

LIBRARY MATERIAL PROCUREMENT SYSTEM AT THE DEPARTMENT OF ARCHIVES AND LIBRARY IN THE CITY OF BANDUNG

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Abstract

The Bandung City Archives and Library Service has one of the functions of fostering and implementing regional library and archive management which includes library management, archive management and library and archival development. The management of the library has the role of procuring a collection of library materials, especially to increase reading interest in the people of Bandung City. The purpose of this research is to find out the procurement system of library materials, to find out the inhibiting factors in the procurement system of library materials, and to find out solutions from librarians in overcoming obstacles in the procurement of library materials. This research was conducted at the Bandung City Archives and Libraries Service from June to July 2022. This type of research is qualitative research using a descriptive method. Data collection instruments are by interview, observation, and literature study. The library material procurement system at the Bandung City Archives and Library Service is divided into three parts, namely procurement selection, procurement process, and procurement reporting. The steps in the library material selection process are carried out by surveying the needs of users, collecting selection tools, and selecting library materials. Techniques and methods for procuring library materials using the provider selection method by means of direct procurement by procurement officials. The source of funds and the budget for financing the procurement of library materials comes from the Bandung City Revenue and Expenditure Budget (APBD) for the 2022 Fiscal Year. The process of receiving library materials includes checking received library materials, grouping library materials, and submission to the processing of library materials. After the procurement process is complete, proceed to the reporting process. Reports are made periodically in the form of financial realization and performance realization which include procurement methods, amount of procurement, types of library materials, and budget sources. Obstacles in the procurement of library materials include the limited number of library materials published by publishers, delays in information from publishers regarding ordered library materials, and the lack of flexibility or inflexibility in determining the price of library materials. The solution to these obstacles is to communicate more intensely with publishers and find information on library materials according to the categories needed, often visit book fairs,

Keywords: Procurement, Library Materials, Libraries

PRELIMINARY

The existence of collections in the library as an information institution has a very important role and determines success. Every library definitely wants to be visited by its users. The desire of users to visit and take advantage of library services is due to the diverse collection of library materials according to their needs, so that users are interested in reading or borrowing the collection. To increase public interest in reading, the role of a collection of library materials that is up to date and diverse is of

course very much needed. One of the factors that influence whether or not a library is good for users is the presence of a collection of library materials.

The Bandung City Archives and Library Service in accordance with Bandung Mayor Regulation Number 19 of 2021 has the main task of carrying out government affairs which are the regional authority in the field of archives and libraries. To carry out these basic tasks the Bandung City Archives and Libraries Service has one of the functions of fostering and implementing regional library and archive

management which includes library management, archive management and library and archive development. For the management of the library, the role of procuring a collection of library materials is needed, especially to increase reading interest in the people of Bandung City. Procurement of library materials must be planned as well as possible so that the services provided by the library are in accordance with the needs of the users. Therefore, To meet all the needs of the library, of course, a planned procurement of library materials is needed. As of June 2022, based on the data listed on the Inlislite application, the total library collection for the Bandung City Archives and Libraries Service is 37,617 titles and 105,916 copies. The collection includes works on public affairs, philosophy, social studies, languages, fine sciences, practical scholarship, arts and entertainment, literature, and history and geography. In addition, there are also reference collections such as dictionaries, encyclopedias, theses, and others. 916 copies. The collection includes works on public affairs, philosophy, social studies, languages, fine sciences, practical scholarship, arts and entertainment, literature, and history and geography. In addition, there are also reference collections such as dictionaries, encyclopedias, theses, and others. 916 copies. The collection includes works on public affairs, philosophy, social studies, languages, fine sciences, practical scholarship, arts and entertainment, literature, and history and geography. In addition, there are also reference collections such as dictionaries, encyclopedias, theses, and others.

