THE INFLUENCE OF ORGANIZATIONAL INFORMATION ON THE PRESERVATION OF LITERATURE IN THE SCOPE OF HIGHER EDUCATION LIBRARY

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Abstract

The library is a place where the events of information transactions occur. Along with the development of information technology, libraries are constantly making adjustments in order to satisfy users with their information services. Information in the library is processed through information organization activities, library materials are a form of information. Library materials in university libraries should be preserved, but in fact many library materials are not properly preserved because they are not supported by information organization activities. The purpose of this study was to determine the effect of information organization on the preservation of library materials within the scope of the college library and to find out the information organization as the preservation of library materials in the college library.Data collection techniques used in this study were observation, interviews, and literature review. The results of this study are that information organization activities in college libraries have an effect on the preservation of library materials and information organization activities within the scope of university libraries as an effort to preserve library materials need to be carried out as soon as possible, including as a supporter of the development of science and a supporter of the Tri Dharma of college tall.

Keywords: College Libraries, Information Organizations, Preservation of Library Materials, Preservation.

PREFACE

It has become a common understanding that the library is a place where information transaction events occur. Libraries that are present along with the rapid development of information and communication technology in the 21st century, libraries are constantly making various new innovations in the various services they provide, including library material preservation services. Library material preservation service is a service that has a crucial role in a library. This is because the collection of library materials in various forms and formats will not be spared from damage. Then, has the preservation of library materials carried out by librarians been proven to be efficient? Can library material preservation activities be supported by a library material grouping system? The existence of library materials in a library is of course regulated by an information system, regulate how library materials in the library can be used by users properly and their availability is guaranteed when they are used. Library materials are actually managed in such a way before being placed on shelves and ready for use by users.

Managing information or information organization according to Suwarno (2016) is defined as an activity in compiling, processing, managing, and organizing knowledge, data, and other information in such a way that it is easy to find again, and understandable and useful for users as a one of the development efforts in science. Information organization is one of the important pillars of the success of a library. This information organization activity takes place from the time the data is managed until it is published to users. Library

materials available in the library need to be preserved, one of which is by organizing the information that circulates. Therefore,

This research is used as a topic for discussion by the author, due to the lack of previous research regarding the topic discussed by the author, namely the organization of information in this scientific article. Therefore the authors conducted a similar study by adjusting the subject to the college library using student subjects from various universities in Indonesia, because students are part of the higher education community who often come to the college library as users to seek information from various sources. library materials. The author takes the topic "The Influence of Information Organizations on the Preservation of Library Materials in the Scope of College Libraries" after seeing the abundance of library materials in college libraries not being properly preserved,

Thus the research problem posed is the effect of information organization on the preservation of library materials within the scope of the college library.

This study aims to determine the effect of information organization on the preservation of library materials in college libraries.

RESEARCH METHODS

The approach used in this study is a qualitative approach, namely a research aimed at uncovering an empirical fact in a scientific objective way that is based on scientific logic (Mukhtar, 2013). In this study, the data source used is primary data.

Mukhtar (2013) interprets primary data as data collected directly by a researcher which in general is the result of observing a situation or received from informants by going through an interview process.

In addition, in this study the type of data used is qualitative data. According to Nawawi (2013) qualitative data is data that is interpreted in the form of sentences or in the form of descriptions.

Data collection techniques used in this study were observation, interviews, and literature review. The interview was conducted

on January 12, 2022. Meanwhile, the informants in this study were determined using a purposive technique, namely determining samples by researchers on the basis of certain criteria. The criteria for informants in this study are:

1. Informants are users who know the activities of information organization and preservation of library materials in the Higher Education Library.
2. The informant is a user of the College Library.

