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**Application of information and communication technology in the Library of SMAN 1 Bandung**

**Alya Hafizza<sup>1</sup>, Angga Hadiapurwa<sup>2</sup>**

<sup>1,2</sup> Universitas Pendidikan Indonesia, Kota Bandung, Indonesia

[alyahafizza@upi.edu](mailto:alyahafizza@upi.edu)<sup>1</sup>, [angga@upu.edu](mailto:angga@upu.edu)<sup>2</sup>

**ABSTRACT**

The Library and Information Science Study Program of Universitas Pendidikan Indonesia has a vision to become a superior and characterful study program in the library and information science field. To achieve this vision, this study program organizes the Librarian Professionalism Internship Program as one of the mandatory programs for seventh-semester students. This program aims to provide students with direct experience in understanding librarianship practices, especially in school libraries. This program directly involves students practicing in the library and gaining experience in library management. The program results are then presented in writing using a qualitative approach and case study method with a focus on the application of ICT, organizing information, and user guidance. Through this program, students can learn various aspects of the implementation of librarianship, different from institutional libraries, and develop relevant technical (hard skills) and non-technical (soft skills). The school library itself has a strategic role as a means of supporting lifelong learning by providing easier access to information to students. The study results explain that the application of ICT in the SMAN 1 Bandung Library focuses more on the automation of library collections, while providing circulation services is still done manually.

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**ABSTRAK**

Program Studi Perpustakaan dan Sains Informasi Universitas Pendidikan Indonesia memiliki visi untuk menjadi program studi unggul dan berkarakter di bidang perpustakaan dan sains informasi. Sebagai bagian dari upaya pencapaian visi tersebut, program studi ini menyelenggarakan Librarian Professionalism Internship Program sebagai salah satu program wajib bagi mahasiswa semester tujuh. Program ini bertujuan untuk memberikan pengalaman langsung kepada mahasiswa dalam memahami praktik kepastakawanan, khususnya di perpustakaan sekolah. Program ini langsung melibatkan mahasiswa untuk langsung praktik di perpustakaan dan menggali pengalaman dalam pengelolaan perpustakaan. Hasil dari program tersebut kemudian disampaikan secara tertulis dengan menggunakan pendekatan kualitatif dan metode studi kasus dengan berfokus pada penerapan TIK, pengorganisasian informasi, dan bimbingan pemustaka. Melalui program ini, mahasiswa dapat mempelajari berbagai aspek pelaksanaan kepastakawanan yang berbeda dari perpustakaan lembaga, serta mengembangkan kemampuan teknis (hard skills) dan non-teknis (soft skills) yang relevan. Perpustakaan sekolah sendiri memiliki peran strategis sebagai sarana pendukung pembelajaran sepanjang hayat dengan memberikan akses informasi yang lebih mudah kepada peserta didik. Hasil dari penelitian menjelaskan bahwa penerapan TIK di Perpustakaan SMAN 1 Bandung lebih berfokus pada otomasi koleksi perpustakaan sedangkan dalam menyajikan layanan sirkulasi masih dilakukan secara manual.

**Kata Kunci:** magang; manajemen perpustakaan; perpustakaan sekolah

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## INTRODUCTION

Internship activities are an integral part of education that provide students with the opportunity to apply the theories they have learned during their studies (Subair, 2024). Through internship activities, students can strengthen their professional connections, enhance their work skills, and gain valuable practical experience. This article discusses non-educational internship activities carried out in groups by students of the Library and Information Science Study Program. The Library and Information Science Study Program is one of the programs offered in the Faculty of Education at Universitas Pendidikan Indonesia. The Library and Information Science Study Program provides various programs to support its students in developing specialized skills related to librarianship, the primary focus of the study program. This is related to the vision of the study program, "Menjadi prodi pelopor dan unggul di bidang Perpustakaan dan Sains Informasi berkarakter pendidikan di Indonesia". As an effort to achieve this vision, the Library and Information Science study program has a program development approach, one of which is the P3KNK program at the Study Program level, specifically the *Librarian Professionalism Internship Program*. This program is a mandatory course for students in the Library and Information Science Study Program, particularly in Semester 7, to acquire specialized skills related to librarianship.

As a student in the Library and Information Science study program, it is essential to learn directly about implementing librarianship, particularly in school libraries. Through this program, students can learn about the implementation of librarianship in school libraries, which differs significantly from the implementation of internships in institutional libraries that will be carried out after completing the internship program in the school library. Additionally, this program can help students develop various skills, both hard and soft, related to librarianship in the school environment.

