

Library Index Management through Library Archives Training at MTs Unggulan Nurul Qur'an Boyolali

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ABSTRACT

In every educational institution, the existence of libraries is very necessary because libraries are the heart of an educational institution, even though in reality the large number of libraries still do not meet the established standards. Employee performance is needed so that the library can run optimally in accordance with applicable regulations. Thus, in this article we will discuss library management and archive management to make it easier for students to find information so that this is very necessary for the sustainability of the library so that it can develop into a more structured one. The method used in this research is descriptive which was studied using a qualitative approach. In qualitative approach research, the data description is in the form of sentences or narratives obtained through qualitative data collection techniques. The findings from the research include making the library function as well as possible, which will provide opportunities for students to learn to read, search for and use information, and research. Apart from that, when the management of library archives related to book codes, the number of books, books lent, books that are still in the period of being coded is implemented well, then when students look for information about their learning material they can easily organize it.

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INTRODUCTION

The development of libraries continues along with technological advances and increasing demand for information. This series of changes encourages libraries to adapt and meet the information needs of the community. Effective management is essential in maintaining the sustainability of library services, and transformation is needed to meet the growing information needs (Wardhana, 2023).

The library is an element in education that provides reading materials to increase the knowledge and insight of students. The vision and mission of the madrasa greatly influence the implementation of the school library by accommodating students to get quality reading materials in accordance with the applicable curriculum (Syahfitri & Herlina, 2024). In every educational institution, the existence of a library is very much needed because the library is the heart of an educational institution, even though in reality the large number of libraries still does not meet the established standards. Employee performance is needed so that the library can run optimally in accordance with applicable regulations (Akbar et al., 2020).

Law Number 43 of 2007 concerning Libraries was written with the aim of increasing the intelligence of the nation through the establishment and utilization of libraries that function as sources of information in the form of written, printed, and recorded works that are arranged professionally with a standard structure to achieve these goals. meet the needs of users for education, research, information, and recreation. School libraries are libraries

that are an important part of learning practices and can be a focal point of learning resources to help achieve information goals in schools. (Dewi & Suhardini, 2014).

To ensure that students receive professional library services, library performance refers to the efficiency of resources used for these services and the effectiveness of services provided by the library. As a result, library managers require special education and training related to libraries. In addition to having the ability and drive to carry out their responsibilities, library managers must also demonstrate courtesy and friendliness in accompanying students. A library manager needs to be taught obedience, dedication, honesty, empathy, and discipline if they want their students to feel safe and comfortable in the school library. The obligations and elements of the library are expected to be successful if the capacity and inspiration of the head of the library can run well (Azizah, 2019).

The services provided in the library are very persuasive in achieving the library's goals, which means that the organization of the library must be appropriate and not deviate from the goals. The government provides several schools that are known to limit their teaching hours without students being able to tell them to go home. (Saputra et al., 2022).

Library managers are a critical/vital component in carrying out the duties of library management. Becoming a library manager is certainly not an easy thing to do because they must have good knowledge and skills in supervising the library. The head of the library must also have a commitment in carrying out his duties such as handling library materials (reviewing library materials, providing types of assistance and completing development) (Nurhidayat et al., 2024).

The program preparation aims to balance and further develop the implementation of representative work in an association. To help libraries achieve their stated goals, library managers receive training aimed at improving their skills or productivity. In addition, training is an effort to bridge the gap between the abilities of library managers and the expectations of the library. By improving the abilities, knowledge, and work skills of library managers, the gap can be filled. (Kurnianingsih et al., 2017).

When viewed from the management of the library, it cannot be said that it is not running well because the school is still relatively new, as found in several regions in Indonesia in facing various library management problems. One of the most significant problems is the lack of effective and efficient library management. A library that is not yet optimal can hinder students' ability to access the information resources needed to improve the quality of education. To create an ideal library climate, good administration is needed starting from planning, coordination, implementation to assessment. At MTs Unggulan Simo Boyolali, the inhibiting and supporting factors for library development include good management, adequate facilities and infrastructure. Recently, the problem of library managers in madrasas has become a major pressing problem in efforts to work on the essence of education. Therefore, madrasa library management must be improved more effectively and efficiently (Sulistiani et al., 2022).

