

STRATEGY OF SPECIAL LIBRARY IN INCREASING THE AVAILABILITY OF LIBRARY COLLECTIONS

Fitriani¹, Laila Rohani²

¹Fakultas Ilmu Sosial, Universitas Islam Negeri Sumatera Utara, Indonesia

²Fakultas Ilmu Sosial, Universitas Islam Negeri Sumatera Utara, Indonesia

*Corresponding Author: hasibuanfitri975@gmail.com

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ABSTRACT

This research discusses the strategies carried out by the Medan district court office library in increasing the availability of their collections in order to realize their vision and mission which includes fostering, developing and maintaining library materials in the special library. This research uses a descriptive qualitative method by describing, describing and describing the data and then analyzing the research results obtained from the field. The purpose of this research is to determine the strategy of special libraries in the Medan district court library in their efforts to increase the availability of collections that can be utilized by users. There were 3 informants in the research, consisting of administrative staff and the finance department who were also responsible for library management, then library management staff and library guards. The results of the research show that the library managers who manage the special library at the Medan district court office are not those from the library science department, causing a lack of special and in-depth attention to the library collections in the library. Even so, the strategy they use to increase the availability of collections is to maximize the budget as best as possible by adding collections related to law and also adding several collections other than that, such as collections of history books and biographies.

Keywords: Library Strategy, Special Libraries, Collection Availability

1. INTRODUCTION

A library is a work unit in the form of a place to collect, store and maintain a collection of library materials which are managed and arranged in a certain way for further use by users as a source of information. Currently developing libraries are used as information centers, sources of knowledge, research, recreation, preservation of the nation's cultural treasures, and libraries also provide services and services that can help users obtain the latest information.

Library collections are all library materials in the form of books, periodicals (newspapers and magazines), as well as audio-visual materials such as cassettes, videos, slides and so on. According to Riza (Riza et al., 2021) a special library is a library located in an institution from a government or private agency, this institution can also be from a mass organization, military or industrial institution.

Special libraries, as a type of library in Indonesia, are currently quite numerous and diverse in terms of library status, level of authority and responsibility. The availability of a library's collection must be adjusted to the needs of the library so that it can be used effectively according to the library user's environment. For a library user, the availability of relevant collections can increase the user's knowledge and reading interest. By fulfilling information needs, this can help users in searching for information. Libraries also need collections that support the vision, mission, strategic planning, policies and library functions for each public and special library.

The Medan District Court Office Library is one of the special libraries because it is under the leadership of a sub-directorate. The services and procurement of library materials also depend on and are adjusted to the needs of employees and staff at the Medan District Court office.

Realizing the importance of meeting the collection needs in the Medan District Court Office library, this office which operates in the legal field is trying to implement a modern service system, then in an effort to meet the collection needs of library users, this library is currently collecting library materials related to law, politics, administration. country and biography.

2. RESEARCH METHOD

The approach in this research is qualitative research. Qualitative research is a research and understanding process based on methods that investigate social phenomena and human problems. In this research, researchers create a complex picture, examine words, detailed reports from the respondents' views and conduct studies in natural situations. So the aim of this qualitative research is to describe the empirical reality behind the phenomenon in depth, detail and completeness. Therefore, the use of a qualitative approach in this research is to match empirical reality with applicable theory using descriptive methods. The reason researchers use descriptive research methods with a qualitative approach is because it is very effective in finding the information needed by asking sources directly for information. Apart from that, by using qualitative descriptive research methods the data produced is more detailed and in-depth.

3. RESULT AND DISCUSSION

Standardization of the Medan District Court Library

According to Galih (Galih, 2020) libraries must meet the standards set by the government and national libraries. The standards that must be met in order to be considered a good library are collection standards, facilities and infrastructure standards, library service standards, library staff standards, administration standards, and management standards and funding sources.

From the research that has been carried out, the Medan district court library has many shortcomings in meeting these standards as a library. In the process of meeting visitors' collection needs, they are met in a timely and efficient manner by utilizing the resources provided by the library. These sources must be developed as best as possible according to the conditions of the library and the community it serves. In principle, fulfilling a good library collection requires a long and continuous process from year to year, as long as the library concerned carries out activities and development funds are available. Library collections are one of the main factors of a library. The Medan state library also lacks equipment such as cupboards, storage areas and newspaper storage.

