based on the results of interviews with 2 students and a librarian It can be concluded that the library service at the school is very good well, so does the service process implemented by the head of the library (librarian).

##### 2. Library facilities and infrastructure and their maintenance

Based on the researcher interview with the head of the library and 2 a student who frequently visits the library, regarding maintenance existing facilities and infrastructure in the library.

*KP, explains about the maintenance of facilities and infrastructure library is all existing facilities and infrastructure the library room is cleaned every day as well as every day Friday students are also involved in maintaining facilities and infrastructure library.*

*GW students, gave a response that the library has well-maintained reading area and the air in the library room very cool.*

*PA students, give the same opinion as student Bregarding the existing facilities and infrastructure in the library, namelythe library room is always clean and well-maintained.*

Based on the responses put forward by the head of the library and 2 students above it can be concluded that the means and existing infrastructure in the school library is very well guarded cleanliness.

### 3. Catalog types and book preservation

Based on the results of interviews with the head of the library regarding catalog types and preservation of library materials

*KP, explained that the catalog used is a book catalog. This type of catalog is a printed catalog in the form of a book each sheet contains descriptions of several book titles. This book catalog each width has available columns for the characteristics of the book, such as column title, author column, city published column, column publisher and year column.*

Then the head of the library explained about the activities. The preservation of books in the library is carried out in two ways, among others that is

#### a. Prevent book damage

To prevent damage to books, the librarian must be patient in dealing with students in this case are library visitors, and explain to them about good learning, and instilled in them a love for books. The second way, provide sufficient lighting and using a special room and given a chemical in the form of Carbon Tetra Clorid (insect repellent).

#### b. Book repair

The effort made in improving the book is

1. Repair slightly torn books
2. Repair books that are partially loose pages
3. Repair the books whose backs come off
4. Repairing damaged books

From the results of interviews conducted with librarians can. It was concluded that the existing book maintenance activities were very maximal so that existing books can be well maintained.

### 4. Types of books and procurement of library materials

Based on interviews with the head of the library regarding types of books and procurement of library materials The head of the library explained the types of books available in the library, which consists of text books, curriculum support books, reference books, reading books, biographies, magazines and newspapers.

Then the head of the library also gave an explanation about procurement of library materials is by:

#### a. Purchase

Librarians make purchases at publishers and bookstores.

#### b. Gift

Library materials in the library are also partially obtained from gifts or donations given by institutions government, among others, the Department's Library Development Center Education and Regional Offices of the Ministry of Education and culture.

From the results of the interview above, it can be concluded that the types of books are already in the library is quite adequate but procurement library materials used by the head of the

library are still lacking because there are still many ways that are not taken by the head of the library among others, by making loans and exchanges.

#### 5. Borrowing and returning books

Based on interviews with the head of the library regarding the process borrowing and returning books

*The borrowing process applied in this library, namely Each borrower must write the name, class and title of the book borrowed as well as in the process of extracting books. The sanction given is to replace the book by buying in book figures*

From the results of the interview above it can be concluded that the process borrowing and returning books is appropriate in order to maintain the presence of students who is not responsible for books that he borrows and which he does not can immediately instill the love of books in students.

#### 5. Conclusion

The conclusions in the study are:

- a. Library staff services of SD Inpres 2 Mensung towards maximum library visitors, because of the library staff always guide or provide information and guidance to students if the student experiences obstacles or difficulties in looking for the book he needs.
- b. Book cataloging system used by the head of the library (librarian SD Inpres 2 Mensung is quite good, despite the system not all are used based on standard provisions national library.
- c. Procurement of library materials taken by the head of the library SD Inpres 2 Mensung is still lacking due to a lack of role as well as school principals in book procurement and principal involvement student guardian is absent.
- d. Maintenance of books carried out by the head of the library SD Inpres 2 Mensung is very good because
- e. Classification system of books used by the head library is very good, because it can make it easier to help or directing students who have difficulty finding the books they need

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