The school library is a facility that supports lifelong learning, including literacy activities that provide students with easier access to information tailored to their needs (Komara & Hadiapurwa, 2023; Safiinattunnajah & Logayah, 2023). Good school library conditions support students' interest in reading by providing services that support improving students' activities and learning outcomes (Apriwulan *et al.*, 2025). At this time, school libraries are still recognized as dynamic, underscoring the need for continued development to meet the information needs of students, teachers, staff, and address current technological advances (Sari *et al.*, 2024). School libraries have several benefits, namely 1) school libraries can arouse students' interest in reading; 2) school libraries can expand students' learning experiences; 3) school libraries can help develop language skills; 4) school libraries can train students' responsibility; 5) school libraries can help students in instilling independent learning habits; and 6) libraries can help students, teachers, and school staff in developing their knowledge (Damanik *et al.*, 2023). This article aims to provide an overview of the implementation of the Library Internship Program at SMAN 1 Bandung, which includes the application of ICT, organizing information, and guidance for library users.

## Literature Review

### Internship

An internship is a training activity that students can undertake to enhance their existing competencies. Internship programs not only provide benefits for students as interns but also offer benefits to the companies that host them (Lutfia, 2020). Therefore, the internship program can help students understand the relationship between theory and practice, thereby increasing their knowledge of their potential to achieve the goals set for various professions. Internship programs carried out by students can yield valuable outcomes, including an understanding of the intended profession and future job opportunities,

the acquisition of useful information in the workplace, the improvement of professional skills and attitudes, and the establishment of beneficial relationships with individuals in the same field (Salfia & Hanung, 2022).

## Library

A library is a place used to store various knowledge and information (Endarti, 2022). At this time, the existence of libraries needs to keep pace with the development of science and technology. This affects the services and collections owned by a library. Generally, libraries come in various types, including public libraries, special libraries, school libraries, and college libraries. A public library is defined as a library whose implementation process utilizes public funds and targets its users as the general public (Mumek et al., 2021). The definition of a special library is a library that operates under the auspices of an organization, serving to fulfill the information needs of all individuals affiliated with the organization or institution (Evawani, 2022). Next, there is a type of school library, namely a facility that needs to be provided in every school to help increase the knowledge and insight of every member of the school (Joing, 2023; Mdodana-Zide, 2024). The last type of library is a college library, a library whose users are academics, whose information needs are pretty diverse. These users include lecturers, researchers, and students (Indah & Iqiriza, 2022).

In general, the primary task of a library is to provide information services for the benefit of the community, including students, teachers, lecturers, and researchers (both within the scientific community and those within the library environment). In addition, the library also has tasks that need to be carried out, namely collecting, processing, maintaining, caring for, preserving, packaging, storing, empowering, and presenting collections of library materials to users. Libraries must continually monitor technological advances to ensure that the information available is current and relevant to the state of society. Libraries also play a crucial role in preserving a nation's knowledge, culture, and civilization (Kurniati, 2023).

The library also serves several functions, including research, education, recreation, and information. In the research function, the library is tasked with providing information that aligns with the research topic. In the world of education, the library serves as a provider of knowledge and learning resources for both educators and students. In the recreational function, the library needs to provide opportunities for users to utilize the library's collection materials, especially fiction collections (Lathifah et al., 2024). To fulfill its functions, a library needs to create a sense of comfort that can be supported by the right interior design and color choices. Appropriate lighting conditions can also enhance the comfort of users and library managers while they carry out their activities (Pahlevi & Muliadi, 2022). These four functions must be provided and served by the library to achieve user satisfaction. Libraries are also divided into several types, namely national libraries, public libraries, school libraries, and special libraries (Lutfia, 2020).

## Library Management

Library management is a field of study that examines what and how to manage a library in order to achieve results that align with the library's objectives. In addition, library management can also be interpreted as an activity that involves managing a library based on theories or functions commonly found in general management (Rodin et al., 2021). Management functions that can be applied in libraries include planning, organizing, directing, and controlling (Anisa, 2021). With the existence of library management, libraries can utilize their existing resources optimally and in accordance with the management functions that have been adapted to library management.

