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Librarian professionalism internship program at SMP Negeri 40 Bandung

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ABSTRACT

Internship activities are essential for channeling students' knowledge acquired during their studies into the workforce, particularly in fields related to their chosen majors. This article aims to present the results of an internship at the SMP Negeri 40 Bandung library. The method used in this internship activity began with observing the library space, analyzing the problems and needs of the library, and designing a program that addressed those needs. The internship at the SMP Negeri 40 Bandung library provided valuable experiences and learning, offering positive insights for students regarding the role and existence of a school library. Several internship outcomes included organizing and preserving library materials, circulation services focused on book borrowing and returns, and implementing Information and Communication Technology (ICT) in the library, particularly through OPAC (Online Public Access Catalog). However, the internship outcomes were not fully maximized due to several factors, including limited access and other constraints from the school.

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ABSTRAK

Kegiatan magang sangat diperlukan untuk menyalurkan pengetahuan mahasiswa selama perkuliahan dalam dunia kerja yang relevan dengan jurusan yang diambil. Artikel ini bertujuan untuk memaparkan hasil kegiatan magang yang telah dilaksanakan di perpustakaan SMP Negeri 40 Bandung. Metode pengabdian yang digunakan pada kegiatan magang ini yaitu diawali dengan mengamati ruang perpustakaan, menganalisis masalah dan kebutuhan perpustakaan serta merancang program yang sesuai dengan kebutuhan. Kegiatan magang yang telah terlaksana di perpustakaan SMP Negeri 40 Bandung ini telah memberikan banyak pengalaman dan pembelajaran yang bernilai positif bagi pandangan serta wawasan mahasiswa terhadap keberadaan suatu perpustakaan sekolah. Beberapa hasil yang telah dilaksanakan dari kegiatan magang ini yaitu program pengorganisasian bahan pustaka di perpustakaan, pelestarian bahan pustaka, layanan sirkulasi di perpustakaan yang berfokus pada peminjaman dan pengembalian buku, serta penerapan Teknologi Informasi dan Komunikasi (TIK) di perpustakaan dengan mengoperasikan OPAC (Online Access Public Catalog). Namun, dari hasil magang tersebut tidak terlalu maksimal dikarenakan banyak faktor yang kurang bisa dipenuhi dari pihak sekolah karena keterbatasan akses dan lain sebagainya.

Kata Kunci: kegiatan perpustakaan; perpustakaan sekolah; program magang

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INTRODUCTION

The Tri Dharma of Higher Education is a concept that is a pillar in the implementation of the functions and goals of higher education. As the name implies, this concept encompasses three main principles of higher education: Education and Teaching, Research, and Community Service. In implementing these principles, each university will mobilize its academic community, particularly lecturers and students, to engage in educational and teaching practices, conduct research, and participate in community service programs. The Ministry of Education, Culture, Research, and Technology (Kemendikbudristek) issued the Independent Learning Independent Campus (MBKM) policy to support the student learning experience by providing opportunities for students to study outside the study program and carry out activities outside of higher education to prepare competent human resources by the needs of the times, especially in facing social and cultural changes, the world of work, and rapidly developing technological advances (Hasan, 2022). One of the MBKM programs is the internship program (Hanung, 2022; Piliano et al., 2023).

Internship activities are one of the academic activities that emerged as part of the effort to implement the 2021 curriculum, which must then be carried out by students (Klau et al., 2023). An internship is a training program for students that is carried out over a specific period that aims to develop certain skills and expertise under the guidance of an experienced mentor or instructor, as well as a place for students to hone their skills and prepare themselves before actually entering the world of work (Chairunissa et al., 2024). The internship program enables students to learn by doing, a process that involves learning through practical experiences in real-life situations, thereby developing soft skills that are internalized within students (Nasution, 2023). The Library and Information Science Study Program offers an opportunity for students who do not have the chance to participate in MBKM to gain practical experience in the field through the MBKM Mandiri program at the study program level, specifically the Non-Educational Library Professionalism Strengthening Program (P3KNK) or *the Librarian Professionalism Internship Program*.

P3KNK is an expansion of the Non-Educational Field Experience Program (PPL NON-DIK), similar to universities in general, which require students to undertake field experience practices or internships. This program serves as a forum to train, develop, and reinforce the knowledge gained through learning activities (Jaya, 2023). This internship program is designed for students who have entered their third or fourth year. Within the scope of the FIP UPI Library and Information Science Study Program, the internship program called P3KNK must be followed by students who have entered the 7th semester. The purpose of this P3KNK is to facilitate the professionalization of education in the field of library and information science, a process that is programmed, guided, and developed collaboratively and integrated with the field. During the internship, students will gain *hard skills* (such as complex problem-solving and analytical skills), as well as soft skills (including professional and work ethics, communication, and cooperation). This program is conducted over one semester in two different environments: school libraries and agency/institution libraries, each totaling 40 working days.

