

COLLECTION DEVELOPMENT STRATEGY DURING THE COVID-19 PANDEMIC IN LIBRARY

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ABSTRACT

This research discusses the collection development strategy at the Medan City Library and Archives Service during the Covid-19 pandemic, where the core of this problem is how library managers create strategies to optimize collection development activities that are hampered during the pandemic, as well as implementing policies to overcome prominent changes. at the Medan City Library and Archives Service during the Covid-19 Pandemic. The type of research used in this thesis is qualitative research with a descriptive approach, namely describing and describing the data and then analyzing the data obtained from the field so that the data and information obtained are explained without any engineering. The data collection technique for this research is through a process of observation, interviews and documentation. There were 4 informants in this research, consisting of the head of the library materials development and processing section, library staff, and staff in the field of library materials conservation. The results of the research show that the changes that occurred during the Covid-19 pandemic in the Medan City Library and Archives Service were reduced visitor hours, reduced government budgets for libraries, and collection development activities such as selection and procurement of library materials were hampered. This causes library managers to make strategies by reducing procurement, minimizing designated collection branches and making plans to focus on electronic collections.

Keywords: *Development of collections, libraries during the pandemic*

1. INTRODUCTION

One of the components that a library has is the collection that the library has. Without a good and adequate collection, the library can be said to not provide the best service to its users. Collections and information sources in a library are a pillar or strength and main attraction for users. The collections contained in various libraries are of course different, depending on the type of library (Cahyani &

Christiani, 2015). By providing collections from various media, libraries become institutions that play a role in increasing knowledge, skills, and also broadening information horizons for educational, employment, research purposes, and as a forum for educating the nation's generation.

The Covid-19 pandemic which was announced to have entered Indonesia in early March 2020 caused various educational institutions, government agencies, and various companies to temporarily close, and all activities had to be carried out virtually from home in order to break the chain of spread of Covid-19. The Medan City Library and Archives Service, which is an important part of education and is overseen by the city government, was also affected. The library had to be temporarily closed at the beginning of March 2020 and it was decided to reopen in June 2020. The library was allowed to reopen because a circular had been issued regarding the New Normal stages, which stated various policies that had to be adhered to.

The existence of these new policies that have been implemented causes the library to have to implement new strategies in carrying out library work. This includes the collection development strategy which underwent several updates during the Covid-19 pandemic.

Information has become a basic need for every human being, in fact every minute each individual searches, collects and obtains new information (Suharso et al., 2020). The public always needs the latest information, such as developments in the number of Covid-19 patients, new policies from the government, information about vaccines, and so on. Just like other communities, on average, from students, students from several schools to teaching staff such as teachers and lecturers, they continue to carry out their teaching and learning activities online, this is done to avoid the transmission of Covid-19 and as a step so that education continues despite the various existing obstacles. Furthermore, this can be utilized as best as possible by libraries, because this pandemic period can be used as an opportunity to promote libraries so that the existence of libraries is visible in the eyes of the wider community. Libraries in their efforts can maximize digital services, optimize the performance of library managers, make necessary new developments, so that these things can make it easier for users to access information, especially during the pandemic.

Apart from the library development plans above, it cannot be denied that the abilities of each library are different in responding to conditions like this because not all libraries are able to provide optimal services during the Covid-19 pandemic and various obstacles have emerged to meet the needs of users. Obstacles experienced by libraries include (1) Limited reference sources and resources owned by libraries, (2) The capabilities of each library are different even in terms of finances and funding, (3) Media and technology are still limited, (4) Not all libraries have digital collections, (5) The competence of librarians is still

inadequate, (6) Users are unaware of the existence of library services that can be accessed online (Widayati, 2020).

In the era of social media, misinformation is easily spread through various social media channels, such as Facebook, Twitter, WhatsApp, Instagram, etc. Librarians and information experts try to overcome this by only sharing reliable information. Trustworthy information can be shared with library users through institutional and personal social media accounts and platforms trying to control rumors and fake news (Ali & Gatiti, 2020). In Indonesia itself, we can take the example of the UIN Sunan Kalijaga campus (Kusuma, 2020) which has used Instagram social media to do live Instagram to greet users, explain the library service policy to anticipate Covid-19, and conduct questions and answers with related users. their library.

Several libraries around the world, especially professional libraries, are facing different challenges in the services they offer, how to handle lockdown situations, various restrictions that must be implemented, and some are facing complete closure.

Collection Development

This collection development includes selection and procurement activities for library materials in accordance with the policies that have been established in each library. This collection development activity can be based on the results of selection and evaluation of library materials that accommodate the wishes of researchers to add to the required collection. This development activity involves library staff, professors, researchers and also users (A. Gunawan, 2017, p. 32).

In expanding and adding library materials, collection development activities include all activities from selecting library materials to collection evaluation activities. Collection selection concerns the activity of identifying collections that will be added to the library, while evaluation is an effort to find out to what extent the activities for selecting, procuring and maintaining collections in the library are achieved and the collections provided are in accordance with agency policies and library needs (Wince, 2017, p. 80).

