SCHOOL LIBRARY MANAGEMENT INFORMATION SYSTEM

**Felia Santika[1), Riswanti Rini[2)

[1] University Lampung, Indonesia
email: feliasantika44@gmail.com
[2] University Lampung, Indonesia
email: riswanti.rini@gmail.com

Abstract

The purpose of this research is to find out how the school library management information system at SMP Al Azhar 3 Bandar Lampung. The method used in this study is a descriptive qualitative method where data collection uses interview, observation, and documentation techniques. The research samples were the principal, the head of the library and the library staff. The results showed that the library of SMP Al Azhar 3 Bandar Lampung has implemented a library management information system called BAMBO MEDIA. Implementations that are carried out ranging from processing, borrowing to the process of returning books have implemented a library management information system. with the implementation of the system well, it facilitates the process of managing the library in SMP Al Azhar 3 Bandar.

Keywords: Management information system, information system, school library,

Abstrak

Tujuan penelitian ini adalah untuk mengetahui bagaimana sistem informasi manajemen perpustakaan sekolah di SMP Al-Azhar 3 Bandar Lampung. Metode yang digunakan dalam penelitian ini adalah metode kualitatif deskriptif dimana pengumpulan data menggunakan teknik wawancara, observasi, dan dokumentasi. Sampel penelitian adalah kepala sekolah, kepala perpustakaan dan staf perpustakaan. Hasil penelitian menunjukkan bahwa perpustakaan SMP Al-Azhar 3 Bandar Lampung sudah menerapkan sistem infromasi manajemen perpustakaan bernama BAMBO MEDIA. Penerapan yang dilakukan mulai dari proses pengolahan, meminjam hingga proses pengembalian buku sudah menerapkan sistem informasi manajemen perpustakaan. dengan sudah diterapkannya sistem tersebut dengan baik, hal tersebut memudahkan proses pengelolaan perpustakan yang ada di SMP Al-Azhar 3 Bandar.

Kata Kunci: *Sistem informasi manajemen, Sistem informasi, Perpustakaan sekolah*

INTRODUCTION

The development of information technology (computer and telecommunications) is very perceived benefits in various fields of work, especially in terms of accuracy and speed of process. Various fields of work have utilized information technology to handle routine jobs, such as administrative and financial work, database management, data processing, and so forth (Suryanata, 2013).

The system is interconnected and operates together to achieve multiple goals or objectives. Information is data that has been processed in such a way that it has a certain meaning for its users. The usefulness of information is to reduce uncertainty in the decision-making process about a situation. Information used in an information system is commonly used for several uses. Information is used not only by one party in an organization. A human-made system consisting

of components in the organization to achieve a specific goal of presenting information. The information system itself has a certain number of components, consisting of several different components namely humans, data, hardware, and software. As a system, each component interacts with each other forming a unity to achieve its goals (Sahab, 2015). Information system is a system whose input and output in the form of data and information, namely monitoring and controlling the communication path of data and information resulting from certain routine activities, responsive to internal and external events, so as to obtain accurate data and information as the basis for intelligent decision making (Suryanata, 2013).

Management information system is a method used by information users to manage data into an information that then the results of the information are used as a consideration in a decision-making process (Kurniawan & Applications, 2013). According to (Ulinafiah & Wiyani, 2019) Management Information System (SIM) is a need that an organization needs to achieve effectiveness and efficiency of work, especially in today's modern technological development era. The development of technology encourages the development of organizational administration management from traditional systems to information technology-based systems. Management Information Systems will help agencies in the technical implementation unit in integrating data, speeding

up and estimating data processing, improving information quality and management control, encouraging the creation of new product products, improving services and automating some routine work, and simplifying workflows. The approach and the development of supporting technologies will trigger a major transformation in business and management(Ulinafiah & Wiyani, 2019). In other words, School Management Information System is a digital tool used in schools to support various administrative tasks such as monitoring attendance, assessment records, reporting, financial management, and resources and staff allocation (Shah, 2014). Gurr claims the system has changed school management in the areas of communication, governance, and decision-making (Gurr, 2000). School management information system is as "management information system designed to conform to the structure, management tasks, learning process and special needs of the school" (Telem, 1991).

