

Maintenance of Library Materials Collection at MAN 2 Palembang Library

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Abstrak

Abstrak penelitian ini bertujuan untuk mengevaluasi pemeliharaan koleksi bahan pustaka di perpustakaan MAN 2 Palembang. Penelitian ini menggunakan metode deskriptif untuk menggambarkan proses pemeliharaan yang meliputi reproduksi, penjilidan, laminasi, penyiangan, dan fumigasi. Hasil penelitian menunjukkan bahwa pemeliharaan koleksi dilakukan dengan cara reproduksi untuk menjaga dan menyediakan duplikasi buku yang hilang atau rusak, penjilidan untuk memperbaiki punggung buku dan halaman yang rusak, serta laminasi untuk melindungi bahan pustaka dari kerusakan. Penyiangan dilakukan dengan mengeluarkan buku yang tidak diminati atau sudah ada edisi terbaru dari inventaris, sementara fumigasi dilaksanakan untuk membasmi jamur dan serangga. Faktor pendukung pemeliharaan mencakup sarana yang lengkap, kemauan siswa, dan motivasi untuk sering menggunakan perpustakaan. Namun, terdapat juga faktor penghambat seperti kurangnya kualifikasi khusus pustakawan, terbatasnya koleksi buku, dan kurangnya disiplin siswa dalam menjaga buku. Penelitian ini memberikan wawasan mengenai efektivitas metode pemeliharaan dan tantangan yang dihadapi dalam pengelolaan koleksi bahan pustaka di perpustakaan sekolah.

Kata kunci: *Pemeliharaan, Koleksi Bahan Pustaka, Perpustakaan*

Abstract

Abstract This study aims to evaluate the maintenance of library material collections in the MAN 2 Palembang library. This study uses a descriptive method to describe the maintenance process, including reproduction, binding, lamination, weeding, and fumigation. The study results show that collection maintenance uses reproduction to maintain and provide duplicates of lost or damaged books, binding to repair damaged spines and pages, and lamination to protect library materials from damage. Weeding removes books that are not in demand or have already been updated in the inventory, while fumigation is carried out to eradicate fungi and insects. Supporting factors for maintenance include complete facilities, student willingness, and motivation to use the library frequently. However, there are also inhibiting factors, such as the lack of special qualifications for librarians, limited book collections, and lack of student discipline in maintaining books. This study provides insight into the effectiveness of maintenance methods and challenges faced in managing library collections in school libraries.

Keywords: *Maintenance, Library Collection, Library*

INTRODUCTION

Schools are public institutions that must provide services to the public, especially services for students who demand education (Agustina et al., 2020). Education is a conscious effort so that humans develop their potential through the learning process. In addition to a conducive school climate, facilities are equipment that should also be considered or needed to facilitate the implementation of library tasks (Mona, 2016). While the library is a means of the learning process that is carried out to achieve the vision and mission of the school, the existence of an ideal library so that library is qualified and feasible (Saifullah, 2010).

Library facilities are tools or parts that play an essential role in the success, smoothness, and primary support of the library, including land, library buildings or rooms, library materials,

equipment, and others. Facilities are critical in Education (Bararah, 2020). With complete facilities, it can support and add knowledge and insight for readers to further facilitate readers in achieving maximum learning results.

Library materials are one of the essential elements in a library, in addition to buildings or rooms, equipment, energy, and budget (Rodin & Kurnia, 2021). The maintenance and care of library materials in the library environment is an activity that needs attention. Every library requires the maintenance of library materials so that library materials are more durable so that the information content is maintained and valuable for library users (Putra & Marlina, 2013). For this reason, it is necessary to carry out library material maintenance activities to preserve the content of information in library materials and strive to prevent library materials from being damaged.

The maintenance of library materials is an activity. It takes care of the collections to avoid all kinds of physical damage from inside or outside the library environment (Djamarin, 2015). Damage that arises from the inside includes the characteristics of the library material itself. In contrast, damage from the outside consists of climatic and humidity factors, biological factors, chemical factors, and so on. In addition, the high frequency of use and mismanagement in handling can also result in damage (Prawista, 2021).

Libraries are information systems with activities of collecting, processing, preserving, presenting, and disseminating information (Alfiyanto et al., 2022). Library management means all efforts to coordinate all activities related to the implementation of libraries that are accommodated in the organizational structure of libraries (Ariswanto & Nurnaningsih, 2021). Libraries will be helpful if they facilitate the achievement of the goals of the learning process.

