

The Layout of the Stack Room Is as Storage Space for Library Materials that Are Expaid / no Longer Needed in the Library: Case Study at the Sultan Abdul Samad Library

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Abstract: This article aims to find out about the condition of the untreated library room and was impressed to be a warehouse of books in the Library of Sultan Abdul Samad (PSAS), Universiti Putra Malaysia (UPM). This study uses a qualitative approach with a case study in a room in PSAS namely the Stack Room. Data collection techniques are carried out using interviews and question and answer on the part of the user service (Circulation) that is responsible for managing or supervising the stack room. This study describes the stack room condition in PSAS which contains a collection of library materials that are not used either the information in it that is not relevant or cannot be accessed again because the library material every year will always increase, then the library materials acquisition program to be reviewed. In PSAS also has a library standard itself related to storage space and reading room to provide a sense of comfort to users. After tracing the standard, a room layout stack is not found. Where conditions in the field are very poorly maintained but arranged according to the subject of classification from the library of congress (LC). This study aims to determine a good library layout to provide user comfort and satisfaction. Where we study spatial planning based on standards from a library room in Indonesia issued by the Indonesian National Library (PNRI).

1 INTRODUCTION

Processing of information is an important thing to do to maintain sustainability and also the value of information contained in it. The large amount of information flowing fast enough as technology develops makes the library as a vehicle for education, research, preservation, information and recreation to increase the intelligence and empowerment of the nation (UU RI No. 43, 2007) to review collections owned so as not to experience an 'overdose' collection (Anonymous, 2007). The new collections arrived at the Sultan Abdul Samad Library (PSAS) with more comprehensive information making new collections require new storage shelves.

Collection processing is usually through annual activities called stock takes where the library will re-record the collection to find out whether the books being borrowed or detected are missing or missing. In the stock opname activity, we also know how many collections there are, so the library will be more aware of the collections they have with the storage capacity they have. If there are too many collections that are not needed, libraries can delete or eliminate

collections that are not used or are not valuable. But it will be a problem if it turns out that the collapsed collection turns out to still have useful information value.

The problem that arises is that the library room will be full of bookshelves and selfish towards the reading area which is actually also a library service. The division of space or spatial planning that is done wisely will be able to make the library a convenient place to access information. The library layout is one of the ways to create a conducive and pleasant atmosphere in the library by efforts to compile library furniture and equipment in the right layout and arrangement and workplace arrangements so as to provide job satisfaction for librarians and library users efficiently and effectively in a library (Azwar & Rusli, 2016).

PSAS itself has allocated a portion of the space for the "break" collection which has been rarely used for several periods. The room is in the main library precisely on the 2nd floor next to the general bookshelf and reading room. The books contained in it look neat on the shelf, but for the maintenance of the room as a whole is still not maintained. At the

beginning of opening the door, the book trolley that was located irregularly with the books still on it, the piles of books in cardboard and outside of the box and some other collections with an asymmetrical shape that floated on the floor seemed to be laid out. The lack of employees or staff for the management of the housing is the reason for PSAS by reason of the decrease in revenue from the university.

2 LITERATURE REVIEW

2.1 Information Spatial Planning

Spatial planning is a way to create a conducive and pleasant atmosphere in the library. The neatly arranged rooms and books that are also arranged will make a library feel comfortable so that library users are interested in reading books and lingering in the library. Each library, both public libraries, schools, colleges and special libraries, has information spatial standards which have been listed in the National Library Standard guide book, in 2011. The library's spatial conditions have a very important role in attracting readers to read libraries. Each visitor will certainly assess the quality of the resources available in the library, including library layout (Perpusnas, 2011). That includes buildings, furniture, and equipment (infrastructure). Where in processing the information spatial arrangement must create a good room conditions (National Library of Indonesia, 2011) include:

a. Lighting

Every room in the library has its own lighting standard. The most important thing in regulating lighting in a library is to regulate the darkness of the room which aims to provide visitors the comfort of reading while maintaining eye health.

b. Humidity

Humidity must be regulated in order to create a comfortable library, where humidity also affects the care of library collections. In the standard:

- Collection space must have humidity 45 - 55%
- Microfilm Collection Room must have humidity 20-21%

c. Temperature

The temperature must be regulated so as not too hot and not too cold, the normal temperature in the arrangement of the library layout in the reading area of the library, the collection area and workspace is 20° - 25° Celsius.

2.2 Weeding

According to the ITB (Institute Teknologi Bandung) Standard Operating Procedure for weeding library collections is an activity of removing unused material from library collections. Whereas according to Urwanto the criteria for library material that will be included in the weeding category is MUSTIE which is an acronym for (Urwanto, n. d.):

- Misleading: Accuracy
- Ugly: Physical condition of the book
- Superseded: There are new and not up-to-date prints
- Trivial: Interested or not
- Irrelevant: Not according to the needs of library users and vision and mission
- Available elsewhere: Collection elsewhere.

