

## ANALYSIS OF LIBRARY SPATIAL PLANNING IN SPECIAL LIBRARIES

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### Abstract

*This study aims to assess the physical and non-physical conditions of facilities and infrastructure at the Diplomatic Library of the Ministry of Foreign Affairs and determine whether they are in accordance with the National Standards for Special Libraries. Two librarians were involved as informants in this study. The method used was descriptive qualitative method using observation, interview, and documentation. The results showed that the layout of the Diplomatic Library, including coloring, lighting, and furniture, was good. However, noise is still heard in the library. Regarding air temperature regulation, it is good and comfortable, but the operation of the air conditioning system that does not stop for 24 hours is not suitable for the maintenance of collection materials. In terms of facilities and infrastructure, the Diplomatic Library of the Ministry of Foreign Affairs is in good condition and meets national library standards. However, the library space has not fully complied with the National Library Standard in terms of size. The significance of this study lies in its contribution to the improvement of the quality of the Diplomatic Library of the Ministry of Foreign Affairs. The findings are important as they provide research-based evidence of areas that require improvement to achieve full compliance with the National Standard for Specialized Libraries. The research also provides guidance to other library managers who wish to ensure that their facilities meet national standards.*

**Keywords:** *Diplomatic Library, Layout, Ministry of Foreign Affairs, National Library Standard, Qualitative.*

### INTRODUCTION

The presence of libraries in today's era is very important to meet the needs of information users. Rapid developments in information encourage libraries to continue to innovate and adapt to the times (Suryani & Indah, 2020; Ambarwati et al, 2021). Libraries currently function as a very useful place for those who seek information efficiently, quickly, and accurately.

Library regulations or standards are used as a guide in implementing the management, organization, and improvement of library organizations in Indonesia in order to create libraries that comply with applicable regulations. The regulations regarding special library standards

that serve as guidelines are the Regulation of the National Library of the Republic of Indonesia Number 7 of 2022 concerning National Standards for Special Libraries. These regulations not only concern library materials, but also the standards of the rooms that should be used.

There are several researchers who have conducted research on Library Spatial Planning, namely research conducted by Sistarina and Kartikasari in 2020 entitled "Redesign of Spatial Planning and Comfort of Librarians and Users at the Airlangga University Library" has discussed the redesign efforts made by the management of the Airlangga University Library, the results of the study showed that after the redesign, librarians and users at the Airlangga University Library felt safe and comfortable while in the library. Redesign covers several aspects, including color schemes, sound systems, spatial planning, air circulation, lighting, and comfort.

However, noise problems were found that could be overcome by installing soundproofing in each room. Second, research by Nurhakim in 2019 entitled "Review of the Spatial Planning of Provincial-Level State Senior High School Libraries in West Jakarta City". This study examines the layout of the library, especially space planning in school libraries. The samples taken came from the Provincial-Level State Senior High School Library in West Jakarta, with a focus on the Junior High School Plus level. The purpose is to determine the condition of the library and assess its suitability by referring to the School Library Implementation Guidelines published by the National Library in 2006, the results of this study reflect the percentage of compliance with the standards for each school library. The Library of SMA Negeri 112 Jakarta achieved an average compliance value of 92.2% against the standards, while Library 65 Jakarta obtained an average value of 76.6%, and SMA 2 Jakarta obtained an average value of 86%. Overall, it can be concluded that the Provincial Level SMA Libraries in West Jakarta, especially the Junior High School Plus level, have not fully met the standards described in the School Library Implementation Guidelines published by the National Library in 2006.

The library not only needs space for storage and arrangement of collections that can be utilized by users, but the library also needs additional space for library development (Hermawan et al, 2020; Sopwandin, 2021). The development in question is the development of collections as well as separate rooms and places for staff and librarians. In addition, a library also needs a room for equipment related to the library.

The Diplomacy Library of the Ministry of Foreign Affairs is located within the Ministry of Foreign Affairs Education and Training Center (PUSDIKLAT KEMLU) complex. As the central library within the Ministry of Foreign Affairs, the Diplomacy Library has a role as a supporting facility for learning and diplomatic infrastructure. The position of the Diplomacy Library building of the Ministry of Foreign Affairs is very strategic for access and is separate from the PUSDIKLAT KEMLU building, located on the first floor located under the dormitory building.

