

Governance-Based Library Management, More Effective and Efficient

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Submitted: 24th Feb 2021/ **Edited:** 08th Apr 2021/ **Issued:** 01st May 2021

ABSTRACT

This study was conducted to determine how implementation of management in the activities of the package service program. Management in question is how to implement management functions such as planning, organizing, staffing, directing, budgeting, and monitoring. This research is a descriptive research with a qualitative approach. Data collection techniques in this study were through interviews, observation, and literature review. The results or data obtained are analyzed using three stages, namely data reduction, then the data is presented in the form of narrative text and draws conclusions according to the problem formulation that has been described. The results of the study indicate that in running the program, the package service has implemented management functions. Activities related to planning are carefully arranged, the stages of activities, a series of times are aligned. Implementation in activities by grouping activities, division of labor and providing direct directions is also implemented so that it goes according to plan even though limited transportation facilities hinder the delivery of package services to the locations of the fostered libraries. Meanwhile, for coaching activities now no longer use the budget. Supervision is carried out by going directly to the target library, but the time to supervise the assisted library in the Jakarta area is still not on schedule.

Keywords : Libraries, Management, Services

INTRODUCTION

Information needs continue to increase along with the times, information is needed by humans in supporting daily life according to the level of information needs (Putra, 2017). Libraries as one of the information institutions that play an active role in increasing information sources and improving human resources. Libraries are also a foothold now to then step into the future (Rohman & Sukaesih, 2017).

It is very important in an effort to educate the nation's education. Until now, the library is still a choice to obtain information directly because it is considered easy and inexpensive, activity in the library was developed more specifically to suit the needs of diverse information (Fitriany, 2017). Libraries in general are universal, wherever the existence of a library is the same, what is different is its development because the development of the library is very dependent on the community and its organizers. To make it easier to meet the information needs of the library continues to grow.

Of the various types of libraries, there are public libraries available in various regions with the aim of providing information services for people of various educational levels, ranging from children, adolescents, adults to adjust the information they need. For the creation of a thriving society and an advanced society, public libraries are very important for the cultural life and intelligence of the nation, because public libraries are the only librarianship institutions that can be achieved by the public (Naila, 2018).

The information needs of the community continue to grow and are always up to date, the general public still needs information and in fact it cannot be accessed through technological developments. people who get information according to their needs play a major role in this phenomenon, but not a few people are also less aware of the importance of the use value of public libraries (Christiani, 2018). Public libraries which also have the goal of making people like to read as early as possible, especially school children, and the community in general must be able to provide trust and quality services so that communication and an interesting atmosphere can be created in order to attract the general public to be able to take advantage of the use value of public libraries. the.

Collections from public libraries are the things that are most seen in public libraries, of course those that are useful and in accordance with the needs of the community (Safira, 2019). Because visitors to public libraries are diverse, the supply of library materials is considered very important for the continuity of information needs and increasing the reading interest of users. In this era of globalization, library collections are diverse, covering all kinds of forms ranging from printed and recorded materials. Therefore, a good and balanced collection, and continues to grow according to user needs, which is compiled based on library collection standards, has an important role in public libraries.

The library functions as a vehicle for education, research, preservation, information, and recreation to increase the intelligence and empowerment of the nation. The library will fulfill its function if it is managed properly (Nashihuddin, 2019). To meet the information needs of the public library, there is a need for service activities. With the service, the library will feel more useful and there will be a lot of information that can be used (Rahmah, 2020). In order to realize quality services, libraries need to look at several important points in the level of interrelated needs such as the number of library

collections, good facilities for users and adequate services, because public libraries will be judged as good overall by users if they are able to provide the best service.

THEORY BASIS

Library is a room, part of a building / building, which contains collections, which are arranged and arranged in such a way, so that they are easy to find and use when needed by the reader. into five, including the national library, public library, special library, university library and school library. Libraries wherever they exist remain the same, the difference is in their development, because library development depends on the community and its organizers (Wicaksono, 2019).

Of the various types of libraries, public libraries are educational institutions that provide various sources of information, knowledge, and culture for all levels of society without seeing the boundaries of differences. According to Sulisty Basuki, a public library is a library funded by public funds, either partially or wholly, open to the general public without discriminating against class, social status, age, gender, ethnicity and religion, as well as providing services to the public (Junandi, S. ., & Prabowo, 2019).