The first function is planning. In this case, several stages need to be prepared by the library, including determining the purpose of the school library and identifying the target users and their needs. The planning function plays a vital role in achieving the success of a library (Baidhawi et al., 2022). The objectives must

be adjusted to align with the school's vision and mission, as well as the library's, so that the library can provide excellent service to every user. Furthermore, there is an organizing function related to the arrangement of all aspects of the library, including humans, objects, and other items. Activities that need to be carried out in implementing this function include arranging library services, preparing a system to support these services, providing a more flexible system, operating the selected system, organizing library collections, and assigning tasks and responsibilities to librarians or library staff. To effectively implement the organizing function, adjustments to existing resources are necessary, incorporating technology that can aid in the process and align with applicable standards (Amani & Hadiapurwa, 2024).

Additionally, there is a driving/directing function, one of the duties of the head of the library, which involves monitoring all activities regulated in the planning and organization of library management. In the implementation of this function, the leader's role is crucial, enabling librarians and library staff to work optimally and achieve the goals previously determined in the planning process. The last management function that needs to be done is the control function. In this role, librarians must continually monitor key aspects of library activities. Key elements to consider include the objectives implemented, the activities carried out, and the services provided to users. Controlling activities can be carried out not only at the end of the activity but also while it is in progress. So that errors that occur can be corrected quickly and by taking appropriate action (Mansyur, 2015).

## METHODS

This program directly involves students in practicing library management skills in the library and gaining experience. The results of the program are then presented in writing, employing a qualitative approach and case study method, allowing students to explore a particular phenomenon or case in detail and depth at a specific time, using various data collection procedures over a defined period. Case studies enable students to explore in depth particular contexts and typical characteristics of ICT applications in the school library environment. Data collection is conducted through direct observation of library activities, with the aim of understanding the application of ICT in supporting information services. Before implementing the program, a specific process must be followed, as outlined in **Figure 1**.



**Figure 1.** Internship Program Implementation Stages  
*Source: Dedication 2024*

Internship registration and data collection are forms of internship planning. Registration and data collection are carried out to determine the location that will serve as the destination for the internship activity. At this stage, students search for places and gather information related to the selected place. Additionally, registration and data collection activities are conducted to fulfill administrative requirements, which serve as official permission for the internship destination. When carrying out internship activities, the licensing process is one of the most critical steps to take.

After choosing a place and obtaining a permit letter from the university, the permit letter is submitted to SMA Negeri 1 Bandung, specifically addressed to the SMA Negeri 1 Bandung Library. The Library and Information Science Study Program, as a program that implements an internship, conducts socialization

activities to guide students undertaking internships, supervising lecturers, and also for the SMA Negeri 1 Bandung library, where the program is implemented.

## RESULTS AND DISCUSSION

### Application of ICT in School Libraries

Along with the development of information and communication technology, libraries need to adapt to current conditions. School libraries should also apply ICT to every process of activities carried out. Implementing ICT in a library presents various challenges that librarians and library staff must face. Information technology is essential to apply in information management because 1) to increase the complexity of management tasks; 2) the influence of globalization; and 3) the need for a faster response (Kurniawan *et al.*, 2021). The main challenges that typically arise are the rapid development of technology and the process of human adaptation to it. As an institution that is adaptive to changes in technology, libraries must adjust their information sources to meet the evolving information needs of users.

In addition, libraries also need to provide information that is easily accessible and effectively used by users. Therefore, libraries can offer library OPACs and digital libraries. OPAC is a public catalog system that enables users to find the collection data they need (Elsadantia, 2023). During the process of implementing information and communication technology in libraries, it is usually more focused on what technology will be used without considering whether the necessary human resources will be available to operate the technology. Before implementing the technology, a discussion should be held involving librarians and staff who will later be responsible for operating the technology (Megawaty *et al.*, 2021). Apart from that, it is also necessary to understand that the use of information and communication technology in libraries can also make libraries a more optimal source of learning (Ardiansah *et al.*, 2022).