It can be concluded that library collections are all library materials collected in the library and are useful for meeting the information needs of users. Where the library as an information manager, is required to be able to facilitate and provide various forms of collection. In order for the collection to be effective, optimally utilized, not just for display, because many library collections are not used or meet the information needs of users, the library manager needs to plan to develop right library collections with certain considerations, for example, relevance, latest, quality and quantity and in accordance with scientific objects as well as criteria or types of library collections

determine the type of library. (Rahmah & Makmur, 2015)

Based on that on the author is interested in discussing the system of procurement of library materials found at the Bandung City Archives and Libraries Service. Until now, studies on the library material procurement system at the Bandung City Archives and Libraries Service have never been carried out. So that this study needs to be carried out as an effort to reveal the extent of the library material procurement system carried out by the Bandung City Archives and Library Service. In the initial observations made by the researcher, there was a problem, namely when the procurement of library materials had not been met, the needs of users were based on sources obtained from both the publisher's catalog and the survey results. So the authors are also interested in disclosing the factors that become obstacles in the library material procurement system.

The aims of this study were (1) to find out the procurement system for library materials at the Bandung Archives and Libraries Service; (2) to find out the inhibiting factors in the library material procurement system at the Bandung City Archives and Libraries Service; and (3) to find solutions from librarians in overcoming obstacles in procuring library materials at the Bandung City Archives and Libraries Service.

The results of this study are expected to provide input to the Bandung City Archives and Libraries Service regarding the library material procurement system they have. So that it can be used as material for consideration in establishing policies to improve the quality of procurement of library materials. In addition, it is hoped that it can be used as a reference or additional literature for those who will conduct research or studies, especially in the same object of study, but in different contexts.

LITERATURE REVIEW

The Bandung City Archives and Libraries Service can be categorized as a public library. Rosenfeldt conveyed that the public library is a gateway to knowledge and a place for people to express creativity, a place for entertainment and free access to information services (Sriagustini, 2016). According to Law Number 43 of 2007 concerning libraries in CHAPTER I article 1 states that a public library is a library intended

for the wider community as a means of lifelong learning without distinction of age, gender, ethnicity, race, religion, and socio-economic status.

Hermawan and Zulfikar state that the objectives of public libraries are: (a) to provide opportunities for members of the public to use library materials to increase knowledge, skills, and welfare; (b) provide cheap, easy, fast and precise information that is useful for the community in their daily lives; (c) assisting in community development and empowerment through the provision of library materials and information; (d) act as a cultural agent, so that it becomes the main library of cultural life for the surrounding community; and (e) facilitating the community for lifelong learning. (Dewi & Desriyeni, 2015)

Based on the Regulation of the Head of the National Library of the Republic of Indonesia Number 8 of 2017 concerning National Standards for Regency/City Libraries, regional libraries that function as supervisor libraries, reference libraries, deposit libraries, research libraries and preservation libraries domiciled in districts/cities.

Darmono explained that the meaning of library procurement is a collection development policy and series of a library. All collection development policies ultimately boil down to the procurement of library materials. In library material activities, the library is related and at the same time guided by the signs contained in the collection developer policy. Collections that are the main priority for procurement have been determined in the collection development policy. (Rahmah & Makmur, 2015)

Soetminah also explained that procurement of library materials is the process of gathering library materials to be used as collections. Collections held by the library should be relevant to your interests and needs, complete and up-to-date. So as not to disappoint the community or users served. Library collections come from various sources such as gifts, purchases, exchanges, deposits and purchases. (Murnahayati, 2018)

According to Yulia, the purpose of procuring library materials is to develop a good and balanced collection of library materials so that they are able to serve the changing needs of

users and the demands of present and future users. (Fatimah, 2019)

According to Darmono, the function of collection procurement is to (1) explain the scope of existing collections and plans for further development; (2) provide a systematic description of the collection management and development strategy applied in the library; (3) become a guideline for librarians so that obedience in the selection process is guaranteed. (Susanti & Rahmah, 2013)

Rahmah & Makmur (2015) in his book entitled library information resource policy: theory and application, divides library materials into 6 types, including:

- Printed and non-printed library materials
Library materials available in the library can be grouped in two forms, namely printed and non-printed. Printed library materials consist of books, research reports, theses, dissertations, serial publications, maps, pictures, brochures, pamphlets, booklets, and papers. Meanwhile, non-printed library materials include films, videos, CDs, microfilm, vinyl records, and cassettes.
- Reference collection (reference)
A reference collection is a book whose contents and presentation aim to answer specific questions. The information contained in the reference collection is specific so that it can answer specifically and directly to the user. So users do not need to read the entire text of the reference books. By type, reference collections can include dictionaries, encyclopedias, biographical sources, yearbooks, almanacs and supplements to encyclopedias, geographic sources, such as gazettes, travel guidebooks, atlases, maps and globes, directories, up-to-date sources, such as books guides, and guidelines and statistical sources, bibliographies, magazine indexes and abstracts, audio-visual and electronic sources.
- Teaching materials
Teaching materials function to fulfill curriculum objectives. Teaching materials for each subject can be more than one title because the scope of the contents is

different so that one material can complement other materials. Besides there are teaching materials that are required and there are also teaching materials that are recommended to enrich insights.

- Periodicals
Collections that include periodicals are general magazines, journals and newspapers.
- Government publications
The collection includes government publications such as state gazettes, sets of state regulations, policies and official speeches.
- Non-book material
Types of non-book materials such as sound recordings, motion pictures, graphic materials, cartographic materials, microforms and electronic resources.

Each library has its own policy for selecting library materials in accordance with the information needs of each library. David Spiller revealed in general the criteria applied in the selection, including:

- Overview, Scope and Readership
The selected library materials must seriously consider their suitability for the purposes, scope and users of the library concerned. The general purpose is known through the title, table of contents, index, or blurb on the cover. Coverage can be seen from this list or the blurb description of the publisher. The intended target can be known from the foreword or introduction in the book.
- Collection level
Collection level is one of the main factors to determine a particular collection. There are six categories of levels that have been tried, namely: 1. Works in summary form; 2. Light and popular works; 3. Serious popular works; 4. Elementary work; 5. Standard work (work written by experts in their field and presented based on facts); 6. works with a higher scientific level, for example theses and dissertations.
- Author Authority and Credibility
The author's authority must be carefully determined. If the author is not a recognized expert in the field, his qualifications in writing the book should be

well researched. Selectors who know that the author is an expert or are recognized for their authority and credibility in the field concerned, of course the book will be selected, after meeting the criteria for purpose, scope and readership.

- Price
Publication prices can be found through the bibliography. But to know the intrinsic value of a book can only be assessed through the book itself. Price consideration is a difficult thing to do, because besides to meet the needs of users must also consider the available budget.
- up to date
Data on the publication date of library materials still needs to be verified. The publication of certain library materials may be published several years after the research so that the intrinsic value and its currentity are reduced.
- Physical Presentation of the Book
The physical appearance of a new book can influence selection decisions. Books should be clean, neat and easy to read.
- Structure and Method of Presentation
Librarians with a particular subject background can usually get an idea of the structure of a book through a table of contents.
- Index and Bibliography
The existence of an index and bibliography of a book can be known through entries in the national bibliography. However, the quality of the bibliography and index can be determined precisely if it is directly examined and seen in the book itself. Footnotes and reference lists can strengthen claims of research authenticity. (Suharti, 2018)

Sulistyo-Basuki in Gardina Rahayu (2015) states that the procurement of library materials can be done in four ways, namely through purchases, exchanges, gifts and organizational membership. The following are 4 (four) procurement systems:

1. Procurement of Library Materials Through Purchasing

Purchases can be made through publishers and bookstores. However, foreign publishers do not serve library

requests because they only serve purchases from bookstores or through vendors.

2. Procurement of Library Materials Through Exchange

There are some library materials that cannot be found in bookstores and can only be obtained by exchange. Library materials that are usually exchanged are magazines, libraries can publish various publications such as those of the main body. In exchanging library materials, of course, it is necessary to make an agreement or agreement regarding the exchange, which is like not looking at the thickness or thickness of the publication, weight, price, language and script of the publication.

