



# Dedicated:

## Journal of Community Services (Pengabdian kepada Masyarakat)

<https://ejournal.upi.edu/index.php/dedicated/>



### Professional strengthening program for librarians at the regional library

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#### ABSTRACT

Library management in the regions continues to face numerous obstacles, particularly in this region. One problem often encountered is librarians with educational backgrounds other than library science. Through the Program Penguatan Profesional Kepustakaan Non Kependidikan (P3KNK), this article aims to provide an overview of library management activities, including processing and organizing library materials and services, implementing Information and Communication Technology (ICT), and promoting the Dinas Arsip dan Perpustakaan Kota Bandung. This P3KNK is implemented through three stages: pre-implementation, implementation, and post-implementation. During the P3KNK activity, the intern performed library management tasks effectively, including processing and organizing library materials, providing library services, implementing ICT, and promoting the library. During implementation, several difficulties were successfully addressed, including the lack of public OPAC access and the library's SOP policies. Alternative solutions the intern can provide include providing information assistance to librarians through the intern's personal information channels and discussions with the library SOP librarian.

#### ARTICLE INFO

##### Article History:

Received: 17 Aug 2025  
Revised: 16 Nov 2025  
Accepted: 25 Nov 2025  
Publish online: 22 Dec 2025

##### Keywords:

Dinas Arsip dan Perpustakaan  
Kota Bandung; library  
management; regional library

##### Open access

Dedicated: Journal of Community  
Services (Pengabdian kepada  
Masyarakat) is a peer-reviewed open-  
access journal

#### ABSTRAK

Pengelolaan perpustakaan di daerah-daerah pada saat ini masih banyak menemukan kendala, terutama pada pengelolaan perpustakaan. Salah satu permasalahan yang sering ditemukan yaitu pustakawan dengan latar belakang pendidikan bukan ilmu perpustakaan. Melalui Program Penguatan Profesional Kepustakaan Non Kependidikan (P3KNK) artikel ini bertujuan untuk memberikan gambaran kegiatan pengelolaan perpustakaan yang mencakup pengolahan bahan pustaka, pengorganisasian dan pelestarian bahan pustaka, layanan, penerapan Teknologi Informasi dan Komunikasi (TIK), serta promosi Dinas Arsip dan Perpustakaan Kota Bandung. P3KNK ini dilaksanakan melalui tiga tahapan yaitu pra pelaksanaan, pelaksanaan, dan pasca pelaksanaan. Selama kegiatan P3KNK berlangsung, pratikan melaksanakan kegiatan manajemen perpustakaan dengan baik yang meliputi kegiatan pengolahan bahan pustaka, pengorganisasian dan pelestarian bahan pustaka, layanan perpustakaan, penerapan TIK, dan promosi perpustakaan. Dalam pelaksanaannya terdapat kesulitan dan permasalahan yang berhasil ditangani, seperti kurangnya akses OPAC ke publik dan kebijakan SOP di perpustakaan. Alternatif penyelesaian yang dapat praktikan berikan yaitu memberikan bantuan informasi kepada pustakawan lewat media informasi pribadi praktikan dan musyawarah dengan pustakawan SOP perpustakaan.

**Kata Kunci:** Dinas Arsip dan Perpustakaan Kota Bandung; manajemen perpustakaan; perpustakaan daerah

#### How to cite (APA 7)

Azzahro, S. N. (2024). Professional strengthening program for librarians at regional library. *Dedicated: Journal of Community Services (Pengabdian kepada Masyarakat)*, 3(2), 601-612.

#### Peer review

This article has been peer-reviewed through the journal's standard double-blind peer review, where both the reviewers and authors are anonymised during review.



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## INTRODUCTION

Libraries play a strategic role in supporting educational development and improving the quality of human resources through sustainable information management. As a knowledge center that stores extensive information, the library must be managed effectively to ensure it remains accessible to users throughout its lifespan (Syukri & Wahyuni, 2024). Furthermore, libraries also play a role in forming reading habits and fostering children's interest in reading through literacy programs. The program enables children to explore their knowledge, critical thinking, and creativity, thereby supporting 21st-century skills (Putri *et al.*, 2025).

The existence of literacy programs is expected to affect the quality of Human Resources (HR) in Indonesia. High-quality education will support a country's economic development (Hafsari & Rachman, 2025). Therefore, a country needs to pay close attention to the management of libraries spread across regions. In library management, for example, the provision of high-quality library facilities can increase user visits (Ikrimah *et al.*, 2023). Through library management conducted in a planned and sustainable manner, the library can improve its users' reading and critical thinking skills (Andella *et al.*, 2025; Wibowo & Budi, 2025). In addition, it enables libraries to become active, adaptive literacy spaces responsive to community needs.