The existence of school libraries helps improve the quality of education. School libraries in developing countries have several goals, including supporting the curriculum, education in general and generating interest in reading (Maulida, 2015). The school library has many sources of information that are very useful in increasing students' insight and knowledge to support the learning process at school. One of the components of a library is a collection. The library will not provide good services to the user community without a reasonable and adequate collection. In this case, what is meant by library collections is all library materials collected, processed, and stored are disseminated to the public to meet their information needs (Hermawan et al., 2020).

The maintenance of the collection of library materials in this library is essential, so it is necessary to emphasize the extent to which the library will maintain the library materials it has. This is necessary because storing library materials for an extended period requires enormous costs for storage, special storage, and repairs to damaged collections.

The maintenance of library materials is an activity. It takes care of the collections so that they are avoided from all kinds of damage, both physical damage from inside and outside the library environment. Damage from the inside includes the characteristics of the library material itself, while damage that comes from the outside, for example, climate and humidity factors, biological factors, chemical factors, and so on (Djamarin, 2015). In addition, high frequency of use and mismanagement in handling can also result in damage. As a result, many library materials, especially books, will experience damaged bindings, fragile paper, discolouration, tearing, and so on.

In general, these damages can be prevented and slowed down by caring for library materials, avoiding the cause of damage, paying attention to environmental conditions and storage places, and carrying out other activities that can extend the life of library materials. With various causes of damage, efforts will emerge to overcome them. In the effort to maintain and maintain the collection of library materials, of course, there must also be cooperation and support from all library management parties, adequate storage conditions and expertise possessed by all library staff, especially in maintaining library material collections.

For the collection of library materials to always be in good condition, intact, clean, durable and not quickly damaged, good maintenance must be carried out. Library material maintenance activities are essential activities that should be carried out for a library. This activity is carried out to preserve library material information's content so that information can be passed on to future generations.

Maintenance has been carried out based on the observations about the maintenance of the library material collection at the MAN 2 Palembang library. However, it has not been carried out optimally, so library materials are still damaged, lost, yellowed, unfit for use, and difficult for library visitors. In addition to books in the library, maps, globes, newspapers, and magazines also lack maintenance. If this is left unchecked, the library materials every day will increase in the type of damage.

It was also found that the arrangement of books was not ideal, which could damage books, especially torn book paper. Ideally, the book's location on the shelf is standing so that the back of the book is visible, including thin books with an arrangement of books that stand on the book label, which is easy for users to read. Based on the background of this problem, the researcher is interested in researching the title "Maintenance of Library Materials Collection at the MAN 2 Palembang Library".

METHOD

This type of research is qualitative research. Qualitative research is more concerned with the process than the results because the relationship between the studied parts will be much better if observed in the process (Sugiyono, 2019). In this study, the researcher uses a qualitative descriptive approach, which is research directed to provide facts or events systematically and accurately about the characteristics of a specific population or region. In descriptive research, looking for or explaining interrelationships and testing hypotheses is not likely necessary. Therefore, this study uses a qualitative descriptive approach that describes the maintenance of the library material collection in the MAN 2 Palembang library. Observation, interview, assessment, and documentation techniques are used to collect the necessary data from the field.

RESULTS AND DISCUSSION

Results

1. Maintenance of Library Materials Collection at MAN 2 Palembang Library

Based on the results of interviews, observations and documentation carried out by the researcher, it was found that the maintenance of the collection of library materials in the MAN 2 Palembang library can be done by reproduction, lamination/binding, weeding and fumigation.

a. Reproduction

Reproduction activities, such as micrography, photography and photocopying, are efforts to preserve library materials. However, its uncontrolled implementation can cause the binding of library materials to become damaged, brittle and destroyed (Maftuhah, 2011). Based on the results of interviews, observations, and documentation conducted by the researcher, it can be concluded that the maintenance of library material collections in the library in terms of reproduction has been carried out well and regularly.

b. Binding

Damaged library materials such as book contents, glue or loose seams, and damaged covers can be repaired by restoring (repairing) or rebinding (Amhar, 2017). Based on the results of the interviews, observations and documentation above, it can be concluded that the maintenance of the collection of library materials through binding in the MAN 2 Palembang library has been carried out. This is often applied to the collection of library materials in the form of books in the library while still considering the safety of the information contained in the books. As for books that have suffered minor damage, apart from the original binding, the binding is repeated.