Library comes from the word liber = libri which means "library" or "book". Library or library is a room, part of a building, or the building itself that is used to store books or other publications that are usually stored according to a certain arrangement for the reader to use not for sale (Hartono &Hum, 2016). According to Ibrahim bafadal argues that "the library is a work unit of an institution or an agency that manages library materials, such as books or not in the form of books (non book materials) that

according to the rules are systematically regulated so that it can be used as a means of information sources by each use". IFLA (International of Library Associationsand Institutions) states "The is a collection of printed and non-printed materials and or sources of information in the systematically organized computers for the benefit of the user. A library is a room, part of a building or building, or the building itself, consisting of collectible books, which are arranged and arranged in such a way that it is easy to find and use whenever necessary for readers (Malau, Salim, Santoso, &Ramadan, 2018). Library as a container for collecting, managing, storing and disseminating information, its existence is vital especially in the world of education in particular and for human life in general. The existence of libraries and reading culture becomes one of the parameters of the retreat of society, educational institutions and even the nation and state. Along with the advancement of technology and information impacts on libraries that continue to be accelerated in accordance with the conditions of the era. The thing that is very felt is the transition from conventional models to digital models (Ulinafiah &Wiyani, 2019).

The library information system is useful as an application with the resource management function of books in the library and transactions carried out in the field. All activities can be quickly reviewed because the database serves as a place to store data (Sahab, 2015). With the

information system of data management in the library, the library staff will be easier, effective, and efficient in managing book data. Likewise, students who can find book information quickly and easily, so that students' reading interest will increase (Malau et al., 2018).

Libraries as one of the information agencies are required to use and follow the development of information on an ongoing basis. With the hope that the library can improve its role and function in providing good quality services to musicians, especially in the activities of library database management, information tracing, circulation, and other activities. Software as one component of information technology development in line with the development of information technology itself (Suryanata, 2013). With the Management Information System, the information is well organized, so it will be in accordance with the needs of customers. As a result the information on the library can work fine, as it is supported by the accuracy that the customer receives. This means that Management Information System has a significant role, because it can help present accurate, fast and flexible data. Thus, automatically Management Information System in providing services to users of education services can help in providing information to interested parties quickly, on target based on information integrated in the Management Information System (Ulinafiah &Wiyani, 2019). It is also supported by (Hardi & Hardianto, 2015) who said that with the

library information system, it is expected to accelerate the process of completing the work of the library so as to save time and costs and can improve the quality of better services to students.

Complex library collection, currently there is a need for the use of information technology for automation business process in the library. The system developed later became known as the library automation system. The process of processing collection data becomes more accurate and fast to be traced back. Thus librarians can use more time to manage the development of the library because some repetable work has been taken over by the computer. utilization of information technology, especially in the management of electronic data and library automation systems from various points of view. Library automation is a process of library management using the help of information technology (Subrata &Kom, 2009). With the help of information technology, some manual work can be accelerated and efficient. In addition, the process of processing collection data becomes more accurate and fast to be traced back. Thus librarians can use more time to manage the development of the library because some repetable work has been taken over by the computer. Library Automation is nothing new among the library world. The concept and implementation has been done for a long time, but in Indonesia only popular recently after the development of Information Technology in Indonesia began to grow rapidly.

Library at SMP AL-Azhar 3 bandar Lampung as a center of information and science resources, plays an important role in supporting the process of teaching and learning activities at SMP AL-Azhar 3 bandar Lampung. In the use of information technology, AL-Azhar Junior High School Library 3 bandar Lampung uses an automation application called BAMBO MEDIA.The use of the automation system is expected to provide maximum service to library users. In addition to providing maximum service, when viewed from the collection available in the Library of SMP AL-Azhar 3 bandar Lampung with a total of more than 6,000 copies. With a large amount of library material, library information system management is required in order to be well organized, and one way with the use of library automation applications. The use of the BAMBO MEDIA automation application in the school library is expected to support operational activities in the library. Based on the above descriptor, the author explored activities related to "School Library Management Information System at SMP Al-Azhar 3 Bandar Lampung?"