The layout of the Diplomacy Library of the Ministry of Foreign Affairs is arranged in such a way in a library building. The Diplomacy Library of the Ministry of Foreign Affairs has several rooms consisting of rooms used for placing bag lockers, reading rooms, discussion rooms, collection rooms, meeting rooms, storage rooms, information rooms, lobby rooms, cleaning service rooms, and audio-visual rooms (Hutabarat, 2023). The Diplomacy Library of the Ministry of Foreign Affairs also has several types of collections including general collections, TK Kemlu collections, audio-visual collections and Ali Alatas collections. The Ali Alatas collection was obtained from a donation from Mr. Ali Alatas' family with a current collection of 420 copies, the Ali Alatas collection has its own design in the library space, namely 3 cabinets containing 2 Ali Alatas collection shelves and 1 award shelf, has 4 tables and 2 chairs. The arrangement of the structure, pattern and arrangement of the function of space in a library building can indirectly

have a positive or negative impact on the comfort of the library users. In addition, to ensure the sustainability of the function of space in the library, supporting facilities are needed.

Based on previous studies that have been conducted, the focus of the research is more directed at public libraries such as those in universities and schools, while research on special libraries, especially those in the context of government institutions such as the Diplomatic Library of the Ministry of Foreign Affairs, is still very limited. Therefore, the unique aspects of this library such as interior design that integrates special collections (for example the Ali Alatas collection) and its role in providing support for diplomatic tasks have not been widely explored. This study also aims to fill this gap by analyzing the physical and non-physical conditions of the facilities and infrastructure in the diplomatic library of the Ministry of Foreign Affairs that have met the national standards of special libraries.

## RESEARCH METHOD

This type of research is qualitative using a descriptive method, namely by describing data related to the layout of the room in the Diplomacy Library of the Ministry of Foreign Affairs. The research location that is the focus of data collection is the Diplomacy Library of the Ministry of Foreign Affairs of the Republic of Indonesia. The selection of this library as a research location was made because it is part of an organization under the Ministry of Foreign Affairs and is expected to have implemented or implemented national standards for special libraries related to Library Spatial Planning. The researcher collected information with preparations that had been made to talk to informants and see them directly when conducting interviews about the Spatial Planning of the Special Library at the Diplomacy Library of the Ministry of Foreign Affairs. Therefore, the following subjects were used as informants in connection with the problems raised in this study.

Table 1. Research Informants

NO	SUMBER	JABATAN	UNIT
1.	Informant 1	Librarian	Management
2.	Informant 2	Librarian	Management

Several data collection instruments used are as follows. (1) Observation, namely observing and directly reviewing the spatial conditions of the Ministry of Foreign Affairs Diplomacy Library. The observation sheet is used as a guide to see the reality in the Ministry of Foreign Affairs Diplomacy Library. (2) Interview, namely asking questions to staff or librarians in the Ministry of Foreign Affairs Diplomacy Library as many as two people. The interview guideline is used as a guide to carry out interview activities with librarians. (3) Library research, namely studying library materials or literature related to the topic discussed in this study.

## RESULT AND DISCUSSION

The layout of the library has a significant impact on the comfort and level of interest of visitors. To help the library to be visited by many visitors, the library needs to have a good, attractive and comfortable layout and facilities that support the smooth running of activities in a library. Such as the location and size of the library building. Based on the results of

observations and interviews, it was found that the Diplomacy Library of the Ministry of Foreign Affairs has carried out its function as an informative function. The location of the Diplomacy Library building of the Ministry of Foreign Affairs is in a strategic place, as well as easy access to the library, easy to reach because it is close to other buildings and the size of this library does not yet comply with national standards. This is reinforced by the results of interviews with informants as librarians who explained the condition of the location of the building and the size of the Diplomacy Library of the Ministry of Foreign Affairs who said that:

