

## IMPLEMENTATION OF STOCK OPNAME IN COLLECTION DEVELOPMENT IN SPECIAL LIBRARIES

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### Abstract

*The Ministry of Foreign Affairs library has a diverse collection, ranging from books, journals, magazines, to electronic documents. The collection covers various fields, such as foreign relations, politics, economics, law and culture. One way to care for or maintain a collection is to do it Stock Recording. To find out how librarians carry out Stock Taking activities in Collection Development at the Diplomacy Library of the Ministry of Foreign Affairs Republic of Indonesia. The method used is a qualitative method with a descriptive approach. Based on these results, it can be concluded that the Ministry of Foreign Affairs Library has a fairly complete and diverse collection. The procedure for developing the Diplomacy Library collection at the Ministry of Foreign Affairs is prepared systematically and planned to ensure that the library collection is always relevant to the needs of users. Stock taking of the Diplomacy Library of the Ministry of Foreign Affairs is usually carried out in December or January. Stock taking is carried out by a team consisting of librarians, library supervisors and student interns. The results of the stock take are then recorded in the stock take report. The suggestions that researchers give to the Ministry of Foreign Affairs Library are expected to improve and develop the collection. By improving quality, adding new collections and increasing collection accessibility, it is hoped that the Ministry of Foreign Affairs Library can become a better library and can meet the needs of its users.*

**Keywords:** *Collection, Library, Stock Opname, The Ministry of Foreign*

### INTRODUCTION

According to Article 1 Paragraph 4 of Regulation Number 7 of 2022 of the National Library of the Republic of Indonesia, a special library of a government agency is a library that limits access to users who are part of a government agency (Gitleman & Kleberger, 2014). Libraries, especially Diplomacy Libraries, play an important function in error forums. The Diplomacy Library is a separate library that has an exclusive and diverse collection, in accordance with the National Library Standards (SNP). This guideline requires special libraries to have more than 60% of their collections in line with their parent institution. The Diplomacy

Library of the Ministry of Foreign Affairs is part of the Planning, Development, and Assessment Division of the Pusdiklat.

This library, which is under the Ministry of Foreign Affairs, is usually called the Diplomacy Library. The Library of the Research and Development Agency at Echelon II Level was the name of this library until 2002. The BPPK Library at Echelon III Level became the new name in September 2002. Under Echelon III, the name was changed to the Ali Alatas Library on October 19, 2002. The name change occurred on April 29, 2019 at the Diplomacy Library, as part of Echelon III. The library will assume the responsibility of managing the Learning Support facilities at the PUSDIKLAT Secretary General of the Ministry of Foreign Affairs in 2021, replacing its physical location.

The library must offer efficient and appropriate services to facilitate users in accessing information. This is in line with the main objectives of the library, which include the acquisition, preservation, classification, maintenance, and dissemination of various library resources, especially books. To improve its services, the library must oversee its collections efficiently, because these collections represent very important information assets. The library is considered a center of information, and it is very important for every library to prioritize the maintenance of its collections. A perfectly curated collection will serve as a major catalyst for increasing accessibility to library information. (Budiyah & Wahab, 2015).

Conducting an inventory is one method of managing or preserving a collection. To find out exactly the number of current library collections, it is necessary to register each item in the collection. To oversee everything the library has, it is important to inventory all the items they have. A comprehensive inventory enables libraries to provide reliable reports on their collections, which provides a basis for future collection enhancements. Because of the interdependence between the quality of collection selection and the needs of library users, inventory is an integral part of the library collection development process.

The Diplomatic Library of the Ministry of Foreign Affairs uses manual techniques to conduct inventory, so the procedure is time-consuming due to extensive data collection and the need for workers to carry out their duties properly. Conducting inventory can cause disruption to users. Authorities must empty the shelves of all books, sort them into groups according to their classification numbers, discard damaged or unnumbered volumes, and then return the books to the shelves in the same order. With this change, librarians will find it easier to assist users in their information searches and users will have easier access to a more comprehensive database.

In the process of inventorying the collections of the Diplomatic Library of the Ministry of Foreign Affairs, several obstacles or difficulties may arise, such as lack of resources that cause slow progress and inefficiency. Inadequate technological infrastructure for inventory can hinder the collection of accurate and reliable data. Data inconsistencies can create disparities between expected data and documented data. Lack of capacity to evaluate collections can lead to ambiguity in determining the value of assets. Choosing criteria for collecting depreciation can be complicated and requires careful decision-making. Lack of team readiness at the time of submitting stock opname can result in delays and procedural errors.

