LIBRARY MANAGEMENT AT BATIK I SENIOR HIGH SCHOOL
OF SURAKARTA

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Abstract

The objectives of this research are to describe (1) human resources management; (2) the management of library collections; (3) the management of library services; (4) Room design at Batik I Senior High School Library of Surakarta. This is a qualitative research using ethnography design. The main subject of this study involves library staff, principal, teachers and students. The result of this research includes (1) Human Resource at Batik I Senior High School Library of Surakarta is consisted of three persons –library coordinator, administration and technical staff. (2) The management of collections at Batik I Library includes two main activities namely procurement and processing library materials. (3) The Services available at Batik I Senior High School Library are circulation, reference and internet service. (4) The room design at Batik I Senior High School Library of Surakarta consider the user’s comfort. It is divided into three parts, administration, collections and reading room.

Keywords: collection, human resource, room design, service

Background

Batik I Senior High School of Surakarta is located in Surakarta, Central Java. It is considered as one of the best senior high schools in Surakarta. Geographically it is surrounded by several educational institutions such as Batik I Junior High School, Batik Vocational School, Academy of Medical of Muhammadiyah and Primary Education of Sebelas Maret University.

Based on the early study that conducted by the researcher, it has approximately 610 students whose taught by more than 30 teachers with different subjects. It can be seen that the proportion between students and
teacher is imbalance. Thus both teacher and student should be smart in fulfilling their needs of knowledge. It is not only supported by teacher who has competency but it is supported by good facilities as well. One of the facilities that available in Batik I Senior High School is library, where the students may utilize it in satisfying or even developing their knowledge through self discovery in library as the supporting media in teaching learning process to achieve the goals in education that proposed.

School library is an essential component that cannot be separated from school. As one of media in education, school library takes a vital position in supporting facility that helps both teacher and students to develop their knowledge. Indeed, it is not only a part of building in a school but also it is a place that provides so much useful information in learning process.

Library has become an integrated system to support learning activity. It means the operational of a library should be in accordance with the vision and mission of a school by facilitating relevant and actual information for the user. The International Federation of Library Associations and Institutions (IFLA) recognize this fact and assert that libraries are indispensable to the functioning of institution and the achievement of their academic missions. Accordingly a library exists to assist the academic, researcher, or student in the process of self-discovery, adoption of high ideals life, the improvement of scholastic efficiency through self-study and the development of capacity for critical thinking.

The presence of library in an institution has and will always play significant roles. It is needed for research, teaching and learning as well. It gives teacher and students as well some opportunities to broaden and deepen their knowledge by reading books. Library provides several materials that might be useful in increasing teaching learning quality. By the presence of library, it gives a hope to enlarge students reading habit. Thus, a library as a source of information in a school should be well organized professionally in order to achieve the goals that proposed.
However, the reality on library especially in Indonesia is still far away from being good. There are several factors which causing it whether from internal or even external of the school that appear in managing library such as the quality of library human resource which is still poor, the incompleteness library collection, unsatisfied services and also the room design that unstructured and uncomfortable. These are considered as the problems that diminish the students’ interest in utilizing the library.

The Research Method

This is a qualitative research using ethnography design. The main subject of this study involves library staff (coordinator, administration and technical staff), principal, teachers and students. Data collection technique uses in-depth interview, observation and documentation. Data analysis is started from (1) data collection; (2) data reduction; (3) data display and (4) drawing conclusion. The result of this study will be presented as it is, based on the fact gathered from the field about the library management.

Result of the research

1. Human Resource in Batik I Library

   Human resource in a library is a group of person who work to organize of all aspect in a library. It is not merely to manage the collection but the administration as well. Bafadal (2009) stated that human resource is a vital component in operating a library. That is why the person or coordinator of a library should be qualified and having skills in order to empower all potential aspects in the library. Human resource in Batik I library is consisted of three persons; A coordinator, an administration staff and technical staff. They work under the principal as top leader. Further he stated that in a school library there must be one person or more that appointed by headmaster to organize the library as library coordinator.

   Based on the study conducted by the researcher in Batik I library, the researcher found that the mechanism of hiring a librarian is based on the
selection. It means, Batik I Senior High School want its library being managed by a person who minimally has knowledge to direct the library. Actually it is a good movement, because it is rarely found that a library is being directed by a person who has a background about library. When we hire a person who has capability at, there are several advantages: first is the way he leads will be fit, because he knows what program actually to be doing and it will make the program effective. Second is he knows exactly the condition of a library, thus he can fix the elementary problem before go further.