LITERATURE REVIEW

School Library

School libraries are known as learning laboratories for schools by providing students and teachers with the learning books they need. School libraries are a wide variety of library materials and resources housed in each school,

Felia Santika et al.

centrally organized by staff, professionally prepared to offer services to students and teachers that will enrich and support education. That is, the school library helps and supports school education programs by storing teaching materials for use in teaching and laboratories for schools (Owate &Iroha, 2013). It could be said that the school library is an indispensable complement to education, a base for generating innovative thinking, cultural stimulus, and assistance for individual self-development (Önal, 2009).

School libraries are a unified part of the education system that cannot be ignored, without which libraries can harm the quality of education in schools. School libraries are an important part of primary schools and secondary school programs without which students will not develop academically (Oluwadare Busayo, 2011).

Library is a conducive space for creating and representing a safe campus culture or community-space community (Everett, 2018). The library is divided into three groups of Libraries Academic, General and Special (Raghu & Mothukuri, 2017). According to Darmono, library is defined as a place for a collection of books or a place for books to be collected and organized as a medium for student learning (Almas, 2017). The definition of library was raised also by Soedjono Trimo who said that the library is a place where all human knowledge or ideas are collected, both in print and in other forms (Suhardi, 2011).

The school library is also called the heart of the education program or the term heart of the education program. For this reason, it is hoped that the library can be utilized as optimal as possible in supporting learning activities students' teaching and. Darmono said the library was needed in educational institutions because the school library was a source of learning in the school environment, the school library was one component of the approved system, the school library was a source to support the quality of education and further, the school library as a learning laboratory that enabled students to sharpen and enlarge the ability to read, write, think and speak (Fitria, 2018).

Based on the results of survivors conducted by Niels Ole Pors and Carl Gustav Johannsen showed that modern libraries must implement leadership and management accordingly. Management and leadership used tend to emphasize the importance of democratic values such as tolerance, dialogue, cooperation, motivation, mutual respect and distancing themselves from rules and regulations, governing and controlling (Pors & Johannsen, 2003).

The importance of libraries cannot be overlooked in learning activities. By providing access to the information and intellectual resources needed, libraries can greatly influence students' learning process and overall performance. Thus, the library takes an important role in facilitating students (Jan &Anwar, 2019).

Based on the above opinion, it can be concluded that, the school library is a library that is located in the school environment as a center of information and science resources for all school residents. The Purpose of the School Library as a source of information and science. "If the library can support all teaching and learning processes in the school then the objectives of the school library have been achieved and the success of a school library will greatly affect the progress of the school itself". School library management information system Information system is a system whose input and output in the form of data and information, namely monitoring and controlling the communication path of data and information resulting from certain routine activities, responsive to internal and external events, so as to obtain accurate data and information as the basis for intelligent decision making (Suryanata, 2013). Management information system is a method used by information users to manage data into an information that then the results of the information are used as a consideration in a decision-making process (Kurniawan & Applications, 2013).

School Library Management Information System

Information system is a system whose input and output in the form of data and information, namely monitoring and controlling the communication path of data and information resulting from certain routine activities,

responsive to internal and external events, so as to obtain accurate data and information as the basis for intelligent decision making (Suryanata, 2013).

Management information system is a method used by information users to manage data into an information that then the results of the information are used as a consideration in a decision-making process (Kurniawan & Applications, 2013). According to (Ulinafiah &Wiyani, 2019) Management Information System is a necessary need for an organization to achieve the effectiveness and efficiency of work, especially in today's modern technological development era. The development of technology encourages the development of organizational administration management from traditional systems to information technology-based systems. Library Management information system is also called automated library system is software developed to perform the functions of work in the library. The software may perform only one job function, or integrate various functions. The main purpose of management information system is to assist the leadership in making the right decisions. In connection with this, the challenges for an efficient information system are: The ability to provide the right amount of information is needed, and convey information that is easy to understand.