Based on these criteria, the informants of this study are:

a) Name/Initials: LSR

   Subject: Higher Education Librarian in Sumedang Regency

b) Name/Initials: APT

   Subject: Higher Education Librarian in Sumedang Regency who knows information organization and preservation of library materials.

c) Name/Initials: NJ

   Subject: Higher Education Librarian in Sumedang Regency who knows information organization and preservation of library materials.

In this study, triangulation was used in testing the validity of the research data. The triangulation used is source triangulation. While the data analysis method in this study uses the interactive model Miles & Huberman in Mukhtar (2013), namely:

1. reduction

Reduction refers to the process of selecting, focusing, simplifying, abstracting,and transformation of the raw data present in the writing of field notes. This reduction allows researchers to delete and input data that is deemed important.

2. Display Data

Data display is an effort to organize information that is arranged in an effort to draw conclusions and take action. By presenting the data, then the data will be organized or arranged in a relationship pattern, so that it will be easier to understand.

3. Verification and Drawing Conclusions

Verification & drawing conclusions are

analysis activities where at the beginning of data collection, deciding whether something has meaning or does not have regularity, pattern, explanation, configuration possibilities, causal relationships, and prepositions. At this verification stage, the researcher checks the results of these conclusions to make a definite conclusion on the results of his research.

LITERATURE REVIEW

Prior research has been conducted by Lestari, Komariah, and Rizal (2016) regarding information management as an effort to meet the information needs of society. This research used qualitative methods and a descriptive approach. In this study, it was found that the management of information at the Garut Regency Diskominfo has fulfilled the need for information from the public, the data collected is adjusted based on needs and the information is presented in the form of photos on brochures and tables, text, and sites that will be disseminated via brochures. traditional media, MCAP, information boards, websites and radio. In addition, the differences in research conducted by Lestari, Komariah, and Rizal (2016) discuss managing information as an effort to meet information needs while the authors discuss the influence of information organization on the preservation of library materials. Another difference is that research conducted by Lestari, Komariah, and Rizal (2016) is limited to information management, while the author discusses the influence of information organization to the preservation of library materials within the scope of a college library.

Subsequent previous research by Ibrahim (2013) regarding the maintenance and preservation of library materials. This study uses library research methods. The results show that the maintenance and preservation of library materials is important to support the function of the library as a library service by preserving library materials in a well-maintained condition and ready to be used by users. The difference in the research conducted by Ibrahim (2013) is that it uses the method of literature research or literature study, while the authors use the method of library research and interviews.

The contributions from each of the previous studies that have been described are in order to serve as a basis for compiling a state of the art which is related to a collection of theories, as well as references both supporting and not supporting the author's research.

1. Library
a) Definition of Library

According to the contents of the definition of a library based on Law Number 43 of 2007 concerning Libraries, a library is an institution that manages collections of written works, printed works, and/or recorded works in a professional manner with a standardized system in order to meet various needs in education, preservation, information , research, and recreation for users. While the library is a work unit which is a place to provide various collections of library materials that are arranged systematically using special methods so that users can use them continuously as a source of information (Milburga, 1991).

A library based on Sutarno (2003), has prerequisites and characteristics including the following (1) there is a room or building to be used as a library, (2) collecting library materials or books as a source of information, (3) there are officers to serve users , (4) there is a community of users or readers, (5) the facilities and infrastructure in the library are presented.

A room or building can be said to be a library if it has the following identities: (1) the library as a work unit, (2) managing various kinds of library materials, (3) as a place of information sources, (4) there are users or users as users of library services (Bafadal, 2011: 2-3).

While the types of libraries according to Sutarno (2003) include international libraries, national libraries, public libraries, libraries of representative offices of foreign countries, regional library agencies, university libraries, religious institutions libraries, school libraries, special libraries and private libraries.

b) Definition of College Libraries

Sutarno (2003) in his book interprets a

college library as a library that is contained in a college and is of the same level and functions to reach the Tri Dharma of Higher Education, and its users are the whole of the academic community. In addition, Qalyubi (2007) is a higher education technical implementation unit that coexists with other units to jointly carry out the Tri Dharma of Higher Education by selecting, processing, collecting, caring for, and providing information resource services to its main institutions, especially the academic community. generally. Noerhayati (1987) states that the university library is a work unit that is an integral part of a parent institution which, together with other units, has a different role.