3. Present

To reduce the budget spent on procuring library materials, a procurement system through this prize can be implemented. Even though it is a gift, the library must also pay attention to whether the library material meets the requirements and goals set by the library.

4. Organization Membership

If the library or the main body of the library participates in an association or organization, generally they will get publications from that association or organization at a lower price or even no charge.

RESEARCH METHODS

This research was conducted at the Bandung City Archives and Library Service. And when the research was carried out from June to July 2022. This type of research is qualitative research using a descriptive method, namely by describing data related to the procurement of library materials at the Bandung City Archives and Libraries Service. To obtain data, the following data collection instruments were used: (1) observation, which is a method or step taken to collect data to determine the procurement of library materials in the Bandung City Archives and Libraries Service; (2) interview, is a data collection technique used to obtain oral statements through conversation and face to face with the librarian or library staff in the procurement of library materials who can provide information or information. This

interview was conducted to complete the data obtained. The questions asked included the procurement system of library materials which consisted of selection, processes, and reports. Next is a question regarding the inhibiting factors in the library material procurement system. And the last is a question about the solution to the problems in the procurement of library materials. (3) literature study, namely studying library materials or literature related to the procurement of library materials. The questions asked included the procurement system of library materials which consisted of selection, processes, and reports. Next is a question regarding the inhibiting factors in the library material procurement system. And the last is a question about the solution to the problems in the procurement of library materials. (3) literature study, namely studying library materials or literature related to the procurement of library materials. The questions asked included the procurement system of library materials which consisted of selection, processes, and reports. Next is a question regarding the inhibiting factors in the library material procurement system. And the last is a question about the solution to the problems in the procurement of library materials. (3) literature study, namely studying library materials or literature related to the procurement of library materials.

RESULTS AND DISCUSSION

Procurement of library materials at the library can be obtained by purchasing, grants or gifts, cooperation, and exchange. At the Bandung City Archives and Library Service, procurement of library materials was obtained by purchasing and grants/gifts. However, this study will discuss a lot about the procurement of library materials obtained by purchasing. The person in charge of procuring library materials at the Bandung City Archives and Library Service lies with the Head of Library Management. The procurement system for library materials at the Bandung City Archives and Libraries Service is divided into three parts, namely (1) Procurement selection; (2) procurement process, and (3) procurement reporting.

Before the process of procuring library materials, library material selection activities are carried out. Selection of library materials is the

process of selecting library materials by librarians so that the library collection is appropriate to meet and suit the needs of users in the city of Bandung. In order for the selection of library materials to run optimally the Head of the Bandung City Archives and Libraries Service formed a selection team. The selection team consists of the Head of Library Management and Librarians who have the following criteria:

1. Mastering and being able to use selection tools;
2. Mastering/understanding the world of publishing (covering publishers, publisher specialties, publisher weaknesses, publishing standards, and publication results);
3. Understanding the needs of users;
4. Be neutral;
5. Mastering information and communication technology;
6. Have competence in assessing library materials;
7. Have extensive knowledge of publications;
8. Mastering a foreign language (at least passive), especially English;
9. Understand the principles of selection

Several steps in the library material selection process carried out by the Bandung City Archives and Libraries Service are (1) surveying the needs of users; (2) collecting selection tools; and (3) selection of library materials. In the user needs survey, the Bandung City Archives and Libraries Service provided a literature needs questionnaire to users, one of which was by using the Instagram social media facility. The questionnaire provided to users contains questions that must be filled in, including the category of users, education, occupation, age, request for title of library material, and the type of library material desired. Apart from providing questionnaires, the selection team also conducted publication searches/hunting to find out library materials currently in circulation, targeting publishers, bookstores, book fairs, bazaars, book reviews, literature reviews, and others. Furthermore, the selection team in the user needs survey also received input from the results of the user needs study.

After the selection team has completed completing the information from the survey

results of user needs, the next step is to collect selection tools. The selection tool is a tool needed by the selection team to determine or determine the choice of library materials to be held in accordance with the vision and mission of the Bandung City Archives and Library Service. The selection tool includes information on bibliographic descriptions such as title, authorship, place of publication, publisher, and year of publication. Selection aids at the Bandung City Archives and Libraries Service can be in the form of bibliographies, books in print, brochures, book exhibition catalogs, publishers catalogs, bookstore catalogs, book reviews, and others. While the tools for verification are databases, selflists, and desiderata.