Libraries serve as a vehicle for education, research, preservation, information, and recreation, thereby increasing the nation's intelligence and empowerment. Based on the function of the library, it can be inferred that schools, as educational organizations, need to empower their school libraries to support the learning process. Furthermore, school libraries must ensure the formation of a generation that possesses awareness and the ability to learn throughout life, and develops the mindset to live as responsible citizens (Permatasari & Fathurrohman, 2022). Therefore, to achieve its functions and goals, the school library must receive attention from the school, especially from the principal, who is the prominent leader. However, in reality, it is often encountered that the state of school libraries is still abandoned and not functioning optimally. This is due to the school's lack of knowledge and attention to the importance of school libraries for school residents, especially teachers and students who are directly involved in teaching and learning activities (Masrufa et al., 2024).

School libraries need to be managed according to professional standards. A well-managed school library will be able to attract students to use the library (Rizal & Muliadi, 2021). The national standard for school and madrasah libraries is set to serve as a reference for the implementation of management and development in these libraries. However, as mentioned earlier, many school and madrasah libraries still do not meet the standards. Problems often encountered include limited space and reading areas, inadequate book collections, and an unattractive library appearance (Afian & Saputra, 2021). This problem undoubtedly affects the essence and ability of school libraries to fulfill their functions. The function of the school library is not limited to the functions mentioned in the regulations earlier. The functions of the school library include helping to develop students' interests and talents, expanding students' knowledge by facilitating simple research or information analysis, and teaching students to search and access information on available learning resources (Apriyani et al., 2021).

Previous research has shown that street vendor programs or internships have a positive impact. Libraries gain new ideas, while students gain valuable practical experience, especially in library administration. Evaluation shows that the street vendor program provides benefits in facing the challenges of library modernization (Azizah et al., 2024). Other research indicates that the street vendor program can offer practitioners opportunities to gain professional knowledge of library management and become directly involved in library operational activities, particularly in the development of collections and the utilization of technology (Hanifa et al., 2024). Based on previous research, it is evident that internship programs can make a significant contribution to libraries and students. It also highlights the importance of collaboration between educational institutions and libraries in developing library management and enhancing the competence of future librarians.

The purpose of this study is to explain the role of practitioners in the management and development of libraries at SMP Negeri 40 Bandung through the Non-Educational Literature Professionalism Strengthening Program (P3KNK). The SMP Negeri 40 Bandung Library is one of the school libraries whose management has not been optimal. The result is that school residents are not interested in visiting the library and utilizing the available resources. Not a few students have been in school for three years but have never visited the library. Some teachers admit that they do not use the library to find learning support resources or use it as a recreational space. Conditions like these demonstrate that libraries need to innovate and strive to improve library management and promotion, enabling school libraries to operate effectively in their intended functions. Through the P3KNK Program, students are trained to think critically in overcoming problems in the field. Therefore, with internship activities or field experience within the scope of the school library, this is very useful and, of course, can help channel the knowledge and experience of students in managing the library as it should. Although implementing P3KNK is not sufficient to meet the National Standards for Junior High School / MTs Libraries, this P3KNK program can be a positive step in supporting the development of school libraries.

Literature Review

Junior High School Library/Madrasah Tsanawiyah

A library is a building that is provided for the maintenance and use of books, magazines, and other library materials for reading, studying, or discussing. A school library is a library that is managed and found in schools to help schools achieve their goals. According to the National Library Standards, the library of the Junior High School/Madrasah Tsanawiyah is a library situated within a formal educational unit within the Junior High School/Madrasah Tsanawiyah's educational environment, which is an integral part of the school's activities. It is one of the learning resource centers that supports the school's educational goals. In addition, school libraries play a crucial role in supporting students' well-being and learning motivation, and they also provide safe and comfortable spaces for their visitors (Lathifah & Maryani, 2024). Libraries

for schools are one of the resources that help students understand and solve problems in the learning process (Akbar & Aplisalita, 2021). This aligns with the school library's purpose, which is to support the implementation of the teaching and learning process, thereby enhancing and improving student learning outcomes (Huda, 2020).