2. College Libraries Duties

According to Wiji Suwarno as quoted by (Suwarno, 2009) it is clear that the library has 3 tasks, namely:

a) Information gathering duties
Involves the whole act of selecting, searching, filling out the library using information sources that are complete/adequate in terms of type, quantity, and quality matched with the availability of funds, policies in the organization, as well as user and new wishes.

b) Manager duties
Includes starting from the process of storing, processing, compiling, easy to trace back and access by users, packaging so that they can be neatly arranged, and maintenance of library library materials. The duties of the manager include various care and maintenance so that all collections in the library are always maintained in an intact, clean and good status for use by users.

c) The task is to empower and supply services to the fullest.
Libraries as one of the centers of information institutions that collect a variety of knowledge, provide a variety of information services available to be utilized by the information user community, so that they become a team for the development of science & information, technology and community culture. His duties also include efforts for publication, promotion, and socialization in order that the users can clearly know what is available in the library & can be used from the existence of the library.

3. Information Organization

a) Definition of Information Organization
Information organization can be defined as an activity in managing, organizing, processing, compiling knowledge, data, and other information in such a way that it can be easily rediscovered by users, understandable and useful for users in the development of knowledge (Suwarno, 2016). Organization of information can be said management of information.

b) Scope of Information Organization
1. Classification
Hamakonda and Tairas (1999) state that classification is a structured grouping of several ideas, books, objects, or other objects into special groups/classes on the basis of similar characteristics. While the classification according to Gate, Jean, and Key (1998) is a system for selecting and grouping library materials based on a special basis and placed together in one place. Classifications that are often used in various types of libraries are the Universal Dewey Classification (UDC), Library of Congress Classification (LCC), and Dewey Decimal Classification (DDC) rules.

Meanwhile, according to Rachmawati and Winoto (2019) The purpose of classifying library

materials: (1) In facilitating students or other users when searching for the required library collection. (2) In facilitating librarians when looking for collections ordered by users. (3) In facilitating the librarian teacher to know the material considerations of the librarian. (4) Facilitate users when compiling a list of bibliography collections arranged by a classification system.

2. Cataloging

According to Soeatminah (1998) a catalog is a bibliography of a library which is compiled in a systematic way so that users can use it to search & find collection locations easily and briefly. Cataloging can be interpreted as making a systematic bibliography of a library which is used as a tool for retrieving library materials. Library catalogs used are usually in the form of physical catalogs, book catalogs, micro-catalogs, card catalogs, and online catalogs.

According to Rachmawati and Winoto (2019) there are 3 purposes of doing a catalog for a tool to conduct searches in a library. The first objective prioritizes that a working library catalog continues to be a list of findings for special documents. The second goal prioritizes that the library catalog should work as a list of findings for a group of documents. The third objective deals with descriptions of the books in the catalog, so that users can select various books from one edition to another.

4. Library Materials

1) Definition of Library Materials

Bafadal in his book (2001) interprets library materials as a library collection in the form of printed works in the form of physical books, text books, and reference books that are collected, processed & stored so that they are made available to users to fulfill various information needs.

2) Types of Library Materials

Adap also Yulia (1993) divides the types of library materials into various types which include collections from the library including:

a. Print works

Printed works are interpreted as a product of the author's mind which is poured into forms including:

● Book

Book It is library material in the form of a unified whole and is often found to be obtained in the library. Unesco provides a standard thickness of 49 pages for most books, without covering the cover of a printed book. Among them are text books, physical books, and reference books.