Next, after the selection tools have been collected, the selection process for library materials can be carried out. The process of selecting library materials is by using various selection tools and lists of desiderata. All library materials are then subjected to an identification process. This identification process is intended to complete the bibliographical data of library materials that will be held. Furthermore, the verification process is carried out, namely checking the ownership of selected library materials to the database or what is called a self list. The verification process on this database can be in the form of information results in the form of library materials that have been searched that are not yet in the library collection, library materials that have been searched already exist in the library collection, library materials that have been searched have revised editions of publications that are already in the collection, and library materials searched for have reprints of publications that are already in the collection. Furthermore, the list of results of the selection and verification can be used as a basis for determining library materials to be held at the Bandung City Archives and Library Service. After the list of selection and verification results is owned by the selection team, a discussion meeting can be held with the relevant parties. The results of the meeting that has been held can be used as a reference to proceed to the next process, namely procurement. The flow of selection of library materials for the Bandung City Archives and Libraries Service is in accordance with what was

conveyed by Rahmah & Makmur (2015) in figure 1. Furthermore, the list of results of the selection and verification can be used as a basis for determining library materials to be held at the Bandung City Archives and Library Service. After the list of selection and verification results is owned by the selection team, a discussion meeting can be held with the relevant parties. The results of the meeting that has been held can be used as a reference to proceed to the next process, namely procurement. The flow of selection of library materials for the Bandung City Archives and Libraries Service is in accordance with what was conveyed by Rahmah & Makmur (2015) in figure 1. Furthermore, the list of results of the selection and verification can be used as a basis for determining library materials to be held at the Bandung City Archives and Library Service. After the list of selection and verification results is owned by the selection team, a discussion meeting can be held with the relevant parties. The results of the meeting that has been held

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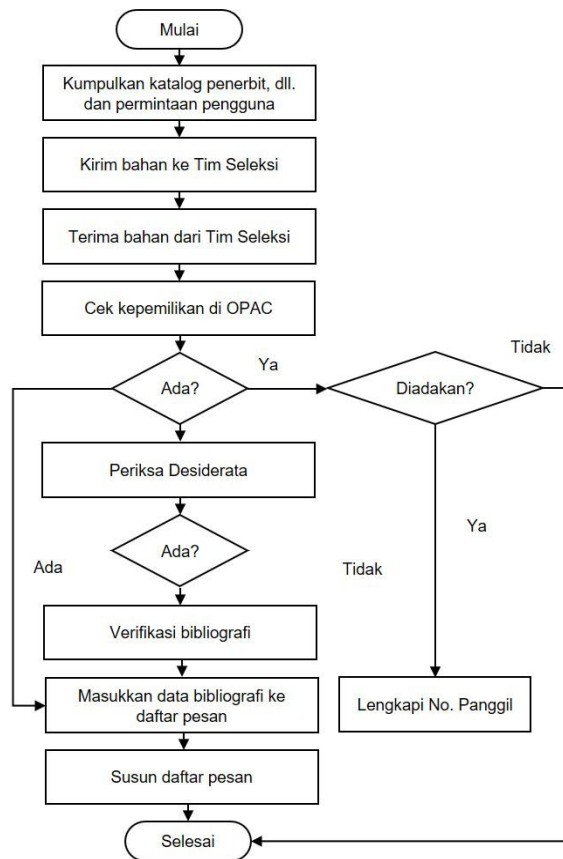


Image 1. The flow of library material selection at the Bandung City Archives and Libraries Service

