The Management Library of Senior High School Number 2 OKU

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Abstract

This study aims to identify and describe (1) the management of human resources in the SMA Negeri 2 OKU library, (2) the management of library collections at SMA Negeri 2 OKU and (3) maintenance of library collections at SMA Negeri 2 OKU. The method used is a qualitative method. Data collection techniques using observation, interviews and documentation. The results of the study can be concluded that the management of human resources of the OKU Public Senior High School 2 library starts from the recruitment of library staff, library staff at SMA Negeri 2 OKU, the management of the library collections of the OKU Public High School 2 starts with conducting internal library coordination meetings, during the meeting. will discuss the planning of library material processing including inventory activities, classifying, cataloging, making library completeness, compiling catalog cards, compiling books and magazine processing. And the maintenance of the library collection of the OKU 2 Public Senior High School library is adjusted to the level of damage, namely for the level of small, medium to severe damage or those that cannot be used anymore.

Keywords: *Management, Library, High School*

INTRODUCTION

The progress of a nation is very dependent on the quality of its human resources. Likewise, the effort to create high quality Indonesian society cannot be separated from education, because the education of a country is one of the indicators to determine whether the nation is progressing or not. Activities to promote education in Indonesia have been carried out, among others, through improving education as manifested in Law Number 20 of 2003 concerning the National Education System.

Article 1 states that education is a conscious and planned effort to create an atmosphere of learning and the learning process so that students are actively able to develop their potential to have religious spiritual strength, self-control, personality, intelligence, noble character, and skills needed by themselves, the community. nation and state.

This is because education is capable of producing intelligent humans who plan, regulate and implement national development, but only good education is capable of doing that. To achieve good education, it is necessary to be supported by adequate facilities, such as a suitable curriculum, the quality of human resources who carry out the education process and the facilities and infrastructure that support the teaching and learning process.

One of the means to support the teaching and learning process in schools is a library. School libraries today are not only a work unit that provides reading to increase knowledge and insight for students, but also an integral part of learning. Library management is the central point of school library activities and must be carried out by library officers. Management will determine the extent to which the school library can run well and support innovative learning processes in schools.

The school library has the main task of helping the teaching and learning process of students and teachers by providing library materials that are in accordance with the curriculum and other additional / supporting knowledge. This will make the teaching and learning process in schools run well. In fact, the existence of the library has not received serious attention. The role and function of the school library has not yet been seen in real terms, even though if the school library is managed properly it will provide great benefits for the smooth and successful teaching and learning process of students and teachers in schools.

[1] provided a detailed explanation of the benefits of having a school library facility. The school library has benefits: fostering students 'love for reading culture, enriching students' learning experiences, instilling independent study habits, accelerating the process of mastery of reading techniques, fostering language skills development, training students towards responsibility, making students smooth in completing school assignments, helping teachers find teaching resources, and helping teachers, students and school staff members keep abreast of technological knowledge developments.

But unfortunately, there are only three librarians at SMA Negeri 2 OKU, so there are many tasks that have not been done. Based on the results of observations made, the existing library management at SMA Negeri 2 OKU is still not optimal. This can be seen from the existence of the school library which has not received much attention from the school. One of them is a library manager who does not fully manage the library and only works as a side job with TU. It is very unfortunate, given that the school library can provide great benefits for students.

Another thing that needs to be considered in library management is library services. Service is one of the activities in the school library. Services to visitors will run well if the technical services are done well. In fact, the existing services in the library of SMA Negeri 2 OKU are still not optimal, this can be seen from the system used that is still using the manual system even though the school already has an Automation system program. This system has not been implemented because the school library does not have a scanner and barcode numbers due to limited funds.

Based on the limitations of the problems above, the problems in this study can be formulated as follows (1) How is the management of human resources in the SMA Negeri 2 OKU library ?, (2) How is the management of library collections at SMA Negeri 2 OKU? AND (3) How is the maintenance of the library collections at SMA Negeri 2 OKU?