Library management in the regions continues to face numerous obstacles, particularly in this region. One problem often encountered is librarians with backgrounds in education rather than library science. Of course, this hinders the management of libraries that meet standards (Julianty *et al.*, 2025). Given these problems, Universitas Pendidikan Indonesia, as an Education Personnel Education Institution (LPTK), seeks to address them through an internship program, namely the Non-Educational Literature Professional Strengthening Program (P3KNK), to support the tridharma of higher education. The one-semester internship program provides students with sufficient experience through hands-on learning in the workplace. During the internship, students will acquire hard skills (e.g., complex problem-solving and analytical skills) as well as soft skills (e.g., professional ethics, communication, and cooperation) (Fajri *et al.*, 2025). Through library management training using a digital library system, practitioners can improve their skills and use the system as a platform for practice during internships (Anwar *et al.*, 2025; Fitriyani & Murtianingsih, 2023).

This program is implemented in regional libraries, serving users from children to adults. The service through the internship program at the library aims to support library management, including the processing, organization, and preservation of library materials; the provision of services; the application of Information and Communication Technology (ICT); and promotion at the Bandung City Archives and Library Service (Disarpus). It is hoped that this program will make a positive contribution to the management of regional libraries, thereby increasing user interest in visiting.

### Literature Review

Libraries are a means of storing and managing information, in both print and non-print formats. Libraries are classified into several types: public libraries, special libraries, school libraries, and college libraries. These types of libraries serve users such as the general public, special users, school residents, and the academic community at universities (Hafizza & Hadiapurwa, 2025). In practice, libraries achieve their goals by leveraging available resources (Iyuk, 2021; Subangkit *et al.*, 2025). The purposes of libraries include fostering a love of reading, guiding users in understanding the content of reading, expanding knowledge, developing literacy skills, guiding users in maintaining library materials, guiding users toward independent study, and directing users on how to use the library efficiently (Usholicchah *et al.*, 2024). Meanwhile, the library's functions include educational, informational, administrative, recreational, and research (Diana *et*

*al.*, 2022; Lestari, 2020). Given the role of libraries in national education, libraries must maintain effective management to prevent user abandonment (Endarti, 2022; Rodin *et al.*, 2021).

Library management functions as a planning of activities in the library that affects the quality of library management and services (Yuniarti, 2025). Library management encompasses the processing of library materials, the provision of library services, the use of ICT, and the promotion of the library. Library processing is the management of library materials, including their organization and shelving, and can be understood as a classification and cataloging activity (Adzhana *et al.*, 2022). Furthermore, library services are activities that provide users with access to the library's facilities (Anjani & Ismayanty, 2025). Furthermore, library services are designed to meet users' information needs (Meidina *et al.*, 2025). ICT is used in libraries to automate management processes, such as the Senayan Library Management System (SLiMS), INLISLite, Koha, and Greenstone (Kesuma *et al.*, 2021; Sifahumaria & Azzahro, 2025). Meanwhile, library promotion involves introducing the library's programs and facilities to the general public to encourage visits (Maretno & Marlini, 2021; Mumeek *et al.*, 2021).

## METHODS

This article employs a qualitative descriptive method to systematically describe the implementation of internship activities and their contributions to the management of regional libraries. This method was chosen because it enables an in-depth explanation of the service process, activities, and outcomes, based on direct experience during the internship. The implementation was conducted in Bandung City, Disarpus, through P3KNK.

Data are collected through observation, documentation, and activity records during the internship. Observations were conducted to directly examine the library management process, including the processing of library materials, circulation services, the use of ICT, and library promotion activities. Documentation serves as supporting evidence, including photographs of activities and records of their execution. Service activities proceed through three stages: pre-implementation, implementation, and post-implementation.

### Pre-Implementation Activities

The activities carried out during the pre-implementation are as follows.

1. Data collection and fixation of P3KNK locations will be carried out on Thursday, October 31, 2024, online via a spreadsheet.
2. The submission of the P3KNK permit to the Bandung City Disarpus was carried out on Thursday, November 14, 2024, online through *the institution's official hotline*.
3. The meeting and discussion with the institution were held on Friday, November 15, 2024. Practitioners discuss with the institution the activities and SOPs that must be carried out during P3KNK activities.
4. Licensing to the Bandung City Bakesbangkol will be carried out on Thursday, November 21, 2024. Practitioners are directed to carry out the licensing process online through the official website of Kesbangpol.
5. Direct admission of P3KNK students will be carried out on Monday, November 25, 2024. Practitioners became acquainted with existing librarians and library staff and immediately undertook internship activities, beginning with work in the circulation section.

## Internship Implementation Activities

P3KNK activities start on November 25, 2024, and continue through February 7, 2025, for 40 working days. During implementation, the activities at the Bandung Kora Disarpus did not proceed as planned. Some activities are not carried out, whereas others are performed even though they are not planned.