The techniques and methods for procuring library materials at the Bandung City Archives and Libraries Service are carried out by selecting providers by means of direct procurement by procurement officials. Procurement Officials buy goods or pay for services directly to providers of goods/services, without going through an auction or selection process and based on prices prevailing in the market. The source of funds and the budget for financing the procurement of library materials comes from the Regional Revenue and Expenditure Budget (APBD) for the City of Bandung for the 2022 Fiscal Year which is listed

in the Budget Implementation Document (DPA) for the Bandung City Archives and Libraries Service. For the 2022 book procurement, it is divided into 3 procurement stages. The first stage is the procurement of books for the language/literature group with a target of purchasing 975 copies. The second stage was the procurement of 650 copies of geography, biography and history books. And the third stage is the procurement of general science group books of 975 copies. So that for 2022 the total number of books purchased by the Bandung City Archives and Libraries Service is 2,600 copies.

Table 1. Schedule for purchasing books for the Bandung City Archives and Libraries Service in 2022

No.	DETAILS	MONTH											
		1	2	3	4	5	6	7	8	9	10	11	12
1	Language/Literature Books												
2	Books Geography, Biography, History												
3	General Science Book												

After the procurement process has been completed by the procurement official and the order is available, then proceed with the acceptance process. The process of receiving library materials at the Bandung City Archives and Libraries Service is as follows:

1. Inspection, which includes activities to match the library materials received with the order list and check the physical condition of the library materials, whether they are damaged or not and complete or incomplete. If the results of the inspection found unsuitable library materials, or if the physical condition of the library materials is not as expected, the library materials will be returned to the goods/services provider to be exchanged for a more suitable one.
2. Grouping. Grouping is done by grouping the library materials that have been examined earlier into the type of media. This grouping aims to facilitate and expedite further work.

3. Sending to the processing department for further processing include:

- ❖ Giving a sign of library ownership. This ownership stamp has 2 forms, namely (1) in the form of an institution logo, namely the Bandung City Archives and Libraries Service, to be affixed to each front page and certain pages, as well as to be affixed to the sides of the book, top side and bottom side. (2) inventory stamp: this stamp is specially affixed to the back of the title page and contains a record of date, identification number, and origin of acquisition;
- ❖ Issuance of master number and classification number;
- ❖ Entering bibliographic data in the inlislite database; and
- ❖ Making complete library materials, in this case, barcodes and others.