In terms of library management, the Medan District Court library really needs librarians who are truly experts in the library field because they are just ordinary employees who don't know much about managing libraries. The number of collections in the library has increased a lot from year to year. In organizing the collection, the Medan district court library did not use the classification system or DDC guidelines, but instead they relied on the book acceptance list, which already has a class number for each book received. To arrange the collection so that it is easy to recognize, they took the initiative to provide appropriate labels so that visitors can easily find and store books on the shelves according to their place.

Additions to the collection carried out by this library are also not carried out routinely. One thing that is certain is that the Medan District Court library carries out a weeding process every 2 years. This is done to check the condition of the collection, whether it is still suitable for use or not. When a collection is found to be in a damaged condition, the library immediately repairs the collection. This has results that look very worrying because many collections are damaged due to lack of proper maintenance.

Medan District Court Library Management

The management implemented in the Medan District Court library includes determining and coordinating selection policies, assessing library needs, studying collection usage, evaluating collections, identifying collection needs, maintaining collections, and weeding collections. Hopefully, by paying attention to the public's need for information, the library materials available in the library can be used effectively and efficiently.

The management applied above is related to the theory that the researcher wrote in the previous chapter regarding the systematic process of library efforts to meet library needs. So the author describes the process as follows:

- a) A collection development plan in a library must be in accordance with the goals of the library organization itself. In this case, the Medan District Court library aims to provide library materials that are appropriate to the library environment. Because each agency's budget is not the same, the Medan District Court Library uses the budget only to add to the appropriate collection, namely in the legal sciences category, but to maintain the diversity of existing collections the library continues to provide various collections according to classification which contain several books of a religious nature, literature and also language. From the research results that researchers obtained, little library collections other than those in the legal sciences area were found in this library.
- b) Assessing user needs has a separate process between library managers and Medan District Court library users. The library has conducted surveys and adapted to library visitors who on average have legal degrees and work in the legal field, so this library provides various collections related to law ranging from civil law, criminal law to collections containing international law.
- c) Next, the Medan District Court Library conducted another survey which contained conclusions about the collections read by library users. This strategy was carried out so that the collections were always up to date and evaluating collections that were not used by library users.
- d) After that, the library manager carries out a more in-depth evaluation of the collection which includes the use of the collection as explained in point c, then looks at the quality of the content, the physical quality of the collection and the quality of the printing in the collection. In fact, this collection evaluation is intended to help provide arguments for increasing the budget and determine the strengths and weaknesses of the collection, but in the Medan District Court library, the effectiveness of the collection seems to be slow, this is also influenced by very few users visiting the library. So, at this evaluation stage, the Medan district court entrusted the management of the library to staff who also acted as library managers themselves.
- e) In holding a library collection, the library manager must identify collection needs in accordance with points c and d above. In general, in a library, this activity is carried out with consideration of requests from the public, but because the Medan District Court library community are people in the library environment, in this case there is not too much identification of user requests.
- f) The next strategy that is still being preserved is collection maintenance carried out by library managers. Maintenance of this collection is carried

out by listing the various collections in the Medan District Court library and then arranging them according to existing classifications, then protecting the collections from various insects by always cleaning every corner of the shelves and library rooms. In this case, the Medan district court library certainly holds various collections regarding the complete field of legal knowledge, but it cannot be denied that these collections include collections of rare books or old prints that are stored in the small library. Therefore, the maintenance of the collection in this library is quite strict so that not just anyone can enter without permission and without the library management knowing.

- g) Then the last thing is weeding the collection. Weeding of this collection is only carried out when several collections have to be destroyed, but to date the Medan District Court library still maintains various collections well and no collections have been declared out of date. However, the legal sciences that make up the majority of the library's collections contain legal discussions that develop from year to year.

Library Collection Improvement Strategy

The Medan District Court Library is one of the special libraries because it is under the leadership of the sub-directorate of services and the procurement of library materials also depends on and is adapted to the needs of employees and staff at the Medan District Court Library, such as history, social sciences and law. Because in particular, the needs of the main library users, in this case the judges and their staff, are very special and sometimes have to receive special treatment in order to fulfill the needs of the judges and their staff.

