

Research Article

Library Management Implementation at Al Kautsar Junior High School of Bandar Lampung

Isna Lestari, Trisna Kusuma Yusuf*, Oki Dermawan

Islamic State University of Raden Intan Lampung

ORCIDTrisna Kusuma Yusuf: <https://orcid.org/0009-0001-4076-4836>Oki Dermawan: <https://orcid.org/0000-0001-6243-3643>**Abstract.**

As library is a very important source of learning, and every school must own and organize a library that meets national library standards. In this study, the main problem is how to implement library management at Al Kautsar Middle School, Bandar Lampung. This study aims to describe the planning, organizing, leadership, and supervision of the Al Kautsar Middle School library in Bandar Lampung. This type of research uses a qualitative research method with a qualitative descriptive approach. Data collection was done through interviews, observation, and documentation. While data analysis included data reduction, data display, and conclusion. The results of the research were as follows: 1) library planning consists of determining the vision, mission, and objectives, identifying strengths and weaknesses, and understanding the opportunities and threats of the library. 2) The organization of the library comprises the division of labor, the division of authority, the unity of command, and the formation of structures has been going well. 3) The leadership of the SMP Al Kautsar Bandar Lampung library was carried out by measuring national standards. 4) Library supervision was carried out by measuring indicators of library supervision. The suggestion that the researcher can convey is that it is necessary to add human resources so that the already good library management can run even better.

Keywords: management, library, implementationCorresponding Author: Trisna
Kusuma Yusuf, email:
yusuftrisna1@gmail.com**Published:** 4 April 2024Publishing services provided by
Knowledge E

© Isna Lestari et al. This article is distributed under the terms of the [Creative Commons Attribution License](#), which permits unrestricted use and redistribution provided that the original author and source are credited.

Selection and Peer-review under the responsibility of the ICOLIS Conference Committee.

1. Introduction

Management of education in schools includes student management, curriculum management, management of school personnel, management of facilities and infrastructure, financial management, and management of special services in the form of library management, management of counseling services, polyclinic management, UKS management, cafeteria management, and other matters that supports learning activities in schools. All of the above management are interrelated with one another.[1] No less important among the scope of school education management described above is school library management. The school library is a library located in a school educational

 OPEN ACCESS

institution, which is an integral part and source of learning to support the achievement of the school's educational goals in question.[2]

A good library must comply with national library standards as explained in the regulation of the head of the National Library of Indonesia No. 13 of 2017 concerning Library National Standards in article 2 which consists of: Library collection standards, library staff standards, implementation standards, and facilities and infrastructure standards, management standards, and library service standards.[3]

To achieve these goals, librarians need to organize activities, this arrangement is usually called management. In simple terms, management is the process of planning, directing, organizing, and supervising, the efforts of members of institutions, organizations, and agencies and the use of resources to achieve the goals of the institution, agency, or organization.[10] Library management is all efforts to achieve library goals by utilizing existing human resources, information, knowledge, sources and systems, infrastructure, and other resources while taking into account roles, functions, and expertise. In achieving the goals of the library, human and non-human resources are needed such as sources of funds, natural, physical, information, ideas, regulations, and information technology.[11] These resources are managed through a management process that includes planning, organizing, monitoring, and leadership that produces products (goods or services). That's why management is needed by a library.[4]

Based on the results of the pre-research on October 17, 2019, it is known that the library of SMP Al Kautsar Bandar Lampung in principle meets the criteria for a library with good management. This can be seen through the data from pre-research results regarding several advantages and achievements in the library of SMP Al Kautsar Bandar Lampung as follows:

TABLE 1: Excellence Data of Al Kautsar Middle School Library Bandar Lampung.

