

Analysis of Information Organization in Public Library

Mia Pratama

Library Studies, Faculty of Vocational Education, Universitas Airlangga, Jalan Airlangga 4-6, Surabaya, Indonesia

Keywords: Organization, Collection, Librarian.

Abstract: Organization is an activity carried out by the library from the first collection to the shelf, which can be used by users. The process of organization library materials, both printed and recorded, cannot be used one time when processing. In managing library materials must be carried out in accordance with standards. Processing starts from the parent, provides description, classifies library materials using coloured labels. Collections that have gone through a very effective organization process have been given to the collection room. Can be immediately served to users. Methods of data collection conducted, interviews and literature studies. The method studied in this study is the process of organization the print collection carried out in the Dinas Perpustakaan dan Kearsipan Kabupaten Sidoarjo. The organization process carried out in Dinas Perpustakaan dan Kearsipan Kabupaten Sidoarjo has been well arranged and can be carried out accordingly. But it needs to be done in related matters and there is no right problem. The contents list and the provision of reference numbers for existing books or old books also need to be done. This process is not easy to do. Librarians who are competent or in a background with good skills and knowledge in their fields are needed.

1 INTRODUCTION

The organization of library collections is an activity carried out by librarians in terms of inventory, classification and cataloguing carried out so that collections can be immediately used by users (Romadhona, 2022). A collection cannot be served if it has not gone through the organization process, because the information related to the collection cannot be traced to the contents of the information and its existence (Sunnyowati *et al.*, 2022). Organization is an activity carried out by the library from the first time the collection is received until the preparation on the shelf, which can then be used by the user (Hernoko *et al.*, 2022). The process of processing library materials, both printed and recorded, cannot be combined even though there are similarities when processed (Mansyur, 2016).

In this case, the organization process is an important process in the library, where a collection will be processed in accordance with the national library standards and the process must be carried out by a librarian (Subagyono, Chumaida and Romadhona, 2022). Organization is also important because data or information related to the collection can be known in detail. In addition, through the processing of the entire collection can be arranged

systematically so as to facilitate in terms of retrieval. Collection will be easily searched quickly and precisely by users. The activity must also be carried out quickly and accurately to meet the needs of all library users. Thus, the quality of the processing of library materials greatly influences the success of the library in carrying out its duties (Romadhona *et al.*, 2022). Therefore, the organization of library materials needs to be carried out professionally and requires a reliable librarian. When compared to the organization process in the Dinas Perpustakaan dan Kearsipan Kabupaten Sidoarjo, all organization activities have been established in accordance with the national library standards or in accordance with the library operational standards. But there had been a problem (Romadhona, 2020). In this case, I found a user confused and unable to find the book that was being searched. So, it needs help from librarians or officers in the service room to search. The problem arises due to an error description in the online catalog, the book classification number is different from the placement when on the shelf. If you look at it, it looks as trivial, but if all users have the same constraints every day. Can be said if the collection processing is not going well. So that creates obstacles in terms of retrieval.

In the organization collection room in the Dinas Perpustakaan dan Kabupaten Sidoarjo there are 6 staff, 4 of whom are librarians. However, only one librarian graduated from the Library study program and only he was able to do the classification process. Of course, this is an obstacle in the processing room because it will slow down the processing process. The number of collection purchases in 2018 is 13,000 books with a total budget of 1 billion. From January to July it has been able to process books of around 800 books. A total of 5,000 books that have not been completed. When reviewing directly, it turns out that the books purchased are not necessarily new books. In the sense that there are many books that were once purchased and already existed in online catalogues. So that the way to determine the subject and its classification number is directly copied from the book in the catalogue. Whereas the determination of the subject and the old classification number are no longer suitable if used. So that the initial error is continued again in the next book. This is done because if the subject and book classification number are changed, the same book that is already in the online catalogue must also be changed. In fact, the librarian there is not willing to change from the beginning. Even though this must be done. Updates must continue if they are true and can help in giving the subject and the correct classification number according to the title or contents of the book.

According to Supriyadi (2017), the classification is the process of grouping library materials that use a method and cataloguing as a medium to find library materials that are very effective. The classification aims to facilitate the classification of library material. In addition, library materials that have been classified can be easily searched and facilitate the process of shelving or compiling books on shelves. In general, the classification system that is often used by libraries is using DDC (Dewey Decimal Classification).

While the application used in the cataloguing is an application specifically designed in the Dinas Perpustakaan dan Kearsipan Kabupaten Sidoarjo. The application is obtained from the purchase. With the name "SI PUSPA", "Sistem Informasi Perpustakaan Terpadu" (the Integrated Library Information System).