Collection Organization

Organizing in the library can be interpreted as a systematic process for managing library collections. Organizing is the arrangement of people or personnel to achieve organizational goals, which includes grouping necessary activities and allocating or distributing them to each personnel member in the library. The organization of library collections consists of registration activities (inventory and marking/stamping); descriptive categorization, subject, and class number; labeling of call numbers, return slips (*due date slips*), *barcodes*, RFID, and so on for service activities; as well as systematic alignment of collections on the shelves based on guidelines. In organizing library materials, libraries must also provide means of retrieving information, such as catalogs or similar resources, in both manual and electronic forms, including Online Public Access Catalogs (OPACs). OPAC is a catalog system that is accessible to the general public. Library users can use it to browse catalog databases to determine whether the library stores specific works and their location. If this OPAC system is connected to the circulation system, users can check the availability of the library's collection (Elsadantia, 2023).

Preservation of Library Collections

Preservation of library collections is an activity to preserve the original (intellectual) and physical content of a library collection. In addition, the preservation of library collections is a preservation activity that includes aspects such as finance, workforce, methods, techniques, and storage. This library collection preservation activity aims to protect the content and physical form of the library collection from damage, such as wet pages, torn pages, lost pages, and dirt. If the library collection can be preserved from damage, then it has certainly fulfilled one of the duties of the library personnel. This library collection preservation activity consists of maintenance, repair, and preservation of the collection. In the preservation of library collections, there are three special terms: preservation, conservation, and restoration (Rodin & Kurnia, 2021).

Preservation, conservation, and restoration. Preservation is the process of maintaining or protecting a collection from damage that may come from within or outside, including aspects such as management and finance, human resources, policies related to storage and tools, and techniques and methods used to safeguard collections from harm. Conservation is an effort to protect the collection from damage or destruction by using specific methods and techniques carried out by technical officers. Finally, restoration is an effort to repair a damaged collection so that it can return to its original form, even if it does not completely recover, at least the information content within it is not lost (Ramadhiani et al., 2023).

Library Services

Services or service activities can be interpreted as services provided by service owners in the form of convenience, speed, relationships, and abilities demonstrated through attitudes and traits in delivering services to achieve satisfaction from the party receiving the services (Arsyad, 2022). The essence of library services encompasses all forms of information required by library users, both for direct use within the library and for use outside the library premises. Library services aim to help meet the information needs of users. With library services, it will naturally make it easier for users to find and access what they want. Services in libraries typically include circulation or borrowing services, returns, and issuing library

membership cards. In addition, there is a reference service that provides a collection of references, which can only be accessed in the library and are not available for loan. Furthermore, there is an information search service; this service can be likened to the services of librarians in helping users locate the information or library collections they are seeking (Yuliana & Mardiyana, 2021).

Application of ICT in Libraries

The application of ICT in libraries is closely related to library automation. Library automation refers to the use of information and communication technology in library administration, which can simplify tasks and enhance the quality of services to users (Lestari et al., 2022). More specifically, there is another term related to the application of ICT in this library, namely the library automation system. A library automation system is a computer-based system that integrates various library management activities within a single application. Library Automation is a system that automates various tasks performed in conventional libraries, including library collection processing, circulation systems, cataloging (OPAC), collection procurement and acquisition, serial publication management, and reporting. In addition, the library automation system is a comprehensive system that encompasses procuring library collections, circulation, processing library collections, rediscovering information, managing membership, and a fine system (Ilmi & Handayani, 2022).

Along with the development of information and communication technology, there are currently various library automation systems, such as Koha, Greenstone, and two popular local library automation systems, namely INLISLite developed by the National Library of the Republic of Indonesia and Senayan Library Management System (SLiMS) developed by the Library of the Ministry of Education, Culture, Research, and Technology (Kemendikbudristek) of the Republic of Indonesia. The application of ICT in libraries also includes the use of word processing software, spreadsheets, presentations, web browsers, *internet based applications*, *email*, and social media, where these platforms are basic technologies that are commonly used not only in libraries, but in various fields, so library managers are important to be able to operate these platforms in supporting library administration. The implementation of ICT in libraries based on SKKNI in the Library Sector also includes computer networks, digital libraries, *repositories*, and other related technologies.

METHODS

The 2024 P3KNK activity was conducted at SMP Negeri 40 Bandung, located at Jalan Wastukencana No. 75, Tamansari Village, Bandung Wetan District, Bandung City, West Java Province. P3KNK at SMP Negeri 40 Bandung was conducted by an internship group consisting of three 7th-semester students from the Library and Information Science Study Program, which took place from September 9 to November 20, 2024, every Monday to Thursday. In its implementation, this activity begins with observing the library space, analyzing the problems and needs of the library. The results of the study are then used to develop a work program plan, allocate tasks, implement the program, and evaluate the results.

