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Library management optimization at SMPN 29 Bandung

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ABSTRACT

The SMPN 29 Bandung library has a sufficient library building to be used by students and the academic community at the school. However, library management still needs improvement. Based on these conditions, the P3KNK work program was implemented to optimize the role of SMPN 29 Bandung Library in school learning activities. The programs run are tailored to the library's resources and capabilities. This community service aims to describe the process of implementing the Non-Educational Professional Strengthening Program, to optimize the management of the Bandung 29 State Junior High School Library, and to report on the results of the implementation. The community services method employed is a case study at SMPN 29 Bandung, focusing on library resources and users. The results of the community services indicate that library staff can effectively perform their duties according to their position and carry out daily activities in the library. Apart from that, the provision of facilities and infrastructure, as well as collections, has also been supported by the school through the management role of the library head. The community services results also show that users can make more optimal use of library collections because the available collections can be classified, allowing users to find the collections they want more easily.

ABSTRAK

Perpustakaan SMPN 29 Bandung memiliki gedung perpustakaan yang cukup untuk didayagunakan oleh peserta didik dan civitas akademik di sekolah. Namun, manajemen perpustakaan masih perlu dilakukan perbaikan. Berdasarkan kondisi tersebut, maka program kerja P3KNK dilaksanakan untuk dapat mengoptimalkan peran Perpustakaan SMPN 29 Bandung dalam kegiatan belajar di sekolah. Program-program yang dijalankan disesuaikan dengan keadaan dan kemampuan sumber daya perpustakaan. Pengabdian ini bertujuan untuk menggambarkan bagaimana proses pelaksanaan Program Penguatan Profesional Non Kependidikan dilakukan dalam upaya untuk mengoptimalkan pengelolaan Perpustakaan Sekolah Menengah Pertama Negeri 29 Bandung serta mendeskripsikan hasil pelaksanaan. Metode Pengabdian yang digunakan adalah studi kasus di SMPN 29 Bandung dengan fokus terhadap sumber daya perpustakaan dan pemustaka. Hasil Pengabdian menunjukkan bahwa tenaga perpustakaan sudah dapat melaksanakan tugas sesuai dengan jabatannya dan sudah dapat melaksanakan kegiatan sehari-hari di perpustakaan. Selain itu, pengadaan sarana dan prasarana, serta koleksi juga sudah didukung oleh sekolah melalui peranan manajemen kepala perpustakaan. Hasil Pengabdian juga menunjukkan bahwa pemustaka sudah dapat memanfaatkan koleksi perpustakaan secara lebih maksimal karena koleksi yang tersedia sudah dapat diklasifikasikan, sehingga pemustaka dapat lebih mudah menemukan koleksi yang diinginkannya.

Kata Kunci: manajemen perpustakaan; optimisasi perpustakaan; perpustakaan sekolah

INTRODUCTION

The primary purpose of a school library is to collect information and serve as a repository for organized knowledge, while also fostering imaginative abilities, improving language skills, and enhancing critical thinking among students. As a work unit, the school library must support and align with the school's tasks (Rodin et al., 2021). Schools must have library management capabilities in order to achieve their objectives (Afriatin, & Danusiri, 2021). Furthermore, school libraries also need to carry out the functions of planning and analyzing the needs of their users. To achieve the desired goals of the library, it is crucial for school libraries to be well-managed by librarians. In addition, support from the principal, teachers, library staff, and students is necessary for the library to function optimally as a learning support facility (Masrufa et al., 2024).

The reality today is that school library management still faces many challenges in Indonesia, one of which is the lack of knowledge among library managers about library management issues. This is because many library managers lack a background in library science. This aligns with the findings of Rifki and Novian, who noted that many school library staff are not qualified, and many school libraries still lack adequate facilities and infrastructure, making optimal management impossible (Rifki & Novian, 2021).