In addition, in sorting the existing book collection, the Mts Nurul Qur'an Library does not organize books based on the characterization of the subjects that have been set. Non-fiction and fiction collections are also not stored separately. In addition, this library does not have a catalog card, making it difficult for users to find the materials they need. Therefore, the first step in planning school library management, especially determining the vision and mission, goals, and identity in establishing a school library, is to carry out the library management function, especially the management of the Gunung Nurul Qur'an Boyolali library. This is done considering the importance of managing the Mts Nurul Al-Qur'an library in supporting a decent educational experience (Hamrul et al., 2023).

Based on the problems at MTs Unggulan Simo Boyolali, the purpose of the PAI Mengabdi activity is to create a library and prepare educators and students in its use. This training serves to improve the quality and abilities of library managers. With this activity, it is hoped that library managers at MTs Unggulan Simo Boyolali can make monthly book reports and borrow without difficulty and teachers and students can use the library to facilitate borrowing books and viewing the contents of the library. book catalog. In addition,

with the existence of a library, administrators can improve administration. This is in line with the opinion of (Fadhli et al., 2021) who said that in essence every activity in the library will be directed at the library users or visitors. The main tasks previously carried out by library staff include developing and processing collections to provide the best service to users. In these two main activities, the focus of this movement is on the collections or assets that are arranged to address library problems. In contrast, library service activities concentrate on the interaction process or library methods in meeting user needs (Kusumaningrum et al., 2019).

There are four main elements in providing library services. The first is service facilities consisting of facilities that support users in searching or using collections in the library. These facilities can be in the form of reading rooms, or browsing facilities such as card catalogs or OPAC (Hikmawati, 2017).

Second, library materials or library collections. This section is the main part to complete the client's data needs. This is because most of the reasons why users use the library are to meet their data needs in library materials/library choices. Third, library managers or clients (Fajri and Syahyuman, 2012). This includes a number of terms currently used to describe people who use the library, including library users, library users, and other terms. However, this group is people who use library services or use library collections that are important to the library organization. Fourth, library staff, whose job is to help people who are looking for information and provide services offered by the library (Saputra et al., 2022).

The results of instructive programs through education and developing experiences are greatly influenced by many elements, one of which is the accessibility of adequate instructive data sources and the ideal use of executives (Fadhli et al., 2021). Therefore, the results of this exploration are believed to be able to add additional understanding regarding library file administration for library managers. In addition, this examination is believed to be a library supervision tool in determining choices regarding speculation and improvement of the library data framework. (Darmawan, 2024).

METHOD

This research is descriptive in nature and is examined using a qualitative approach. In qualitative research, the description of data is in the form of sentences or narratives obtained through qualitative data collection techniques (Wekke, 2019). This research focuses on research that is expressive and commonly uses analysis. Meaning and process are given more weight. Hypothetical premises are used as a link so that the test center and the reality in the field can run (Soendari, 2012).

Through this study, we get an overview of library management at Madrasah Tsanawiyah Nurul Qur'an Boyolali Regency which is reviewed according to 3 (three) stages including: 1) Preparation Stage: the preparation stage is carried out using a field survey method to the school location. The author carried out observations by conducting interviews and looking for solutions faced. 2) Planning Stage: Based on the results of observations and direct interviews with the school, the author made an in-depth draft plan, then the draft was conceptualized and arranged in several stages: (a) formulating the problem, (b) determining solutions to the problem, (c) making a draft of community service activities, (d) implementing activities, (e) evaluating activities, and (f) making activity reports (Hasibuan et al., 2024). 3) Implementation Stage: training on managing madrasah library archives was held on Saturday, June 15, 2024. The steps that will be taken in this madrasah library archive management training are actions in the form of practical knowledge in making changes (Adji, 2021). The aim of archival management training is to improve and develop skills in the field of archiving and governance and to contribute to madrasahs in achieving effectiveness and efficiency of library performance (Susilowati, 2016).