No	Indicator
1.	Implementing Online-Based Library services
2.	Provide digital library
3.	Have competent human resources
4.	Has a diverse collection of books
5.	Provide comfortable reading facilities
6.	Providing Hotspot service (internet)
7.	Won 1st place in the Bandar city library competition Lampung in 2018
8.	Champion 2 race fast appropriate in the jamboree Lampung library 2013
9.	Provide computer to help student carry out a task

(Data source: Interview results of the pre-Survey of Al Kautsar Junior High School Library Bandar Lampung 17 October 2019(5))

The AI Kautsar Middle School Library in Bandar Lampung is a place that the author used for research, where at this school the library is needed and empowered by educators and students. Because it is supported by a diverse collection of library materials, it makes the library at SMP AI Kautsar Bandar Lampung a reference point for students to find study materials and fulfill assignments given by educators. At the time, the library union of SMP AI Kautsar Bandar Lampung had implemented library management very well. Based on the background above, the author wants to know how to implement library management in the SMP AI Kautsar Bandar Lampung library so that it can achieve the advantages above. Therefore, the authors are interested in conducting research with the title "Implementation of Library Management at SMP AI Kautsar Bandar Lampung". Problem Formulation Based on the research focus above, the authors take the formula problems as follows: How is the planning, organizing, leadership, and supervision of the library at SMP AI Kautsar Bandar Lampung? How is the organization of the library at SMP AI Kautsar Bandar Lampung?

2. Methods

This research was conducted based on a qualitative approach. This type of research is classified into field research (field research), namely research conducted in the field or research location chosen to investigate objective phenomena as they occur in that location.[6] This research was conducted by collecting existing data in the field regarding the matters being studied, namely the implementation of library management at SMP AI Kautsar Bandar. Judging from the nature of the method used in this study qualitative methods were used to examine the condition of natural objects. In this study, the authors attempt to describe the results obtained in the field, which are related to the implementation of library management. Data Collection Method through Observation, interviews (*interview*), and also documentation. Data Analysis Techniques: data reduction, data presentation, data verification, and conclusion. Test the validity of the data with source triangulation.

3. Result and Discussion

3.1. Library Planning

In an educational institution, starting the implementation of library management cannot be separated from planning, because it is to determine the initial steps that must be

achieved by the school in developing education in the school in the future. This is in line with the theory of H.B. Siswanto, in an introductory management book which says that “planning is related to activities for the future.[13] Planning relates to things that will happen from the decision now. Today’s activities are the work for the next day that the manager thought about the previous day. Planning relates to the proposed course of action. Through planning, members of the organization try to look ahead, know things that might happen in advance, prepare for things that do not necessarily describe activities, and provide chronological directions for achieving goals.[7]

Based on interviews, observations, and documentation obtained by the author during the research, it can be seen that the planning of the library at SMP Al Kautsar Bandar Lampung has been well implemented.

Library management at Al Kautsar Middle School Bandar Lampung carries out library planning to carry out programs that have been discussed or brought together, those involved in the library planning process are all stakeholders namely the principal and his deputies, the teacher council and his staff during work meetings.

Library planning at Al Kautsar Middle School Bandar Lampung is carried out at an annual working meeting ahead of the new school year, all planning is prepared for the next year, and library planning is carried out of course to make continuous improvements. The entire teacher council and others are included in the school library planning program, namely during the working meeting at the beginning of the new school year. In planning, of course, someone must arrange it in a work meeting or work meeting ahead of the new school year, which was held in February 2019 for three consecutive days to prepare programs ahead of the new school year which will be followed up by the school quality team., development team, and school quality improvement. So, all working meeting participants participate in the library planning process, especially the library manager.

3.2. Library Organization

Organizing is the whole process of grouping people, tools, tasks, authorities, and responsibilities. With this grouping an organizational work unit will be created and can be driven in synergy to achieve organizational/library goals.

Based on the results of interviews, observations, and documentation carried out by the author during the research, the organization of the Al Kautsar Middle School library in Bandar Lampung already had a librarian and librarian staff. Even though this organization still consists of 3 people, in its implementation it has been carried out very

well. Of course, this cannot be separated from the support of the principal and other teachers. Organizing is important because it unifies the stages of the entire series of activities that will be carried out by parts of an organization or institution.