c. Lamination/Coating

This lamination/cover provides plastic or other materials so the library material is not easily torn or destroyed. In addition, the cover of the book looks neat. Based on the results of interviews, observations, and documentation, it can be concluded that the maintenance of the library material collection, as seen from lamination/covering, has been done well. This is done by providing plastic protection or other materials so the library materials are not easily torn or destroyed. In addition, there are also the results of observations made by the researcher, namely after I saw the situation that occurred in the field, it can be known

that it is true that in caring for the collection of library materials in the MAN 2 Palembang library, it has been done by lamination/covering so that the collection of library materials in the library is neatly arranged and avoided damage so that the collection of library materials remains neat and not torn. The following are the results of a documentary related to the lamination and covering of library material collections at the MAN 2 Palembang library.

d. Weeding

Libraries must weed so that the collection of library materials is up-to-date and used by users. By carrying out these wedding activities, library materials can be maintained and protected to be more durable and used for a long time. Based on the results of interviews, observations, and documentation conducted by the researcher at MAN 2 Palembang, it can be concluded that weeding is the process of issuing books from the library's collection. This expenditure is based on the consideration that the collection is no longer in demand or there is already a new edition, contrary to government policies and community ethics.

e. Fumigation

Fumigation of library materials is one way to preserve library materials by using chemicals to prevent, treat, sterilize and eradicate biota that can be damaged by using fumigants. Fumigation activities are different from disinfectants, and fumigation aims to eliminate microorganisms and pests in library media such as books and other media made of paper. In this case, when fumigation/fumigation of library material collections has been carried out, the library is temporarily closed so that this fumigation can be done optimally. Because the effect of pesticides is pretty strong, the toxic reaction can last up to several days. Ideally, after fumigation, the room that has been sprayed must be emptied or sterilized from use for at least 7 days.

2. Supporting and Hindering Factors for the Maintenance of Library Materials Collection at MAN 2 Palembang

a. Supporting Factors

Based on the interviews conducted by the researcher, it can be concluded that the supporting factor is the availability of complementary facilities for students who visit the library, which motivates students more to carry out their activities at the library, reading, borrowing books and so on.

b. Inhibiting Factors

Based on the interviews conducted by the author, it can be concluded that the inhibiting factor is the lack of library collections, so students still lack visits to the library and student discipline in maintaining the collection of books in the library.

Discussion

1. Maintenance of Library Materials Collection at MAN 2 Palembang Library

The results of this study were obtained from observations, interviews and documentation from several key informants and supporting informants. The results show that the maintenance of library materials in the MAN 2 Palembang library has been carried out by means of reproduction, lamination/binding, weeding and fumigation.

a. Reproduction

Based on the results of the interview show that the maintenance of the collection of library materials or books in the library using reproduction has been carried out well by maintaining the collection of library materials by the needs of the MAN 2 Palembang library, providing various types of collections of library materials such as books according to needs, taking care of the collection of library materials so that the items are durable and durable in the MAN 2 Palembang library by photocopying return or duplicate the lost or damaged books so that the collection of library materials remains and can be used by students.

In addition, there are also the results of observations made by the researcher, namely after the author sees the circumstances and events that occur in the field, it can be known that in caring for the collection of library materials so that the items are durable and durable in the MAN 2 Palembang library, the head of the library and library staff jointly carry

out photocopying activities of damaged or lost library materials. As for students who have read or borrowed books, they must be placed in their original place. When students are reading books, they should be placed where they should be. For example, social studies books must be placed in the place of the bookshelf they borrowed, namely on the social studies bookshelf.

b. Binding

Based on the results of the researcher's interviews with the head of the library and library staff, it can be concluded that the maintenance of the collection of library materials through binding has been done well. This is often applied to library books by considering the safety of the information contained in the books. The head of the library and staff also think about what is needed from the bookbinding and must know the type of binding that is good for the library materials. Cutting the edges or spines of the book should not be done. Original jilidans should be preserved as much as possible, and all materials used should be acid-free, solid and stable. Books with fragile paper should not be rebounded.

Binding is carried out to repair library materials, such as making book covers, repairing damaged book backs, repairing book pages, repairing loose pages and covering materials. The conservation activities carried out by library materials can provide users convenience, and library materials can be more durable and maintain the information's value. Materials that need to be bound include: because the cover is easily damaged, the cover is too thin, the binding is off, or the magazine is loose. To get a binding, we must think about the purpose and form of the binding. Generally, librarians want a strong binding shape without a suitable form, which can cause damage. Sewing again will result in a firm binding. However, by sewing back, sometimes the books cannot be fully opened. Therefore, as much as possible, the original seams are preserved.

c. Lamination/Coating

Based on the results of the researcher's interviews related to lamination, it can be concluded that the maintenance of the library material collection seen from lamination/covering has been done well. This is done by providing plastic protection or other materials so the library materials are not easily torn or destroyed. In addition, there are also the results of observations made by the researcher, namely after I saw the situation that occurred in the field, it can be known that it is true that in caring for the collection of library materials in the MAN 2 Palembang library, it has been done by lamination/covering so that the collection of library materials in the library is neatly arranged and avoided damage so that the collection of library materials remains rapid and does not tear.