The first previous researcher was taken from a study entitled *The Importance of Stock Opname of the IPDN Jakarta Campus Library Collection* conducted by Boga Pratata. This study aims to evaluate the advantages and disadvantages of the library collection stock opname process. The research method used is a qualitative approach with a case study. Based on the results of the study, it can be concluded that the stock opname process of the IPDN Jakarta

Campus library collection only uses a registration system with a master number. By conducting 9 stock opnames, a deeper understanding of the actual condition of the library collection can be obtained. (PRATALA, 2021) The second study is entitled Portrait of the Implementation of Collection Development at the IPB University Library conducted by Deden Himawan and Widiati Kania. This study aims to understand the elements involved in the development of the IPB University Library. The method used is an exploratory case study approach in qualitative research. The results of the study show that in efforts to develop collections, the library implements written guidelines known as collection development policies which are revised every three years. (Himawan & Kania, 2021)

The third study entitled Analysis of Stock Opname Policy at the Archives and Library Service of Kubu Raya Regency was conducted by Fitria Widiyasari and Atiqa Nur Latifa Hanum. This study aims to describe how the stock opname policy is implemented at the Archives Service and 10 Libraries of Kubu Raya Regency, as well as to identify the obstacles that arise during the process. The approach used in this study is descriptive with qualitative methods. The results of the study show that until now, the Archives and Library Service of Kubu Raya Regency does not have an official policy regarding the implementation of stock opname. Even so, stock opname was still carried out in 2020 as part of the Regency/City Regulation Manuscript System (SNP) activities, which was an initiative of librarians in response to free time due to the closure of services during the COVID-19 pandemic. (Widiyasari & Latifa Hanum, 2022).

The differences between the researcher's research and previous research include the focus of the research, research objectives, theories, and concepts of the research regarding the implementation of stock opname being studied. Different from the researcher who discussed the Implementation of Stock Opname in Collection Development at the Diplomacy Library of the Ministry of Foreign Affairs. This research concentrates on how librarians carry out stock opname activities in collection development at the Diplomacy Library of the Ministry of Foreign Affairs and what things librarians face in carrying out stock opname activities in collection development at the Diplomacy Library of the Ministry of Foreign Affairs.

### **Stock Opname**

Kangko, (2016) Inventory audit is a systematic procedure that includes collecting, counting, recounting, and verifying items or documentation. As stated by Basuki (1992), inventory involves verifying the existence of files, identifying misplaced or missing files, and evaluating the condition of items in the collection. According to Yuyu (2010), inventory in libraries is related to the process of developing collections that are aligned with the profile of collection selection and user demand. Inventory empowers libraries to gain control over their operations, allowing them to more effectively monitor and understand the resources they have. According to Stevens (2011), stock opname or inventory is an important component in library operations to ensure the quality of the collection. Stock taking, as explained by Swart (2006), stock opname is an important task that aims to improve library holdings and verify their alignment with the information provided in the catalog or database. Based on these various meanings, it can be concluded that inventory is a systematic process in evaluating and collecting comprehensive data about library collections. The main goal is to maintain the quality of the collection and increase the growth of library collections.

## RESEARCH METHOD

This study uses qualitative methodology with a descriptive orientation. Researchers use this approach to carry out Stock Opname in Collection Development at the Ministry of Foreign Affairs Diplomacy Library. Qualitative research is based on post-positivist philosophy. The data collection strategy uses a hybrid approach that integrates various methodologies. Data collection techniques that can be needed in this study, observation, interviews and documentation will be used. As a source of information, direct informants who are asked during interviews, and observations are made of research subjects at the research location, and documentation is carried out to maintain data or evidence captured at the time of recording. Data analysis is carried out using an inductive or qualitative approach, which focuses on individual details and not generalizations. The data analysis process will be carried out in three stages, namely: 1. Data reduction is considered a reduction process that focuses on simplification, abstraction, and replacement of raw data from written records related to field activities. 2. Presentation of data that is arranged into a set of facts from which decisions and actions can be made. 3. Drawing conclusions from data, it is important to consider the validity, appropriateness, and robustness of the interpretations generated from other data. The selection of informants is applied by considering the criteria that will be determined by the researcher to achieve the researcher's goals. The following are the criteria for the informants used: 1. Librarians who carry out Stock opname activities at the Diplomatic Library of the Ministry of Foreign Affairs of the Republic of Indonesia 2. Willing to be research informants. The number of informants in this study was 3 informants consisting of 2 librarians and one library supervisor.

## RESULT AND DISCUSSION

### **Analysis of the Implementation of Stock Opname in the Diplomatic Library of the Ministry of Foreign Affairs**

The implementation of stock opname at the Ministry of Foreign Affairs Diplomacy Library has shown success based on the research results obtained. This success is reflected in the completeness of the collection data and the suitability of the data with the physical condition of the collection. The collection development process is carried out continuously through a series of well-planned stages.

The first stage that supports the completeness of the collection is mapping the needs of the library users. By understanding the needs of users, the library can ensure the diversity of the collection according to their interests and needs. Analysis of collection needs is the next step to assess the relevance and adequacy of the existing collection. Selection of the right collection, followed by procurement and assessment, is an integral part of this development process. Destruction of irrelevant or obsolete collections is also carried out to maintain quality and efficient storage space.

Although the implementation of stock opname is carried out manually, a systematic approach through catalog cards still helps ensure the accuracy of data and the physical condition of the collection. The use of catalog cards as a supporting tool in the implementation of stock opname provides a solid foundation for this activity. Data accuracy is the main key in producing reliable reports, and this systematic approach proves its effectiveness.