The reason experts use subjective explanation techniques in this exploration is because scientists themselves need the help of others as a tool or as a collector of information about

library managers through the compilation of library chronicles. (Kesuma et al., 2021). As a result, researchers can easily adjust their findings to the actual conditions in the field in this study. So scientists play a very big role, because what happens at the exploration site requires further descriptions recorded in the form of a copy of the report (Prabowo, 2024).

In data collection, researchers used purposive sampling to select relevant samples. The data sources in this study include the Principal (one person), Vice Principal for Curriculum (one person), School Administration (one person), Community Service Teacher (six people), and School Activities Section (one person) are the subjects (respondents) in this study. This lesson. So, the number of respondents in this study was 10 people. In this study, observation, interviews, and documentation were used to collect data. The researcher himself, who was also equipped with other instruments, was used as the main instrument in the study. The refinement of other related instruments in this test was assisted through direct perception techniques, meetings and documentation. The information obtained is then described using a subjective, orderly and interactional stunning strategy consisting of information collection and information reduction, information display and final image (verification) (Lenaini, 2021).

FINDING AND DISCUSSION

The community service activity entitled "Library Index Management Through Library Archiving Training at MTs Unggulan Nurul Qur'an Boyolali" was held on Saturday, June 15, 2024 with 10 participants. This activity took place at MTs Unggulan Nurul Qur'an Boyolali Regency.



Figure 1. Conditioning of Participants

The training was opened by the Vice Dean III of FTIK UIN Salatiga for Community Cooperation, Drs. Siti Asdiqoh, M.Pd. This activity was welcomed by the school. In his speech at the opening ceremony, the Principal of MTs Nurul Qur'an Boyolali Regency, Lahmudin, S.Ag., expressed his appreciation to the university for carrying out activities at the Islamic Boarding School. "This is the first time the UIN Salatiga lecturer team has visited MTs Unggulan Nurul Qur'an Boyolali Regency. Hopefully in the future there can be other collaborations that can develop competencies for the school," he said.

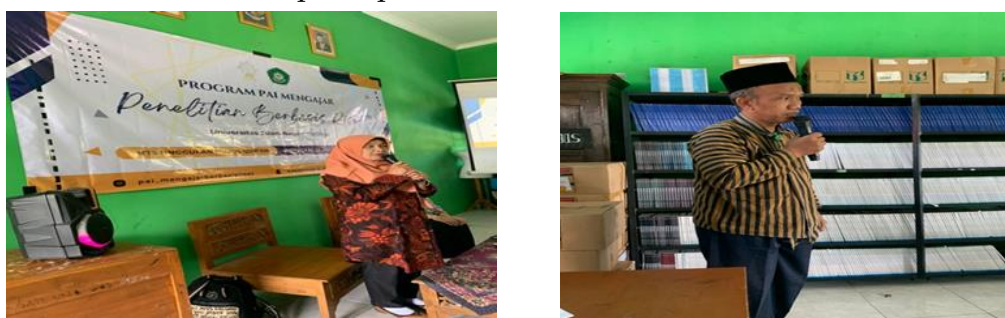


Figure 2. Opening of the Library Archives Management Training Event

This activity was held on Saturday, June 15, 2024, presenting a speaker, Mr. Tulusmono, S.Pd, M.Sc., participants were taught about the correct management of library

archives according to applicable regulations and directly practiced. Then the speaker showed book samples and how to determine the code for each book to the participants. The speaker asked participants to immediately practice the method that had been previously conveyed through the website that had been listed in the power point that had been provided.



Figure 3. Presentation of Material on Library Management

The results of the study (Luthfiyah, 2015) show that management is very important as an effort to achieve goals by utilizing human resources and information while still paying attention to the function of roles and expertise. This is in line with the problems faced by Madrasah Tsanawiyah Unggulan Nurul Qur'an related to its library, where the management of libraries and archives in the madrasah library is still very lacking, even considering the background of the madrasah which has only been operating for several years, there is still no one who is qualified in operating the library performance properly.



Figure 4. Presentation of Material Regarding Explanation of Book Labeling and Stamping

Related to the above, after the audience received material on library archiving management, they looked more enthusiastic and had a picture and innovation that they would develop in the future to optimize the library's function for madrasahs. Because in her research (Susilowati, 2016), the school library is more than just a place to store static books. This needs to be continuously changed to meet the learning needs of all school residents and demonstrate the ethos and values of the school. The school library should be a means of

learning and demonstrate an increase in students' understanding abilities. Proper library administration must provide equal entry permission for all students.