In the Al Kautsar Middle School library in Bandar Lampung, there are organizational processes that have been carried out such as the division of authority, division of tasks, coordination, direction, and procedures at certain stages so that library management will be carried out properly. Overall, the formation of the Al Kautsar Middle School library in Bandar Lampung involved all employees consisting of school principals, teachers and staff, heads of the library, and librarians. Related to the organization of the SMP Al Kautsar Bandar Lampung library is reinforced by Siagian's opinion that organizing is the whole process of grouping people, tools, tasks, authorities, and responsibilities to be able to create an organization that can be driven in one unit to achieve goals. which has been mutually agreed upon.[8] This means that organizing is very important because it is the whole process of selecting and sorting people and allocating facilities and infrastructure to achieve the goals desired by the school.

3.3. Library Leadership

Leadership in school library management is a process of influencing all personnel who support the operational implementation of the school library to achieve organizational goals. Based on the results of interviews, observations, and documentation that the authors obtained during the research, it was explained that the leadership of the library at SMP Al Kautsar Bandar Lampung was fully run by the head of the library. As a leader, Mariana has met the qualifications of a leader based on national library standards. As a leader Mariana has carried out her duties, all of this is proven by the achievements and excellence achieved by the SMP Al Kautsar Bandar Lampung library during her leadership period because all of this cannot be separated from the role of the head of the library.

The leadership of the Al Kautsar Middle School library in Bandar Lampung can be seen as having aspects of the success of a leader because it can bring the Al Kautsar Middle School library in Bandar Lampung to achieve the goals and objectives that have been set previously. This aspect of success can be seen in the leadership of the head of the library who has developed the library to become one the best library in a private school in the city of Bandar Lampung. The leadership role of the head of the library greatly influences the performance of librarians in developing the library together. This is in line with Weschler and Massarik's opinion in Hartono's book School Library

Management which says that leadership is interpersonal influence, which is carried out in a certain situation and is directed through a communication process towards achieving certain goals.[2]

3.4. Library Supervision

Supervision in library management is the activity of observing and researching so that all tasks and work carried out follow existing provisions. Supervision is carried out by superiors against subordinates in carrying out all library activities. Supervision at the Al Kautsar Middle School library in Bandar Lampung is carried out by the school principal who is assisted by the head of the librarian. The principal under his erratic supervision only occasionally visits the library directly without preparation or without prior notification. While the director of the library carrying out supervision is more prepared and continuous, it can be at the beginning of the year, the end of the year, or at any ongoing activities at the Al Kautsar Middle School library in Bandar Lampung.

Based on the results of interviews, observations, and documentation that the author obtained during research at the Al Kautsar Middle School library in Bandar Lampung, it is known that library supervision is running very well, as evidenced by the successes obtained by the Al Kautsar Middle School library in Bandar Lampung. Supervision is carried out to minimize and avoid problems in achieving the goals set during library planning and to improve the performance of librarians. With direct supervision, it will make it easier for a supervisor to see directly the errors that occur in the field and corrective actions can be taken against irregularities or errors that occur.

Related to this, it is in line with Kimbrough and Nunnery's opinion that supervision is a process of monitoring activities. The goal is to determine expectations that are achieved and make improvements to deviations that occur, what is meant by expectations are the goals that have been achieved and the programs that have been previously planned.[9]

4. Conclusion

After the authors discussed the theory and conducted data analysis regarding the implementation of library management at SMP Al Kautsar Bandar Lampung which refers to the formulation of the problem, both through observation, interviews, and documentation, the authors conclude that the implementation of library management at SMP Al Kautsar Bandar Lampung includes: Library planning, the stages of library planning at Al Kautsar Middle School Bandar Lampung start from setting goals, vision, and mission,

formulating strengths and weaknesses, and analyzing strengths and weaknesses or what is commonly called a SWOT analysis. Library organization, from the results of the research that has been described regarding the organization of the SMP Al Kautsar Bandar Lampung library, organizational principles are carried out which include: division of authority, division of work, providing unity of command, coordinating each activity regularly, and forming an organizational structure. The formation of the organizational structure of each unit in the Al Kautsar Middle School library in Bandar Lampung was prepared based on the existing workforce. Library leadership, the results of the research on library leadership at SMP Al Kautsar Bandar Lampung, it was carried out by measuring leadership qualifications based on library national standards and the success of library leadership. in this case based on the national standard leadership qualifications, the library in the SMP Al Kautsar Bandar Lampung library has been going well. However, the leadership does not apply a professional image. Library supervision, based on the results of research on indicators of library supervision, shows that the library supervisor of SMP Al Kautsar Bandar Lampung has reflected the nature and needs of activity, can immediately point out irregularities, is flexible, reflects organizational patterns, takes corrective action, and is understandable. However, supervisors have not been able to minimize the costs incurred when conducting supervision.

