MADRASAH LIBRARY MANAGEMENT AND STANDARDS

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Abstract
As a center of information and knowledge, madrasah libraries have an important role in helping students develop their insights. To provide maximum scientific essence, library management is needed in accordance with the standards. Not only that, the current challenges of library management related to the change from conventional libraries to digital libraries require extra management in various aspects, and this is stated in Permendiknas No. 24 of 2007 concerning Facilities and Infrastructure Standards. Library standards that must be owned by senior high schools (SMA/MA) are library services, technical services, information literacy, library users, collections, buildings, work furniture, storage furniture, multimedia equipment, programs, promotion and library cooperation. The purpose of this study was to determine the management and standards of madrasah libraries at MAN I Pekanbaru This type of research uses qualitative data analysis. Data collection techniques that researchers use in this study with 1) observation, interviews, and documentation. 2) data reduction by summarizing the complex main things from the interview results and focusing on the important things from the research theme. 3) presentation of data used in the form of narrative text. 4) data verification and conclusion drawing. 5) data triangulation processing techniques by combining various data collection techniques and existing data sources. The results of this study describe the library organization, library work procedures, library working relationships, collection and classification of library materials, cataloging, library user services, forming a reading culture, and madrasah library standards. MAN 1 Pekanbaru library has an organizational structure that is bound by good working relationships. Management of library material collections is carried out with directed planning, user services which include circulation, administration, reference, and digital services provide easy access.

Keywords: *Management, Standart, Madrasah Library*

INTRODUCTION

High School Libraries (SMA) play an important role as a learning resource that supports the learning process. Libraries are very important in providing access to various literature and information sources needed by students and teachers. Through proper management and compliance with standards, school libraries can help improve literacy culture and have a positive impact on the quality of education in schools. A management approach that includes modern management by considering the situational approach and educational policy situation needs to be carried out to produce added value for schools (Darmono, 2016).

Library management covers various aspects such as collection management, service development, library material processing, and library program planning. A well-managed library can meet the established national standards as stated in the Regulation of the Head of the National Library of the Republic of Indonesia in 2018. The regulation includes collection development, information technology-based services, and the obligation to allocate a minimum of 5% of the school's operational budget for the library.

In addition, there are library standards that have been set based on the normative reference of the Minister of Education and Culture Regulation No. 24 of 2007 concerning Facilities and Infrastructure Standards. The library standards that must be owned by senior high schools (SMA/MA) are library services, technical services, information literacy, library users, collections, buildings, work furniture, storage furniture, multimedia equipment, programs, library promotion and cooperation (RI, 2012).

Facts in the field show that although school libraries have great potential to support learning, many school libraries are still constrained by budget, equipment, and school attention. Some libraries do not meet minimum standards so that their utilization and benefits for students are not optimal.

Reported from a news article issued by the Pekanbaru City Government in March 2022 when carrying out technical guidance for library accreditation and library kenduri, it was stated that in the period 2011 to 2022 only 53 school libraries had been accredited. With details of 10 SD/MI libraries, 21 SMP/MTs libraries, and 22 SMA/SMK/MA libraries (PEMKO, 2022).

To achieve ideal school library standards, schools need serious attention to management, budget planning, and support from all school members, including the principal, teachers, and students. This adaptation is needed so that the library becomes an effective means of supporting the curriculum and improving students' reading culture.

In accordance with research conducted by Median Efrina entitled school library management at SMPN 1 Taba Penanjung, Bengkulu Regency, there are inhibiting factors in library management, namely the lack of operational funds for library management, which has an impact on the procurement of library facilities and infrastructure. Therefore, library management must be carried out so that it is ideal and according to standards (Efrina, 2017).

Library management that is carried out properly according to applicable standards will have an impact not only on users in the school area, but will also be useful for other schools that have not met the standard quality. In addition, management that is in accordance with standards will provide progress for the library system itself, for SMA/SMK/MA levels the library must have accreditation.

According to data obtained from the Riau Media Center, there are 1,706 SMA/MA/SLTA libraries that have been accredited (Riau, 2023). One of them is the school that the researcher used as the object of research, namely MAN 1 Pekanbaru, which has been accredited B. In

addition, the MAN 1 Pekanbaru library (El-Hayaah) has also won 2nd place in the National School Library in Jakarta which was sponsored by the National Library of the Republic of Indonesia in 2022 (IT, 2022). Based on these data, this study aims to examine more inclusively the management and standards of madrasah libraries at MAN 1 Pekanbaru related to the fulfillment of standards carried out, management that is realized and the impact on students of the library management process that meets standards.