Poor management of school library collections and services prevents the library from fulfilling its functions and objectives, making it inaccessible to students, teachers, and educational staff. The collections already owned by school libraries cannot be developed or utilized effectively, which can hinder the library services that should be provided to users. In another study at SMP Negeri 1 Bawen Library, library management was not carried out by professional staff, resulting in collections and services that could not be optimized (Nabila & Sholihah, 2021). SMPN 29 Bandung Library also faces this issue. During the students' internship period, SMPN 29 Bandung Library lacked library collection data. It was not managed by library collection development standards, resulting in services provided to library users not being carried out optimally. A sound library is characterized by structured management, adequate facilities, and supportive reading materials (Kurniawati & Yuniawatika, 2023). Optimizing library management has a direct impact on the awareness of the importance of information literacy among students and teachers, which in turn enhances the quality of education at the school (Mutmainnah & Faizah, 2024). Library optimization activities can also transform libraries into learning resource centers that enhance students' literacy skills (Diana et al., 2022).

This community service was conducted to evaluate the results of implementing the Non-Educational Professional Strengthening Program, also known as Program Penguatan Profesional Non-Kependidikan (P3NK), in the context of school library management. This article aims to describe the implementation process of P3NK in efforts to optimize the management of SMPN 29 Bandung Library, as well as to report on the results of the program's implementation in improving the management of SMPN 29 Bandung Library.

Literature Review

School Library

The library's primary purpose is to provide services to visitors, increase interest in reading, and broaden the community's knowledge and insight. With this role, the library supports the overall improvement of the community's intelligence (Desiana et al, 2024). As a non-formal educational institution, libraries function not only as providers of information but also as tools to foster the creation of a more intelligent,

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critical, and competitive society. This highlights the crucial role of libraries within the educational system, which supports the development of literacy skills and competencies among learners. One of the primary benefits of school libraries is that they provide diverse information sources, including textbooks, reference books, and other supplementary reading materials. This collection is designed to support the learning needs of students and teachers, helping them understand the subject matter while enriching their knowledge beyond the formal curriculum (Suryani et al, 2021). With easy and affordable access, school libraries have become learning resource centers that support the learning process optimally, both inside and outside the classroom.

In addition to providing information, libraries play a crucial role in developing students' literacy. Through various literacy programs, libraries provide a space for students to improve their reading, writing, and critical thinking skills (Komara & Hadiapurwa, 2023). These programs not only aim to increase students' interest in reading but also foster literacy habits that will benefit their future. Thus, libraries become learning vehicles that play a role in shaping students' character and skills. Another benefit of school libraries is that they provide comfortable learning facilities and support the creation of a conducive learning environment. Effective library facilities planning, including ergonomic reading rooms, well-organized collections, and information technology support, can increase the number of visitors and enhance their comfort when using library services (Jaya et al., 2024). With adequate facilities, libraries are not only places of learning but also spaces that inspire students to continue seeking knowledge and developing their potential.

Collection Development

The development of school library collections is a crucial process in improving the quality of library services and supporting the achievement of educational goals. This process aims to ensure the availability of collections that are relevant, up-to-date, and aligned with the information needs of students, teachers, and all stakeholders within the school environment. Additionally, collection development serves as a strategic step to enrich learning resources that can support teaching and learning activities optimally. This activity involves systematic efforts to identify user needs, ensuring that the collection provided truly meets the demands and expectations of library users (Khafifati & Hadiapurwa, 2022).

Collection development is a core activity that involves establishing and expanding a library's collection. The stages involved in the collection development process are as follows: 1) Community analysis by directly asking library users about the collections they need; 2) Selection policies by the conditions or circumstances of the library; 3) Selection of library materials using tools such as publisher catalogs and reviewing information on newly published collections; 4) Acquiring new library materials through purchase, donation, or exchange with other libraries; 5) Weeding out irrelevant or damaged materials from the library; 6) Evaluating the collection periodically to assess whether it still meets user needs or not (Bengi, 2021).

Library collection development requires a systematic strategy to ensure its usefulness in supporting learning. One important strategy is to formulate a collection development policy. This policy covers procedures for selection, acquisition, and ongoing evaluation of the collection (Nihayati, 2021). This process must be carried out by considering the needs of library users, relevance to the curriculum, and scientific developments. With clear policies, libraries can establish guidelines for enhancing the quality of their collections in alignment with the needs of students and teachers. Funding is also an important factor in library collection development. Undang-Undang Nomor 43 Tahun 2007 tentang Perpustakaan mandates that every provincial and district/city government institution must allocate 5% of their budget

for library management (Nandang, 2021). This budget allocation enables libraries to continuously update their collections, including textbooks, reference books, and other relevant library materials. With an adequate budget, libraries can provide a more diverse and high-quality collection to support student learning and literacy development.