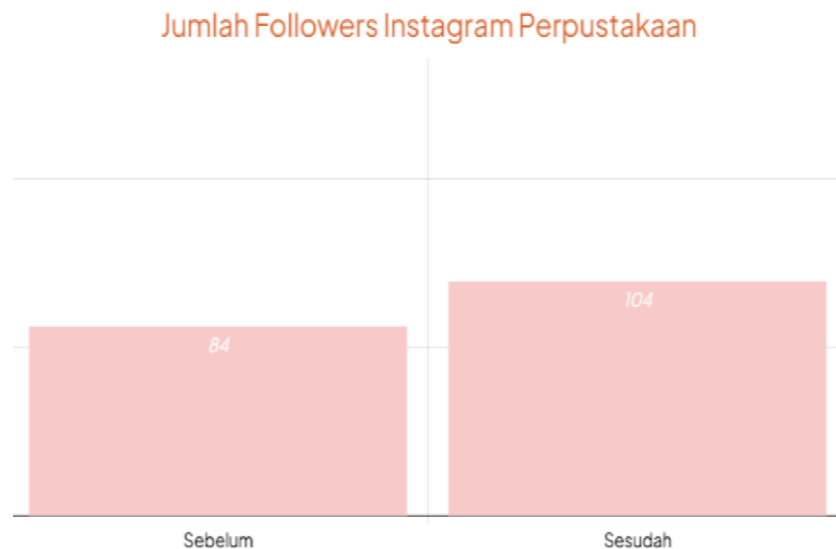
The application of Information Technology used by the SMAN 1 Bandung School Library is SLiMS. In the process of processing library materials, several stages must be carried out, including inventory, classification, cataloging, aligning catalog cards (manually), and shelving (Setiawan *et al.*, 2022). Inventory activities are the primary tasks, including stamping each book that arrives. In the classification, there is a universal and frequently used scheme, namely the Universal Decimal Classification (UDC), the Dewey Decimal Classification (DDC), and the Library of Congress Classification (LCC) (Anawati *et al.*, 2022). After being stamped, the library materials are then classified. The classification system used in the SMAN 1 Bandung Library is the Dewey Decimal Classification (DDC). The next stage that is carried out is cataloging.

After going through the cataloging process, each collection will have a catalog that is then arranged in alphabetical order. In the cataloging process, the SMAN 1 Bandung Library does not use a manual catalog; instead, it utilizes the Open Public Access Catalog (OPAC). The OPAC can be accessed at the link <https://lib.sman1bdg.sch.id/katalog/>. However, not all library collections are integrated into SLiMS. So the process of borrowing and returning services is still done manually. Librarians perform circulation service activities by inputting user data and collection data to be borrowed or returned using a Google Form. Each user can borrow a maximum of 3 books. Books that have been borrowed can be returned after seven days. If the user is late in returning the book according to the return deadline, a fine of Rp 1,000 per day will be imposed.

In addition to the library automation system process, the application of ICT can also be done by promoting the library using social media. The library automation system is a type of technology that can be in the form of hardware or software used to carry out service activities and manage libraries (Ilmi & Handayani, 2022). During the internship, the SMAN 1 Bandung library was promoted through the Instagram social media. Social media is a means of conveying information or a tool that can be used to store and convey



information indirectly through internet social networks (Malik & Kusumadinata, 2023). In library activities, social media can serve as an intermediary for libraries to communicate academic information to school residents, who are also library users (Rahman *et al.*, 2023). The use of social media provides its users with the opportunity to interact with the broader community. What is meant by Instagram is this application that can enhance the creativity of its users, as it offers numerous features that can make photos more visually appealing and engaging (Permana & Pratiwi, 2021).



**Figure 2.** Instagram Followers Increase Rate Library  
*Source: Author Documentation 2024*

The Instagram account owned by the SMAN 1 Bandung library has not uploaded new content since 2021. After being reactivated during the internship activity, the Instagram account, @lib\_smansabandung, experienced an increase in the number of followers. As shown in Figure 2 above, before the internship activity, the library's Instagram followers numbered only 84, while after the internship activity, the Number of followers increased to 104. This increase occurred because content about the library had been packaged and uploaded to the library's Instagram account. The content currently contains 18 Instagram posts that have been successfully uploaded to the @lib\_samansabandung Instagram page. The content includes service hours, the library's vision and mission, organizational structure, library collections, services and facilities, book reviews, library terms, references to scientific papers, the OPAC, and other content related to the activities of the SMAN 1 Bandung library.

### Organizing Library Collection Information

Organizing library collection information involves inputting collection data into SLiMS, classifying library materials, labeling, shelving, and scanning. The activity of inputting bibliographic collection data is part of managing metadata structures within the Library automation system, specifically in the form of SLiMS. The bibliographic structure data entered includes title, author, edition, classification number, publisher, and book cover. The selection of call numbers is also carried out at this stage, where the call number consists of the collection classification number, the first three letters of the author's name written in capital letters, and one initial letter of the title derived from the first letter written in lowercase. This stage results in the collection barcode appearing based on the bibliographic data that has been input.

Before the internship, there were 6,506 copies of books that had been input. After the internship, the number of library book collections of SMAN 1 Bandung that had been inputted into SLiMS increased to 8,246 copies. The next step in organizing library collection information is classifying library materials. The classification of library materials is carried out according to the Dewey Decimal Classification (DDC) guidelines, which comprise classification numbers ranging from class 000 to class 900. The classification of library materials is included in the bibliographic data input activity, which will later be used to create call numbers and collection barcodes.