Application of Information Technology in Libraries According to Bustari (2007:80) the application of information technology in the

library can be functioned in various forms, among others:

1. The application of information technology is used as a library management information system. Fields of work that can be integrated with library management information systems are procurement, inventory, cataloguing, circulation of library materials, management of members, statistical data and so on. This function is often termed as a form of library automation.

2. Application of information technology as a means to store, obtain and disseminate science information in digital format. This form of information technology application is often known as digital library.

Library Automation

Library automation system is a set of computer applications for activities in libraries that mainly characterize the use of large databases, with dominant textual listing content, and with key facilities when it comes to storing, discovering, and presenting information (Pendit, 2009:154). With the existence of information technology, the library can improve services and in the process of fulfilling information needs both as users and information providers will run smoothly. Library Automation System is the application of information technology to administrative work in the library to be more effective and efficient. The application of information technology on administrative work

in the library that concerns, among others: procurement, processing of library materials, Services articulated library materials, statistics of visitors and borrowers (Subrata &Kom, 2009).

1. Procurement of library materials

Procurement of library materials is an activity carried out to add to the library collection. Library material procurement activities are also tailored to the types, functions, objectives, plans and budgets available. Procurement of library materials is intended to make the library collection in accordance with the needs of the user. Kesesuain is expected to increase the utilization of library collections.

Library collections must be built from a systematic and targeted selection tailored to the objectives, plans, budgets, available. With the procurement of library materials, library collections can be built as best as possible so that the library objectives can be achieved.

The function of procurement of library materials is to collect and provide library materials that will be used as library collections. The library's materials procurement department also strives to have the books needed in the collection. The procurement of library materials is also in desperate need of coaching library materials or collections. The construction of library collection is one of the technical service

work that must be done by the library in its efforts to provide information services to users. Therefore, it is necessary to be based on officers, staff members, and users that in general keeping the library collection is a shared responsibility.

2. Processing of library materials.

    One of the core activities of the library is the processing of library materials, where the books that will be used as library materials are not directly placed on the library shelves. But it must be processed first so that all books are recorded neatly and placed in the right position.

    Processing library materials is one of the mandatory library activities where library materials that will enter must be processed first, in order to facilitate access to information and orderly administration by usersService to Users, Facilitating Managers in Finding Books, Maintaining Book Quality,

3. Library materials circulation service

    Circulation services are work activities in the form of providing assistance to library users in the process of borrowing and returning library materials. One of the main activities or services of the library is the borrowing of books and other materials. This lending activity is often known as circulation, which means borrowing.circulation desk, is often

considered the spearhead of library services because this section is the first to deal with users or users and is most often used by users, therefore for the work of circulation staff it can affect the image of the library. circulation service isactivities that must exist in the library related to the borrowing and return of library materials so that they can be used by users to the fullest. so that the library can play its role properly / efficiently, the library must be supported by facilities, infrastructure and a reliable management workforce. For this reason, library management staff need to be equipped with knowledge and skills to manage libraries, especially in the circulation service section.

4. Statistics of visitors and borrowers

    Visitor and borrower statistics is the process of making part of the list of visitors and borrowers and then statistically both data in the form of monthly and yearly so that librarian can review and improve reading interest in libraries in schools.

RESEARCH METHODS

This research method is a case study using qualitative approach (Maxwell &Reybold, 2015). data collection was carried out through observation, in-depth interviews, and documentation relevant to the topic of this study. Participants in this study were determined by purposive sampling method (Jupp, 2015; Lewis-Beck et al., 2012), consists of the principal, the head of the library and the library staff. Data

Felia Santika et al.

retrieval is conducted through an in-depth individual interview process (Rachmawati, 2007; Rosaliza, 2015). Data analysis is done by qualitative analysis method. The research was conducted from March to April 2021, at SMP Al-Azhar 3 Bandar Lampung.

