

Spatial Unit of Maintenance Collection of Books in Tun Abdul Razak, Library UiTM Library, Puncak Alam, Malaysia

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Abstract: Maintenance of books is one of the activities that are inseparable from conservation which aims to safeguard library collection materials, especially book collection materials. This article will discuss how the layout of a damaged book maintenance unit in the Tun Abdul Razak Library, UiTM, Puncak Alam Campus is based on the author's experience. The research method used in this article using qualitative research methods is research that uses analysis with descriptive characteristics. Data collection techniques are carried out through (1) interviews, (2) observation, (3) documentation. Based on the results of the author's research, maintenance of a damaged book in the Tun Abdul Razak Library for equipment was sufficient but the room was not spacious enough to disturb the comfort and safety of the officers at work.

1 INTRODUCTION

Library becomes an important supporting institution in an organization, in this case the university institution (Romadhona, Wati, *et al.*, 2022). In university institutions, libraries become one of the bridges of knowledge for the academic community to the community to obtain information (Romadhona, Kurniawan, *et al.*, 2022). College libraries are generally libraries incorporated in higher education institutions, both in the form of university libraries, faculty libraries, academic libraries (Sunnyowati *et al.*, 2022).

The library as we know, has a variety of services and units that shelter it (Harisanty, 2019). Units and services that are rarely noticed are library maintenance units. Even though book maintenance and maintenance are also included in important aspects of library management. Even ironically according to Eden, Feather and Matthews (1994) most librarian comments show that preservation is still considered a special activity, usually only applies to special collections and rare or valuable individual items. Even though the main objective of the library maintenance and preservation program is to ensure that collections of library materials are

always available and ready to use (Ibrahim, 2013). Therefore, it applies to all library collections without exception.

Unit and book maintenance and maintenance services are also available at the Tun Library Abdul Razak UiTM. In the library, units and services are called material maintenance units. This maintenance unit is in the Tun Library Abdul Razak UiTM and most other libraries because of problems with library material damage (Romadhona, 2022). Damage to library materials generally found includes being damaged, torn, or dirty. Problems like that, indirectly are still considered trivial but if left alone it will be a finding by the user and can reduce the quality of the service of the library itself. Therefore, this article discusses the process and importance of library maintenance and maintenance service units especially in the Tun Abdul Razak UiTM Library.

2 RESEARCH METHOD

This paper uses the observation method if the author works on an internship at the Tun Abdul Razak UiTM Library. The author observes and collects information about the library as well as suggestions

and criticism for library maintenance units and services. In addition, the author also conducts literature studies in both books and journal articles.

3 RESULTS AND DISCUSSION

Tun Library Abdul Razak UiTM provides a maintenance service unit for materials or preservation units. This unit was formed because of problems that commonly appear in libraries in general, including UiTM. Problems with damage to common library materials appear such as being damaged by tearing, removing the cover of the book, missing pages etc. According to Ibrahim (2013) damaged library materials are generally in the form of physical damage such as tearing, holes, damaged binding etc. That problem also appears the same as the one in the Tun Library Abdul UiTM Razak.

The problem of library material that is physically damaged is not necessarily stored or discarded, but this is where the maintenance unit functions. Steps taken from preservation to conservation. Based on the Indonesian-English dictionary written by Echols and Sadily (2003) the word preservation means maintenance, guarding and preservation while the word conservation means protection and preservation. If traced, the understanding of the two is not much different, the point is to maintain and care for the book to not be damaged or already damaged (Hernoko *et al.*, 2022). The purpose of maintaining library materials in the Tun Library Abdul Razak UiTM is to maintain library materials from total damage and to maintain the content of library materials so that they can be accessed properly and easily. The purpose of maintaining library material itself if defined according to Ibrahim (2013) is to make sure that the collection of library materials is always available and ready to use. Furthermore, according to Sudarsono (2006) it aims to preserve the information content of library materials and archives with the transfer of other media and preserve the original form as completely as possible to be used optimally (Romadhona, Subagyono and Agustin, 2022).

