

Library Management Implementation at Madrasah Aliyah Negeri 2 Jember Academic Year 2021/2022

Implementasi Manajemen Perpustakaan di Madrasah Aliyah Negeri 2 Jember Tahun Ajaran 2021/2022

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Abstract

This study aims to describe the planning, organization, implementation, and supervision of libraries at Madrasah Aliyah Negeri (MAN) 2 Jember for the academic year 2021/2022. This research uses descriptive qualitative method with interactive data analysis of Miles, Huberman and Saldana. The results of the study: 1) Library planning at Madrasah Aliyah Negeri 2 Jember, namely Planning the Budget, Library Materials tailored to the needs of readers and Planning for Infrastructure. 2) Organization in the Library of MAN 2 Jember, namely, with the existing organizational structure in the library, it is clearly arranged in the library room. 3) Implementation of the library at MAN 2 Jember, namely a) book management either from buying, donating or granting BOS funds as well as the work of students and teachers. b) processing of library materials first from incoming library materials and then inventorying, classification, cataloging, encoding (calling numbers), making card books, book labels, book bags, and finally arranging or displaying books on shelves. c) Library services include direct and indirect services (circulation and reference services). 4) Supervision in the library of MAN 2 Jember, namely, supervision is carried out by the head of the madrasa and the head of the library.

Keywords: *implementation; library management; qualitative-descriptive*

Abstrak

Penelitian ini bertujuan untuk mendeskripsikan Perencanaan, pengorganisasian, pelaksanaan, dan pengawasan perpustakaan di Madrasah Aliyah Negeri (MAN) 2 Jember Tahun Pelajaran 2021/2022. Penelitian ini bermetode kualitatif deskriptif dengan Analisis data interaktif Miles, Huberman dan Saldana. Hasil penelitian : 1) Perencanaan Perpustakaan di Madrasah Aliyah Negeri 2 Jember yakni Merencanakan Anggaran dana, Bahan Pustaka yang disesuaikan kebutuhan pembaca serta Perencanaan Sarana Prasarana. 2) Pengorganisasian di Perpustakaan MAN 2 Jember yaitu, dengan adanya struktur organisasi yang ada di perpustakaan disusun secara jelas di ruangan perpustakaan. 3) Pelaksanaan Perpustakaan di MAN 2 Jember yaitu a) pengelolaan buku baik dari membeli, sumbangan atau hibah dana BOS maupun karya siswa dan guru. b) pengolahan bahan pustaka pertama dari bahan pustaka yang masuk lalu diinventarisasi, klasifikasi, katalogisasi, penyandian (nomor panggil), dibuatkannya card book, /label buku, kantong buku, dan serta yang terakhir penyusunan atau pemajangan buku di dalam rak. c) Layanan perpustakaan meliputi pelayanan langsung dan tidak langsung (sirkulasi dan pelayanan referensi). 4) Pengawasan di perpustakaan MAN 2 Jember yaitu, pengawasan dikerjakan kepala madrasah serta kepala perpustakaan.

Kata Kunci: *implementasi, manajemen perpustakaan, kualitatif-deskriptif*

Introduction

The development of science and information technology accompanied by process changes in various aspects of social life requires the creation of a society that likes to read. Libraries as public organizations have a strategic role in supporting the intellectual life of the nation. The advancement of this library cannot be separated from the development of society, even interest in reading is used as an indicator that can show whether a nation is progressing or not (Kurniawati & Prajarto, 2007).

The library is the heart of an educational institution, as is the function of the "heart" in the human body. Humans without a heart will not be able to live. Likewise an educational institution without a library. A library determines whether or not the system is healthy in educational institutions. If the heart does not function it can cause paralysis (Sodihan, 2019). Likewise, if the institution does not have a library, then there is no vitality.

In the regulations of the Law of the Republic of Indonesia Number 43 of 2007 concerning libraries, especially in chapter 1 article 1, a library is an institution that manages collections of written, printed, funded or recorded works in a professional manner with a standardized system to meet the needs of education, research, information preservation and recreation for librarians. Therefore, the existence of a school library is important. The school library is a place to find information, both from print, electronic, administrative and other media, which is organized with the aim of meeting the needs of users in the school environment concerned, especially students, teachers and staff through the use of existing information sources library.