Management comes from the Latin word "Manus" which means "hand" and "agere" which means "to do. These words are combined into "Managere" which means handling something, organizing, making something what it is wanted by utilizing all available resources [2], Management is the process of planning, organizing, leading, and controlling the work of organizational members and using organizational resources to achieve established organizational goals [3]. Every organization needs management. Management functions to regulate the activities of all elements in an institution.

Therefore, the management process requires planning, organizing, budgeting, leadership and controlling. Management is the art and science of planning, organizing, directing, and monitoring organizational resources to achieve predetermined goals [4].

[5], explains that management is the process of planning, organizing, directing, and monitoring the efforts of members and use of other organizational resources in order to achieve the organizational goals that have been set.

[6] defines management as an art and science of planning, organizing, directing, arranging and monitoring of human resources to achieve predetermined goals.

Management is the process of planning, organizing, leadership and controlling the efforts of organizational members and the process of using all organizational resources to achieve predetermined organizational goals [7]

The notion of management has been discussed by many experts which can be explained that management is the process of planning, organizing, directing, and monitoring members and other resources to achieve predetermined organizational goals.

Therefore, if the systems and processes of planning, organizing, directing, budgeting and monitoring are not good enough, the overall management process is also not good, then the overall management process is also not good. Thus, the process of achieving organizational goals is also disrupted, perhaps even failing.

The basic word library is library. Library comes from Sanskrit which means book, manuscript, pinustaka. As a derived word, the library is formed by adding a per-prefix and a-suffix. The formation of the per- prefix and the suffix-contains meanings related to the root word. Therefore library means activities related to library issues, books and manuscripts. These activities are carried out by a certain body, certain institutions or small units of an institution.

[8] in general a library has the meaning as a place in which there are activities of gathering, processing and disseminating all kinds of information, both printed and recorded in various media such as books, magazines, newspapers, films, cassettes, tape recorders, videos. , computers, and others.

[9] opinion, states that the characteristics of a library are the availability of rooms / buildings, which are used specifically for libraries, the existence of collections of library / reading materials and other sources of information, the presence of officers who organize activities and serve users, the community of users, the facilities and the necessary infrastructure and the implementation of a certain system or mechanism which constitutes the procedures, procedures and rules so that things run smoothly.

Meanwhile, according to Presidential Decree number 11, it is stated that "Library is one of the means of preserving library materials as a cultural product and has a function as a source of information on science, technology and culture in order to educate the nation's life and support the implementation of national development".

In the relevant research, the researcher took several studies related to library management of high school equivalents, as a reference for library management research in SMA or equivalent.

Previous research was also carried out [10] entitled "Elementary School Library Management". The results showed that of the four management components carried out by the Manager of the North Indralaya Public Elementary School 10 Library, it can be said to be good. It is known that: 1) Library Management of SD Negeri 10 Indralaya Utara in terms of planning can be said to be Good; 2) Library Management of SD Negeri 10 Indralaya Utara in terms of organization can be said to be Good; 3) Library Management of SD Negeri 10 Indralaya Utara in terms of deployment can be said to be Very Good; 4) In terms of supervision, the library management at SD Negeri 10 Indralaya Utara is very good. The similarity of this study with the preliminary study is that both study library management, while the difference is that it is located in the research location, if the previous research was the primary school, the current research took the place of senior high school research and was equivalent.

Previous research was conducted [11] with the title "The Effect of Library Management and Reading Interest on Student Achievement". Based on the results of the analysis, it can be concluded as follows: 1. Library management has no effect on student achievement of SMA Negeri 1 Tanjung Raja. This happens because good library management will be useless if students' reading interest is low or the causes of other factors that can cause student achievement to be low. 2. Reading interest affects student achievement of SMA Negeri 1 Tanjung Raja. Because of the high interest in reading, especially in textbooks, it can broaden the knowledge of students which ultimately can increase learning achievement. 3. Library management and reading interest together have an effect on student achievement at SMA Negeri 1 Tanjung Raja. A good library can

motivate students to visit the library and even increase reading interest which in turn can have an impact on student achievement.The similarity of this research with the preliminary study is that both study library management, while the difference lies in the research method, if the previous research used a quantitative approach, the current research method uses a qualitative approach.