RESULTS AND DISCUSSIONS

The information system of library management at SMP Al-Azhar 3 Bandar Lampung by implementing a library automation system, or in other words, the operationality of the library is done by utilizing computerized systems. The system implemented is by using a library automation application called BAMBO MEDIA by downloading on the official website related to the automation application. The implementation of automation systems in school libraries is already supported with the availability of available computer devices. Referring to the theory related to the purpose of school libraries, namely to facilitate users in tracing information, the application of automation systems in libraries will certainly support the achievement of this. Looking at the condition of the number of collections available in the school library with a total of more than 6,000 copies of library materials, with the application of automation system certainly provides convenience to librarians in recording and managing library materials. Based on the background in taking a case study example of the difficulty of the school

library management information system at SMP Al-Azhar 3 Bandar Lampung.

The library at SMP Al-Azhar 3 Bandar Lampung utilizes a library automation application called BAMBO MEDIA, while with the use of the application can support operational activities in the library smp Al-Azhar 3 Bandar Lampung which includes procurement, processing of library materials, services articulated library materials, management of members, statistics of visitors and borrowers. As for the process of procurement of pusta materials by looking at the number of books and lack of teaching materials, the process of procurement of library materials, for the management of library materials has been facilitated by an application system called bambo media so that the input process such as cataloguing and numbering has been done with the system, then for the circulation process that can be processed on the application, namely circulation with the provision of borrowing time for 7 days with an extension time of 1 time. The application is also available membership facilities in addition to circulation activities, can be used for the presence of library kunjugan. So librarians apply attendance presence to the library by creating statistics in the application to facilitate the preparation of reports.

Utilization of automation application benama Bambo Media in the library of SMP Al-Azhar 3 Bandar Lampung in library operations. In addition to the database containing collections in the library of SMP Al-Azhar 3 Bandar

Lampung, the application also provides membership facilities. The membership facility is required because for the creation of library membership cards. The membership card can be used by students to borrow and return books in the library and as a student id card to obtain academic facilities and facilities provided by Al-Azhar Junior High School 3 Bandar. The availability of the application is expected to support the process of oprasional activities in the library of SMP Al-Azhar 3 Bandar Lampung.

CONCLUSION

Based on the results of the analysis of school library management information system at SMP Al-Azhar 3 Bandar Lampung can be concluded, the Library management information system at SMP Al-Azhar 3 Bandar Lampung utilizes a library automation application called Bambo Media. The overall use of the application is in accordance with the operational activities in the library. The policy of SMP Al-Azhar 3 Bandar Lampung Library that follows the school policy, with the use of the application can support and facilitate librarians in operational activities in the Library both in procurement, processing of library materials, circulation services and the creation of statistics of visitors and borrowers.

REFERENCES

Almas, H. (2017). Manajemen Sistem Informasi Di Perpustakaan Smk Negeri 3 Malang. *BIBLIOTIKA: Jurnal Kajian Perpustakaan dan Informasi,1*(1).doi:10.17977/um008v1i12017p091

Bustari, Mellina. 2015. Mengembangkan Perpustakaan Sekolah Melalui Otomasi Perpustakaan. *Jurnal Manajemen Pendidikan.*

Everett, S. (2018). Visualizing the silent dialogue about race: Diversity outreach in an academic library. *The Journal of Academic Librarianship,44*(4).doi:10.1016/j.acalib.2018.04.002

Fitria, A. (2018). Pemanfaatan Perpustakaan Sekolah Oleh Siswa Di Sekolah Dasar Negeri Golo Yogyakarta. *BASIC EDUCATION, 7*(5).

Gurr, D. (2000). The impact of information and communication technology on the work of school principals. *6*(1), 60-73.

Hardi, R., & Hardianto, H. (2015). Pengembangan Sistem Informasi Perpustakaan Menggunakan Kerangka Pieces (Studi Kasus Perpustakaan STITEK Bontang). *Jurnal Ilmiah Teknologi Infomasi Terapan, 1*(3). doi:10.33197/jitter.vol1.iss3.2015.60

Hartono, H., & Hum, M. (2016). Manajemen perpustakaan sekolah. In Y. A.-R. Media (Ed.).