## Post-Implementation Activities

The Seminar Activity Time for the Results of the P3KNK Program will be held on Friday, February 7, 2025, in the Auditorium Room on the 3rd floor of the Bandung City Disarpus from 13.00-finished. During implementation, practitioners jointly conducted a seminar on the results of P3KNK activities, which was attended by the supervisor and several librarians involved in the activities.

## RESULTS AND DISCUSSION

The implementation of the Non-Educational Literature Professional Strengthening Program (P3KNK) at the Bandung City Disarpus was conducted over 40 working days, from November 25, 2024, to February 7, 2025. During implementation, interns or practicum students are directly involved in various library management activities, including processing library materials, providing library services, using ICT applications, and promoting the library. The following presents a complete description of the results of the activities carried out by the practitioners listed in **Table 1**.

**Table 1.** Results of P3KNK Activities

Activities Carried Out	Results
<b>Library Materials Processing</b>	
Compiling Clippings	The collection of selected information in the form of clippings
<b>Organizing Library Materials</b>	
Collection inventory	Collection inventory list (Braille collection and weeding)
Weeding collection	Separate collection from the main shelf or space location
<b>Library Services</b>	
Collection alignment	Collections are stored neatly and in order by class number.
Circulation services	Circulation data that enters the InlisLite application
Children's Services at Microlibrary	<i>Story-telling</i> and discussion with visiting children
User education	Users understand the provisions governing the library, such as book extensions and suspensions.
Direct service	Serving users directly (helps find collections)
<b>Preservation of Library Materials</b>	
Weeding	Collections of books that have been damaged or are no longer in accordance with the provisions of the collection
Library space maintenance	Library room cleanliness
Repair of damaged book covers	The cover of the book is back on the cover.
<b>Application of ICT in libraries</b>	
Email library (Gmail)	The library's email address is used to send the digital membership card

Activities Carried Out	Results
Computers	Using a computer to access circulation services and OPAC
Utilization of spreadsheets	List of inventory of library collections, such as Braille collections and books that fall under the category of
<b>Library Promotion</b>	
Creating Promotional Content	Content of the new book availability in the library

Source: Service, 2025

### Library Materials Processing

The processing of library materials carried out by practitioners involves compiling clippings. This activity involves searching for and collecting information from various newspapers on the performance of the Bandung city government and the Persib football team.



**Figure 1.** Library Materials Processing Activities  
Source: Author Documentation 2025

The arrangement of these clippings is determined and sorted based on the time of publication of the newspaper (see **Figure 1**). Then, after gathering information on these two items, the practitioner will begin cutting and collecting them, and then paste them onto a sheet of paper captioned with the news title, publication date, and newspaper source.

### Organization and Preservation of Library Materials

Preservation activities carried out by practitioners include weeding and book restoration. This *weeding* activity includes assessing and analyzing the library collection to determine whether it remains suitable for service and whether it exhibits light, medium, or severe damage (Setya & Gunaidi, 2025). After the analysis was completed, the practitioner entered the book data into the available spreadsheet, updated the book's condition and location in the INLISLite system, and did not display the collection in the OPAC Disarpus.



**Figure 2.** Library Materials Preservation Activities  
*Source: Author Documentation 2025*

Meanwhile, books with minor damage are being separated into boxes for repair, whereas collections that have sustained heavy damage are immediately placed in boxes for auction (see **Figure 2**). Collections with minor damage are then immediately repaired using makeshift tools and materials, namely glue, tape, and steelers. The repair technique is not particularly complex, as, on average, the damaged book is in a condition in which only a few pages are detached; therefore, it is sufficient to repair it using the available tools.

### **Library Services**

During the internship period, the practitioner has provided various library services, including collection alignment; information retrieval via the OPAC or by searching directly on the collection shelves; and circulation services, including book lending, book returns, and membership registration. The following describes the activities undertaken by practitioners in providing library services.

1. Collection Alignment, one of the activities that is always carried out by practitioners every day after the service hours end (at 15.00).



**Figure 3.** Collection Alignment Activities  
*Source: Author Documentation 2025*

**Figure 3** shows the alignment of this collection, which comprises books returned by users daily, covering classes 000, 100, 200, 300, 400, 500, 600, 700, 800, 900, and the special collections for children.

2. Circulation Services are book lending and return services as well as member registration with the condition that they must have a Bandung City ID card, go to school/college or work in the City of Bandung, and or be domiciled in the City of Bandung.



**Figure 4.** Circulation Service Activities  
*Source: Author Documentation 2025*

**Figure 4** shows that a circulation service uses an automation system, with the provision that, for book borrowing, only 2 books may be borrowed at a time, and the borrowing period is 7 days. If the user is more than one day late in returning the book, the user will be suspended; specifically, the user is not

allowed to borrow the book on the day of the delay. This *suspension* system has been in effect since May 2024.