Next, there is a labeling activity, which is usually carried out based on the results of the classification and the input of bibliographic data from the collection into the library automation system, SLiMS. Labeling activities include attaching call numbers to the back of library material collections, accompanied by the attachment of collection barcodes. Each book collection that will be input into SLiMS must have a book identity, which includes a cover. Therefore, each collection of library materials owned by the SMAN 1 Bandung library must undergo the cover scanning stage. The last stage in the process of organizing library collection information is shelving. The implementation of shelving activities is carried out on collections that have had their bibliographic data input into the SLiMS automation system and then undergone the labeling process. Collections that have undergone all these stages will be separated based on their classification number. Then, the shelving activity is carried out in stages according to the order of the classification number. Each collection is sorted from class 000 to class 900. Shelving activities need to be carried out not only to facilitate easy searching of the collection but also to pique the interest of visiting librarians (Buwana, 2024).

### **Library Guidance (Use of Mendeley Reference Manager)**

Library guidance activities need to be carried out so that every library user is aware of the stages involved in using the library. Guidance provided by students focuses on using reference managers, particularly Mendeley. Mendeley is a software that can be accessed for free, making it easily usable by anyone (Pramiastuti *et al.*, 2020). One of the main reasons Mendeley is so popular among students and researchers is the ease it offers in managing references (Hafizd *et al.*, 2024). This software greatly supports academic needs that demand accuracy and efficiency in organizing literature sources. By using Mendeley, users will find it easier to process and organize scientific documents and references. The use of Mendeley will also facilitate the process of compiling scientific papers such as Theses, Dissertations, or other research reports. In addition, Mendeley can also help writers enrich their reference sources, especially in the citation process, so that they can be effectively used in the development of current research. The format for writing citations and reference sources provided by Mendeley also varies from APA Style, Harvard Style, Chicago Style, and many others, which can be adjusted to meet the writer's needs.



**Figure 3.** Library Guidance Activities (Use of Reference Manager)  
*Sumber: Dedication 2024*

User education and guidance activities for librarians at SMA Negeri 1 Bandung were conducted at the end of the internship program for female students of the Library and Information Science Study Program, focusing on the theme "Reference Manager". The purpose of the guidance for librarians is to ensure that each librarian is aware of the library's existence and the services it provides. Typically, guidance activities for librarians are conducted at the beginning of the new school year (Antasari, 2024). This user education activity was conducted in three classes: XII-10, XI-9, and XI-10. The presentation covered KTI, plagiarism, citation, reference management, Mendeley, and direct practice on using reference managers, as well as information sources. Essentially, many students of SMAN 1 Bandung are still unfamiliar with what a reference manager or Mendeley application is. In addition to increasing students' insight, the library guidance activity regarding reference managers can also help reduce plagiarism in scientific papers. This activity can minimize plagiarism that occurs, especially in the academic field. Plagiarism is an activity related to taking the work of others and claiming it as one's own, which is done intentionally or unintentionally (Pratiwi & Aisya, 2021). Therefore, the implementation of this library guidance activity is crucial for all male and female students of SMAN 1 Bandung.

## CONCLUSION

The application of information and communication technology (ICT) in school libraries, as implemented at SMAN 1 Bandung, highlights the importance of library adaptation to technological developments in order to improve services to users. Despite facing challenges such as rapid technological changes and adapting to human resources, the library has taken innovative steps, including the use of SLiMS to automate collection management. This process includes inventory, classification, cataloging using an OPAC, and the gradual integration of collection data. However, circulation services still rely on manual methods, indicating the need for further development. The use of social media such as Instagram for library promotion has proven effective in increasing interaction with users. The increase in the number of Instagram followers and the uploading of quality content about the library are proof of the success of this strategy. Furthermore, the organization of collection information is carried out systematically, including inputting bibliographic data, labeling, scanning, and shelving, which ensures that the collection is neatly arranged and easily accessible. In terms of user education, guidance activities related to the use of Mendeley as a reference manager also provide significant benefits in supporting students in compiling scientific papers more professionally and minimizing plagiarism. Overall, the implementation of ICT in



school libraries such as SMAN 1 Bandung reflects the importance of libraries as centers of literacy and technological innovation that continue to develop to meet the information needs of library users effectively and efficiently.

## AUTHOR'S NOTE

The author declares that there is no conflict of interest regarding the publication of this article. The author confirms that the data and content of the article are free from plagiarism.

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