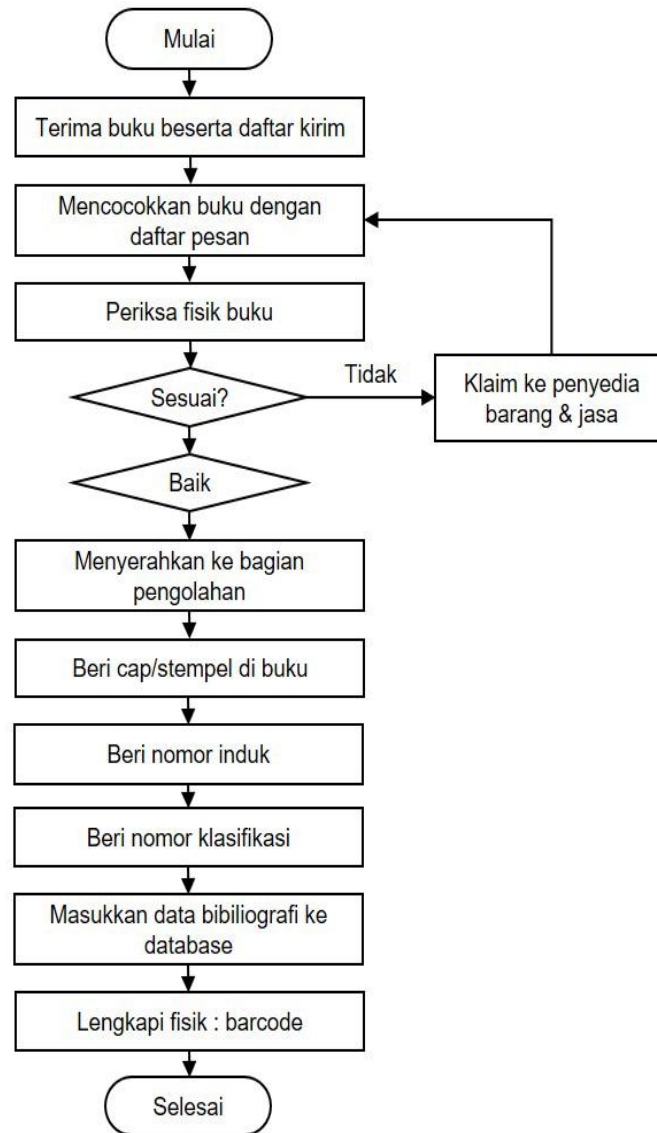


Figure 2.The flow of receiving books at the Bandung City Archives and Libraries Service

After the procurement process is completed, all activities related to the procurement of collections are recorded carefully for the preparation of reports. Reports are made periodically in the form of financial realization and performance realization which include procurement methods, amount of procurement, types of library materials, and budget sources. The report is submitted to:

1. Financial and Asset Management Agency (BPKA), because the procurement of library materials is included in capital expenditure, it must be recorded as a local government asset.
2. Library Material Processing Section. Before the library material is served, it must first be

processed through the processing of library materials. The processing by the Bandung City Archives and Library Service is carried out using the Inlis application/*litem*.

In every process of procuring library materials at the Bandung City Archives and Libraries Service, of course there are obstacles. These obstacles include:

1. The limited number of library materials published by publishers each year from each category is required by the Bandung City Library and Archives Service.
2. There is a delay in information from the publisher regarding the library materials ordered, because often after the process of

ordering library materials it turns out that the desired stock is not available because information on the availability of library materials is based on stock running at the publisher.

3. There is no flexibility or inflexibility in determining the price of library materials because they have to be adjusted to the prices stated in the Budget Implementation Document, while in the field the price of library materials varies from the cheapest to the most expensive. For example, some children's books cost IDR 5,000 and encyclopedia books can cost more than IDR 2,000,000.

To answer the obstacles mentioned above, the Bandung City Archives and Libraries Service has a solution, namely:

1. Communicate more intensely with publishers and look for information on library materials according to the category needed (multiply the catalog list of library materials)
2. Frequently attend book fairs.
3. There is a policy of adjusting the budget for procurement of library materials that is more flexible, because the price of library materials needed by users currently exceeds the price determined by the budget policy.

CONCLUSION

At the Bandung City Archives and Library Service, procurement of library materials was obtained by purchasing and grants/gifts. The person in charge of procuring library materials at the Bandung City Archives and Library Service lies with the Head of Library Management. The procurement system for library materials at the Bandung City Archives and Libraries Service is divided into three parts, namely (1) Procurement selection; (2) procurement process, and (3) procurement reporting. Several steps in the library material selection process carried out by

the Bandung City Archives and Libraries Service are (1) surveying the needs of users; (2) collecting selection tools; and (3) selection of library materials.

The techniques and methods for procuring library materials at the Bandung City Archives and Libraries Service are carried out by selecting providers by means of direct procurement by procurement officials. The source of funds and the budget for financing the procurement of library materials comes from the Regional Revenue and Expenditure Budget (APBD) for the City of Bandung for the 2022 Fiscal Year which is listed in the Budget Implementation Document (DPA) for the Bandung City Archives and Libraries Service.

The process of receiving library materials includes checking the received library materials, grouping library materials, and submitting them to the library material processing department. After the procurement process is complete, proceed to the reporting process. Reports are made periodically in the form of financial realization and performance realization which include procurement methods, amount of procurement, types of library materials, and budget sources.

In every process of procuring library materials at the Bandung City Archives and Libraries Service, of course there are obstacles. These obstacles include the limited number of library materials published by publishers, delays in information from publishers regarding ordered library materials, lack of flexibility or inflexibility in determining the price of library materials.

To answer these obstacles then the Bandung City Archives and Libraries Service has a solution, namely:

1. Communicate more intensely with publishers and look for information on library materials according to the category needed (multiply the catalog list of library materials)
2. Frequently attend book fairs.
3. There is a more flexible budget adjustment policy for procurement of library materials.

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