Libraries are nothing new among the community, especially among schools, both elementary, middle and high schools. The existence of a library in a school is to support the success of teaching and learning activities and become a means of fulfilling students' information needs (Sutarno NS, 2003). Thus it can be said that the library is providing a place for knowledge or information banks, collection points, storing, maintaining library materials and providing services to users who need information. As explained in the Al-Qur'an Surah An-Nisa verse 113 which means: "And if it were not for Allah's grace and His mercy on you (Muhammad) surely a group of them would have a strong desire to lead you astray. But they only mislead themselves, and do you no harm in the least. And (also because) Allah has sent down the book (Al-Qur'an) and wisdom (sunnah) to you, and has taught you what you did not know. God's gift bestowed upon you is very great" (Kementerian Agama Republik Indonesia, 2012).

Based on the verse above, if we relate it to the library, it can be interpreted that Allah sent down a very perfect book with instructions in it, with which we can make the right decisions and be a guide for us.

Management is an activity that requires an organization/institution to achieve its goals through ways in terms of managing other people to carry out tasks by involving all components in an organization/institution so that it can achieve goals effectively and efficiently (Optopiani, 2019).

From the description above it can be concluded that management is the process of planning and organizing through ways that involve all components in order to achieve the goals that have been set.

According to Lasa HS, library management is an effort to achieve library goals by utilizing human resources, information, knowledge, systems, funding sources, infrastructure, and other resources while still paying attention to functions, roles and expertise (Lasa HS, 2008).

Libraries need human and non-human resources, among others, in the form of financial, physical, natural, information, ideas, regulations, and information technology resources. These resources are managed through a management process that includes planning, implementing, organizing and controlling that produce products (Sinaga, 2011). That's why management is needed by a school library.

Library management is an effort that is carried out by optimizing human resources, infrastructure, services, and budgeting based on management principles to achieve goals so that library management activities can be realized. The existence of good library management will certainly enable school residents to continue to update their knowledge in academic and non-academic fields, and is expected to increase school residents' interest in reading.

The existence of a library, of course, also has management that regulates it in such a way that the school library becomes more alive. Library management can also be interpreted as managing the library using management principles and management theories. In essence, management includes planning, organizing, implementing, and supervising to achieve goals by utilizing resources so that they have added value.

Madrasah Aliyah Negeri 2 Jember (MAN 2 Jember) is one of the schools in East Java district, the institution is located at Jl. Manggar Number 72 Gebang Poreng, Gebang Village, Patrang District, Jember Regency, East Java. MAN 2 Jember has library management, which makes the writer interested in conducting research from various aspects.

The library at MAN 2 Jember provides services and provides an outdoor reading area, which is in the middle yard of MAN 2 Jember, where in the environment a gazebo has been provided with a literacy corner written on it and library materials are taken from the madrasa library. However, the MAN 2 Jember library is still have not implemented a digital library system or what is often referred to as a Digital Library in its service process.

Library management plays an important role in the process of using the library and having quality library services. This can be shown by the existence of a varied collection of books, the large number of users, and the ease of finding, retrieving and using library materials. 6376 examlars).

In accordance with these descriptions, the focus of this research is: a) How is the library planning at Madrasah Aliyah Negeri 2 Jember 2021/2022 Academic Year? b) How is the organization of the library at Madrasah Aliyah Negeri 2 Jember 2021/2022 Academic Year? library at Madrasah Aliyah Negeri 2 Jember Academic Year 2021/2022? d) How is the library supervision at Madrasah Aliyah Negeri 2 Jember for the 2021/2022 Academic

Year? The purpose of this research is to describe the Management (Planning, organizing, implementing, and supervising) of the library at Madrasah Aliyah Negeri (MAN) 2 Jember Academic Year 2021/2022.

Research Methods

This type of research uses descriptive research, which is research conducted by describing an object phenomenon or problem that occurs. The research approach uses a qualitative approach.

The data disclosed in this study are descriptive in nature, in the form of explanations of data from informants verbally or in written documents and the subject's behavior observed at the location which includes "Implementation of Library Management at Madrasah Aliyah Negeri 2 Jember Academic Year 2021/2022"

For the research location, the researcher chose the research location at Madrasah Aliyah Negeri 2 Jember which is located on Jl. Manggar No. 72 Gebang Poreng Patrang, Jember Regency, East Java 68117. As well as a school that has an existence because of its strategic location with the community environment, this is also the reason for researchers conducting research here.