In addition to the purpose, there is also a function to carry out library material maintenance in the Tun Library Abdul Razak UiTM. The function that is carried out explicitly is to really care for library materials not to experience severe or total damage so that the library material can be returned. However, conceptually according to Martoatmodjo (1993) library material maintenance functions are very detailed and in-depth, such as protecting functions,

preservation functions, health functions to keep library materials clean, educational functions to provide lessons for users in using collections properly, function patience to practice rigor and tenacity, social functions by involving the needs and opinions of users, the economic function of saving the cost of purchasing new books, the function of beauty in order to show the convenience of visitors' attractiveness in accessing library materials.

Maintenance units and services have an implementation element, according to Martoatmodjo (1993) there are four important elements that need to be considered in maintaining library materials, namely management, personnel who carry out maintenance and preservation of library materials in accordance with their expertise, special laboratories or rooms and funds. But there are still more elements that can be added, namely the completeness of equipment to preserve library materials (Subagyono, Chumaida and Romadhona, 2022). The elements are already owned by the Tun Library Abdul Razak UiTM unit fund for library material maintenance.

The first element is a special room for preservation. They have their own room in carrying out activities to maintain, preserve and maintain library materials that will be damaged or damaged. However, what is quite unfortunate, and an obstacle is that the space is quite limited so that the distance or location between the machine and library materials is very close without enough space. Even the space to run and perform maintenance activity is so lacking (Romadhona, 2020). The arrangement of equipment layout and equipment for maintaining library materials is not yet regular so that it affects the comfort in working librarians to treat library materials that are damaged.

The second element is equipment and equipment for maintaining library materials in the Tun Library Abdul Razak UiTM. The equipment and equipment start as follows:

1. Materials for book preservation
 - a. Book skin (Full Bound): material for making book covers, for different colours according to the rules determined by the UiTM library namely maroon, yellow and dark blue. Likewise, the thickness is also regulated by the library.
 - b. Strawboard: it is thick paper to make a book cover too, the type used is a h which has a thickness of 1440 gms and 1800gms.
 - c. End paper: paper that serves as the main page of the book and as a mookclose

- layer attached to the back of the book. The type of paper used is white simili paper with a thickness of 150 gms
- d. Adhesives: using DUROVAC Kod No. glue types. 1007
 - e. Yarn: use the type of win york street and hollow linen
2. Library material maintenance tools
 - a. Scissor
 - b. Hammer
 - c. Headband: to beautify and give a neat impression of the top and bottom of the book
 - d. Bone powder: serves to smooth the skin of the book that has been glued using glue. The shape is like a ruler with a triangular shaped tip
 - e. Mookclose: used to strengthen book stitches. The shape is like a net.
 - f. Yarn
 - g. Bodkin: used to cross the paper and paint stitches in the book
 - h. Needle
 - i. Bakrum: is the outer skin of the book cover used for making book covers. But specifically used for magazines and journals only.
 - j. Acro lid: is the outer skin of the book cover
 - k. Fibroline: is a book skin that is not durable and easily damaged, and the price is low. Specifically used for covering the spine of the book only.
 - l. Cutting mark
 - m. Gold foil: coloured paper used to print letters, the colour is gold and silver.
 - n. Iron letters: to form alphabets, numbers or symbols used to print alphabets, numbers, or symbols in giving titles on book covers.
 - o. Brush
 - p. Cutter
 3. Machine for library material maintenance
 - a. Board cutter machine
 - b. Drill machine: for punching holes in a thick and deep book. The holes provided amounted to 5 for books, and for the journal there were 7 holes.
 - c. Spiral machine: spiral books
 - d. Book press: to press and give freely to the book so the book does not expand.
 - e. Hot stamping: a tool for giving title prints on book covers
 - f. Cut paper machine