The involvement of various parties in collection development is also a key strategy that should not be overlooked. Collection development must involve all stakeholders, including librarians, teaching staff, and students. They all play an important role in determining the library collection, making collection development more effective (Nasution, 2023). The synergy between librarians and educators also helps ensure that the library functions optimally as a learning resource center. Evaluation of the library collection should be conducted continuously to ensure that the materials available are in line with user needs. Therefore, library collections must be continuously developed to remain relevant and valuable. This collection development process is usually carried out by referring to written guidelines known as collection development policies. Additionally, the availability of existing collections should be periodically reviewed to ensure they meet the information needs of library users (Putra & Komara, 2022). This review is important so that libraries can continue to provide quality information that meets the needs of users.

Additionally, advances in information technology play a crucial role in the library collection development process, as they enhance convenience and efficiency at every stage. With information technology, libraries can access a wide range of digital resources, thereby expanding the variety of collections available to users. Furthermore, information technology is also a vital tool for libraries to support service development, simplify internal operations, and provide better services to library users (Addin et al, 2024). Technology also enables libraries to present digital collections, which not only expand students' access to information but are also relevant to technology-based learning needs in the digital era. Finally, the development of information literacy programs in schools can support effective collection management and enhance its impact on students. These programs can take the form of reading activities before lessons begin, summarizing reading assignments, or training in the optimal use of library resources (Hikmat, 2020). Through these programs, students not only learn to utilize the library as a place for reading but also as a tool for developing literacy skills that support lifelong learning. These programs emphasize the importance of libraries as an integral part of efforts to create a culture of literacy in schools.

Library Services

Libraries play a significant role in various fields, including education. Libraries play a crucial role in promoting literacy, particularly among children. Therefore, libraries must provide services tailored for children, including dedicated spaces or areas and age-appropriate collections. One of the key roles of a school library is as a learning resource, and with the wide range of services available in libraries, libraries need to enhance their role. Library services are an integral part of information dissemination, directly interacting with library users and serving as a key factor in the success of a library (Arnilah & Vlora, 2024). A library can function effectively depending on the services available within it. The essence of library services includes the provision of all forms of library materials and information retrieval services to meet the needs of library users (Ashary & Komara, 2022).

Library services play an important role as stipulated in Undang-Undang No. 43 Tahun 2007 tentang Perpustakaan, specifically in Bab V Pasal 14, which sets the standards for library services as follows: 1) library services are carried out excellently and oriented towards the interests of library users; 2) every library must implement service procedures based on national library standards; and 3) libraries need to develop their services in line with advancements in information and communication technology. In line

with this, the function of library services is to provide satisfaction to library users according to their needs.

In school libraries, regulations regarding the Standard Nasional Perpustakaan have been established for various levels of education. For junior high school libraries, these are outlined in Perka No. 11 Tahun 2017, which stipulates that library operating hours must be at least seven hours per working day. Based on these regulations, library services are divided into at least three types: 1) Circulation services. Book lending and return services, where students can borrow books to take home under specific rules and return them within a specified timeframe; 2) Reference services. Reference services are library services that directly interact with readers, as they provide information and guidance on the use of library materials for the benefit of library users, whether for study or research (Rahmi & Manita, 2020); 3) Information literacy services assist students in understanding how to search for, evaluate, and use information from various sources correctly. Library services aim to enhance the quality of education by providing access to information sources and facilities for library users, enabling them to obtain the information they need efficiently (Hidayah & Hasanah, 2024). Therefore, school library services are essential for facilitating access to learning resources, which greatly influence user satisfaction and improve students' literacy.

METHODS

Place and Time

The activity will take place at SMP Negeri 29 Bandung for a duration of 40 working days from September 9, 2024, to November 20, 2024.

