MANAGEMENT OF GRANT COLLECTION IN SPECIAL LIBRARIES

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Abstract
The research provides a comprehensive overview of the process of managing grant collections and efforts to overcome challenges in the diplomatic library of the Ministry of Foreign Affairs. The expected outcome of this research is to contribute to a better understanding of grant collection management in the diplomatic library environment of the Ministry of Foreign Affairs. The study focuses on the management of grant collections in the diplomatic library, emphasizing the processes that must be undertaken before being presented to library users. The research utilizes qualitative methods through interviews, observations. Challenges faced in managing grant collections include limited storage space and a shortage of human resources, posing challenges to collection management. Efforts made by librarians to address these challenges include, first, separating collections that are not suitable, and second, addressing the shortage of human resources by collaborating with universities to supplement human resources through the acceptance of internship students. The importance of this research is to use it as a comparison material that will be applied in other libraries, so that the application of grant management in other libraries can be even better.

Keywords*: collection management, Diplomatic library, Ministry of Foreign Affairs*

INTRODUCTION

Library collection management is an integral part of collection development efforts, which is a component of technical services carried out by the library. This step is an important step in efforts to improve the standards and quality of information services to users in the library (Rizal & Rahmah, 2013). Meanwhile, according to (Abiel & Zulaikha, 2023) collection management usually determines the purpose, type, scope of collection and services provided at each stage of material handling such as selection, procurement, processing, storage, weeding, retention, maintenance, and other important things regarding library materials.

Based on Law Number 43 of 2007 article 1 paragraph 1, a library is an institution that professionally manages collections in the form of writings, prints and recorded works professionally with a standard system to meet the educational, research and recreational needs of library users.

Several researchers who have conducted research on collection management, namely the first previous research taken from a study entitled UHW Perbanas Surabaya Library Collection Management, conducted by (Prayitno & Masrurah, 2022). The purpose of this study provides an overview of knowledge in the world of libraries, especially related to collection development. This writing method uses a qualitative descriptive approach, with data collection techniques through literature reviews to obtain secondary data. This study suggests that libraries as sources of information have opportunities and challenges to always update information. The development of information technology must partner with libraries in meeting their information needs. In addition, librarians play a very important role in collection development, librarians must also have knowledge of information management and tracking to create information that suits the needs of users, collections must meet the needs of users.

Therefore, it is necessary to develop library collection management that meets the needs of users. Dependence on the library is created because collections require continuous development to ensure that the library is always available to users. Furthermore, the second previous study entitled Library Collection Management at SMK Negeri 1 Katapang. Aiming to understand the planning, organization, and supervision of collections in the SMK Negeri 1 Katapang library, this study uses a qualitative method with a descriptive approach. The results of the study are that the collection management activities of the SMK Negeri 1 Katapang Library are good. The collection management activities of SMK Negeri 1 Katapang are based on the National Library Standards (SNP). So far, the library of SMK Negeri 1 Katapang can be said to have succeeded in meeting the needs of its users, with procurement that prioritizes the needs of the school's academic community and the needs of its students. The collection is arranged according to library operational standards. Namely classification according to the DDC system, and cataloging and placement based on class on the bookshelf (Syam et al., 2020).