Jan, S. U., & Anwar, M. A. (2019). Emotional intelligence, library use and academic achievement of university students. *Journal of the Australian Library Information Association,* *68*(1),38-55. doi:10.1080/24750158.2019.1572482

Jupp, V. (2015). Purposive Sampling. In The SAGE Dictionary of Social Research Methods. doi.10.4135/9780857020116.n162

Kurniawan, Y. J. C. C., Mathematics, & Applications, E. (2013). Model Sistem Informasi Manajemen Sekolah Berbasiskan Notasi Unified Modeling Language. *4*(2), 1128-1137. doi:10.21512/comtech.v4i2.2572

Lewis-Beck, M., Bryman, A., & Futing Liao, T. (2012). Purposive Sampling. In The SAGE Encyclopedia of Social Science Research Methods. doi.10.4135/9781412950589.n774

Malau, E., Salim, A., Santoso, B., & Ramadan, R. (2018). Sistem Informasi Manajemen Perpustakaan Dengan Barcode Di GKI Gunung Sahari Jakarta. *Bina Insani ICT Journal, 5*(1), 41-50.

Maxwell, J. A., & Reybold, L. E. (2015). Qualitative Research. In International Encyclopedia of the Social & Behavioral Sciences: Second Edition. doi.10.1016/B978-0-08-097086-8.10558-6

Oluwadare Busayo, I. (2011). The school library as a foundational step to childrens' effective reading habits. *journal Library Philosophy and Practice.*

Önal, H. I. (2009). IFLA/UNESCO School Library Manifesto for creating one world. *Libri,* *59*(1), 45-54. doi:10.1515/libr.2009.005

Owate, C., & Iroha, O. (2013). The availability and utilization of school library resources in some selected Secondary Schools (High School) in Rivers State. *Global Educational Journal of Library andInformation Science,* *8*(16), 1449-1460. doi:10.1.1.673.1107&rep=rep1&type=pdf

Pors, N. O., & Johannsen, C. G. (2003). Library directors under cross-pressure between new public management and value-based management. *Library Management.* doi:10.1108/01435120310454511

Rachmawati, I. N. (2007). Pengumpulan Data Dalam Penelitian Kualitatif: Wawancara. Jurnal Keperawatan Indonesia. doi.10.7454/jki.v11i1.184

Raghu, M., & Mothukuri, A. (2017). Best library practices in business schools of Hyderabad: A case study VJIM. *International Journal of Library and InformationStudies,7*(4).

Rosaliza, M. (2015). Wawancara, Sebuah Interaksi Komunikasi Dalam Penelitian

Kualitatif. Jurnal Ilmu Budaya. doi. 10.31849/jib.v11i2.1099

Sahab, A. (2015). Perancangan dan Penerapan Sistem Informasi Perpustakaan Sekolah Pada SMAN 5 Kediri. *jurnal DASI (Data Manajemen dan Teknologi Informasi), 16*(1), 8.

Shah, M. (2014). Impact of management information systems (MIS) on school administration: What the literature says. *Procedia-Social and Behavioral Sciences, 116*, 2799-2804.

Subrata, G., & Kom, S. (2009). Automasi perpustakaan. *Jurnal Pustakawan Perpustakaan UM.*

Suhardi, D. (2011). Peranan Manajemen Perpustakaan Sekolah dalam Mendukung Tujuan Sekolah. *Edulib, 1*(1). doi:10.17509/edulib.v1i1.1140

Suryanata, Y. (2013). Membangun Sistem Informasi Manajemen Perpustakaan Dengan CDS/ISIS. *Jurnal Pustakawan Indonesia, 12*(1).

Telem, M. (1991). A knowledge base for information technology in educational administration. *Journal of Research on Computing in Education, 23*(4), 594-610.

Ulinafiah, D., & Wiyani, N. A. (2019). Penciptaan Layanan Prima Melalui Penerapan Sistem Informasi Manajemen di Perpustakaan IAIN Purwokerto. *re-JIEM, 2*(2), 223-239.