Method of Implementation

STAGES OF IMPLEMENTATION OF P3KNK
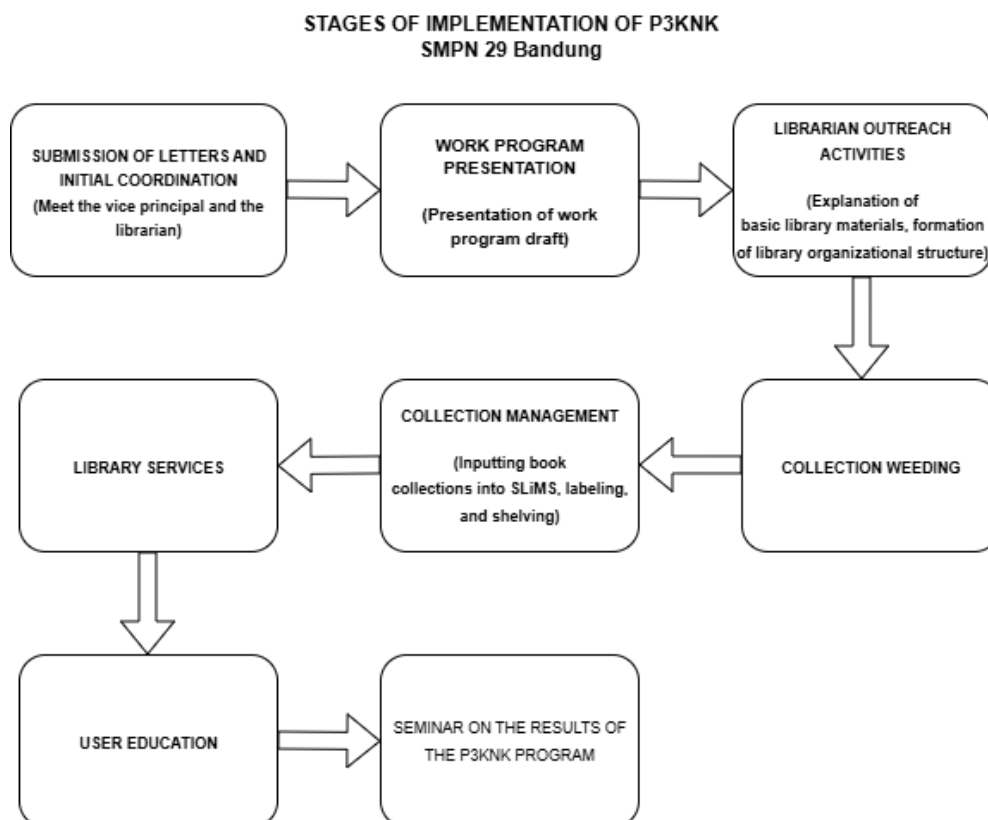SMPN 29 Bandung

Figure 1. Stages of P3KNK Implementation
Source: *Authors' Documentation,* 2024

The implementation stages of P3KNK (**Figure 1**) consist of the following eight stages:

1. Submission of a letter on September 6, 2024, by visiting the deputy principal and head librarian of SMP Negeri 29 Bandung to explain the purpose and objectives of the internship to the school.
2. At the beginning of the internship, explain the work program plan to be carried out in PowerPoint format.
3. Librarian Socialization Activities, including an explanation of the duties and functions of a librarian, basic library materials, and the formation of the Library Organizational Structure.
4. Collection management activities were carried out by inputting book collections from classes 000-900 using SLiMS software. This involved labeling books with barcodes that were automatically printed on the labels, followed by shelving the labeled books according to their classes.
5. Collection weeding activities include recording books that are no longer in use, sorting books that are no longer suitable, and then removing them.
6. Library Services Activities include circulation services, assisting patrons in finding books, providing space for teachers to conduct group learning sessions in the library, and conducting orientation for library staff in the service department.
7. User Education Activities include creating educational content through posters, introducing the library during literacy awareness sessions, and creating content for Instagram.
8. Seminar on the Results of the Internship Program. The activity will be conducted after 40 working days, on November 20, 2024, from 9:00 AM until completion. Presentation of the internship results over 40 working days in the form of a PowerPoint presentation as a report and accountability for the P3KNK activity.