Previous research conducted [12] entitled "Management of Infrastructure in Improving the Learning Process". The results of data analysis from this study are the results of the gap analysis show that 14 items have not met the standards contained in the Permen 24/2007, infrastructure facilities that do not meet the standards, namely: classrooms, library rooms, biology laboratory rooms, physics laboratory rooms, laboratory chemistry room, computer laboratory room, language laboratory room, teacher room, UKS room, student organization room, toilet, warehouse, circulation room, and sports equipment room. Meanwhile, there are only 4 items in accordance with the standards contained in Permen 24/2007, namely: the leadership room, administration room, prayer room, and counseling room. The school principal as the head of the school has implemented an administrative function to improve the existing infrastructure in the school starting from the planning, coordinating, distribution, to accountability functions, by setting these functions it is hoped that these functions can optimize infrastructure in improving the learning process at SMA Negeri 9 Palembang. The similarity of this research with the preliminary study is that both study using secondary school research subjects and the same, while the difference lies in the management that will be studied, the previous research examines the management of infrastructure advice while this researcher will examine library management.

METHOD
Types of Research

This study uses qualitative research [13] argues that qualitative research is a research method based on the philosophy of positivism, used to examine the conditions of natural objects, (as opposed to experiments) where the researcher is the key instrument, data collection techniques are carried out in an triangulation (combined), the data analysis is inductive / qualitative, and the results of qualitative research emphasize the meaning rather than generalization.

[14], qualitative research is methods for exploring and understanding the meaning that some individuals or groups of people think come from social or humanitarian problems.

[15] explain that qualitative research is research that does not start from a previously prepared theory, but starts from the field based on the natural environment.

Researchers use qualitative research to make it easier for researchers to determine problem formulation and report preparation. Furthermore, the descriptive method was chosen because the data sought, namely from the form of words. In addition, the descriptive method was chosen to make it easier for researchers to collect data and to describe the data obtained from the field in the form of descriptive data (not numbers or statistics)

Research Subjects and Data

Sources of data in research are the subjects from which data can be obtained. The data that will be used in this research is data that is in accordance with the research, namely library management in high school and equivalent in Lubuk Raja sub-district. Data collected from interviews, field observation notes, portraits, individual documents and official documents. Sources of data in this study use primary data sources and secondary data sources. Primary data sources can be obtained directly from the field or research location in the form of words or oral speech and the behavior of the subject or informants. This primary data source is from the head of the library, librarian, principal and representative of SMA Negeri 2 OKU and secondary data sources are records of events or records that are far away from the original source.

The data analysis used is inductive, which is an analysis based on the data obtained, then a certain relationship pattern is enhanced or becomes a hypothesis. The data analysis process in this study uses the Miles and Huberman model, where the process starts from data reduction, data display, and consculsion drawing or verification.

The data validity process was carried out to provide an overview of the truth of the data that the researchers found in the field. [13] states that the validity test in qualitative research includes testing data credibility (internal validity), transferability (external validity), defendability (reliability), and confirmavibility (objectivity).

RESULTS AND DISCUSSION

The school library as a means of supporting student learning activities plays a very important role in spurring the achievement of school education goals. Libraries have a significant contribution to the development of the quality of human resources at various levels of formal education, institutions and various organizations, including secondary education.

The management of school library human resources has three categories, namely good, adequate, and insufficient. Good category, namely library staff is a librarian with a diploma II or more, has attended training and does not experience difficulties in performance in the library, collaborates with teachers in developing learning and conducts periodic evaluations. about library science. Inadequate category, namely the librarian who is not a librarian and has never attended training on library science

There is a determination of this category because in the 2011 National Standard for School Libraries it is stated that the qualifications of school library staff are at least two diplomas in the field of library science. The conditions that must be fulfilled to be appointed as a school librarian are those in accordance with their responsibilities, besides that the school librarian is not only in terms of processing books. But, more than that, it must have special characteristics, both related to school library issues and those related to educational issues.

The library staff of SMA Negeri 2 OKU consists of the head of the library and librarian. Planning for the procurement of library staff for the head of the library and non-librarian members is carried out by direct appointment by the principal based on experience in the library sector, even though his educational background does not come from the library sector. In addition, there is also guidance and direction in the form of provisioning in the field of libraries carried out by school principals and curriculum guides. When viewed from the data analysis of the results of research on the management of library human resources at SMA Negeri 2 OKU, they are library staff, not librarians, but have received training on library science, so the human resources in this study have sufficient categories.