The Diplomacy Library of the Ministry of Foreign Affairs of Jalalabad is a special library that is based in the Ministry of Foreign Affairs located in Jalalabad. The Diplomacy Library of the Ministry of Foreign Affairs is originally called the ALli ALalals Library, this library is originally intended for the internal interests of the Ministry of Foreign Affairs. In 2019, the ALli ALalals Library of the Ministry of Foreign Affairs moved its location to the Center for Education and Training of the Ministry of Foreign Affairs. And it has now become the Diplomacy Library. This transfer is the desire of the leadership who wants to move the library that is currently in existence to the Center for Education and Training of the Ministry of Foreign Affairs. The reason for the transfer of the Library of the Ministry of Foreign Affairs is because this library needs more informality. The diplomacy library of the ministry of foreign affairs has 2 criteria that become sources of grant collections in the diplomacy library of the ministry of foreign affairs, namely from the internal itself and from the external organization. The grant collection in the diplomatic library of the Ministry of Foreign Affairs was obtained through external organizations, namely contributions from Polsoskom, BI Institute, Alndri P. Nugroho Library, Poltalk Library, Halriyono K. Library. In general, the grant collection is mostly from internal parties of the Ministry of Foreign Affairs, such as Ali Alaltals, Ambassador Trialnsyalh Djalni, Ambassador Thalufik Sallim, Indonesian Embassy in Kyiv and Abdul Irsaln. The process of handing over grant collections at the diplomatic library of the Ministry of Foreign Affairs generally involves the registration and transfer of travel, which is usually carried out by the Library, Head of the Field of Planning for Returns and Evaluation (PPE), and the Head of the Center for Education and Training of the Ministry of Foreign Affairs (Pusdiklalt). After the handover process, the Library at the library is responsible for the management of the grant

collection. For the number of collections in the grant is uncertain, the grant in the Ministry of Foreign Affairs of the Republic of Indonesia has a collection of approximately 400 copies, as well as grants in the internal Ministry of Foreign Affairs such as ambassadors, usually if the book collection has just been published by the Ministry of Foreign Affairs Diplomacy Library, the book collection is 1-5 copies, but if the collection has been completed with the title that is still in the Ministry of Foreign Affairs Diplomacy Library, the Ministry of Foreign Affairs Diplomacy Library for this time cannot accept the collection due to the limited space. for book storage.

The Diplomacy Library of the Ministry of Foreign Affairs lacks human resources to process the Grant collection, resulting in obstacles in the management of the grant collection at the Diplomacy Library of the Ministry of Foreign Affairs. In addition, the Diplomacy Library has a collection of ± 12,000 copies which are still being processed by the library and assisted by scholars from several universities. Therefore, this study was conducted to see the entire collection management process, the constraints and initial steps that can be carried out by the library in overcoming the constraints in the process of managing grant collections in the diplomatic library of the Ministry of Foreign Affairs. Based on previous research on grant collection management that has been written above, the novelty of this study that makes it interesting to study is the form of the library which is the diplomatic library of the Ministry of Foreign Affairs where the library will have a large number of grant books which of course the books are donated not only from the internal side of the Indonesian Ministry of Foreign Affairs, but also there are grants from external parties both from within the country and abroad. Therefore, the researcher wants to see how to manage the grant collection management system in the library and later it will be used as a reference for management in other libraries in Indonesia.

RESEARCH METHOD

This study uses qualitative research with a descriptive approach in research that focuses on phenomenal phenomena and natural symptoms. This approach is fundamental, naturalistic, and not only carried out in the laboratory, but also in the field (Zuchri Albdussalmald, 2021). The location of this research was carried out at the Diplomatic Library of the Ministry of Foreign Affairs, which is located at Jl. Sisingalmalngalraljal No.73, RT.2 / RW.6, Gunung, Kec. Balru District, Jalalabad City, Special Capital Region of Jalalabad 12120, the research was conducted for three months starting from September 3 to November 30, 2023. Data collection was carried out through observation and direct interaction with Human Data Sources (HR) and the place where the research was conducted.

Table 1. Research Informants

NO	SUMBER	JABATAN	UNIT
1.	Informant 1	Librarian	Management
2.	Informant 2	Librarian	Management
3.	Informant 3	Technical Staff	-

Source: Bank Indonesia Representative Office, Bengkulu Province

RESULT AND DISCUSSION

Based on the data that has been successfully collected through various walnalral, observation, and documentation that has been carried out, the management of the grant collection in the diplomatic library of the Ministry of Foreign Affairs has several steps that must be taken before the book is handed over to the library user, as well as the obstacles that occur in the process of managing the grant collection in the Upalyal carried out by the library in handling the existing grant collection in the library. The following are the steps for managing the grant collection in the diplomatic library of the Ministry of Foreign Affairs.