2 LITERATURE REVIEW

One of the main tasks of the library is to help its users obtain and fulfil information needs. Where information can be obtained from collections owned by the library. So that the collection is easy to find

quickly and accurately, the library must be able to process all of its collections properly. Organization is a process in organize the types of collections that come in the library in the form of printed or non-printed collections which are then placed in arak or special places in accordance with the method used. So that it can be directly utilized by library users (Widayanti, 2015).

In managing library materials must be carried out in accordance with standards. Processing starts from the parent, provides description, classifies library materials using coloured labels. Collections that have been processed for a maximum of one week have been submitted to the collection room so that they can be immediately served to visitors (Regency / City SNP)

The following are organization process of collection:

a) Inventory

Each collection that comes will be in the data then the stamp is given, and the call number is given. The stamp is given on the title page, the middle of the page and at the end or determined according to the library provisions. The stamp also does not cover writing and pictures. While the provision of call numbers is determined by classification. Giving the parent number is a serial number from the book (Rahayuningsih, 2016).

b) Classification

The process of grouping books in accordance with predetermined subjects. Some classification systems applied by libraries in the world are Dewey Decimal Classification (DDC), Universal Decimal Classification (UDC), Library of Congress Classification (LCC), Colon Classification (CC), and so on. Dewey Decimal Classification (DDC) is a classification system that is widely used in Indonesia and many other countries (Rahayuningsih, 2016).

c) Cataloging

Cataloguing is the process of giving bibliographic descriptions according to the provisions set by the library. Cataloguing produces entries in the form of catalogue cards or loaded directly on computer data. Catalogues also represent representatives of library collections (Mansyur, 2016).

3 RESEARCH METHOD

Data collection method uses observation and interviews. Observation is the process of collecting data by observing directly. While the interview is the process of collecting data by asking questions with

librarians in the processing room. And literature study is one method of data collection by studying materials contained in library materials. This method aims to obtain data by using books related to the problems that form the basis of writing (Adi and Prasadja, 1991). The object studied in this study is the process of processing the printed collection carried out in the Library and Archives Service of Sidoarjo Regency.

4 RESULTS AND DISCUSSION

4.1 The Organization Process in the Dinas Perpustakaan Dan Kearsipan Kabupaten Sidoarjo

- 1) Stamps
4 stamps were given, the first on the title page, the second and third on the contents page and not on or covering the writing, while the last one was given on the back page. There are additional special stamps, if the book comes from the help provided in the title page.
- 2) Fill in the blank description
Fill out this blank description in accordance with the form that has been provided and filled with data or book information. The contents of the form data are as follows:
 - a) No. Registration: filled out after writing the master book
 - b) ID: filled in after data entry
 - c) Number of Books: filled in according to the physical number of books and the number of books procured
 - d) Title: write the title listed on the first page (write in full)
 - e) Original Title: write the original title of the book, usually located on the title page (page verso)
 - f) Series Title: write the book series title if the book is serialized
 - g) Author: write the name of the author according to the following provisions (author 1, 2,3 contents as stated in the book)

Author Name Writing

Author Name	Example	Header Entry
First name / + father's name / + husband's name, header is written completely and reversed if there is an abbreviation in front	Ahmad Tohari	Ahmad Tohari
	Dewi Fortuna Anwar	Dewi Fortuna Anwar
	B. Abdillah	Abdillah, B.
Name with fam / family / clan, headline on clan	Hadely Hasibuan	Hasibuan, Hadely
	Harun Nasution	Nasution, Harun
Personal name + place, written in full	Abubakar Aceh	Abubakar Aceh
	Muhammad Daud Beureuh	Muhammad Daud Beureuh
Personal names followed by titles	H. Sirojuddin	Sirojuddin, Haji.
	KH. Ahmad Sanusi	Ahmad Sanusi, Kiyai Haji
Writing according to spelling used	Koentjaraningrat	Koentjaraningrat
	Soetjahjanto	Soetjahjanto
base on decision Kaperpusnas RI No 20/2005 about main words and spelling for Indonesian author names		

- h) Translator: write the name of the translator
- i) Illustrator: write the name of the illustrator
- j) Classification: filled in at the point of determining the classification number
- k) Collation: write the number of pages of Roman numerals, number of pages