The work program plan designed covers various areas of library management activities, including organizing and preserving library collections. Carry out library services and implement ICT in the library. This activity refers to the SKKNI for the Library Sector. However, not all activity units in the SKKNI Library Field are carried out by practitioners, as the implementation is adjusted to the urgency and existing resources, such as human resources, facilities, infrastructure, time, and cost. After the work program plan is designed, practitioners discuss the division of labor to ensure the efficient implementation of the program. The division of labor is categorized into two types, namely tasks that are done together and tasks

that are done individually. Tasks that are done together are tasks that require a lot of effort, such as organizing library collections and aligning collections. Meanwhile, other tasks are divided among practitioners based on their abilities and interests. This division of labor is also a practical strategy for implementing the program, allowing each task to be performed optimally and enabling all practitioners to contribute actively according to their respective roles and tasks. The evaluation of the results is carried out at the end of the apprenticeship period.

RESULTS AND DISCUSSION

Library Collection Organization

The organization of library collections, also known as the processing of library materials, is crucial so that the collections in the Library of SMP Negeri 40 Bandung can be adequately organized, making it easier for library managers and users to access the collection list and locate the necessary collections. The organization of library collections carried out by practitioners includes descriptive and subject cataloging activities, registration or inventory, creating library collection identities (labeling), and *weeding*. The organization of library collections carried out by practitioners is not a new collection as a result of purchases, grants, and so on, but a collection that is in the closet of the Head Room of the Library, as well as a collection of magazines and collections that are on the central shelf but have not been inventoried.



Figure 1. Carrying out the organization of library collections
Source: Author Documentation 2024

Figure 1 shows that the practitioner organizes information. Initially, the collection to be processed was collected in the practical work area. Furthermore, each practitioner will process the book by cataloging the descriptive and subject information, and directly register or inventory the collection by recording it on a *spreadsheet*. When the collection has been sufficiently collected according to the number of labels

formatted on one A4-size page, the call number will be entered in that format and printed to be subsequently pasted to the registered collection.

The system of cataloging, registration, and label format follows the system implemented by practitioners in the previous period. Descriptive cataloging encompasses eight bibliographic areas, subject cataloging utilizing the 23rd edition of the Dewey Decimal Classification (DDC), and registration or inventory is combined with pre-existing collection inventory list documents. After the collection reaches the labeling stage, it will be selected first before being lined up on the collection shelf and served to users. However, the SMP Negeri 40 Bandung Library does not have written guidelines for the development of collections, so practitioners only select collections by adjusting the book category to the user's age. The majority have not yet reached adulthood, so in this case, the practitioner separates the collection from the adult category, and it is not placed on the central shelf so that students cannot access it.

Preservation of Library Collections

The preservation of library collections is crucial in libraries. Activities carried out by practitioners in this field include cleaning bookshelves, maintaining library rooms, and restoring collections that have suffered minor damage.



Figure 2. Preservation of Library Collections
Source: Author Documentation 2024

Figure 2 illustrates that the practitioner is conducting field activities related to library collection preservation, specifically cleaning the library room and its bookshelves. The library room is cleaned so

that users can use it comfortably. The activity of cleaning the bookshelves aims to maintain a clean and well-organized storage system for books, thereby preventing damage to the library collection caused by dust, mold, and other dirt. In addition to cleaning bookshelves and library rooms, practitioners also carry out light restoration by attaching or gluing damaged books using glue and tape. However, not all damaged books can be adequately repaired, as some have pages that are not only damaged but also missing.

Library Services

During P3KNK activities, practitioners have conducted service activities aimed at meeting the needs of users in schools. This service certainly adjusts to the availability and circumstances of the school library. Service activities carried out by practitioners include the following.

1. Collection Alignment

In this activity, practitioners rank the collection based on its classification number. The classification system used is DDC or Dewey Decimal Classification. This classification system is indeed a system applied at the Library of SMP Negeri 40 Bandung. Collection alignment or *shelving* is the first activity carried out by the practitioner during the internship. The three practitioners together realigned the library's collections so that they are stored in the correct place and accordance with their classification. This comprehensive realignment of the collection involves aligning the main collection, reference collections, magazines, and newspapers, resulting in a processing time of approximately 3 weeks. Additionally, practitioners juxtaposed the newly processed collection so that users can access it.

2. Circulation Services



Figure 3. Carrying out Circulation Services
Source: Author Documentation 2024

Figure 3 illustrates practical activities involved in performing circulation services. The circulation service enables users to borrow and return books. In this service, the practitioner assists users who borrow books from the library by helping them fill out the borrowing form first, as well as providing a loan card for users who do not have a borrowing card. The practitioner will write down the date and identity of the

borrowed collection on the user's card. Furthermore, when returning a book, the practitioner must write down the return date and paraphrase the same card.

3. Information Search and Reference Services

Information search services are tools that help practitioners locate and access the collections they need. For example, users may request an atlas book on the history of Islam's development in Indonesia, so practitioners help find and recommend types of collections that provide more comprehensive information. In addition, practitioners have also provided reference services to students who need a Sundanese dictionary, look up the meaning of a Sundanese term, and so on.