Something to be concerned here, Siregar (2006) stated that librarian is not a person who has capability in managerial only, but it is more than that, he has to promote the science and knowledge as well. We can see how important the role of a librarian in conducting the library. If the library is directed by a person who has no capability, the function of it will be less effective. That's why a school library needs to find someone whom good at it. It could be by open recruitment or even selection process. When a library is managed by unmotivated person, it will be left then by the user. That's why ideally a library needs its human resource which has high motivation in operating their professions and it can't be separated from their characters and also their education backgrounds.

Based on a study conducted by Mc Addo entitled Building Bridges: Connecting students, faculty and the college library (2010) shows that there must be two skills which important to be owned by librarian in modern era - Adaptation and Learn quickly. Those abilities are essential to meet the requirement in this global era where information and technology are growing rapidly. That is why ideally a librarian is not a person who has not education background from library, documentation and information because the person who has right competencies will perform better.

Meanwhile, for supporting staff Batik I library hire 2 persons to assist the administrator in operational such as circulation service and
administrations. The workload in a Batik I library is not easy that is why the administrator needs other supports to maximize the function of library to work well.

Both administrator and supporting staffs in Batik I Library are subject to the school principal, because the principal appointed them in term to manage library to be well as the main source of information in a school. Besides that, there are several activities that should do by both administrator and supporting staff like maintaining the collection, designing the room and replace the book when it is returned.

To develop the quality of its employees in Batik I library, the principal always support them to join seminar, workshop, and visiting others library in order to innovate the work its library. The seminar, workshop and visitation are important to develop the library staff’s capability in managing library. By joining the conference, they will have some new knowledge that they may apply in operating library. Prastowo (2012) stated that the development of library staff will be beneficial for both staff/administrator and its library. For the administrator/staff it is needed to digging in their potential talents inside and implements them into the real work in library. It is in line with Purwono (2006) who stated formal and informal education is essential for people in specialized field.

That is why the improvement of library human resource needs to be concerned seriously. Indeed, it is a moving source that can be developed through education, training or seminar. Bryson in Lasa (2005) indicated that improvement of personnel meant to increase the quality of their works. It means when the librarian have quality, its library is automatically will progress and develop as well. Purwono (2006) backed up the statement above by assuming that the quality of a job will be good when it is handled by people whom capable on it.
The controlling process in managing library is also important as well as development of the staff. It is demanded to keep library growing onto the higher level. From this case we can see that the school principal is concern about the school library. By spending some time there, it will motivate the library staff to do better, moreover they subject to the school principal. When there is no control from the top, the growing of library will be not effective or even miss leading. Further, controlling process will be beneficial to create an open condition where both staff and leader trust each other. That is why school library needs to be control to achieve the goal that stated.

2. Library Collection

The other thing that is vital in a library is its collections. By having good collection it will motivate and attract the user (students, teacher and staff) to come to the library. That is why library material – collection should be well managed to be utilized maximally. There are around 3500 collections consisted of text-book, fiction, non-fiction, journals, magazines, newspaper and many more. They are classified by using Dewey Decimal Classification (DDC) system. Before the material is ready to be served to the user, there are several process that taken:

![Diagram of Main Activities](image)

**Figure I**
The model of organizing library collections
From the picture above, it can be seen that before books are ready to be served, there are several steps should be taken. Procurement and processing are the main activities that conducted by the library staff in Batik I Senior High School. Most of budget that used to purchase the book is allocated from operational school budget. There are several ways that has been done such as ordering book from publisher, donation whether from government or non-government aid and sometimes barter system between libraries.

The book that procured is preceded by checking when they bought at the first time. When its’ contain is fit due to the needs of the student, then the next process is labeling and stamping which are part of inventory. After inventory process is done the books are classified and cataloged based on its types. It has been easier for library staff in Batik I Library because they have applied digital catalog. The title, author and call number are written easily in the computer system. Thus, when the students have the problem in finding the books they need, they can access digital catalog then the information where the book is will appear on the screen.

The next step is shelving where varied books are located based on types or subject. It is for sure that library must provide more than one bookshelf. Each bookshelf contains a type of book.

3. Service in Batik I Library

In order to empower library materials that managed, library needs to be effective and efficient to get maximum result. Some efforts that can be done are by providing some services. Library service basically is about giving information that needed by the user. Through services, user will gain information maximally.

There are several services that available in Batik I Senior High School; Circulation service (loaning and returning), Reference service and Internet service. Circulation service is the front side of a library. By providing it,
students will utilize the source of information optimally. It is also as the follow-up of procurement and processing library material.

In circulation service, Batik I library apply mixed access Opened system and Semi-Closed system. Opened system is applied in loaning service. It means the students or user has freedom to locate the book they want. The officer acts as supervisor only because the user is considered to be able to serves themselves. Meanwhile for semi-closed system is applied in returning process where the user returns the books they have loaned to the officer directly and he or she will replace the book based on its classification.

