

THE MANAGEMENT OF ELEMENTARY SCHOOL'S LIBRARY

(A Site Study at SD Kemirirejo 3 Magelang City)



THESIS

**Submitted as a Partial Fulfillment of the Requirements
for Getting Master Degree of Education
in Educational Management Department**

by

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MUHAMMADIYAH UNIVERSITY OF SURAKARTA**

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Assalamu'alaikum Warohmatullahi Wabarokatuh.

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This thesis has been approved to be examined by the board of examiners of
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Wassalamu'alaikum Warohmatullahi Wabarokatuh.

Surakarta, October, 2011

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TESTIMONY

Herewith, I testify that in this research paper there is no plagiarism of the previous literary work which has been raised to obtain master degree of a university, nor there are opinions or masterpieces which have been written or published by others, except those the writing which are referred to the manuscripts mentioned in bibliography.

Hence later, if it is proven that there are some untrue statements in this testimony, I will hold fully responsibility.

Surakarta, August, 2011

Writer,

Siti Juriah

MOTTO

Try not to be a successful person but be a useful person
(Einstein)

DEDICATION

I dedicate this thesis to
my husband and my children that always pray and support me

ACKNOWLEDGMENT



Assalamu 'alaikum Warohmatullahi Wabarokatuh.

Alhamdulillahirrobil'alamin, Praise is always for God Almighty who gives Mercy and guidance, so the thesis entitled "*The Management of Elementary School's Library (A Site Study at SD Kemirirejo 3 Magelang City)*" can be finished well. This thesis is one of academic requirements to get the degree of Educational Management Master on Graduate School, Muhammadiyah University of Surakarta.

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The writer realizes that this research paper is far from being perfect, in order to make it better, the writer accepts some advice and criticism. Finally, the writer wishes this research paper would be useful for all readers.

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SUMMARY

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The Objectives of this study are to describe (1) the class setting of Elementary School library at SD Kemirirejo 3 Magelang City; (2) the library service at SD Kemirirejo 3 Magelang City; (3) the visitor activity of Elementary School Library at SD Kemirirejo 3 Magelang City.

It is a qualitative research. This research is conducted at SD Kemirirejo 3 Magelang City. The resource persons in this research are the principal, librarian, teacher and students. Data collection method is depth interview, observation, and documentation. Data analysis used is analysis technique in a site. Data validity uses triangulation.

The results of this study show: (1) the setting room service given by the library related to library location, building condition, interior design, lighting of the room is supported with the facility for the library users. In the lobby there is a nursery goods cabinet, bulletin board and exhibit, guest chair, table and chair officer. In the room there are tables and chairs circulation, train books, file cabinets, drawers cupboard user card, computer and shelves that are used by officers. Inside the collection room, there are some bookshelves that are used to store books and reference in the library. In the reading room there is a table read for users of 20 pieces with 40 chairs; (2) services that exist in the library include (a) reference service which is realized by the provision of book and reference in accordance with user need, (b) service locker, namely in the form of nursery goods service for the user, (c) circulation service namely service connected with borrowing and returning book to use an open system and closed system and using the automation system, (d) The librarian or the manager is assisted by a small librarian namely the student selected by the school and library manager, (3) The library service user is governed by the manager through a given schedule in accordance with the effective time in the school. The library user activity includes borrowing and returning book, reading, teaching and learning activity and finishing task. One of the activities carried out in the library is teaching and learning activity undertaken by teacher using multimedia equipment such as LCD projector available in the library. The use of the library as a place of teaching and learning process is not scheduled specifically because it is tailored with the need and depending on the subject teacher or classroom teacher concerned. The use of multimedia equipment in libraries is routinely used for MOS activity for new students.

Keywords: interior design, library service, user activity

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