The function of developing this collection is: (1) Increasing the quantity of collections in a library so that the collection develops in a balanced manner in terms of subject variants, types and forms and formats that meet the information needs of library users; (2) Improving the quality of library collections in terms of information accuracy, up-to-date information content, and suitability to library needs; and (3) Ensure that library collections are always up to date and can be of interest to users on a regular basis (A. Gunawan, 2017, p. 32).

2. RESEARCH METHOD

This research uses a descriptive approach with a qualitative research type. The reason the researcher uses qualitative research with a descriptive approach is because the researcher wants to present data that is appropriate to what is obtained in the field descriptively by describing it clearly without any data engineering, so that the data obtained really is what actually happened when it was in the field.

According to Sugiyono (Sugiyono, 2017), the focus in qualitative research is obtained after researchers have carried out observations and interviews or general exploration while conducting research. So, from this general exploration, researchers will obtain a comprehensive general picture and be able to draw conclusions from events in the field.

In determining research subjects, researchers used purposive sampling techniques. The reason the researcher used the purposive sampling technique was because there were limited data sources in the field considering that the Covid-19 pandemic was still ongoing, so that determining research subjects based on criteria that the researcher thought was suitable for answering the problem formulation was still limited. The criteria that researchers set in determining research subjects are: (1) Librarian/library manager at the Medan City Library and Archives Service, (2) Library manager who understands collection funding, and (3) Librarian/library manager who is in charge of processing library materials.

3. RESULT AND DISCUSSION

General description of the Medan City Library and Archives Service during the Covid-19 Pandemic

In this discussion, the findings are in the form of a general description of activities at the Medan City Library and Archives Service during the pandemic. The service hours implemented by this institution are still running as usual, namely from Monday to Sunday. On Monday to Friday, Medan city library institutions provide their services from 8 am to 4 pm, while on weekends (Saturday and Sunday) they will open services from 9 am to 5 pm.

Some of the rules and regulations that library users must obey during the pandemic include: (a) All staff and visitors must wash their hands before entering the library, have been vaccinated as proven by the careprotect application and wear masks while in the library, (b) Fill in the available visitor register book, (c) Leave luggage such as bags, drinking bottles in the lockers provided by showing your identification card, (d) Maintain order and maintain distance.

Library Management Strategy in Collection Development Activities during the Pandemic

During the pandemic, several changes occurred in almost every library area. This becomes an obstacle for library managers in the smooth running of their activities. Coupled with the reduced budget to meet library needs, these changes are felt to be very prominent amidst the continuity of library management which must continue. One of the library management is collection management. The Medan City Library and Archives Service can usually procure library materials 6 (six) times per year. The procurement of library materials is divided into several collection branches that have been determined by the library management, such as general book collections, children's books, books for mobile libraries, books for community reading parks, as well as a collection of grant books which will later be distributed to several sub-districts and orphanages. The incoming collections can amount to approximately 10,000 (ten thousand) copies per year, which will then be managed according to the policies set by the library before they can be used or read by users.

The Covid-19 pandemic that occurred caused the Medan City Library and Archives Service to only carry out 4 (four) procurements every year, starting from 2020 until now. Procurement of collections which previously could reach 10,000 copies per year, has now only reached approximately 5,000 copies during the pandemic. The decline in collection procurement figures means that library managers must prepare strategies in an effort to provide the best service for users, even though the library's collection is relatively small.

Furthermore, during the pandemic there was no procurement of e-books (electronic books). E-books themselves have been in the library collection for the last few years, but during the pandemic the procurement of e-books was temporarily stopped and replaced with digital content collections. Until now, the e-books collected by the Medan City Library and Archives Service still number 129 e-book files with 46 titles.

In addition, the Medan City Library and Archives Service has also carried out collection preservation and maintenance by carrying out fumigation in 2020. Fumigation itself is a type of collection maintenance by spraying chemicals throughout the library in order to avoid and eliminate lice, fungus, insects and rodents. (Pamungkas, 2016, p. 126). This fumigation activity is usually carried out 2 (two) times a year, but during this pandemic it is only carried out 1 (one) time. During the pandemic, the collection at the Medan City Library and Archives Service was greatly reduced. The reduction in library materials is due to the impact of the reduced budget. In dealing with this, library managers apply budget efficiency to their various activities and this is included in the policies implemented by the library.

In written procedures, the policy of the collection development process includes the selection of library materials by the Section Head (KASI) for the Development

and Processing of Library Materials, then the process of purchasing library materials which involves several roles of PBJ (Goods and Services Officer), PPTK (Technical Implementation Officer for Activities) and P2HB (Official Receiver of Goods), then processing of library materials which is then continued with inventory until finally processed into a collection that can be used by users.

Furthermore, in the process of developing the collection, library managers experienced obstacles, especially in the budget sector, so they implemented budget efficiency and several other implementation solutions as follows: First, budget efficiency was carried out by reducing the procurement of library materials, so that the library materials provided were limited. Procurement of this collection of library materials prioritizes general books because libraries are required to provide the latest (up to date) information. Next, these general books are managed in stages and then arranged on shelves so that they can be used directly by users. Reduced procurement activities mean that library managers have to sort and choose what collections they should provide. The library collections that have been selected will only be divided into three branches, namely general book branches, children's books and books for mobile libraries.