[16] a library must have four very important pillars, namely librarian or librarian, user, library materials, and library building. [17], explained that this human resource development program can be carried out through training activities or through educational activities. These two types of activities can be carried out continuously in an effort to improve the quality of HR performance, so that the results achieved can be optimal in accordance with the stated objectives. So it can be concluded that it is very important if the library staff attend training to improve performance in managing the library.

Special recruitment for librarians begins with opening a job vacancy for the principal of the school. After the application is accepted, the authorities to make the selection are the school principal and curriculum wakasek. The recruitment is based on diploma and work experience. In carrying out their duties and authorities, each line of school position is given a Decree from the school principal. The organization of human resources in the library of SMA Negeri 2 OKU is fully carried out by the head of the library and the principal as the leader in supervising the implementation of school library management. For the replacement of the organizational structure of the library is carried out entirely by the principal.

The principal as the leader supervises his subordinates directly. Supervision is carried out by monitoring the presence of his subordinates and giving orders to his subordinates if there are things that need to be addressed in library management. This supervision is carried out regularly to determine the extent to which planning is going well. After all work programs have been completed, an annual evaluation is then carried out and an evaluation of each work is completed. The evaluation is carried out by the coordinator and the principal who is handled by the Wakasek in the curriculum field. Each position in the line of school work, gets compensation, the amount of which is determined by the school principal.

The role of the principal is very important in library management. The principal is the leader, person in charge, and manager in the progress of the library. The principal duties of the school are monitoring, facilitating, supervising, motivating, and uniting teachers, library staff, students, and the surrounding community in managing the school library. The principal must be more careful and sensitive in managing libraries

The principal of SMA Negeri 2 OKU has carried out his duties in supervising the library so that library management at SMA Negeri 2 OKU runs smoothly. [18] research which states that the maintenance of library materials also serves to keep the library collections from being disturbed by ignorant hands, idle insects, or fungi that run rampant in books placed in damp spaces, in detail there are 8 functions of preservation, namely: 1. protect library materials from several factors that cause damage, 2. preservation of library materials so that they are not easily damaged and can be used for longer, 3. keep library materials in clean condition so that they do not smell musty and do not interfere with the health of readers and librarians, 4. provide education to readers, how to use good and correct library materials, 5. preservation of library materials requires patience and thoroughness. 6.

Preservation of library materials at SMA Negeri 2 OKU is carried out by preventing the books from being damaged by giving mothballs in between the bookshelves so that the books are protected from insects / moths, besides that they are also neatly arranged on the shelf, cleaned regularly.

CONCLUSION

Based on the data collected and the analysis that has been carried out in the field, the researcher can draw conclusions in order to answer the problem formulation and the objectives that have been set in this study. The conclusion of this research is that the management of human resources in the library of OKU Public Senior High School 2 starts from the recruitment of library staff, there are 2 library staff at SMA Negeri 2 OKU consisting of the head of the library and the librarian. Library staff at SMA Negeri 2 OKU have passed training in the library sector. The SMA Negeri 2 OKU library is coordinated by the head of the library and supervised by the principal, so that the management process runs well, the management of the OKU Public High School 2 library collection begins with an internal library coordination meeting, in the meeting planning for collection processing will be discussed at OKU Public High School 2 library.

Library material processing activities include inventorying, classifying, cataloging, making library items, compiling catalog cards, compiling books and magazine processing. In the SMA Negeri 2 OKU library, an inventory is carried out for every copy of books and magazines that are entered, and the classification uses DDC (Dewey Decimal Classification) because the scores are correct and appropriate. And the maintenance of the collection of the OKU 2 Public Senior High School Library is adjusted to the level of damage, namely for the level of small, medium to severe damage or those that cannot be used anymore. Treatment of collections from minor levels of damage, such as torn pages, to serious damage such as rotten books, and so on. In addition, there is also routine and periodic maintenance, or incidental care.

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