The management of public libraries is financed by the government or the private sector which is authorized to run it. Based on the General Guidelines for the Implementation of Public Libraries, public libraries are libraries that are held in residential areas (towns or villages) intended for all levels and groups of the population to serve their needs for information and reading materials. Public libraries are organized by the government, provincial government, district government / city, sub-district and village, and can be held by the community (Irwan, M., & Novianty, 2019).

According to the definition mentioned above, it can be concluded that public libraries are institutions that organize library activities, documentation, information services, and education that are intended for the community in the surrounding area openly, public libraries are also a supporting element for the government and are held accountable by the mayor. madya in order to educate people's lives (Nurislaminingsih, R., & AP Purnamayanti, 2020).

Public libraries aim to collect information that is suitable for the community, preserve existing collections of library materials, and provide and present information that is ready for use by its users (Sahfitri, 2019). In accordance with Law No. 43 of

2007, the provincial government and district/city governments organize regional public libraries whose collections support the results of their respective regional cultures and facilitate the realization of a lifelong learning community (Tarwilah, T., Juairiah, J., & Prajawinanti, 2020). The objectives of public libraries need to be formulated very clearly so that they can be broken down into targets of organizational units in a structured manner according to the vision and mission in each time period.

Every library has duties and functions as carried out by the parent institution that houses it (Suharso, P., & Pramesti, 2020). The task of the library has become an obligation that has been set to be carried out in the library. In order to create the goals that have been set, in its function as an institution that serves the community in education and information, public libraries must carry out their main duties (Kosim, 2020).

In libraries, in carrying out their duties and functions, starting from procuring collections of library materials, filling out equipment, and forms of user service, libraries certainly cannot work alone, therefore libraries need to collaborate with other institutions or agencies related to the similarity and closeness of vision. , mission, goals (Nurislaminingsih, R., Rachmawati, TS, & Winoto, 2020).

The library must have a proper place and must receive external support provided to support it in every part. The local government policy on library development has been implemented in accordance with the laws and regulations, this is based on the basis that every library institution must function properly and always develop according to the laws and regulations. with the development of society and technology (Widayanto, 2020).

According to presidential decree No. 50 of 1997, the National Library is obliged to develop libraries in Indonesia and to foster their librarians. Therefore, based on the government's functional policy on library development, the National Library of Indonesia cooperates with the district/city government and other organizations, the government/private sector and the community to increase resources in the library sector.

RESEARCH METHOD

This type of research uses a case study method using a qualitative approach. The qualitative approach produces data and processes descriptive data such as interview

transcriptions, direct observations, field observations, video recordings, pictures, photos and so on. researchers and informants. This method is more able to adapt to envy by sharpening mutual influence and to the patterns of values encountered.

Informants are people who will be interviewed. That is, people who are used to provide information about the situation and condition of the research setting. Researchers must be careful in choosing informants who understand the research object so that the required data can be obtained accurately and thoroughly. The research instrument is research equipment. These tools are useful in gathering information, such as a voice recorder (HP), camera, paper, pen, and a list of questions.

To obtain field data, the author uses field research techniques (research by going directly to the field). The researcher formulates ideas and topics, then the researcher chooses a social group or location to be researched and finally conducts research at the location that has been determined. In this technique, the author uses two ways, namely interviews and literature review.

RESEARCH RESULTS

Application of the Planning Function in Library Governance

Planning is the selection and linking of facts, using assumptions about the future in visualizing and formulating activities proposed and indeed necessary to achieve the desired results. KPAK Jakarta carefully plans all activities that will be carried out annually to achieve the Vision and Mission. Planning activities are always carried out in the previous year. The person in charge of planning for the package service program activities is appointed directly from the head of the library to be carried out by the head of the collection department. Package service planning has always been a reference for carrying out the package service program activities. In planning it is said, before writing to KPAK Jakarta, those who want to get package services to get the status of the fostered library must have prepared the person in charge, the manager, and the location of the facilities.