RESEARCH METHOD

This type of research uses qualitative data analysis. According to Bogdan and Taylor quoted from Lexy J. Meleong, a qualitative approach is a procedure that produces descriptive data with written or spoken words from observed informants (Meleong, 2013).

Research on madrasah library management and standards was conducted at MAN 1 Pekanbaru. There are 2 informants for this research, namely key informants and main informants. In this study, there was 1 key informant, namely the head of the MAN 1 Pekanbaru library, and the main informant was the IT staff of the MAN 1 Pekanbaru library.

The data collection techniques used by researchers in this study were 1) observation, interviews, and documentation. 2) data reduction by summarizing the complex main points from the interview results and focusing on the important things from the research theme. 3) presentation of data used in the form of narrative text. 4) data verification and drawing conclusions. 5) data triangulation processing techniques by combining existing data collection techniques and data sources.

RESULT AND DISCUSSION

In this section of results and discussion, we discuss in detail the library management and standards of Madrasah Aliyah Negeri (MAN) 1 Pekanbaru. The results of this study will provide a comprehensive picture of how the madrasa library is managed and organized according to established standards. We analyze various aspects such as collection management, user services, utilization of information technology, and efforts to improve library quality.

Madrasah Library Organization

Organization is the organization of people so that they can work together effectively and achieve personal satisfaction in carrying out certain tasks in certain environmental conditions to achieve certain goals and objectives is by finding an effective relationship between goals and objectives (Winardi, 2010). It is a combination of all steps of activities carried out by elements in a library facility (Sopyan, Komarudin, & Rullyana, 2017). Planned arrangement and careful coordination enable library organizations to carry out all aspects of library activities efficiently and optimally to achieve predetermined goals.

According to the National Library Standards, the organizational structure of the library is as follows: The organizational structure of the school library includes a library director, library services and technology services (acquisition, processing), and information and communication technology services directly under the management of MAN 1 Pekanbaru, an organizational structure consisting of two teachers and two library staff involved in library management. Below is the structure of the MAN 1 Pekanbaru Library.

In accordance with the library organization standards set by the government, MAN 1 Pekanbaru has formed a library management organization according to the required standards. The function of forming this library organization is to manage the library in terms of providing services, procuring collections, cataloging and managing all library activities. One of them is the existence of IT utilization staff which is also formed to make it easier for students to see the latest collections in the library, and on the website (https://lib.man1kotapekanbaru.sch.id) provided by the MAN 1 Pekanbaru library displays a list of the best visitors each year so that it will have an impact on other students to continue to use the library as the best place for knowledge. The organizational structure is formed to provide responsibility to members of the organization according to their main duties and functions. If the management runs well, the MAN 1 Pekanbaru library will also run according to standards.

Madrasah Library Work Procedures

By definition, the organization of a madrasah library includes efforts to coordinate all activities related to the organization of a school library. Coordination efforts that are usually found in the organizational structure of a madrasah library, indicate the existence of a relationship between people who have different authorities and responsibilities. Work procedures serve as guidelines for all officials to be able to carry out daily tasks optimally (Darmono, 2007).

In managing the MAN 1 Pekanbaru library, all people included in the structure, including the Head of the Library who directs the management of the Madrasah library, work according to their respective duties, main points and functions. IT Utilization Staff/Librarians focus on the development of information technology and librarianship. Service/Administration Staff are responsible for library management. The mission of the loan development staff is to strengthen and further develop the quality of the Madrasah Library. However, each of these structures often works together, working together to help other field staff simplify and accelerate library operations.

Madrasah Library Working Relationship

The library is an information system whose activities include collecting, processing, storing, preserving, presenting, and distributing information. The library has existed and is still developing and is used as an information center, source of knowledge, research and recreation center, preservation of the country's cultural heritage, and providing various other services (Evawani, 2022). Therefore, all stakeholders at MAN 1 Pekanbaru certainly have a direct or indirect relationship with the madrasah library.

Collection and Classification of Library Materials in Madrasah Libraries

One of the most important aspects in running a madrasah library is the management of library collections. According to Sinaga, the collection of library materials itself is all library materials maintained and collected by the library through purchases, donations, exchanges, or self-production with the aim of being presented and used by all library users (Sinaga, 2005). The Madrasah Library Collection does not only include a collection of various library materials, but also their strategic placement, maintenance, and presentation so that they can be optimally utilized by all library users.