Grant Collection Management Process

Based on the records of the library in the diplomatic library of the ministry of foreign affairs, the recipients of the grant collection in the diplomatic library of the ministry of foreign affairs are usually carried out by the library, the collection received is usually compiled in administrative documents related to the recipients of the grant collection, the library makes complete records in the library related to the origins and documents of the recipients.

In addition to the library which is directly involved in the process of receiving grant collections, the field of traffic can also be involved in receiving grant collections which are in the diplomatic library of the Ministry of Foreign Affairs, such as the Head of the Center for Education and Training (Pusdiklalt), the Head of the Planning and Evaluation Field (PPE), even the Head of the General Bureau Field which is related to the State Property Library (BMN).

In the management of grant collections in the diplomatic library of the Ministry of Foreign Affairs, there are several factors that need to be considered in order to ensure that the library received is in accordance with the collection policy and provide optimal return value. The factors that need to be considered are the physical condition of the books, whether the books are in a state of disrepair or have experienced damage, if the damaged collection is damaged, the collection will be separated from the collection that is in disrepair. The second suitability in the field of diplomacy is to falsify the book of grants received directly related to the field of diplomacy, politics, and other related topics. The third reference that is up to date and relevant is to falsify the informal matters in the book in accordance with the latest developments in diplomacy and internal politics. The fourth user needs are to falsify the variety of types of materials in topics to meet the needs of users in the ministry of foreign affairs. By considering these factors, the diplomatic library of the Ministry of Foreign Affairs in fact ensures that the grants received do not only meet the quality standards, but also provide a valuable contribution to the fulfillment of informal needs and knowledge in the field of diplomacy for users in the library. The next process of inventory involves several planned processes to improve the management and identification of book collections obtained from grants in the diplomatic library of the Ministry of Foreign Affairs, first of all, enter the book collection into technology such as Google Spreadsheet, to create a structured data sheet that can be accessed by the library and also by the institutions that manage the grant collection, Google Spreadsheet makes it easier for the library to control the collection in the diplomatic library of the Ministry of Foreign Affairs. Second, provide physical identification through the library's diplomatic stamp to facilitate the library in recognizing books originating from grants. Third, provide a master number to each library book received through grants to have the purpose of identifying each book. In this situation, if a user borrows a library collection, the master number plays an important role in the search for the collection borrowed by the user.

The next process after the inventory process is the logbook, which involves the steps of making a logbook that is inputted into Google Sheets. In the spreadsheet column, the information contained in the book includes details such as book title, ISBN number, publisher's name, publication date, and a collection that includes the book's title, book height, and edition. By using Google Spreadsheet, this process facilitates the copying and organizing of the information contained in the book. With this, the input of information contained in the collection is carried out practically and efficiently into Google Spreadsheet, making it easier to access and manage the information contained in the collection.

The next process is classification, namely the grant collection in the diplomatic library of the Ministry of Foreign Affairs. As for the grant collection, it already has a classification. However, this collection is then inputted through Google Spreadsheet. Furthermore, the classification signal is then processed with one of the Online Public Access Calculation (OPALC) of the National Library, OPALC British Library, and OPALC National Library of Australia. In this case, the signal is then entered into the Senalyaln Librarian Malanagement System (SLiMS). This process does not only involve the classification number, but also the replacement of the first three letters of the reference number and one letter of the book title.

The Human Resources (HR) involved in this classification process is the library, which is assisted by the library staff who are responsible for managing the collection. Through this work, it is hoped that accuracy and consistency in the classification of collections will be improved, as well as ensuring that relevant and up-to-date information can be accessed more efficiently by library users. The completeness of this library is that the diplomatic library of the Ministry of Foreign Affairs carries out the printing of classification labels. It also involves inputting books into Google Spreadsheet for the printing process and printing of classification labels. After carrying out the printing of book labels, the old collection labels are removed and replaced with new ones. After doing this, the books are put back into the rack based on the new classification number. Unlike the label maker, the diplomatic library of the Ministry of Foreign Affairs has a book bag, borrowing slip and return.