*"Easy to reach, but if you use a motorbike you have to walk about 2 minutes from the motorbike parking lot, for car parking, it is strategic. As for the size of the library of the Ministry of Foreign Affairs, it is considered sufficient to meet the needs of the users. The total area of the Diplomacy library is 517.5 cm<sup>2</sup>".*

Based on the explanation from the informant, it is known that the location of the library is very strategic. Its placement in the middle of the learning center makes it easy for users to access, creates conditions that are in accordance with the National Standards for Special Libraries, which require a location that is easily accessible, safe, and comfortable and close to the building of the parent agency/organization. The area of the Ministry of Foreign Affairs Diplomacy Library building of 517.5 cm<sup>2</sup> does not comply with the National Standards for Special Libraries with a building area of at least 200 (two hundred) square meters. The Ministry of Foreign Affairs Diplomacy Library should provide a larger room so that it can accommodate a large number of users and also so that each new collection can be neatly arranged. In addition, with a large room area, each area can be divided so that the library space becomes more formed and in accordance with the flow of library activities. This condition is reinforced by the results of interviews with librarians regarding the division of each type of area in the Ministry of Foreign Affairs Diplomacy Library. The following is an explanation from the informant who said that:

*"This diplomatic library has several rooms such as meeting rooms, discussion rooms, storage rooms, work rooms, information rooms, cleaning service rooms, reading rooms, collection rooms, and audio-visual rooms that can be used to read books while relaxing and listening to music."*

Based on the explanation from the informant, it is known that the Diplomacy library of the Ministry of Foreign Affairs is good, which has several rooms consisting of a reading room, discussion room, collection room, meeting room, storage room, information room, cleaning service room, and audio visual room. The composition of the library space is complete and is considered to have the criteria of a special library, this is in accordance with the National Standards for Special Libraries, there is a collection area, a library area and a staff area.



Figure 2: The Audio Visual Room functions as a storage place for audio visual collections and can also be used by visitors for reading and relaxing.



Figure 3: The information room is an area in the Ministry of Foreign Affairs Diplomacy Library which is intended for users to search for information.

Sound is a series of vibrations that can be felt by human hearing. Sounds that are usually heard can be disturbing and some are not or are intentionally played to increase concentration. Based on the results of observations and interviews, it is known that the diplomacy library is located next to the highway and the condition of the room is often quiet so that if there is a conversation between users it will sound quite loud for other users, the sound from the highway can still be heard from inside the library, sometimes disturbing if there are louder sounds. But for the sound of footsteps when walking it is not heard because the library uses carpets that help reduce noise. This is reinforced by the informant that:

*"If in the work space the sound from the highway can still be heard, sometimes it is disturbing if there are louder sounds, whether from sirens or sound systems, for soundproofing, it is still proposed to install soundproofing."*

Based on the explanation from the informant, it is known that the sound conditions in the Diplomacy Library of the Ministry of Foreign Affairs are still lacking because the Diplomacy Library of the Ministry of Foreign Affairs still has to face the challenge of noise originating from its location near the highway and the room conditions which are often quiet.

The coloring in the Diplomacy Library of the Ministry of Foreign Affairs based on the results of observations and interviews is good, using neutral colors, not too bright, and not dazzling. Off-white for the color of the walls, ceiling and collection shelves. Blue and gray are used for the color of the carpet, in addition, blue is also used on the pillars and walls. For the reading table,

reading chair, and Ali Alatas collection shelves and walls, dark brown is used. The following is an explanation from the informant who said that:

*"The coloring in this diplomacy library is good, so far it feels comfortable because the colors used are not too many and the colors are not too striking."*

Based on the explanation from the informant, it is known that the coloring in the Diplomacy library of the Ministry of Foreign Affairs is good, it is also known that the color scheme in the library affects the comfort and satisfaction of the users. This is in accordance with Lasa's statement in (Anisatun, 2017) which states that color will affect people who work and read in the library.



Figure 5: Sunlight lighting from glass windows in the reading room of the Ministry of Foreign Affairs Library.