The informants of this study were the Principal (Mr. Drs. H. Riduwan), Head of the Library (Mrs. Ida Ariani S.Pd), Deputy Head of Facilities and Infrastructure (Ms. Dwiasih Heni Astutu), Library Officers (Mr. Ratnai and Mrs. Siti Nur Kamila) and Students Class X1 IPS 2 (Shinta Nur Afifi) .

The data collection technique used in qualitative research is a technique that allows detailed data to be obtained in a relatively long time. Data collection is done by; a) Observation, the researcher uses a semi-participant observation model, namely making observations at research sites about the objects needed and not being directly involved in activities at educational institutions, but still carrying out the observation function. b) Interview, interview is a conversation with a specific purpose. The conversation is carried out by two parties, namely the interviewer (interviewer) who asks questions and the interviewee (interviewee) who provides answers to the questions (Moleong, 2016). The researcher uses a semi-structured interview type, which has guidelines in the context of the interview, but still records the ideas or opinions of the informants. Through this interview technique, research can gain additional information from informants. c) Documentation, means efforts to collect data by investigating written objects. Documentation as good data of facts collected in the form of plans, organizational structures, and data in other forms. It needs to be kept in the form of documentation (Riduwan, 2003). Documentation on the methods used by researchers to obtain documented data in the form of pictures/photos or documents and so on. Likewise, documentation was also obtained to find out the planning, organization, implementation, and supervision at Madrasah Aliyah Negeri 2 Jember.

After the data is collected, the data is analyzed by qualitative data analysis. According to Bogdan and Bikken's opinion in Lexi Moleong in Sugioyono's book, qualitative data analysis is an attempt to act with data, sort data, sort it into manageable

units, combine them, get motives, look for the most important and studyable things, and determine what to say to the other party (Huberman & Miles, 2014). a) Data Collection, when collecting data, it is necessary to have the ability to interpret data properly. b) Data Condensation, referring to each selection step, focusing, shortening, abstracting and changing data in accordance with the completeness of written field records, interview guidelines, empirical documents and materials, as well as interview materials. c) Data Presentation, the data presented has passed the condensation stage. Presentation of data is done with the aim that it is easier for the writer to understand the problems involved in the research and can proceed to the next step. d) Drawing conclusions, is the last step that is carried out, namely the process in which the researcher interprets the data from the beginning of the collection accompanied by making patterns and descriptions or explanations.

Checking the validity of the data is carried out in order to obtain valid results or data, can be accounted for and can be trusted by all parties. To check the validity of the data in this study, validation and trigulation are used, which are techniques for checking the validity of data that utilize something else.

Triangulation in this credibility test is defined as checking personal data in various ways and at various times, thus there is source triangulation and technical triangulation. Source triangulation means to get data from different sources using the same technique. For example, researchers in collecting data using human sources, then they must conduct interviews with several different people. Data from several different people. And technical triangulation means that researchers use different data collection techniques with the same technique. For example, data obtained by interview, then checked by observation and documentation (Sugiyono, 2019).

Result and Discussion

A. Library Planning at MAN 2 Jember Academic Year 2021/2022

A.1. Budget Planning

Budgeting for library costs is an urgent matter for the development of the madrasa library, therefore it needs to be planned as well as possible so that the budget used is in accordance with the needs of the school. Budget planning in the Jember 2 Public Madrasah Aliyah library, namely through details of needs according to their needs, for example buying library materials and others. Then the head of the librarian submits the RAB to the principal and then the party submitting it waits for approval from the head of the madrasa.

This is in line with Hartono's opinion regarding the library budget, every library needs to have a budget plan and submit it to the school or other schools that have an obligation to provide funds to the library (Hartono, 2008).

Based on the research results obtained by the researchers, the planning of the library budget at MAN 2 Jember, which was compiled by the head of the library and confirmed by the head of the madrasa, and awaiting approval from the head of the madrasa. In its implementation, it collaborates with interested parties in MAN 2 Jember,

such as the head of the madrasa, the head of the library, the deputy head of curriculum, the deputy head of facilities and infrastructure.

A.2. Collection Planning

The collection planning in MAN 2 Jember Library takes into account several requirements such as suitability, updates that are adapted to the needs of readers and have produced library materials that are age-appropriate. In the early stages of planning library materials, namely the librarian selects library materials in the library, is it suitable for high school children or even for above the age of high school children, and the library materials in the library are always adjusted to the needs of readers, and always updating or updating the books in the library.