Application of ICT in Libraries

One of the practical work programs is to create a simple website for the library. In creating a simple website, the practitioner uses the Google Sites platform. This choice is based on easy access between Google products with just one Google account. Additionally, the available Google library account is currently used solely to create an Instagram account and has not yet been utilized for library management. Therefore, to take advantage of the existing ones, Google utilizes a cloud-based system that can be accessed on any device and from anywhere by connecting to the internet. The practitioner decided to create a simple website using Google Sites. The website that has been created contains three main menus: the homepage, library profile, and OPAC. On the home menu, you will find information about the library's operating hours, the types of collections available, links to free digital reading resources that do not require an account or login, as well as contact, social media, and address details. Furthermore, the library profile menu contains information about the personnel, as well as the library's vision and mission. Finally, on the OPAC menu, there is a catalog containing collection data.

The use of ICT spreadsheet devices (*Spreadsheets*) is used to create inventory lists and collection catalogs. The platform used is Google Sheets, which makes it easier for practitioners to collaborate using different devices and accounts, resulting in more efficiency compared to working on a single computer device available in the library. Furthermore, in making OPAC, practitioners also use Google Sheets as a medium to store library collection data, which is then exported to the *Awesome Table website* so that when displayed on Google Sites there is a feature to search for collections based on the title and name of the author and the range of years of publication. Documents that have been exported to *Awesome Table* will then be *embedded* in Google Sites by copying the code. When the catalog data in *the Spreadsheet* is updated, the view on the OPAC (see **Figure 4**) is also automatically updated.

Nomor Panggil	Judul Buku	Penulis	Lokasi Rak	Bahasa	Penerbit	Tahun	Judul Seri	Eks.	ISBN	Edisi
000 RAF d	40 Dongeng Enteng ti Pasantren	RAF	R4.L1b	Sunda	Geger Sunten	2019		16	978-602-5645-88-4	
000 HID a	A Puzzling Letter	S. Hidayat	R4.L1a	Indonesia	PT Sandi Arta Sukses	2018	Buku Pengayangan Pengetahuan	5	978-602-9061-01-7	
000 HER a	Air Sumber Kehidupan	Hermawan	R4.L1a	Indonesia	CV Lestari	2005		5	979-9133-88-2	
155.98 UMI a	Aku Ingin Indonesia Jaya	Umi Istiqomah	R4.L2a	Indonesia	PT Widya Duta Grafika	2005		1	979-5172-49-9	
000 DAN a	Aku Tahu Pemilihan Umum	Dana Anggara	R4.L1d	Indonesia	Kopemdik Nusantara	2016	Aku Cinta Indonesia	3	978-602-9048-94-0	
000 BET a	Anak Sehat, Bugar, dan Cerdas	Between Lutam & Endang Parjiati	R4.L1b	Indonesia	Lestari Kirata Nama	2017		2	978-602-898-262-7	
000 MEL a	Anggi Sayang Mama	Melissa	R4.L1a	Indonesia	Puspapopuler	2014		2	978-602-8287-35-7	
000 SON a	Angin Galunggung	Soni Farid Maulana	R4.L1b	Sunda	Geger Sunten	2018		4	978-602-7784-13-0	
000 PAK a	Apresiasi Karya Melalui Resensi	Paksi S. Raharjo	R4.L2a	Indonesia	Sinar Haromein	2015		3	978-602-9444-30-8	
000 GIN a	Asal Mula Kalimas dan Kisah-kisah Lainnya	Gin Subiharso	R4.L1a	Indonesia	Nuansa Cendikia	2017	Cerita Rakyat Nusantara	5	978-602-350-092-5	
000 YEN a	Ayahku, Idolahku	Yenny	R4.L1c	Indonesia	Puspapopuler	2015		2	978-602-8287-66-1	
000 SUG a	Ayo Terus Sekolah	Sugeng Waluyo	R4.L1d	Indonesia	Penerbit SIC	2010		1	979-8611-186-9	
000 MAR b	Bagaimana Seandainya: Jawaban yang Membangkitkan Minat Keingintahuanmu yang Besar	Marshall Brain	R4.L1d	Indonesia	PT Intan Sejati	2003		1	978-0764-566-578	
000 MAR b	Bagaimana Sendok Dibuat	W. Mariani & Winarni E.	R4.L1d	Indonesia	Utan Kayu	2015		2	978-602-9666-66-2	
000 DID b	Bazar Merapi	Didik Suhardi	R4.L1a	Indonesia	Direktorat Pembinaan Sekolah Menengah Pertama	2015	Matematika	1		

Figure 4. OPAC Library SMPN 40 Bandung
 Source: <https://sites.google.com/view/perpustakaanmpn40bandung/opac>

Other ICT uses for libraries, namely: Microsoft Office Word word processor to create label formats; Canva to create Instagram content designs, Sites and create presentation slides for literacy activities; web browser to access the platforms used, search for references for users, and so on; access *internet-based applications* such as Canva; use of Google accounts to have email and can be used to access Google products, create Canva, Awesome Table, and Instagram accounts (created in 2022).