The compilation in this table is done after going through all the steps in inputting books from Google Spreadsheet in the Library Management System (SLiMS) after everything has been calculated correctly, then the next step is to shelving the collection of grants to the table. Usually the compilation of collections to the library table is first placing the collection based on the Reference collection, General collection, Foreign Ministry collection, and the Library Management collection. For the collection of grants, it is adjusted based on the subject of the book. If the book is an internal publication of the Ministry of Foreign Affairs, the book will be placed in the collection rack of the Ministry of Foreign Affairs, but if the collection of grants is from an external organization, the collection will be placed in the general collection rack.

By implementing the subject-based placement, the diplomatic library of the ministry of foreign affairs has its collections arranged neatly and easily accessible by library users. This system also allows for the flexibility that makes it easier for the library to easily manage the collections in the diplomatic library of the ministry of foreign affairs.

Obstacle and Effort Faced

Based on the research results of the head of the library, they are responsible for managing the diplomatic library of the Ministry of Foreign Affairs and the storage facilities of the library which are not only sufficient for the collection of grants. The next obstacle that occurred in the diplomatic library of the ministry of foreign affairs was the lack of human

resources (HR) who managed the existing collections in the library. The library at the diplomatic library of the ministry of foreign affairs conducted an initial review to select collections that were truly relevant and relevant to be included in the library's work.

In this regard, the library carefully assessed each library's records, prioritizing relevant criteria with up-to-date information. Secondly, the library that is less suitable or damaged physically, the book is carried out by separating the collection storage place, if this collection is not faked into the library but is faked into the library that is not an informal room. Thirdly, for this reason, the library has not received back the donated collection in a sufficient amount, to reduce the overflow or overflow of the collection that is in the library. The effort that is carried out in the absence of Human Resources in managing collections in the diplomatic library of the Ministry of Foreign Affairs is by carrying out cooperation with universities that have library science study programs to find out the sources of information.

CONCLUSION

In the context of the library at the Ministry of Foreign Affairs Diplomacy Library, it can be concluded that the process of managing grant collections involves a number of stages before being distributed to library users. The library plays an active role in the process of managing grant collections at the Ministry of Foreign Affairs Diplomacy Library. This process begins with the recipient of the grant collection, in which the central government is responsible for managing the related administrative documents, and involves various fields such as the Head of the Center for Education and Training (Pusdiklalt), Planning and Evaluation (PPE), and the General Bureau in receiving the grant collection.

Considerations in the processing of grant collections involve several factors, such as physical condition, relevance to the diplomatic field, and relevant informal information. The inventory, callogosalsi, and classification processes are carried out by using algorithmic technology to facilitate the work carried out, such as Google Spreadsheet and the Library Management System, to create structured data and facilitate collection management. Human Resources (HR) who manage the grant collection also print classification labels and arrange them in the rack based on collection categories, such as References, General, Foreign Affairs, and Allies.

SUGGESTION

Based on the research results, suggestions that can be taken are to improve the efficiency and effectiveness of grant collection management at the Ministry of Foreign Affairs Diplomacy Library. First, there needs to be an increase in storage infrastructure, such as adding shelves to overcome space limitations that cause some grant collections to be unaccommodated. In this context, the library can evaluate the need for collection storage space. Second, in addition to overcoming limited Human Resources (HR), the library can continue to develop cooperation with universities that have library science study programs. Providing internship opportunities for students can be a solution to overcome the lack of HR in collection management. The library can establish further cooperation with other institutions or organizations to obtain additional support in collection management, especially in the procurement and maintenance of grant collections. Thus, this stage is expected to improve the operational efficiency of the Ministry of Foreign Affairs diplomacy library and ensure the sustainability of good grant collection management.

THANK YOU-NOTE

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