This lamination/cover provides plastic or other materials so the library material is not easily torn or destroyed. In addition, the book cover looks neat. So, laminating is the act or process of coating an object with a particular material to protect it from damage or strengthen its surface. From important documents to funny stickers, laminating provides infinite magic. By using this technique, you can make valuable objects more durable and still look attractive.

d. Weeding

Based on the results of interviews related to weeding, it can be concluded that weeding or removal from the inventory list has been carried out with library staff and the head of the library by placing a warehouse of books from the library that is not functioning to make an official report. In addition, there are also the results of observations made by researchers, namely, after I see the situation that occurs in the field, it can be known that it is true that there is a deletion of library book collections that are no longer suitable for use.

Weeding is the process of issuing books from a library collection. This expenditure is based on the consideration that the collection is no longer in demand, there is already a new edition, or it is contrary to the government's policy and the community's ethics. Based on the results of observations and documentation conducted by researchers at MAN 2 Palembang, it can be concluded that weeding is the process of issuing books from the collection of a library. This expenditure is based on the consideration that the collection is

no longer in demand or there is already a new edition, contrary to government policies and community ethics.

e. Fumigation

Fumigation is one way to preserve library materials by fumigating library materials using chemicals to prevent, treat, sterilize and eradicate biota that can be damaged by using fumigants.

Fumigation aims to kill fungi or insects that grow on paper materials, and it can be carried out in boxes, cabinets, and fumigation rooms. Dust, humid air temperatures, exposure to direct sunlight and termites are the main enemies of everything stored.

Cleaning the room and library materials regularly is an essential job in addition to regulating the temperature and humidity of the air. Keeping the temperature and humidity stable in a library is a very effective preventive measure. Staff should be informed on how to clean library materials properly, as sometimes staff do not know how to clean them properly. Monitoring a cleaning program is just as important as cleanliness itself. I also conduct periodic inspections of the collection of library materials. The results of the interviews related to fumigation can conclude that in terms of fumigation or fumigation, the collection of library materials in the MAN 2 Palembang library has been carried out well. It is expected that spraying and fumigation can kill fungi or insects that grow on paper materials, and fumigation can be carried out in boxes, cabinets, and fumigation rooms. The following is documentation of fumigation results at the MAN 2 Palembang library.

2. Supporting and inhibiting factors for the maintenance of library material collections in the MAN 2 Palembang library

Supporting factors affect something to develop, advance, add, and become more than before. Based on the interviews conducted by the researcher, we can conclude that the supporting factors are the availability of complete facilities for students to visit the library, the willingness of students, and the motivation given so that students go to the library more often to read.

Meanwhile, inhibiting factors affect little or even stop something from being more than before. The inhibiting factors are human resources, which do not have special qualifications for a bachelor of the library, a lack of library book collections so that students rarely visit the library and a lack of student discipline in maintaining the collection of books in the library.

The selection of the library material collection is a joint effort between the head of the library, staff, teachers and the head of the madrasah. This effort can be expressed in the form of a committee. The head of the library and library staff can also submit proposals for procuring certain library materials to the head of the madrasah, especially library materials that lack or have not received attention. This is intended to obtain a collection of library materials that contain balanced information.

CONCLUSION

Based on the results of research conducted at MAN 2 Palembang regarding the maintenance of library material collections in the library, it can be concluded that the maintenance of the collection has been carried out by reproduction, binding, lamination, weeding, and fumigation methods. Maintenance through reproduction is carried out by maintaining and providing various collections of library materials and duplicating lost or damaged books so that students can still use them. Binding is done by repairing damaged backs and loose pages and creating new covers. Lamination is applied by providing plastic protection to library materials so they are not easily damaged. Weeding is carried out by removing books that are not of interest or have already been updated from the inventory list. In contrast, fumigation is carried out by spraying and fumigation to eradicate fungi and insects in the collection of library materials. Supporting factors in this maintenance include the availability of complete facilities, student motivation, and students' willingness to do activities in the library often. However, there are also inhibiting factors, such as the lack of special qualifications for librarians, limited book collections, and lack of student discipline in maintaining library collection books.

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