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RESULTS AND DISCUSSION

Socialization Activities for Librarians

During the socialization activity, the interns explained the basics of libraries, as libraries are institutions that function to manage library materials, specifically library collections encompassing general knowledge and various fields of knowledge (Amanda et al., 2024). Libraries are utilized through their collections, facilities, and services. This was also motivated by the fact that the SMP Negeri 29 Bandung library had a new management in 2024. The library staff assigned were teachers who did not yet have a thorough understanding of the library field. The purpose of the internship program with a focus on librarian socialization was to introduce the duties and roles of librarians to teachers working in the library.

The socialization for librarians covers various important materials to support the optimization of library functions. The material begins with a library orientation that explains the definition of a school library. Next, the types of school library services are discussed to maximize the use of facilities, including book borrowing and returning services, as well as on-site reading. Regulations governing school libraries, including national standards for junior high school libraries, are also addressed. In library management, the primary duties and functions of librarians are outlined, including the role of the principal as the person in charge, the technical field for collection management, the service field for library users, and the information technology field to support automation. The use of software applications, such as Electronic Dewey Decimal Classification (e-DDC), can help determine the classification numbers of library collections. Then, the Senayan Library Management System (SLiMS) was introduced as library automation for managing collection data, members, and book circulation. This socialization aims to improve the efficiency and quality of school library services.

The socialization with librarians also included hands-on practice on how to use the application, such as inputting books and determining book classification numbers, as well as a question-and-answer session. The results of this activity are expected to enhance librarians' understanding, enabling them to utilize the library effectively and use SLiMS and E-DDC independently, as well as input and label books. Additionally, through the library head, requests for support to facilitate library activities can be submitted to the school administration, thereby supporting the optimization of the library and addressing library needs, such as computers, printers, laptops, scanners, and other necessary supplies.

Library User Services

Libraries must have service standards in every service process. The existence of service standards in a library enables library staff to provide optimal services and increase user satisfaction (Ardiansah et al., 2022). The dissemination of library services aims to provide librarians in the service field with an understanding of various important aspects of library services. Library services are the resources and support provided to library users to utilize the library's materials (Himmah & Azisi, 2019; Zein et al., 2023).

Figure 2. Library Visitors
Source: *Authors' Documentation,* 2024

Figure 2 above is documentation of a visit by library users at SMPN 29 Bandung, where library users borrowed books for literacy activities. The results achieved were an increase in library visits, as evident from the library's book borrowing history. Previously, five people from one class borrowed books, but now there has been a notable increase, with one class borrowing books for literacy activities. The library's collection is now accessible to library users, and the program's benefits include enhancing users' understanding of library services and improving the quality of services provided to them.

Library Collection Weeding

The collection owned by SMPN 29 Bandung Library comprises general collections, including textbooks, magazines, and reference books. Some of the collections are no longer relevant to library users or junior high school students. Therefore, collection weeding was carried out to maximize the use of the available bookshelves and attract students to utilize the library collection. This weeding also aims to maintain the quality of the library collection, ensuring it remains up-to-date, in order to support the teaching and learning process more effectively.

The collection weeding process at SMPN 29 Bandung Library (see **Figure 3**) was conducted to identify and separate collections that are not relevant to the age of junior high school students. Additionally, this was done to facilitate the monitoring and classification of collections that remain relevant and can be utilized by library users. Some collections were already in a damaged condition, and after analysis, it was also found that there were collections that were irrelevant for use by junior high school students. Damaged, irrelevant, and outdated collections were weeded out to maximize library space, with collections more suitable for junior high school students.

Figure 3. Library Collection Weeding
Source: *Authors' Documentation,* 2024

The collection is weeded out according to several criteria or policies. According to Khairunnisa, the criteria for weeding out library materials include (Khairunnisa, 2021):

1. Weeding based on usage involves removing collections that are considered irrelevant and replacing them with more accurate and recent ones.
2. Reference book criteria: Reference collections, such as old editions of encyclopedias, may be removed if they are available in electronic format.
3. Weeding based on appearance: damaged books that cannot be repaired may be preserved by established weeding policies, such as storing them in a warehouse.