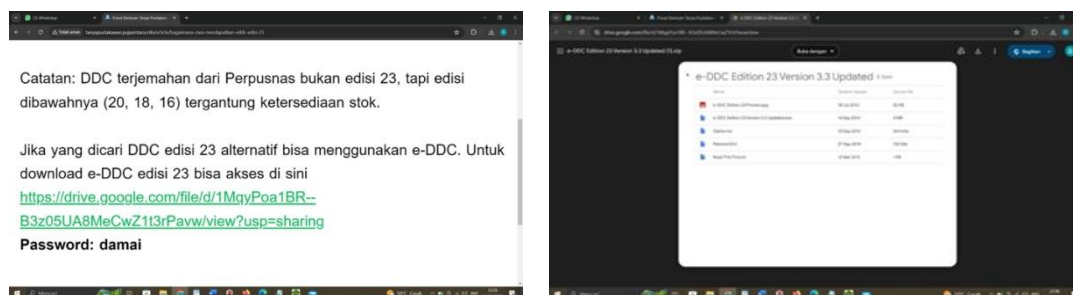


Figure 5. Tutorial Accessing Library Code Application

The task of the school library is to help students become enthusiastic, confident readers and lifelong learners. "A successful school library engages students by supporting learning in school, but also provides opportunities for students to choose learning materials and opportunities to grow. Skills in utilizing the library need to be introduced from an early age and applied throughout the school year," said Bapak Jujur in the middle of his talk about library archival management. The speaker really gave a picture of how when the library is managed optimally. The speaker conveyed several things about how to make the library function optimally, which will provide opportunities for students to learn to read, search for and use information, and research. In addition, when library archival management related to book codes, number of books, books on loan, books that are still in the coding period is carried out properly, then when students will look for information about their learning materials, they can easily organize it, for the school, especially the library manager, it will be easy to maintain and maintain the integrity of all books in the library.



Figure 6. Web Application

The application used to find the code of each book is E-DDC 23 Version 3.3, where this application can only be installed using a computer/laptop. How to use this application is quite easy, the first step that can be done is to enter the date and subject keywords. After doing this step, you will be directed to the classification number web page that corresponds to the book in question. However, this application has a weakness, namely the code set is not too specific/still too general because if you want detailed classification coding, you still have to refer to the E-DDC ledger/dictionary. But this is not a problem that cannot be solved, because there is an E-DDC dictionary that can be studied in order to determine the coding classification in detail.

The final stage in library index management training through archiving training after participants have practiced book numbering is evaluation and reflection. At this stage, participants are allowed to evaluate and understand the results of the book numbering practice they have done. Participants are allowed to analyze the results of the book numbering practice they have done. They need to compare the results of the practice with

the standards that have been set and determine whether the results are in accordance with the standards. Participants need to reflect on the book numbering practice process they have done. They need to understand what they have done, what they have learned, and what they need to improve. By reflecting, participants can learn from the book numbering practice process and improve the quality of direct practice in the library, in addition to helping develop skills and abilities in library management, so that they can become more effective and efficient library managers.

CONCLUSION

Libraries play a central role in education as a source of knowledge and insight. Effective and efficient library management is essential to maximize the benefits of libraries for students. Optimal library performance depends on the quality of performance of library staff, who require specialized education and training. Key Points: Importance of Libraries: Libraries are the heart of educational institutions, providing essential sources of information. Libraries serve as a source of information to meet educational, research, information, and recreational needs. Effective Library Management: Effective and efficient management is essential to maximize the benefits of a library. Library managers require special education and training. Good administration is needed to create an ideal library climate. Library Staff Performance: Staff performance is essential for the library to run optimally. Library managers must have good skills, motivation, and attitudes. Archives management training aims to improve skills and productivity. Problems and Solutions: Many libraries face problems of suboptimal management. Library management training can be a solution to improve the quality of management. Library Service Elements: Service facilities, library materials, users, and library staff are the main elements in library services.

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