- Arabic numerals: there
picture / photo (illustration) and book height
Example writing x, 433 p.: ill.; 19 cm.
- l) Publisher: Write the name of the publisher without PT, CV, if there is no publisher's name write s.n.
 - m) City: Write the city of the publisher, if there is no city published, write **s.1**
 - n) Location: write the location of the bookshelf according to the classification number
 - o) ISBN: Write ISBN number
 - p) Website: not filled
 - q) Subject: filled in at the point of determining the subject matter of the book
 - r) Keywords: -
 - s) Abstract: Write the abstract of the book
 - t) Year: Write the year of publication if there is no published year written s.a
 - u) Non-Fiction: specify books including Fiction and Non-Fiction
 - v) Type: Write the type of book (General Works, Psychology, Social Sciences, Languages, Pure Sciences, Applied Sciences, Arts and Sports, History and Biography, References)
 - w) Language: Write the language used in the book (Indonesian, English, Javanese)
 - x) Edition: write book edition
 - y) Volume: write volume
 - z) Print: write the last print
 - aa) Bibliography Thing: write a page that includes a bibliography
 - bb) Index: write a page that lists the index
 - cc) Origin: write book origin (help, buy)
 - dd) Year Entry: write the date of entry
- 3) Checking the Book Title on Software
By opening the SIPUSPA (Integrated Library Information System) application owned by the library. Then type the book title in the search field. If the book you are looking for, write the classification number and subject directly on the catalogue description blank. If the book never exists, then continue the next process (points 4 and
- 4) Determine Subject Subject
- a) With the steps of researching, reviewing, and summarizing the contents discussed in a book. To find out the subject can be through the title of the book, table of contents, bibliography, read the preface. If the step cannot find the subject, read some or all the contents of the book.

- b) Determine one word that represents the contents of the book, check it using the guide "National Library Subject List
- c) Write the Subject on the blank description of the catalogue. Example: Introduction to Law, the subject is LAW

5) Determine the Classification Number
Stages:

- a) Read the title
- b) If the title is not yet available, read the table of contents or foreword
- c) If through the title, table of contents and preface have not been found, read the contents

Determine the classification number:

- a) Determine the class number based on the subject or subject matter
- b) If it consists of two subjects, classify the subject
- c) Determine the class number based on the subject matter and then the presentation form

Write the classification number on the catalogue description blank

Write Call Number

DINAS PERPUSTAKAAN DAN KEARSIPAN KABUPATEN SIDOARJO
973
PAM
F

Explanation :

973 : Classification Number
PAM : First Letter of Author / header of entry
F : one first letter title

- 6) Determine Abstract / Annotation
Write the book annotations contained on the back cover, if none can be deduced from the introduction or introduction.

- 7) Record to the Parent Book
Giving the book number is done at the recording stage in the master book. After that, write down the serial number in the master book containing the book title, author, publisher, year of publication, etc.
- 8) Writing Classification Numbers and Parent Numbers
The classification number and master number are written on the title page with the stamp.
- 9) Catalogue Decryption Entry on the PUSPA SI Application
Open the catalogue processing menu, click the add menu. Book Cover entries that have been scanned. Call Number Entry.
- 10) Print Book Labels, Book Card Labels and Barcodes
 - a) Print book labels, book card labels and barcodes based on entry dates
 - b) Print barcodes twice
 - c) Print Call number 1 time
 - d) Print the card label 1 time
- 11) Stick to the barcode, call number and card label
Call number is placed 3 cm from under the back of the book. Barcodes are placed in 2 places, namely on the title page and the back of the book is covered. While the card label is attached to the book card.
- 12) Submission of books using plastic covers
This submission aims to prevent the book from being damaged quickly.
- 13) Making the minutes of the book submission
It aims to find out what books will be submitted to the service. In addition, it is used as a report on processing activities.
- 14) Validation of the list of books submitted
Open the library application, click the processing catalogue menu to mark V in the title of the book to be validated. If you want to validate all, select All. After that, click the validation menu.
- 15) Signing of book submission
Performed by the Head of Collection Development, Head of Services and Head of Services and Processing of Library Materials.
- 16) Books ready to be served
The book is ready to be borrowed or read in the collection room.

4.2 Error Determining Subject and Classification Number

Determination of the wrong subject can influence the classification stage. Where the classification number is obtained from the determination of the subject that has been given previously. In this case, the determination of the subject is not only determined through the title of the book but also through the table of contents or the summary of the contents of the book on the back cover. The determination of the subject depends on the point of view of the subject. This makes it possible for different librarians to differ in subjects which will later be given to a book. In the Sidoarjo Regency Library and Archives Service the determination of the subject and the classification of numbers is only done by one librarian. In the process, the determination of the subject and classification number is not directly carried out. New books must first check the online catalogue. This is aimed at whether the book has ever existed before or never existed. The habit of librarians there, when the books have been catalogued, they will automatically copy the subject and classification number. The advantage of this can speed up the process of determining the subject and giving a classification number. However, the error is not necessarily the subject and classification number that was once given is true. I found that there were a lot of errors in determining the subject, which resulted in the misclassification of the classification number. They assume that if changing the subject and classification number of a new book, but online catalogue has ever existed, then they must change the whole. In the sense of changing subject, classification number, re-catalogue entry, print card label, book label, and old book barcode. Because they do not want to do the job twice, they continue the error until now. Accuracy in classifying numbers is also important, so there are no errors in placement on the shelf. Do not get between online catalogues with book placements different.