MAN 1 Pekanbaru Library has various collections including books, magazines, articles, encyclopedias, theses, PPL reports, dissertations, film reviews, and others. This library collection is mostly in the form of texts/documents, there are no audio or video collections.

MAN 1 Pekanbaru related to its library collection has of course been planned and implemented with the stated objectives. There is a collection of library materials such as textbooks provided by the madrasah. The library provides textbooks and other books such as encyclopedias that are useful for supporting learning. This collection is sourced based on requests from users or madrasah students based on a survey on Google Forms to ensure users get what they really want. After the data collection is carried out, the budget will be submitted to the madrasah. When a book arrives at the library, the book is given a library material inventory code. And on the first and last pages of the book, as well as on the secret page, there is a library stamp indicating that the Madrasah Library is the owner of the book. The secret page is on page 15. This stamp contains the date of receipt, country of origin, price, and registration number. Then enter the book data or enter it into the library information system. The data is printed in the form of labels and barcodes and attached to library books. This data will be integrated into the digital system of the MAN 1 Pekanbaru Library website so that readers can easily find the desired library materials. An example of a label format for this library is:

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┌─────────────────────────────────────────┐
│  ┌─────────────────────────────────────┐ │
│  │   PERPUSTAKAAN MAN 1 PEKANBARU      │ │
│  └─────────────────────────────────────┘ │
│  ┌─────────────────────────────────────┐ │
│  │   813      : Nomor klasifikasi      │ │
│  │   Bry      : Inisial Penulis        │ │
│  │   W        : Huruf awal judul buku  │ │
│  └─────────────────────────────────────┘ │
└─────────────────────────────────────────┘
```
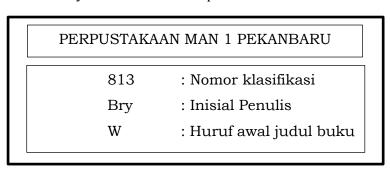
Figure 2. Example of Label Format on Library Collection Books

In collection management, of course there is a classification to manage collections effectively and efficiently. Collection classification is an important process in library management that classifies books and other library materials according to certain subjects or topics (Novriliam & Yunaldi, 2012). Classification of library books plays a very important role when users search for information sources and browse library books (Hastari, Rusmono, & Suhardini, 2015). The classification system used in this library is the Dewey Decimal Classification (DDC) classification system. Madrasah librarians use the e-DDC application that uses this classification system to make classification easier and faster.

Cataloging and User Services in Madrasah Libraries

A catalog is a list of libraries (books and non-books) owned by a library and arranged systematically so that the location of the library can be searched and found easily and quickly (Rizal & Rahmah, 2013). The catalog allows the library to be found and provides an effective means for visitors to access various sources of knowledge smoothly and efficiently.

The MAN I Pekanbaru Library Collection cataloging system uses the Anglo-American Cataloging Regulation (AACR) cataloging system with dimensions of 12.5 cm x 7.5 cm. Our catalog system is integrated online and can be printed directly if a hard copy is needed.

MAN 1 Pekanbaru Library user services consist of borrowing services, administrative services, reference services, and digital services. Procedures, procedures, procedures for borrowing library books, and others are explained to users of the madrasah library or trained to do so at the beginning of entering the madrasah, namely during the madrasah student taaruf period (MATSAMA). Students can borrow it to make maximum use of library services.

Madrasah Library users may borrow a maximum of two books with a maximum loan period of one week. If you want to borrow beyond the specified loan period, you can apply to the library for an extension of the loan period. If visitors are not disciplined in returning books, sanctions will be imposed to maintain the library collection.

Formation of Reading Culture in Madrasah

Discussions about reading culture in schools cannot be separated from discussions about reading interests and habits. Because these terms are interrelated. In simple terms, interest can be interpreted as a desire or tendency towards something. Therefore, reading interest is a person's tendency towards reading (Umar, 2013). More complexly, reading culture is interpreted as an activity carried out with sufficient perseverance in order to establish a communication pattern with oneself, find meaning and information in writing, and develop intelligence and is carried out with full awareness and enthusiasm. A feeling of joy arises in him continuously and becomes a habit pattern (Baharuddin, 2017).

The MAN 1 Pekanbaru Library implements various strategies to educate and improve reading culture in madrasas. This program consists of lending library books to students for a month, after which they must make a resume. There is also a survey to find out the type of students who like to read so that they can get the desired book collection. New library collections are often promoted in the library, but the use of social media is not yet very active and is still offline. The madrasah library will also hold a literacy program, which will be integrated into the madrasah curriculum and include at least one class per week. Considering that we are currently in a transition period from the COVID-19 pandemic and the curriculum is starting to move towards an independent curriculum, the madrasah library needs to make adjustments and in the implementation of the literacy strategy and program is less effective.