The rule in circulation is different in every library. In Batik I library, students are allowed to loan three books within one week and they are able to extend for another three days. Meanwhile for the teachers, they are allowed to advance the book for a month without extension. When the students are late in returning the book they will have charge for about Rp.500/book.

Meanwhile in returning process, Batik I Library uses semi-closed system which tolerate the students to return and show the book onto circulation desk to be checked by the officer whether broken or not. In this case students are asked to show their member card because it is the main key to access the library. It is good point to see the rate discipline of the user. When they bring the card with them, it means they are obeying the rules that applied.

The circulation service is given by library staff to facilitate and help the user in doing several activities in the library. It is suitable with Law’s research (2011) entitled “Library: Circulation Services.” This study confirms about the main function of library circulation service that is to give service and assistance to all users.

Beside the circulation service, Batik I library has also reference services. The library staff gives a good service to the users. The reference books in Batik
I library are varied. They are well-arranged in the bookshelves. Books are placed based on its type such as social, science and others.

Services that provided in Batik I Library are designed to solve the problem which existed, in this term to help the students in finding information that needed. One of the breakthroughs that made by Batik I library is by using digital catalog. It works to make students easier in locating the book. It is computerized system that applied and connected to the database. Students just need to write the key word whether the title or the author of the book, thus the result will appear on the screen automatically.

Automation system is believed can lead the library to better position. In this modern era which speed of information is spreading faster than before makes the library to meets the students need effectively, because if a library can’t provide it, the library will be less working and slowly growing. A study conducted by Chris G. Stevenson entitled Impact of Automation on Library Building Design (2010) shows that automation system in library helps the clerical and library staff to do their job maximally. It was qualitative research that focused on the difference between Hybrid and Digital Library.

Internet service is also available in Batik I Senior High School of Surakarta. In order to guide the students to the technology and information era, internet is the main access that can be used. Thus the students will know what is happening in the other sides of the world. It can be used as information sources as well, because the information is spreading faster through the internet. Furthermore, the students can find the document or information about certain object that has been written or published.

4. Room Design in Batik I Library

Library room is important for the operational of library. Library building needs to concern several factors of library activities. Beside rooms and library design, library needs to provide some equipments and property as well that completing the function of library. Bafadal (150:2009) indicated that the
complete facilities that available in a library the easier process to be supported. It can be seen that special space is demanded to create an effective and efficient circumstances in a library.

Library room in Batik I library is part of the school building and located on the second stories. It used to be classroom but its function has changed into the center of information. However, the location of the library where it is surrounded by other classrooms makes it less conducive because the noise from class can’t be avoided.

Library room is divided into three areas – circulation, administration and reading room. First is circulation area where the user can locate the book and other information source that needed. This area included text book ridge, references, magazine, dictionary and others. Second area is reading room. It is divided into three sides – catalog side, personal reading spot where private chair and discussion can be found and used without noisy and the last one is facility spot where more than 8 unit of computer with internet access are available.

Meanwhile the administration area is in front side of the room where the desk of coordinator and administration staff can be found. This is the vital area because it is the main access to enter the library. Before the user comes, they have to pass the scanning machine first to use the library by showing library member card. In other side, reading room is a room which is used by user to read book. In the room has been provided the sectional tables and private table. Students are asked not to make noises because it can be disturbing other students. To facilitate the students about the need of the book, library provide an engine search in the front side of reading room, it is equipped by computer as the digital catalog and internet connection as well.

The facilities added in Batik I Library – Computer, LCD, Internet – actualize that internal school has attention of library to work maximally. They realize library will work effectively when it is managed and assisted by good
facilities. The benefit from library which optimally supported will be: a) library can be a spot where students love to read. b) library can give students’ learning experience c) library can provide students’ self-study d) library can quickening the reading technique of students and e) library can help the students in completing their tasks by utilizing its materials.

**Model Offered**

After describing and observing the library management at Batik I Senior High School and after studying the model of library management from previous researches, researcher offers a model to refine the performance of library components as shown in diagram below:

![Diagram of Library Management](image)

**Figure 2**

The model of library management

From the diagram above, it can be explained that the human resources in library are under school principal responsibility. They are together as one in
coordination line to develop and to organize the library materials to be utilized by the users. Three of them are taking duties such as procuring and processing library materials through the services that available.

Conclusion

Managing a school library is not easy process to do. All aspects should be integrated to a system to achieve purposes has stated. Four main aspects on library called –human resource, collection, service and room are taking important role to assist the school especially user in exploring the knowledge that needed.

The qualification of library is demanded to operate a library to be well. Thus they are able to manage the collections that procured and empower them through services. Meanwhile the presence of library room will be more effective when it is arranged based on user's comfort, because a library will be nothing without the existence of it.

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