Evaluation

The evaluation of the results was conducted by reviewing the program achievements implemented by practitioners during the P3KNK at the Library of SMP Negeri 40 Bandung. Overall, the work program carried out by the practitioner aligns with the targets set, particularly in the areas of organizing, preserving, and providing library services. However, there are two programs in the field of ICT implementation activities in libraries that are not running as planned, namely the implementation of SLiMS and OPAC. SLiMS, as a library automation system, cannot be implemented in the SMP Negeri 40 Bandung Library due to the lack of ICT devices. This also causes library work to be done manually and not integrated, making it less effective and efficient. A practical alternative to this problem is to use Google products as described in the previous section. The following work program, which is not aligned with the target, is the creation of the OPAC. The input of collection data at the OPAC only covers a small part of the entire existing collection, which consists of approximately 189 titles, or one shelf, as the input can only be completed in the last week of the internship. This delay occurred due to obstacles in implementing the previous work program, which was a slow process in itself. The lack of optimal time management causes this problem, as the internship time is limited, and there are days when practitioners are required to participate in P5 project mentoring activities that take place outside the library.

In addition to limited ICT facilities and poor time management, several factors contribute to the implementation of work programs, as follows.

1. Limited human resources, resulting in all work programs being carried out by only three practitioners. Although the library has two managers, namely the head of the library and the library staff in the ICT field, both have the primary responsibility as educators. Hence, their involvement in library operations is limited. Therefore, human resources is one of the crucial obstacles that practitioners face when carrying out internships. In this problem, all the practitioner can do is divide the work in the hope that all the activity plans that have been prepared before can be implemented, because if it is to increase human resources, the practitioner does not have the authority to do so.
2. The limited internet connection hampers the work. There are several days when we have to work on the project using an internet connection, but since there is no connection, we end up putting off the work or using our internet if available.
3. Libraries do not yet have policies or SOPs related to library management, collection development, library collection organization, and documented library services and programs. The absence of written policies and procedures in the management of this library affects the consistency and efficiency of its work, as it relies solely on the experience of individual practitioners.
4. The work program that was carried out focused on the management aspect, as the condition of library management had not been well organized. The primary focus of the practitioner is to tidy up and repair the internal library first, so that basic operations can run smoothly. This results in the absence of work programs that directly involve users, such as user guidance programs, information literacy initiatives, and other service-oriented programs.

Discussion

Library Collection Organization

Organizing library collections is a routine activity that is very important to be carried out in libraries (Kahfi *et al.*, 2024). A well-organized library collection can increase the accessibility of the information needed by users (Rustandi & Sadiyah, 2023). However, the condition of the collection at the SMP Negeri 40 Bandung Library does not appear to be well-organized. The books on the shelves are stored randomly and do not correspond to their classification numbers. The shelves looked dusty, so the books were also dusty. The books also include many that are no longer relevant to users, such as outdated curriculum books and learning support materials that have been around for too long. Additionally, some books have not been processed and are currently stored in the closet. In response to these conditions, practitioners feel the need to undertake activities to organize library collections. Practitioners carry out this activity as one of the methods for providing library collection services tailored to the needs and on target for users. The primary purpose of this activity is to provide convenience for users when searching for the necessary books, as well as to utilize the library's available information resources.

Recognizing that the library's collection is disorganized, reshelving is the first activity undertaken by the practitioner. Through *reshelving activities*, errors in the collection layout can be identified, allowing the collection to be placed back in its proper place and arrangement, thereby facilitating an easy collection review process (Farida & Jamal, 2022). *Reshelling* activities are an easy task to accomplish. However, although arranging this book is relatively straightforward, the work is time-consuming, and practitioners need to sort or re-select the collection based on the proper reading criteria for users with a junior high school background. This activity is also known as *weeding*. Collection selection is conducted to determine whether the collection aligns with the collection development criteria, particularly in meeting the needs of users (Yuniar *et al.*, 2021).