This process greatly supports the completeness and relevance of the collection with the duties and functions of the Ministry of Foreign Affairs. As an institution that focuses on

diplomacy and foreign interests, the library must ensure that its collections support the need for current and relevant information. By mapping the needs of its users, the library can be more responsive to changes and developments in the field of diplomacy.

However, there is potential to improve the efficiency of stocktaking. The use of technology, such as computerized systems, can speed up the collection inspection process and produce reports more quickly. The implementation of this technology can also reduce the potential for human error and provide solutions to problems that may arise, such as collections that do not have catalog cards or misclassification.

The success of this stocktaking implementation provides a positive picture regarding the library's efforts to maintain the completeness and quality of its collections. By continuing to improve processes that are already running well and adopting relevant technology, the Ministry of Foreign Affairs Diplomacy Library can ensure that its services remain at the forefront in supporting the duties and functions of the Ministry of Foreign Affairs.

### **Procedures and Constraints in Implementing Stock Opname**

The implementation of stock opname at the Diplomatic Library of the Ministry of Foreign Affairs involves a structured procedure, divided into preparation, implementation, and reporting stages. This process helps ensure the accuracy of collection data and its physical condition. However, during the implementation, several obstacles and problems were identified, which need to be addressed so that the library continues to function optimally.

#### **Preparation Stage**

- a) The collection list is compiled in detail, including information such as title, author, publisher, year of publication, and collection classification.
- b) Mapping of library user needs is the basis for determining the focus of stock opname.
- c) Analysis of collection needs and collection selection are part of the preparation to ensure the relevance and completeness of the collection.

#### **Implementation Stage**

- a) The team of librarians and staff are involved in checking the collections one by one according to the list that has been prepared.
- b) The focus of the inspection involves verifying the location of the collection, the existence of collections that match the list, and assessing their physical condition.
- c) The use of catalog cards is the main tool in ensuring data accuracy during this process.

#### **Reporting Stage**

- a) After completing the inspection, the team prepares a stock opname report.
- b) The report contains the results of the inspection, including collections that are not appropriate, damaged, lost, or not recorded.
- c) The report is submitted to the library management to obtain approval and determine further actions.

### **Recommendations and Implications of Using Computerized Systems in Stock Opname**

Based on the research results, the implementation of stock opname at the Ministry of Foreign Affairs Diplomacy Library can be considered successful. This result was obtained from the completeness of the collection data and the suitability of the data with the physical condition of the collection. The collection development process is carried out continuously through certain

stages. Mapping of library user needs, analysis of collection needs, selection, procurement, assessment, and destruction of collections are planned steps that support the completeness and relevance of the collection with the duties and functions of the Ministry of Foreign Affairs. Although stock opname is done manually, a systematic approach through catalog cards has helped ensure the accuracy of data and the physical condition of the collection.

The stock opname process at the Ministry of Foreign Affairs Diplomacy Library follows the preparation, implementation, and reporting stages. In the preparation stage, a list of collections is compiled in detail. In the implementation stage, the team of librarians and staff involve checking one by one according to the list, with a focus on verifying the location, existence of the collection, and its physical condition. The report of the results is then compiled and submitted to the library management. Although successful, the stock opname results also revealed several problems, such as collections without catalog cards, misclassification, and poor physical condition. These problems are the focus for improvement.

Based on the results and problems found, certain recommendations can be given to improve the implementation of stock opname at the Ministry of Foreign Affairs Diplomacy Library. The preparation of catalog cards for collections that do not yet have one, revision of classification, improvement of the physical condition of the collection, and mapping of needs for additional collections are the proposed improvement steps. In addition, the use of a computerized system is recommended to speed up the inspection process, improve the accuracy of reports, and provide more efficient services to users. Technology integration can help minimize errors and optimize the time for implementing stock opname. With the implementation of these recommendations, it is hoped that the Ministry of Foreign Affairs Diplomacy Library can continue to improve the effectiveness of the implementation of stock opname, so that it can ensure the completeness and accuracy of collection data more efficiently.

## CONCLUSION

Based on these results, it can be concluded that the Ministry of Foreign Affairs Library has a fairly complete and diverse collection. The collection development procedure of the Ministry of Foreign Affairs Diplomacy Library is arranged systematically and planned to ensure that the library collection is always relevant to the needs of the users. Stock opname of the Ministry of Foreign Affairs Diplomacy Library is usually carried out in December or January. Stock opname is carried out by a team consisting of librarians, library supervisors and interns. The results of the stock opname are then recorded in the stock opname report. However, there are still some collections that are damaged, lost, or not recorded. This needs to be a concern for the Ministry of Foreign Affairs Library.

## SUGGESTION

The suggestions given by the researcher for the Ministry of Foreign Affairs Library are expected to make improvements and development of collections. With the improvement of quality, addition of new collections, and improvement of accessibility of collections, it is expected that the Ministry of Foreign Affairs Library can become a better library and can meet the needs of users.

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