3. Information Search Service is a service where practitioners help users search and find the collection they need. This activity involves searching the OPAC and/or the collection shelves directly. Users typically ask a librarian or practitioner for assistance in locating the collection they need. The activity proceeds as follows: first, the practitioner locates the collection title and its availability in the OPAC; if the collection is available, the practitioner immediately records the call number and then locates the collection on the shelf corresponding to the call number.
4. Children's Services. In this child service activity, the practitioner has assisted the Disarpus librarian in receiving visits from children from kindergarten/PAUD schools. The practitioner is responsible for conditioning the children during activities, providing information about the circulation room, guiding them through the youth collection room, and documenting the activities from beginning to end (see **Figure 5**).



**Figure 5.** Children's Service Activities  
*Source: Author Documentation 2025*

In addition to the main library and the Disarpus branch, Disarpus has another library branch, the Microlibrary, located in Bandung City Square. This library area houses collections ranging from special collections for children and general collections to religion, applied sciences, social sciences, comics, novels, and literature, as well as the BI Corner collection. However, in this Microlibrary, users may read on-site only; they are not permitted to borrow books.

### **Application of ICT in Libraries**

In modern times, ICT has become an integral component of daily life, including in library management ([Kesuma et al., 2021](#); [Sifahumaria & Azzahro, 2025](#)). During the run of P3KNK at Disarpus, practitioners have used various technological facilities owned by Disarpus, including a computer. Practitioners have used computer or laptop devices in carrying out various activities during P3KNK, which include:

1. Operating the INLISLite library automation system in circulation, preservation, and *stock-taking activities*;
2. Use Gmail to send digital membership cards to users if the card printer is not working.
3. Using Google Sheets for online loan renewal data, recording Braille book collections, recording clipping table of contents, and recording preserved collections;
4. Using a Web Browser to ensure that the user's residential or school address is in the city of Bandung;
5. Access OPAC to review library collection information.

## **Library Promotion**

Library promotion activities aim to attract users' attention and encourage them to visit the library or borrow books. Practitioners who contributed to content creation for the Instagram account of Disarpus Bandung City conducted this promotional activity.

## **Discussion**

During the P3KNK activity, proper library management practices were implemented, including processing, organization, and preservation of library materials; library services; ICT applications; and library promotion. Processing of library materials involves clipping newspaper articles, which are arranged by publication date. Furthermore, the organization and preservation of library materials through restoration activities to repair damaged library materials. The library services provided include collection development, circulation, information retrieval, and children's services. The collection alignment was carried out according to *the Dewey Decimal Classification* (DDC) (Pratiwi & Sahidi, 2021). Circulation services are intended to support the use of the library's collection by users (Suaida, 2023). Information search services are designed to facilitate users' access to the library materials they need (Iswara, 2023). Children's services are intended for child users to enable optimal use of the library's facilities (Az-Zahra, 2023).

In addition, the application of ICT in libraries, through the INLISLite library automation system, is intended to facilitate the management of library materials, particularly the borrowing and return processes (Kesuma *et al.*, 2021; Sifahumaria & Azzahro, 2025; Zulhalim *et al.*, 2019). Finally, library promotion activities are conducted on Instagram to attract visitors, particularly young people (Harahap, 2021). During implementation, difficulties were successfully addressed, including limited public access to OPACs and SOP policies in libraries. The lack of public access is due to the library not expanding access to search the OPAC for collected information. The OPAC system can only be accessed in libraries; it cannot be accessed online remotely. This results in the lack of public notification of the availability of library collections. An alternative solution the practitioner can provide is to provide information assistance to the user through the practitioner's personal information media. Furthermore, libraries do not yet have SOPs for library material preservation activities; therefore, alternative solutions are implemented through deliberation or discussion with librarians on the decisions required to treat collections that enter the preservation section.

## **CONCLUSION**

The P3KNK activity in Bandung City, Disarpus, which was conducted for 40 working days, provided practitioners with valuable experience in applying the knowledge gained during the six-semester education period. Practitioners can identify library needs and apply the theory and concepts of librarianship practice, including the development, organization, and preservation of library materials; the provision of library services; the promotion of libraries; and the use of ICT in libraries. However, in its implementation, this

activity is suboptimal and requires future improvements from both internal and external perspectives. All positive aspects of P3KNK activities described in this report warrant further development. At the same time, the things that are lacking can hopefully be used as material for evaluation and improvement in the future. Recommendations for the next apprenticeship activity are that the next practitioner can determine the target of working on the activity from the beginning and can explore more other librarian activities during the internship period.

### **AUTHOR'S NOTE**

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

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