Tools and tools used in the Tun Library Abdul UiTM Razak is very complete, especially the

machines used for maintenance. The equipment and equipment that are available are very supportive for all types of library material maintenance, so that the maintenance of library materials is not only simple but very complex and quite sophisticated. Equipment or equipment directly or indirectly, provides options for the types of care that can be done. Types of care that can be done according to Soraya and Lucya (2010) such as patching, connecting, or re-bonding, lining or strengthening library materials, lamination, encapsulation, repairing binds. View all equipment and equipment available in the Tun Library Abdul Razak UiTM, then all types of conceptual library material maintenance can be done properly and correctly. It is expected that with equipment and equipment that is quite sophisticated, and all types of maintenance can be done then the age of library materials can be longer.

However, the maintenance of library materials carried out by the Tun Abdul Razak UiTM Library is a maximum of 5 (five) times. This is due to consideration of the maintenance process, ie there will be a cut or even distribution of the size of the legs and head of the book. If it exceeds 5 (five) times the maintenance or deduction, it is feared that the contents of the book will be filled. The solution if the library material has been recorded for maintenance 5 (five) times, the special librarian handling book maintenance will ask the collection processing department whether the related book is still in demand by the user. If the related book is still in demand, it is advisable to buy a new book or book with a similar title, but if it is not in demand, it will be destroyed by burning.

Technically, preservation of books carried out by the Tun Library Abdul Razak UiTM is complete and up to date. This was followed by regulations that were regulated as the standard of implementation in Malay as follows:

1. Cut printed paper for the binding process
2. Make work bindery am like pedap head of the letter / memo
3. Make the work of binding books ilidan set j middle way, edges, loose or perfect binding
4. Make work for creasing, drilling, punching, eyeleting, perforating, inserting
5. Cutting and braiding the book is ready for binding
6. Cut paper for stationery binding processes
7. Make the work fold fold-less books and arrange using hands or machines
8. Drain book sewing thread a sewing machine for books bound quarter cut flush

9. Arrange pieces of paper that contain copies for lonely binds
10. Creating skins for pushing creasing and paper files
11. Cut work to size, check, think, wrap, label, record and deliver to store.
12. Maintenance unit in the Tun Library Abdul Razak UiTM along with all maintenance processes are controlled by a librarian who is usually called Encik Sarafi, assisted by intern students if there is an internship program in the library.

All that has been done by the maintenance unit of the Tun Abdul Razak UiTM Library in carrying out the book maintenance process is not without obstacles. However, there is a second obstacle that is experienced, namely the lack of preservation staff in the Tun Abdul Razak UiTM Library. As stated by the maintenance unit, it is only controlled by one librarian, the rest are empowered internship students. The availability of only one librarian if stated enough is indeed possible if the library material has suffered very little damage. But ideally the availability of only one librarian to handle preservation is considered insufficient. It is through consideration that the process carried out in maintaining library materials is quite complicated, time consuming, and the process is long so that more than one librarian is needed to carry out a complex and long maintenance process. Another consideration is that if only one librarian is available, the knowledge and ability to maintain the book are not recorded and channelled properly. In other words, there is no success librarian who maintains the book properly and correctly, because book preservation is a very technical activity and requires special abilities in its implementation. The absence of successive librarians in the field of care, maintenance and preservation of library materials is also based on library policy which, according to Eden, Feather and Matthews (1994) most libraries only provide basic training such as handling library materials, library policy, examination of library materials. broken, that is all. Therefore, more specific training is needed, especially regarding the maintenance, maintenance, and preservation of library materials

Although the unit and library maintenance services have been implemented in the Tun Library Abdul Razak UiTM. However, it is inseparable from the task of carrying out prevention because the first element that can damage library materials is humans. Generally the damage caused by humans according to the results of Sulfiyani (2017) is the lack of awareness of users in using library materials

with their ignorant resistance such as folding books, graffiti, curving books and even tearing up pages of books.