● Serial publications

Is a library material that is programmed to be publishedrightcontinuously at the tempo of special issues. Examples include daily newspapers, monthly magazines, annual reports and quarterly reports.

b. Non-printed works

Is a product of thoughts that are poured out not through printed form, but into other forms such as photos, videos and sound recordings. Meanwhile, other words used in non-printed library materials are listening material, non-books, which are classified as non-printed library materials, including:

● Sound recording

Is a type of library material in the form of vinyl records and cassette tapes. An example for

the collection from this library is the Indonesian History lesson module combined with cassette tapes.

● Live image & video recording

Examples of this form include film and video cassettes. The benefits after entertainment are also used in the field of education. For example for user education, in this context the way to search for collections is using the services of the library.

● Graphic material

There are 2 types of this material, namely materials that can be seen with the naked eye (paintings, technical drawings, charts, photographs, etc.) and those that use tools to see them (transparencies, slides, & filmstrips).

● Cartographic material

Materials of this type include globes, atlases, maps, aerial photographs, and others.

c. **Micro form**

That is all library materials that use film media and must use special tools such as a micro-reader if you want to read them. There are also library materials that have been specifically grouped. Micro forms are not grouped into types of non-printing materials, because the information contained includes printed materials such as newspapers, magazines, and others. There are 3 types of library collections, namely:

● Microfilm

In the form of micro samples on film rolls, there are various sizes of film, namely 16 & 35 mm.

● Microphysics

Is the form of micro on a sheet of film measuring 105, 148 mm & 75 x 125 mm.

● Micropaque

Is a micro shape with the information contained printed onto paper that is glossy and opaque to light. It is microscopic in size.

● Works in electronic form

As information technology continues to develop, various information can be poured into various electronic media such as discs or magnetic tape discs. In how to read it, of course, a special way is needed, using hardware such as computers, CD-ROMs, players and so on.

RESEARCH RESULTS AND DISCUSSION

According to an informant with the initials APT, there are several instruments why information organization needs to be done as soon as possible: (1) it needs to be done as soon as possible so that the exchange of information in the library is not disturbed and can run properly. (2) there is an explosion of information circulating in the community which over time will be difficult to control, with the existence of an information organization, the circulation of information in the format of books and other collections can be more controlled in the community. (3) changes in the surrounding community, because the community around the library is a library user, the library must always adjust its services and collections according to the needs and interests of the users around it. Along with the changing interests and needs of the community for information from time to time,

Libraries need to move away from the old paradigm of being a repository of books by transforming them into social inclusion-based libraries that provide broad benefits to society (Utami, 2020). The organization of information on library materials in the library will maximize the benefits of a library as an information retrieval tool. According to an informant with the initials NJ, classification and cataloging activities as a tool for organizing information on library materials can assist in preserving a library material. Because by organizing library materials, when preserving library materials, librarians will not be confused about

determining the location of the library materials to be preserved. The librarian can immediately search for the title in the OPAC and then go with the call number and browse the shelves according to the book's call number. Organization of information and preservation of library materials are interconnected because with library materials organized information means that library materials that are preserved can be used by other users without reducing the value of the information contained and available. This is in accordance with the main objective of preserving library materials (Ibrahim, 2003), namely that the library's collection of library materials is always available and ready for use. Readiness of library materials for use can be reviewed by librarians and users through the online cataloging (OPAC) of the library,

College libraries must carry out information organization activities in accordance with Suwarno's theory (2016) regarding information organization which is defined as an activity in compiling, processing, managing, and organizing knowledge, data, and other information in such a way as to make it easy to find again. , as well as being understandable and useful to users as one of the development efforts in science, the higher education library must organize information so that information or library materials in the college library can be properly managed and can be found easily by users and can be useful as the development of science.