The next activity is collection processing. As explained in the results section, the processing of collections carried out by practitioners is not a new collection. When the practitioner performs reshelving and weeding, they can discover that the SMP Negeri 40 Bandung Library has an extensive collection of old publications. Therefore, libraries need to carry out collection development. In simple terms, collection development involves adding to the library's collection and enhancing its quality to meet the needs of users (Elyasari & Yanti, 2023). One effort that can be made in the process of procuring and developing collections that meet user needs is to analyze those needs. Libraries as information institutions must certainly provide information that suits the needs and interests of their users. In school libraries, apart from being a means of supporting learning, they also serve as a place of recreation for users. By analyzing the needs of users, libraries can meet the information needs of their users, thereby increasing reading interest, expanding insights, and supporting the learning process (Pasha *et al.*, 2025). Therefore, the development of collections and analysis of user needs is important to be carried out at the SMP Negeri 40 Bandung Library.

Preservation of Library Collections

Carrying out efforts to preserve collections, such as maintaining the cleanliness of library rooms and collection storage areas, covering collections with plastic, and repairing damaged books, is very important. This preservation is carried out both to prevent damage to collections and to repair damaged collections (Dini *et al.*, 2021). This is done not only to protect the physical collection, but also the content of the information in it (Elnadi, 2021). On the first day of the internship, the storage conditions of the collection at the Library of SMP Negeri 40 Bandung were filled with dust and frass (wood powder). This condition indicates that libraries often receive less attention in terms of the maintenance and cleanliness of their collection storage. If not dealt with immediately, this has the potential to damage the collection. Therefore, routine maintenance efforts are necessary to ensure the collection remains intact and can be utilized by users.

Bookshelf cleanliness is a preventive conservation action, and the cleanliness of the library space is included in passive conservation (Aulia & Rachman, 2023). During the internship, practitioners carried out regular bookshelf cleaning activities to reduce factors that contribute to book damage. In addition to cleaning the collection shelves and library rooms, the practitioners also repair books that have been damaged, focusing on collections with light to moderate damage categories. The condition of the collection that can be restored using glue and tape, carried out by the practitioner, belongs to the category of minor damage (Martin, 2024). Meanwhile, collections that cannot be restored, such as those with missing pages, are categorized as having light to severe damage (Yunita *et al.*, 2022). This preservation activity can help the library continue to utilize its collection, even though the physical form has been damaged, as the information can still be accessed.

Library Services

Libraries exist to provide and meet the information needs of users. The most important aspect of the library is its service. Library services are resources designed to meet the needs of users (Iswara, 2023). This service aims to provide easy, fast, and efficient access. In supporting the quality of library services provided or not, it is also necessary to have the quality of human resources in the library who are responsible for the services to users. Therefore, libraries must continue to innovate and adapt to technological advancements and the evolving times. The services currently running in the library of SMP Negeri 40 Bandung are circulation services and collection search.

Both services have run quite well and can meet the needs of users. However, recording on circulation services is still done manually due to limited ICT facilities. Recording circulation is not a significant obstacle

to its implementation, but manual recording is less effective and less efficient in making reports. Additionally, if information about circulation is needed at some point, it is pretty challenging to locate compared to automated circulation transaction records. Information regarding the availability of collections, the most borrowed or most demanded collections, the most borrowed users, and other circulation-related data will not be effective and efficient to process because they must be done manually (Rizaldi & Hasan, 2021).

Application of ICT in Libraries

In libraries, integrated library automation applications are not a new concept. A library automation system is a process that manages libraries using information technology to facilitate the collection and tracking of information needed (Amaliah *et al.*, 2022). However, not all libraries can implement such an integrated automation system due to various inhibiting factors. The integrated automation system of the SMP Negeri 40 Bandung Library is currently unavailable due to limitations in ICT facilities and management resources within the library. Therefore, practitioners use word processing software, spreadsheets, design tools, and presentation software, among others, as alternatives to library automation. Although it is not integrated, this utilization can make it easier for practitioners, especially when working together, and increase time efficiency.

Practice creating a *website* as an information medium in the library using Google Sites. Additionally, the practitioner utilized OPAC as a tool to rediscover information. Currently, websites and OPACs are commonly used in libraries, especially libraries that understand the meaning of presenting information to users. This OPAC system can facilitate quick access to information for library users (Rodin *et al.*, 2021). However, the SMP Negeri 40 Bandung Library does not have a *website*, OPAC, or any other catalog. This makes it difficult for users to obtain information about libraries, and they are unaware of the collections available in the library. Based on these conditions, the practitioner creates a *website* that contains information related to library profiles, service information, contact information, and OPAC. This provision is listed in the 2024 National Standard for School and Madrasah Libraries.