The air temperature in the Diplomatic Library of the Ministry of Foreign Affairs, the air circulation in the library room is good, each room in the diplomatic library uses Central Air Conditioner (AC) and air ventilation. This was reinforced by the informant who stated:

*"The Diplomacy Library uses Central Air Conditioning (AC) turned on every hour of library service starting from 06.00 – 17.00 WIB, for the AC temperature is made as comfortable as possible, when it is hot it is turned down but when it is cold it is turned up, usually the AC is turned on with a temperature of 21-26 degrees Celsius. The Diplomacy Library also has air ventilation in every room of the library, but it is not opened because of fear of ants or insects entering which can damage library materials".*

Based on the explanation from the informant, it is known that the air temperature in the diplomacy library is good, a good and stable temperature is needed by the library users as living things and by the collection so that it is not damaged. Air conditioning needs to be done as an effort to replace the air in the library.



Figure 6: Central Air Conditioner (AC)



The Diplomacy Library of the Ministry of Foreign Affairs has furniture or supporting facilities such as 60 bookshelves consisting of 30 general collection shelves, 5 shelves of the TK KEMLU collection, 5 shelves of audio-visual collections in the audio-visual room, 11 shelves of unprocessed collections in the storage room, 3 shelves in the information room, 3 shelves in the work room, 2 shelves of the Ali Alatas collection, 1 magazine place, 2 newspaper places and 1 Ali Alatas cabinet. The reading tables provided for the librarians are 7 tables and 17 chairs, 2 tables and 2 circulation and service chairs, 3 tables and 3 information chairs and 4 chairs and 4 librarian tables. For computer devices, there are 8 units, namely 4 units in the work room, 2 units in the reading room, 1 unit in the service and 1 unit in the information room. In addition to the reading tables, there are 12 beanbags and floor mats for the librarians who want to relax in the audio-visual room. The Diplomacy Library of the Ministry of Foreign Affairs also provides APAR (Light Fire Extinguisher) in every library room to prevent fires and disrupt the safety of everyone involved in the library. This was also conveyed by the librarian who said that:

*"The furniture in the Ministry of Foreign Affairs Library so far is quite complete to support library operations, perhaps individual reading furniture can be added in several places. There are still shortcomings in the facilities and infrastructure in this diplomatic library, namely access for the disabled and disabled toilets."*

However, awareness of the shortcomings in accessibility for the disabled and disabled toilets shows a commitment to continue to improve and enhance library facilities to meet the needs of visitors as a whole. Library furniture/equipment consists of at least collection shelves, reading tables, reading chairs, work tables and chairs, circulation and service desks and ICT devices. In this case, the furniture in the Diplomacy Library of the Ministry of Foreign Affairs is in accordance with the National Library Standards.

## CONCLUSION

Based on the results of the research and discussion that has been carried out, it can be concluded that the Diplomacy Library of the Ministry of Foreign Affairs has complied with the general function of the library. It can be seen that the layout of the Diplomacy Library of the Ministry of Foreign Affairs, including physical and non-physical conditions such as coloring, lighting and furniture in the Library, is good. However, in terms of sound, it can still be heard in the library. The air temperature is good and comfortable, but the AC is not active for 24 hours, which is not good for maintaining collection materials. Based on the guidelines of Law Number 7 of 2022 concerning National Standards for Special Libraries, related to the standards of facilities and infrastructure in the Diplomacy Library of the Ministry of Foreign Affairs, its location is considered very strategic and easily accessible. The library space and its furniture are considered to have met the National Library Standards. However, the area of the library space is still not in accordance with the standards that have been set.

## SUGGESTION

This library still faces several obstacles. The obstacles faced by the Diplomacy Library of the Ministry of Foreign Affairs are that the number of collections in the e-library application is still relatively limited or not diverse. This is due to budget limitations from the library unit so that students have not been able to utilize e-books optimally. Some students choose to look for physical or printed library materials. Therefore, librarians must be skilled in utilizing e-books

related to increasing collection materials in order to educate users. It is important to explore how the use of e-books in the e-library application can be a major driver in improving the digital literacy skills of users in the academic environment of the University of Muhammadiyah Bengkulu.

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