Second, budget efficiency is carried out by temporarily stopping book grant activities. Due to the reduction in collections that libraries are facing, library managers are focusing on developing their collections first and stopping grants to several places such as reading parks, sub-districts, and orphanages. However, library management has prepared a strategy so that it can carry out grant activities again in 2022.

Furthermore, library managers add digital content to the library collection. This digital collection itself is a program that is still being planned, and the collection is in the form of an illustrated collection. Another activity in developing digital collections at the Medan City Library and Archives Service is concentrating on the process of transferring media for library materials to cover the decline in the number of collections. The media transfer process carried out by the library produces a collection in the form of clip books which is the result of digitization of the collection of foreign books and rare books in the library.

The library also held online seminars 3 (three) times to continue to socialize the library to the public during the pandemic. Then, library managers also publish the e-books they have on the library website [perpustakaan.pemkomedan.go.id].

DISCUSSION

Analysis of Collection Development Strategies at the Medan City Library and Archives Service during the Covid-19 Pandemic

According to Patel (Patel, 2016) in a journal discussing collection development, it is explained that the term collection development means experiencing significant changes in the progress of the field of librarianship. This collection development is

the highest planning function which includes inventory, selection, funding policies and procurement of library materials.

The expert opinion above is related to the field of librarianship because collection development activities cannot run smoothly without librarians who are experts in their field. Of course librarians should be experts in every area of the library because that is their domain, but it cannot be denied that in every library the librarians have received their own job descriptions, and this makes them less concerned about areas that are not their responsibility.

Regardless of the responsibilities of each field given to librarians, as someone who truly understands what it means to be a librarian, you should act more creatively. Working in your respective field is not easy for every job, especially librarians, but the duties and responsibilities that have been determined can also be a limitation or obstacle for librarians to be more creative.

Librarians at the Medan City Library and Archives Service bring their creativity to the world of work, as stated in the journal above, being a creative librarian also includes their steps in dealing with economic turmoil. During the pandemic, of course the budget will be reduced, and because of this, librarians at the Medan City Library and Archives Service are making strategies so that collections are still fulfilled even though the library economy is unstable.

Library managers at the Medan City Library and Archives Service have implemented various strategies so that collection development activities continue to run properly. However, in the journal written by Widayati and Pariyanti about improving library performance during the pandemic, in this case the Medan City Library and Archives Service has another strategy. If we adapt the discussion to this journal, the Medan City library still only applies two things to improve their performance. These two things are improving library performance during the pandemic by promoting the library through online media which has been carried out, as well as utilizing free online reference sources which they have provided via the library website.

Collection development is also closely related to the services the library provides, because if collection development does not run smoothly, then the collection that will be provided to users will also be limited and will not be fulfilled. Therefore, once a year a library evaluates the collections they provide. The process from selecting titles, procuring library materials until the collection/library materials reach the users becomes an annual evaluation of a library. Evaluation of this collection can be a benchmark for libraries to see to what extent their goals or targets have been achieved according to the initial plan for establishing the collection development activities.

Next, the library's vision and mission can also be used as a discussion of the data that researchers have obtained. So it is concluded that the vision of the Medan City Library and Archives Service which wants to create a Medan City community that has a reading culture and love of books has not been fully realized. If you look at

the mission that the Medan City library implements, the library has improved the quality and quantity of the libraries they build, as well as making the community participate by making the library necessary. However, in order to make the people of Medan City have a reading culture and love of books, it has not been implemented well, because there are still many people in Medan City who don't even know that there is a public library in Medan City itself, there are very few people who come to the library to read, especially during the pandemic, and It is rare to see people reading in public places.

The implication of this research is that collection development activities greatly influence the overall performance of a library. Because collections are the main component in the formation of a library, the strategies that library managers carry out to optimize collection development, especially during the pandemic, really determine whether a library is good or bad in the eyes of the public.

Creativity for librarians is also one of the important things in carrying out their duties in every field while showing their love and dedication to the work they face. Without creativity or new steps taken by library managers, libraries cannot survive and develop in several situations and times. Because the creativity and dedication of library managers is also a pillar for the future sustainability of a library, especially during this pandemic.

4. CONCLUSION

The results of research from the Collection Development Strategy at the Medan City Library and Archives Service can be concluded as follows: several changes and obstacles occurred in the midst of the pandemic, making library activities run slowly. The changes and obstacles that have occurred include: a decrease in visitors coming to the library, a reduction in the budget, the number of collections dropping drastically, even up to 50%, and postponement of activities involving large crowds of people and activities that require large budgets. The strategies carried out by library managers do not interfere and influence existing policies. Then, the steps taken by library managers are also limited due to the work from home system which makes all activities hampered. The strategies carried out by library managers to optimize budgets during the pandemic have been carried out efficiently for the sake of continued development of existing collections in the library.

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