Evaluation

When implementing a program, various factors can affect its success. Therefore, evaluation is crucial for assessing a program, ensuring the achievement of goals, and providing suggestions or feedback for future improvements (Zaqiyah *et al.*, 2024). The implementation of P3KNK involves Library and Information Science students as practitioners, and the State Junior High School Library 40 Bandung serves as a partner. In this section, practitioners will outline suggestions for the next practitioner and for the SMP Negeri 40 Bandung Library to improve the quality of its implementation.

In the subsequent implementation of P3KNK, practitioners can conduct a needs analysis in the library before or at the beginning of the internship to prepare work programs and discuss with the library. Time management is also important to pay attention to, given the limited duration of the internship program. In addition, the work program is designed not only to focus on technical services, but also to implement programs that directly involve users, thereby increasing their interest and participation in utilizing library services. The suggestions that practitioners can give to the SMP Negeri 40 Bandung Library are as follows.

1. Library managers participate in education, training, and/or technical guidance related to library management, which the National Library Education and Training Center and other librarian institutions or organizations provide. This is particularly important, given that neither library manager has an educational background in library science. In addition, the current head of the library is a replacement for the previous head, who has retired. Therefore, knowledge and skills related to library management

need to be improved so that the library's administration can run smoothly. The frequency of education and training in library management has a significant impact on the performance of librarians. If education and training are carried out more frequently, the quality of librarians' work will be even better.

2. Managing the library by following the National Standards for Junior High School / MTs Libraries. This standard is established by adjusting the minimum requirements for implementing a sound school library, enabling the library to fulfill its proper functions and objectives, particularly in supporting the success of teaching and learning activities (Nurhasanah *et al.*, 2024).
3. The library needs to make written policies and SOPs for the implementation of the library. The Standard Operating Procedure that is written describes a work procedure that can be used as a guideline or reference for regular, consistent, structured work, and can reflect a library. In other words, it can be used as evaluation material (Rohmaniyah, 2020). With the existence of written SOPs, the implementation of tasks in the library becomes directed by standards. Additionally, work can run more efficiently because standard rules have already been established beforehand.
4. Libraries need to improve their facilities for ICT devices and ensure stable internet connections. These two facilities are critical to consider in order to facilitate the application of ICT in libraries, especially in the use of library automation systems, so that various activities in the library can be integrated into one system and can increase their effectiveness and efficiency. The application of ICT in libraries has also become the minimum standard listed in the National Standard for Junior High Schools/MTs Libraries.
5. Carry out intensive library promotions, both directly and through social media. Library promotion activities should be conducted to introduce and publicize library-related services and resources to users, including library services, collections, and other relevant offerings. In other words, library promotion is conducted to attract users to visit the library and utilize the available resources (Suharso & Pramesti, 2020).
6. Compile monthly and/or annual reports. Reports are essential for libraries to submit to school principals or other stakeholders, serving as evaluation materials and references in library accreditation (Yusron & Huda, 2021). The preparation of this report is also listed in the 2024 National Standards for School/Madrasah Libraries. In the regulation, there is also a new standard, namely the measurement of reading interest levels and the community literacy development index.
7. Organize user education programs at least once at the beginning of the introduction period to the school environment. The implementation of user education carried out at the beginning of the orientation period is not only carried out at the school level, but also at the university level. Along with the introduction period of the school environment, this user education is also conducted to introduce the library to users, led by the library manager. Consumer education activities typically include socialization sessions about library history, benefits, membership-related matters, rules, services, catalog use, and other relevant topics (Prayogi & Jawani, 2024). The implementation of user education at the beginning of the orientation period is also one of the library's efforts to promote its existing services (Puspitasari & Sari, 2022).
8. Organizing mandatory programs for students to visit each class and read in the library, with a focus on information literacy and cultivating a love of reading. Until then, a reading journal can be created for each class as an added value in a school subject.
9. Forming a library community, for example, by establishing literacy ambassadors in each class as literacy drivers, promotes and revives the library. The formation of this community also supports the literacy movement in schools (Mawarni & Wahyuni, 2023).

10. Giving awards to users who have achieved, whether for those who are diligent in visiting, diligent in borrowing, and so on. Apart from being a form of appreciation for users, awarding prizes in specific categories is also a library promotion strategy, as it aims to motivate other users to visit and borrow from the library's collections (Fuadah et al., 2023) or adjust to the established categories.

CONCLUSION

The internship activity at SMP Negeri 40 Bandung Library offers a valuable experience for practitioners in applying the knowledge gained during their six-semester education period. Practitioners can identify library needs and apply theories and concepts of librarian practice, such as organizing and preserving library collections, library services and promotion, and the application of ICT in libraries. However, in its implementation, this activity is not optimal, so there is a need for improvement in both internal and external aspects. All positive aspects of the internship activities as described can hopefully be developed, while areas that are lacking can be used as evaluation and improvement material for the future.

AUTHOR'S NOTE

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