Planning is done continuously and is an activity that is never finished. All plans are temporary and can be changed or replaced if there are new facts and variables that need to be re-evaluated. There is a set time division in carrying out an activity. These time stages can help divide the plan into a series of activities and according to the schedule.

Determining the time or scheduling of actions to carry out activities is a very decisive thing in planning. In the planning of the package service program every year, it is based on the 100-day service program from BPAD. This program is targeted to be able to relate package services to 11 fostered libraries within 100 days.

Implementation of the Organizing Function in Library Governance

Organizing aims to guide existing human resources to work together effectively. Organizing needs to be done with a lot of thoughts, skills collected into one in order to complete the task in question and create usefulness for each group or work unit according to their skills and knowledge. In planning the program for package service activities at KPAK Jakarta, the Head of the Library organizes or determines the division of labor according to his duties and functions. The tasks carried out are adjusted to the units where the work is directly related to library activities. Within the Jakarta KPAK there are four units that are directly related to library activities, namely the field of collections, the field of services, the field of archives, and the field of administration.

The form of organization in planning is appointed directly from the head of the library to the collection sub-bag, and for planning the collections sub-bag processes all activities in the package service assisted program with the unit, after everything has been prepared in its entirety, then it is carried out with the assistance of the service department.

Implementation of the Staffing Function in Library Governance

To meet the needs of manpower in package service activities at the City Library and Archives Office, the Jakarta administration was chosen by placing people who work diligently, seriously, responsibly and understand, master what they will do. However, because the package service fostered program is implemented from the collections Subbid, the Head of the collections subbid chooses staff or division of labor from the collections subbid unit. The division of labor for the package service program is carried out in the collection unit so that every activity carried out by the staff can be monitored directly by the Head of the collection sub-division.

Implementation of the Directive Function in Library Governance

In the planning activities of the Jakarta KPAK package service planning program, the Head of the Library, Mr. Iwan Henry Wardhana, carried out the guidance. "Each group member must have the information needed to complete a task. For this

purpose, the plans that have been made are notified to all members in the form of instructions and orders that are officially delivered. The direction given by the Head of the Library relates to the performance of the staff in planning activities by direct communication to the Head of the Collections Sub-Division and the Head of the Service Sub-Division, as the executor of the package service program activities.

Implementation of the Budget Function in Library Governance

Office of the Library and Archives of the City of Jakarta Administration has a regular budget every year from the Regional Revenue and Expenditure Budget (APBD). The budget for package service program activities is also included from the APBD budget, for package service assisted programs, the budget is usually used for procurement of collections, procurement of service support facilities, and library development.

The implementation of the Supervision Function in the Management of the Library is

Supervision carried out during the implementation of the package service program implementation activities. For the planning activities of the package service program itself, only directions are given from the head of the library to the collection and service sub-bid. However, in planning, the monitoring of activities is designed when the program is running and is carried out according to the time provisions that have been made and given during the package service period. When the target library gets a package service, a schedule for its supervision will be made as well. The fostered libraries themselves will usually be provided with package services for three months, and within those three months, direct or indirect supervision will be planned every month.

CONCLUSION

In general, the Jakarta KPAK has implemented a management function in the package service program. They determine the steps, stages of activities, work groupings, and time series as planning ahead of implementing the package service program. In its effort to increase the procurement of collections of book library materials, KPAK Jakarta has also determined long-term planning. Long-term planning is carried out in an effort to help procure collections in the form of a special program,

namely by collaborating with publishers, institutions, and communities and collecting donations in the form of books. This is considered very efficient, because when long-term planning begins, activities in the library can automatically continue to run, even more so in the implementation of package service programs that require a number of book collections in order to carry out their activities according to their goals.

Planning has become a reference in the implementation of package services. The person in charge of implementing it feels that the selection of staff he has appointed, has the ability and performance in accordance with the division of labor they have received, so that the service can run and be well organized.

When the fostered program has been implemented, the form of direction is carried out by the Head of the Library and supervision is carried out by the Head of the Collections Sub-Division, as has been done in implementing the management function. Supervision is implemented by going directly to the location of the fostered library by the person in charge of implementing the package service with a once-a-month schedule in the three-month period of implementing the package service. It turns out that in carrying out supervision there are still many things that are not pleasing.

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