The Medan District Court library has been expanded by changing the empty space on the 2nd floor into a library that has a fairly complete library design and facilities, all placements are widened according to needs so that the shelves are not too high, the officer's room is designed to provide adequate visibility and a free service desk and an adequate lending and borrowing system. The placement of comfortable discussion rooms and reading rooms is in accordance with the comparison of sitting comfort for library users, apart from that there is also a special reading room equipped with a study carrel (side-covered reading table) totaling 9 units which symbolize the number of Judges.

This change or expansion of the library is a step forward for the Medan district court library because according to researchers, the library in 2018 still only consisted of one floor. Even though there are not too many visitors, the expansion of the library is a form of accommodating users' reading requests, providing reading freedom for readers and as a new room for storing various collections which are increasing every year.

The completeness of the facilities and infrastructure in the library will certainly influence the interest in visiting users because a comfortable library atmosphere

will make the atmosphere in the library conducive. Without the interest of visitors, who usually come from Medan District Court employees, the library cannot function optimally. Basically, interest in visiting users can increase if there is a feeling of interest. The interest in question can be interpreted as an interest in places, collections and services. Visiting interest is defined as a desire that exists within an individual to visit a certain place (Mustika et al., 2015).

Based on the opinion above, researchers see in the field that the Medan District Court library in terms of facilities and infrastructure is running well but is not yet optimal. This can be seen from the lack of orientation or introduction to the library for Medan district court employees. District court employees or staff will only know about the library when they pass by that room, plus the library is often closed because there is no librarian who lives in that room. Then not too many employees know about the existence of the library, so there are not too many visitors to the library every day.

According to Sugiarti et al. (Sugiarti, Ika, Bayu Chayoadi, 2013) The layout of the library can also influence library visitors. The layout of the library provides calm and comfort for visitors by paying attention to the comfort of sound, air and light. However, in the Medan District Court library, they have paid attention to sound comfort because it is located on the 2nd floor which is quite conducive, but in terms of air comfort, let alone light, it is contrary to library layout standards.

From the results of observations and interviews that researchers have conducted, only one visitor to the library can be seen in one day. Factors that cause this include the lack of orientation of the library's presence in the midst of the Medan district court community, then the library was formed as just another it exists but is not really used, and there is a lack of interest in visiting district court employees who are relatively busy and don't make time to visit the library.

The library as a science center and information center should be at the forefront in supporting the needs of users in terms of library collections. Based on research conducted by researchers, there are several specific discussions regarding the availability of library collections at the Medan District Court office. In fact, there is a close connection between collection services and development, namely the case with collections where the collection still neatly stores books in old editions. Makes it easy for readers or visitors who want to find old books. And also visitors can easily compare old collection books with new ones. The Medan District Court Library in its services uses an open access service system, where users can directly search for the library materials they want on the collection shelves.

Providing collections according to library needs. Collection development is a dynamic activity, so libraries need to take various important steps to provide adequate library materials for the needs of their community.

Providing collections that are relevant to the aims and objectives of the parent institution of the library organization. Library managers must understand the

vision and mission of their parent institution. These two things are very important elements in determining the goals of developing library collections.

Providing a relatively complete and diverse collection, both in terms of scientific disciplines and library material formats. The selection of library materials and other collection materials must truly develop and enrich the user's knowledge. Each library material must be developed based on a certain plan. Apart from the tools mentioned in the quote above. Other tools that can also be used as a reference in selection are book brochures from publications, book and magazine reviews, newspapers and other media.

4. CONCLUSION

The results of research from the Medan District Court Office Library Strategy in Increasing the Availability of Library Collections, it can be concluded that the Medan District Court Office Library in its efforts to increase the availability of library collections is still not stable and still cannot be done optimally because this library is a special library and book collection which is still an old edition where the source of book information also comes from the Supreme Court and internally, but the Medan District Court office library is still trying its best to fulfill the library's existing collections. The Medan District Court Library does not get the full attention of the staff or employees who work at this agency because their backgrounds are different in the library, causing all their attention to fall only on their respective jobs. Where the librarians or guard staff at the Medan District Court office library do not come from the library science department, resulting in a lack of understanding of the library itself. Regarding the library materials provided by the Medan District Court, they are already good, both in terms of procurement, completeness, and the call number on the back of the book. Also equipped with a collection of legal magazines. The collection currently in the Medan District Court office library also includes legal, political, historical and biographical elements.

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