4.3 Lack of Human Resources

In the organization room the librarians are straightforward when in the organization proses the human resources is limited. The number of books that must be processed, not infrequently makes some librarians must work overtime to complete them. In 2018, the number of books purchased by Dinas Perpustakaan dan Kearsipan Kabupaten Sidoarjo was as many as 1,300 copies. With a total budget of one billion a year. From January to August they have completed approximately 800 copies. The way the

library does to accelerate the processing process is by opening an internship opportunity as wide as possible. Not only student internships but also internship in vocational schools in Kabupaten Sidoarjo. Most vocational students who do internships there amount to tens. But the department is not in accordance with librarianship. So that they often make mistakes in processing rooms such as filling in blanks, book descriptions, catalogue entries, etc. This happened because they did not have knowledge about the librarian duty. They are also unable to determine the subject and provide a classification number on the book due to limited ability and knowledge. Thus, it is necessary to increase the number of librarians who have competent library graduate backgrounds. So that the processing can run well without many obstacles.

5 CONCLUSIONS

Basically, the processing process carried out in the Dinas Perpustakaan dan Kabupaten Sidoarjo has been well arranged and can be carried out properly. The stages in the operational standard are also in accordance with the regional library standard rules. However, there needs to be an improvement in determining the subject and giving the correct classification number so that there is no error. The renewal of the determination of the subject and the classification of books that have ever existed, or the old book also needs to be done. So, there are no mistakes in the next books. The process is not easy, so it requires competent librarians or in the background of library graduates with good skills and knowledge in their fields.

REFERENCES

- Adi, R. and Prasadja, H. (1991) *Langkah-langkah penelitian sosial*. Arcan.
- Hernoko, A.Y. et al. (2022) 'Urgensi Pemahaman Perancangan Kontrak dalam Pengembangan dan Pengelolaan Obyek Wisata di Desa Kare, Kabupaten Madiun', *Jurnal Dedikasi Hukum*, 2(3), pp. 231–244.
- Mansyur, M. (2016) 'Manajemen perpustakaan sekolah', *Pustakaloka*, 7(1), pp. 43–54.
- Rahayuningsih, F. (2016) 'Menuju layanan prima perpustakaan berbasis teknologi informasi', *Info Persadha*, 14(1), pp. 14–20.
- Romadhona, M.K. (2020) *Pengaruh Keterlibatan Kerja Dan Keterikatan Kerja Terhadap Tingkat Intensi Turnover Serta Dampak Pada Organizational Citizenship Behavior Karyawan Engineer (Studi Pasca*

- PHK Massal pada Karyawan PT. Tjiwi Kimia Tbk. Sidoarjo)*. UNIVERSITAS AIRLANGGA.
- Romadhona, M.K. (2022) 'Does the Pandemic Affect Unemployment Rate in East Java? (A Study of Pre and Post COVID-19 Pandemic in 2016 to 2021)', *The Journal of Indonesia Sustainable Development Planning*, 3(2 SE-Policy Paper), pp. 164–176. doi:10.46456/jisdep.v3i2.308.
- Romadhona, M.K. et al. (2022) 'Pengembangan Objek Wisata Potensial "Kampung Tenggher": Tantangan dan Strategi', *Jurnal Dedikasi Hukum*, 2(1 SE-Articles), pp. 38–50. doi:10.22219/jdh.v2i1.20217.
- Subagyo, B.S.A., Chumaida, Z.V. and Romadhona, M.K. (2022) 'Enforcement of Consumer Rights Through Dispute Settlement Resolution Agency to Improve the Consumer Satisfaction Index In Indonesia', *Yuridika*, 37(3 SE-Civil Law), pp. 673–696. doi:10.20473/ydk.v37i3.34943.
- Sunyowati, D. et al. (2022) 'Can Big Data Achieve Environmental Justice?', *Indonesian Journal of International Law*, 19(3), p. 6.
- Supriyadi, S. (2017) 'Community of Practitioners: Solusi Alternatif Berbagi Pengetahuan antar Pustakawan', *Lentera Pustaka: Jurnal Kajian Ilmu Perpustakaan, Informasi Dan Kearsipan*, 2(2), pp. 83–93.
- Widayanti, Y. (2015) 'Pengelolaan perpustakaan digital', *LIBRARIA: Jurnal Perpustakaan*, 3(1), pp. 125–137.