Library Collection Development

Collection management is a crucial aspect of ensuring that library information sources are readily accessible to users. This process involves compiling an organized bibliography in the form of a book list, commonly referred to as a library catalog. Additionally, the use of a library classification system is a crucial element in systematically grouping library materials by specific subjects or categories. The primary objective of collection management is to facilitate easy access for library users to find the information they need quickly and efficiently. Not only that, collection management also aims to ensure that library materials are well-maintained so that the life of the collection can be extended and its quality maintained. Thus, collection management is not only oriented toward information accessibility but also the sustainability of the library's collection (Ikrimah et al., 2023; Nabila & Sholihah, 2021).

The SMPN 29 Bandung library currently faces challenges in terms of collection management, as the number of collections remains insufficient compared to the number of study groups. Additionally, many collections are outdated and no longer relevant to the needs of library users, particularly books that are no longer in line with current trends. Non-fiction collections are also more numerous than fiction

collections, which does not align with library management guidelines that prioritize a composition of 60% non-fiction and 40% fiction. Collection development is an effort that schools can undertake to enhance students' literacy (Safiinatunnajah & Logayah, 2023).

Currently, the acquisition of new books is still limited due to the school's budget management policy. However, the interns have taken several strategic steps to improve the quality of the existing collection management. One of them is by attaching call numbers and barcodes to each book, which allows for digital borrowing. This step is expected to speed up the borrowing process and facilitate collection management.

Figure 4. Collection Development Activities
Source: *Authors' Documentation,* 2024

The interns have also entered some of the collection data into the SLiMS application, as shown in **Figure 4**, which will help monitor and manage the collection more efficiently. To support the use of this system, interns have provided training to librarians on how to utilize the SLiMS application, which is expected to enhance performance in collection management and overall library services.

User Education

User education is one of the activities that guides users in using and utilizing the information available in the library, whether through search engines, online resources, or manual methods. The objectives of user education include enabling library users to utilize the library effectively and efficiently, have high confidence in finding the information they need, be able to search for information through existing information search tools, and understand bibliographic searches both manually (catalog) and using technological media (Prayogi & Jawani, 2024).

Previously, school libraries faced challenges in the form of limited facilities and a lack of presence in the school community. This situation resulted in the library not being optimally utilized by students and teachers. Therefore, strategic efforts such as library promotion and implementing a user education program are necessary. Library promotion aims to increase the visibility and appeal of the library among school communities so that its existence is more recognized as a center for information and learning. With effective promotion, the library can also maximize the services it offers and attract more users to utilize its collections and facilities.

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Figure 5. Implementation of user education
Source: *Authors' Documentation,* 2024

User education, as shown in Figure 4, is a crucial step in enhancing the efficiency and effectiveness of library programs. Through user education, students are given an understanding of how to make optimal use of library services, including how to search for books and library etiquette. This program also helps students understand the rules and regulations that apply in the library, thereby creating a conducive learning environment. With this education, students are expected to become more independent in utilizing library resources to support their learning activities. The user education activities are conducted during morning literacy time, which is part of the school's reading habit program. Additionally, the library utilizes social media platforms, such as Instagram, to share educational content with students. Through social media, the library can communicate information about the rules and regulations available in the library.

CONCLUSION

The initial condition of SMPN 29 Bandung Library, prior to the implementation of the internship program, still required significant improvements, ranging from the collection and library services to the library management system. The P3KNK internship program, which took place over 40 days, proceeded smoothly by focusing on three key areas: human resources (librarians), collection development, and user education. However, several challenges hindered the implementation of the P3KNK internship program, including inadequate facilities, irregular working hours for library staff, and a limited collection. Some of these challenges were addressed effectively, though some shortcomings remain. The outcomes of the implemented activities have had a positive impact on the library, including improved library management, systematic utilization and organization of the library collection, and enhanced understanding among library users on how the library can be effectively utilized.

AUTHOR'S NOTE

The author declares that there are no conflicts of interest related to the publication of this article and confirms that the data and content of the article are free from plagiarism.

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