3 RESEARCH METHOD

This research uses descriptive qualitative method with the person concerned and at the same time responsible for the service. This study was written based on the data obtained in the library and interviewing some librarians at the Sultan Abul Samad Library (PSAS). Researchers have a special position, namely as a planner, implementing data collection, analysts, data interpreters and reporters of the results of their research (Moleong, 2017). In this study the instruments used can be in the form of list checks, documentation results, and field observation activities, etc.

Data collection techniques used by researchers are interviews which are questions and answers conducted to obtain information or information about something. This technique is a technique obtained directly by observations in case studies related to research and also the interaction between researchers and librarians in charge of face-to-face service.

Data processing can use the following methods:

a. Data Preparation

Researchers prepare field data data that has been collected such as field record data, records, and photographs related to the research. Data in the form of recordings of activities until the conversation will be copied in writing, if the data in the form of photos will be attached to the research and described in accordance with the attached photo.

b. Data Selection

After all the preparation of research data, researchers will select data related data to fit the object that the

researcher raised as a problem study. Field data that is not included in the research object category will not be used.

c. Data analysis

Researchers analysed data interactively face to face and argued that took place during the study. The researcher did two things in analysing the data.

- Data reduction

This activity is a process of critical and interactive thinking that has intelligent ideas and has extensive experience. Since research is a new person in conducting research, researchers do data reduction by grouping and discussing with friends or other experts.

- Presentation of data

Qualitative data is usually presented in the form of images, graphs, and tables related to objects observed during observation activities.

4 RESULT AND DISCUSSION

4.1 Stack Room

Stack room (weeding) is a solution that is carried out by PSAS as a place of old collections or collections that have not been reconciled for a long time. In this room collections are rearranged according to the call number and treated as they should other collections. The stack room collection in PSAS is still in the system but it cannot be borrowed anymore but can only be referred to in the place with the application form provided by the library. The storage period for stack room collections varies depending on the library policy and the state archive manager. The stack room is different from the general collection rack which is mostly open and easily accessible, but the stack room is more closed and has limited access (Bidang Sumber Daya dan Organisasi, 2014; Harisanty, 2019).

The stack room will be the place where the most recent collection of obsolete and unused collections before deleting is often ignored of its management. Librarians and staff sometimes assume that the stack room is only for places to place collections without management or arrangement according to the call number. As a result, the stack room is like an unkempt and very messy room. In the stack room itself, there are many old books whose sheets are yellow and very fragile, because of inappropriate storage and maintenance, it will make the book more fragile (Srimulyo *et al.*, 2020).

The stack room maintenance at PSAS has not been fully managed properly, they have a stack room

but due to lack of processing and maintenance the stack room is very dusty.

4.2 Condition of Stack Room (Close Access)

Based on the room size, the stack room (Close Access) is not larger than the open service room provided by PSAS. Where in the room does not reflect aspects of supporting librarians, psychological users, the beauty of spatial planning, and security. Because in the room is very dusty and untreated. When users want to find collections in the stack room, the user must first report to look for the collection to the librarian (Moleong, 2017).

- Temperature

A collection room should have the same factors as temperature, lighting, storage, etc. To enter the room, visitors must wear masks and be guided by librarians who are responsible for managing the stack room, because if visitors enter the stack room they will breathe less fresh air that has been mixed with dust. The temperature of the room in the PSAS Stack Room is set using air conditioning.

- Lighting

Lighting in this room is only lit when there are visitors who have requested the librarian to borrow collections in the stack room. Some lights when turned on are not fully lit and need a new lamp repair or replacement.

- Storage

The storage system in this room has a shelf that has been arranged according to the classification system but there is still a collection that is still located on the floor and has not received treatment from the librarian. The librarians neglected and considered the collections in the stack room were no longer used as evidenced when we asked about why this book was not fully arranged like on the shelf in the general collection. The librarian reasoned that employees were few and rarely entered.

5 CONCLUSIONS

In processing library materials have the responsibility to manage both collections needed and those that are not needed until it is needed again. Every supporting factor for storing library materials must be provided by the library from the room, bookshelf to the collection maintenance process.

The stack room at the Sultan Abdul Samad Library has adequate space and supporting factors

such as air conditioning and adequate bookshelves. Bookshelves have also been classified according to the Library of Congress (LC). However, in reality the management procedures still need to be applied in accordance with the management of library materials as they should. Like the application of a suitable space for storing library materials where the library must be able to provide a temperature, humidity and lighting arrangement.

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