Meanwhile, the form of supervision carried out by the head of SMP Al Kautsar Bandar Lampung was in the form of erratic visits to the school library. Even suddenly came and asked various things about the needs and development of the library. school principals also do not have specific guidelines that serve as the basis for conducting supervision Through the description above the authors conclude that library management is a necessity for libraries to achieve an activity. Because the success or failure of library management depends on the ability of the head of the library which is the main key to library development.

References

- [1] FAUZAN A. Kepemimpinan Visioner Dalam Manajemen Kesiswaan. *Al-Idarah J Kependidikan Islam*. 2016;6(1).
- [2] Hartono. Strategi Pengembangan Perpustakaan Digital Dalam Membangun Aksesibilitas Informasi. *J Perpust*. 2017;8(1).
- [3] Ni Putu Premierita Haryanti. Pengembangan Profesi Pustakawan Sebagai Upaya Mewujudkan Sumber Daya Manusia Perpustakaan Berkualitas. *Jurnal Universitas Udayana*; 2020.

- [4] Restanti AS. Sumber Daya Manusia Dalam Pengembangan Perpustakaan: Studi Pemikiran Lasa Hs. UNILIB J Perpust. 2015;6(1).
- [5] Wawancara hasil Pra-Survei Perpustakaan SMP Al Kautsar. 2019.
- [6] Fathoni A. Metode Penelitian & Teknik Penyusunan Skripsi. Jakarta Rineka Cipta; 2011.
- [7] Siswanto. Pengantar Manajemen Cet. 6. Jakarta: Bumi Aksara; 2012.
- [8] Nurhalimah S. Manajemen Pendidikan dalam Multi Perspektif. Raja Grafindo Persada; 2016.
- [9] Imrom A. Manajemen Tingkat Satuan Pendidikan. Jakarta: Bumi Aksara; 2013. 138 pp.
- [10] Mustofa MB, Febrian MK, Wuryan S. Strengthen Interpersonal Communication in Improving Library Services for People with Disabilities. Wasilatuna: Jurnal Komunikasi dan Penyiaran Islam, 2023; 6(02):64-75. <https://doi.org/10.38073/wasilatuna.v6i02.1029>.
- [11] Mustofa MB, Sugara GT, Wuryan S. Komunikasi Interpersonal Sebagai Strategi Untuk Meningkatkan Kepuasan Pengunjung: Sebuah Tinjauan Literatur di Perpustakaan. AL-IDZA'AH: Jurnal Dakwah dan Komunikasi, 2023; 5(1):30-46. <https://doi.org/10.24127/al-idzaah.v5i1.3571>.
- [12] Amaliah E, Mustofa MB, Kesuma MEK, Wuryan S, Ramadaniah D, Tamara SD. Peranan Teknologi Informasi Komunikasi Sebagai Media Pelayanan di Perpustakaan INSTIDLA. Tik Ilmeu: Jurnal Ilmu Perpustakaan dan Informasi. 2022;6(2), 279-294. <https://doi.org/10.29240/tik.v6i2.5075>.
- [13] Mustofa MB, Kesuma MEK, Yunita I, Amaliah E, Rahmawati DI. Pemanfaatan Media Pustaka Digital Dalam Membangun Perpustakaan Desa Berbasis Inklusi Sosial Di Masa Pandemi. Jurnal Informasi, Perpustakaan, dan Kearsipan (JIPKA), 2021; 1(1): 1-13. <http://dx.doi.org/https://doi.org/10.26418/jipka.v1i1.51150>.