The things of damage caused by humans, especially the users, are inseparable from the awareness of the library users and their collections and library policies that do not remind the visitors. So far, most libraries have reminded readers not to damage library materials only through librarians or written on the walls of the library. This is felt to be lacking, in fact what the library needs to do for interceptors is to carry out user education activities. The activity does not only contain material introducing libraries and how to borrow and return library materials. But it must be more specific, namely regarding the behaviour of library users in the library such as the prohibition of tearing, crossing, marking books etc. More specific training and user education applies to all libraries that have similar problems in the field of library material maintenance, especially also applicable to the Tun Abdul Razak UiTM Library.

In addition, what can be done is the Tun Abdul Razak UiTM Library to prevent damage because humans can get it by means of arrangement and storage. Inadequate and inadequate storage places will cause physical damage especially when library materials are placed and borrowed or read by the borrower. Not a few libraries that still consider bookshelves trivial, where the bookshelves are too narrow, high and low do not match the size of the book, supporting books that are too forced to push the book to fit right into the shelf etc. Therefore, prevention in the form of arrangement and storage is needed, namely by doing the shelving procedure properly and correctly such as not forcing the book to enter on a shelf that is not in accordance with its size.

The second element that can damage the book is the environment, so prevention is needed. One important thing is cleanliness. Cleanliness of the room, especially shelves, needs to be considered, such as dust and humidity in the air temperature of a room. According to Ibrahim (2013) the temperature and air humidity of the library room especially for library materials can be arranged ideally, namely through the installation of air conditioners with stable temperatures at 20-24 degrees Celsius. Do not miss the lighting becomes a concern, where library materials are avoided as much as possible from direct sunlight and the lights directly which is the solution by installing filters on the vents and lights that illuminate the room.

Besides due to damage to library materials because of the literal environment, library materials will suffer damage due to the social environment of the people in the digital era. As we feel that more and more non-paper library materials or digital library materials have begun to dominate, served and accessed by people in the digital age. That is because to increase the speed of sending and accessing information, so that more and more electronic media appears in the library. According to Liu (1999) today, non-paper documents play an important role in the performance of library functions. Compared to paper documents, non-paper documents are even more easily damaged, but non-paper documents are used more frequently every year. In other words, paper materials from books such as books are increasingly being abandoned, they are replaced with digital library materials such as e-book. Even though unwittingly digital library materials are more easily damaged than paper library materials, such as missing, corrupted files, deleted, storage damaged at any time and so on. On the other hand, because of the increasingly abandoned paper library materials, they have never been used by humans. If the arenas never used, it causes no maintenance, so the shelf storage is left dusty, or not even maintained. Today's social environment changes in the digital era are increasingly eroding paper library materials, ranging from content or content that is no longer in demand and unwittingly damages the collection of paper library materials because it has never been used.

Therefore, besides doing book maintenance or preservation that has been done by the Tun Library Abdul Razak UiTM, will be far more optimal if prevention is also carried out by paying attention to small details on collection materials such as the durability of books as long as humans are accessed and the durability of books as long as they are stored in an adequate environment.

4 CONCLUSIONS

The Tun Abdul Razak UiTM Library has its own units to manage, maintain and maintain a collection of books so that they remain durable, and in good condition so that information can be easily accessed by library visitors. The unit already has complete equipment and equipment, so that activities for maintaining books can be done up to date. But there is a problem that must be faced, namely in the maintenance unit that is less extensive for the size of the book preservation room, by having a lot of

furniture or safety equipment such as cutting machines, presses and so on, aspects of indoor safety are needed. The second problem encountered was human resources which only one librarian was available in the field of book maintenance. Suggestions that can be given in addition to solutions to each obstacle such as the expansion of space and the addition of human resources, also pay attention to the prevention aspects starting from the durability of the book from humans and the environment that is adequate so as to minimize damage to books in the future. Then, providing specific training to discuss the maintenance and preservation of library materials and the implementation of user education which also more specifically discusses the behaviour of library users in the library.

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