This is in line with the opinion of Lasa HS. Existing library materials so that they are always aligned with the specified characteristics or requirements. According to Lasa HS this is intended so that existing libraries in a company are actually used and successful with certain considerations and criteria. Planning for library materials should take into account such as: Relevance (appropriateness), Updating (update), title ratio, quality, scientific object.

A.3. Facilities and Infrastructure Planning

Planning for facilities and infrastructure at the MAN 2 Jember library includes planning for the procurement of facilities and infrastructure and planning for the layout of the library. In planning for the procurement of facilities and infrastructure in the madrasa library, it is adjusted to the needs of students, so that waste does not occur. This is in accordance with Lasa's opinion that in planning library facilities and infrastructure, several things must be considered so that waste does not occur (Lasa HS, 2008) and so that there is compatibility between facilities and infrastructure, library rooms, and managers or users (Lasa HS, 2008).

In addition to planning for the procurement of facilities and infrastructure at the MAN 2 Jember library, it also plans the layout of the library, which is usually done at the beginning of the year or there are new facilities and infrastructure, so the library manager will organize the library space differently than before so that readers don't get bored when visiting madrasa library. In accordance with the opinion of Nusantri and Suci Wijayanti who explained that the library layout plan. Nusantri and Suci Wijayanti Yang revealed that the library will not change every year and will always look bored, therefore managers need to think about the library space every year so that it is interesting (Wijayanti & Haq, 2020).

B. Organizing the library at MAN 2 Jember for the 2021/2022 Academic Year

Organizing is the giving of obligations is the output of a step in planning. Giving this task to each party in accordance with their responsibilities. The same thing is also explained by Darmono in his book, namely Organizational structure is a framework that shows all work tasks to achieve organizational goals, the relationship between these

functions, as well as the authority and responsibility of each member of the organization who performs each of these tasks (Darmono, 2001).

Based on the research results obtained by researchers, organizers at MAN 2 Jember are described by the existence of an organizational structure in the madrasa library (for more details, see figure 4.5), there is a division of tasks and positions for each individual. . The top position is filled by the Principal, the second position is filled by the head of the library and the third is filled by 2 librarians (technical service and user service). There is already a separate section, however, based on theory there is an administrative section in the organizational structure, whereas there is not yet one in the MAN 2 Jember library.

C. Implementation of the library at MAN 2 Jember for the 2021/2022 Academic Year

C.1. Acquisition

In the collection acquisition, MAN 2 Jember purchase of books directly or from publishers, and also from students who are late returning books, namely 500/day. alumni, university students who carry out their duties at Madrasahs, especially for BOS funds for the procurement of textbooks and literacy, and also from the own work of teachers and students. which has been neatly arranged on the shelves of the madrasa library. Currently, there is no need for book duplication in the MAN 2 Jember library.

The same thing was said by Yaya Suhendar in his book which said that the existence of books was carried out in accordance with the procurement. After the library materials held have been identified and drafted, the things that need to be done are the procurement of the library itself, this library procurement is done through buying, gifts or donations, exchange with other libraries and duplicates (Yaya, 2014).

C.2 Collection Management

In managing MAN 2 Jember library, there are several stages including starting from inventory, cataloging, assigning codes or call numbers, grouping, making book bags, book labeling and the final step is arranging books on shelves. In managing books according to what was revealed by Adi Prastowo who revealed that in library management there were several stages including inventory, cataloging, coding, grouping, labeling, book bags and the last one was arrangement on shelves (Prastowo, 2012).

First, inventory, in inventorying books at the library the librarian examines the books that have just been received that have not been processed, then the stamping process uses the madrasa stamp and library stamp, then the librarian records the books in accordance with the identity of the book.

Second, the classification of books in the MAN 2 Jember library uses the DDC classification system (Classification of Ten Dewey). The classification system divides science into 10 main classes which are coded in the form of numbers 000-900. Which includes (public works, philosophy, religion, social studies, languages, pure sciences, technology/applied, art, literature, geography and history).

Third, the catalog used in the MAN 2 Jember library is using a title catalog in its arrangement in a catalog drawer alphabetically based on the title name of the book. The

manager enters book identity data such as book title, year of publication, and so on after inputting it and then printing it in the form of a catalog measuring 7.5 x 12.5. The library manager at MAN 2 Jember has provided a special drawer for storing the catalog to make it easier for students, teachers or employees to find books in the library. In addition to storing the catalog in the drawer of the library, the catalog is also stored on the librarian's computer.