In addition, to provide rewards for students or visitors who continue to use the library at MAN 1 Pekanbaru, the library manager will load the best visitors by including photos and names of visitors so that this will increase the interest and motivation of students or other visitors to be able to visit the library.

Middle School Library Standards

Referring to the Regulation of the Head of Library No. 12 of 2017, it explains several scopes that are regulated for national standards for secondary school/madrasa libraries, including:

1. Collection Standards
   One of the main elements of a library is the collection. Services that are not supported by proper collection cannot be delivered optimally. Library material collections must be relevant to the needs of their users or to the needs served by the library. Collection standards include types of collections, number of collections, library material references, processing, enumeration, organization, and maintenance.
2. Facilities and Infrastructure Standards

Facilities and infrastructure are tools or parts that play a very important role in the success and smoothness of a process, including in the context of a library. Facilities and infrastructure are facilities that are very necessary to facilitate the implementation of an activity, even though facilities and infrastructure are not adequately available. Library facilities and infrastructure standards regulate buildings, areas, facilities, locations, and others.

3. Service Standards

   Library services are direct interaction activities between librarians and library managers and users, or direct or indirect relationships with the community of library service users. Specifically regulate service hours, types of services and other services.

4. Human Resources Standard

   In this case, it regulates the standards of human resources that manage the library, both in relation to the number of personnel and the qualifications of the head of the library.

5. Implementation Standard

   Implementation standards relate to the establishment of the library, library main number, organizational structure, and work program.

6. Management Standard

   Some things regulated in this scope are the vision, mission, objectives, policies, tasks, functions, and library budget.

MAN 1 Pekanbaru Library has met the standards of a secondary Madrasah library when viewed from: library collection standards, library facilities and infrastructure standards, library service standards, library staff standards, library organization standards, management standards. This is proven by the existence of an A accreditation certificate and has won the 2nd best library nationally in 2015.

CONCLUSION

Based on the explanation above, it can be concluded that the MAN 1 Pekanbaru Library has an organizational structure that is bound by clear roles and responsibilities. Working relationships with internal stakeholders, such as the head of the madrasah, head of administration, teachers, students, parents of students, and the community, are well established and mutually supportive.

The management of library material collections is carried out with targeted planning, including procurement based on user requests. Classification uses the Dewey Decimal Classification (DDC) system with the support of the e-DDC application and cataloging uses the Anglo American Cataloguing Rules (AACR) system. User services including circulation, administration, references, and digital services provide easy access to users.

Efforts to establish a reading culture in madrasahs are carried out through various literacy strategies and programs. The MAN 1 Pekanbaru Library has succeeded in achieving A accreditation and has received the best library award at the national level.

This study can enrich and add to the literature related to library management and standards in schools. The findings of this study are that efforts to realize literacy programs for school residents have been carried out through libraries. With easy access either directly or indirectly (website) that is well managed in accordance with the available organizational structure becomes the main factor for the success of library management. In addition, the results

of this study can be the basis for the development of effective library management and in accordance with national library standards.

SUGGESTION

This research resulted in library management in accordance with the standards set by the government in accordance with Permendiknas No. 24 of 2007 concerning Library Facilities and Infrastructure Standards so that MAN 1 Pekanbaru can obtain accreditation and can win 2nd place nationally. Based on the keywords in this study, there are still many research topics that can be studied in depth by subsequent researchers. This is done so that the management of the madrasah library continues to be carried out according to standards by other schools and the library can be optimized for use

THANK YOU-NOTE

This research can be carried out thanks to the assistance of various parties. Therefore, the researcher would like to thank the Head of Madrasah MAN 1 Pekanbaru for permission to conduct the research, the Head of the Library who was willing to be a key informant, the Library IT Staff who were willing to be additional informants in this research, and the Head of the Faculty of Tarbiyah and Teacher Training UIN Sultan Syarif Kasim who has given permission for this research activity.

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