Fourth, the encoding process was carried out at MAN 2 Jember library online using the library application, namely inlislite 3, the librarian entered the identity of the book and then printed it and a call number appeared for the book in the library.

Fifth, book cards and book pockets in the MAN 2 Jember library are no longer used because they use the inlislite 3 application, and library membership cards are placed in a separate drawer in the library. However, book cards and book bags are still attached to the back of the book and are not removed by the librarian.

Sixth, arrangement of books on library shelves, arrangement of library materials in the MAN 2 Jember library, management according to predetermined classifications. Books in the library are arranged on shelves with call numbers on them. magazines and reference books are placed in its section and other books that already have their own classification.

C.3. Services

MAN 2 Jember Library has 2 services, namely direct services (circulation services and reference services) and indirect services. Circulation services at the MAN 2 Jember library, namely, book lending services, book returns. The service for borrowing library materials used in the madrasah library uses an open system, which means borrowing books by readers which gives library users the freedom to find the books they want on the bookshelves provided. The reference service in the MAN 2 Jember library has several types of collections such as large Indonesian dictionaries, Arabic dictionaries, encyclopedias, interpretations, Al-Qur'an hadiths. Indirect services in the MAN 2 Jember library, namely the existence of a gazebo (literacy corner) for the madrasah environment, which can be used by anyone including students or teachers and employees, provision of library materials such as fiction and non-fiction books.

This is supported by the opinion of Desi Amidasti and Aris Triyono in their book, direct service by providing librarian services by users such as borrowing and returning library materials. Services are provided with responses as well as questions from borrowers, namely reference services. Indirect service is a form of activity by providing indirect results for use (Amidasti & Triyono, 2020).

D. Supervision

Supervision is a follow-up activity to carry out planning activities. Supervision is carried out so that the planning that has been prepared is carried out as well as possible by librarians in the library. In the MAN 2 Jember library, supervision is carried out by the head of the madrasa as well as the head of the library. This is in accordance with the type of

functional (structural) supervision, this task lies with the school leader. If the library is done by the head of the library and the headmaster (Kementerian Pendidikan Nasional, 2021).

Supervision is carried out by the headmaster unscheduled from time to time (incidental) to see the condition of the library room, infrastructure facilities, and visit lists. The head of the library supervises almost every day visiting the library by checking or monitoring the state of the library.

This is in accordance with the inspection control method, this supervision is carried out by making observations of implementation activities. Supervision is done in the library (Baihaqi, 2016). Based on the explanation of these findings, the supervision carried out in the MAN 2 Jember library was carried out by the school principal and the head of the library. Supervision is done by observing the situation in carrying out activities in the MAN 2 Jember library.

From the description it can be concluded that supervision at the MAN 2 Jember Jember library is in accordance with the expression of the National Ministry of supervision on libraries carried out by madrasa heads and principals who use functional (structural) types of supervision. Not only that, there is also a method used to implement it and is in line with what Baihaqi disclosed, because the method used to monitor the MAN 2 Jember library is the inspection method.

Conclusion

Based on data acquisition and discussion on "Implementation of Library Management in Madrasah Aliyah Negeri 2 Jember for the 2021/2022 Academic Year", conclusions can be drawn and the completion of the research focus is:

1. Library Planning at MAN 2 Jember namely First, Planning the Budget of the head of the library makes a budget plan of library funds and then submits it to the head of the madrasa. Second, Library Material Planning in the library by considering books or library materials that are tailored to the needs of readers, especially high school students. Third, the planning of facilities and infrastructure in the library is carried out based on needs and demands, considering funds and paying attention to spatial planning.
2. Organizing at the MAN 2 Jember Library, namely, with the existence of an organizational structure in the library, it is clearly arranged in the library room, such as the Principal who occupies the top position and is followed by the head of the library, and the last one is filled by two library staff.
3. Implementation of the Library at MAN 2 Jember, namely First, management of books by procuring library materials by purchasing, donations or grants of BOS funds, the work of students and teachers. Second, the first processing of library materials from incoming library materials and then inventorying, classifying, cataloging, encoding (calling numbers), making card books, / book labels, book bags, and finally compiling or displaying books on the shelves that have been provided. Third, library services in the MAN 2 Jember library, namely, direct and indirect services, namely direct services (circulation and reference services).

4. Supervision at the MAN 2 Jember, that is, supervision is carried out by the head of the madrasa and the head of the library.

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