According to an informant with the initials LSR, the effects of information organization activities on the preservation of library materials include: (1) it can make more efficient criteria for library materials to be preserved, information organization activities for a library material can become a tool for grouping criteria for library materials to be preserved. (2) can sort library materials that are feasible to be preserved, (3) can make it easier for librarians to provide preservation and maintenance services for library materials. It makes it easier because data from library materials can be accessed and found directly through call numbers and OPACs, the librarian for the preservation section has obtained data from which library materials are damaged so that preservation is carried out. (4) shortening

the use of time in library material preservation activities carried out by librarians.

The informant with the initials NJ stated that library material preservation activities required information organization in its implementation, because in the process of selecting which library materials to be preserved, information organization activities such as classification and cataloging were required. The classification process itself includes the selection of library materials that must be preserved, which library materials are no longer relevant to users, and also which library materials are still needed by users to fulfill their information needs.

The information organization includes the activities of classifying and cataloging library materials. The goals of information organization include making library materials easy to find and always available when used. Because by organizing library materials that are systematically processed by librarians will facilitate the process of preserving library materials. This information organization is in accordance with the interpretation of Ibrahim (2013) in his book that the main purpose of preserving library materials is to make sure that collections of library materials are always available and ready for use.

Of course there are always obstacles in the process of organizing information in its implementation, which results in inaccurate information organization of library materials. According to an informant with the initials LSR, the obstacles to implementing information organization are 4 (1) Classification, in DDC we are required to purchase the book so that we can carry out the classification, but not all librarians have the budget to buy the DDC classification book, which is quite expensive, especially the editions that change over time. annual. Purchasing DDC books unofficially is not an justification, moreover it will trip over copyrights. If you use another classification such as UDC/LCC, of course it can be done, but the majority of users and librarians are more familiar with the DDC classification number than other classifications. (2) Cataloging, Cataloging can be done manually, but of course a library wants to continue to be relevant to the needs of users who are increasingly sophisticated with the

development of information technology. Therefore the library conducts online cataloging such as SLiMS, but the problem is that sometimes the data that has been entered is not displayed. (3) The expertise of librarians, librarians should have been taught how to classify and catalog library materials during their undergraduate education. However, with the development of developing information technology, librarians are expected to be able to operate various technologies that support libraries in service, but not all librarians have expertise in operating information technology. Therefore, librarians must learn new skills in IT, IT experts are also needed in terms of operating the library's web catalog. (4) Concern for library support institutions, such as university libraries. If the university provides sufficient budget for library development, then there will be no obstacles such as computers that are slightly outdated so that when used there is lagging, unstable wi-fi, and less diverse library materials. An old school computer certainly affects the online cataloging process because the book entry certainly uses a library computer, an unstable Wi-Fi cellular network will also have a very big impact on the online cataloging process related to the use of time used when cataloging.

According to an informant with the initials NJ, information organization is needed in information management, so that library materials and data resources in the library can be managed, compiled, and processed by librarians properly so that users can find it easier and more comfortable to find the information they need without having to increase the time spent. used in information retrieval because the information in the library is well organized.

The influence of information organization according to an informant with the initials LSR argues that the influence of information organization can be grouped into 4 influences based on parties around the university library environment, (1) Users, information organizations affect users in the efficiency of time used when searching for library materials they are looking for. If the library materials in the library use information organization in their processing, then the user does not need to exert too much effort if the library materials in

the library itself are systematically organized. Users only need to use the Online Public Access Catalog service or users can also directly ask the existing librarians. After that the user will get a call number from the library material that is searched for in the Online Public Access Catalog, it is in this event that we can see the results of information organization activities. Users who receive a call number can go directly to the classification number rack and look for library materials on the shelf according to the call number of the library materials obtained. (2) Librarians, the influence of information organization on librarians includes facilitating librarians in carrying out back office service activities such as when shelving. If library materials are organized systematically, it will make it easier for librarians to rearrange library materials that have been used by users. With the call number on the back of the book, then the librarian doesn't have to bother to return it to the shelf where the book was originally displayed. The librarian can immediately go to the shelf with the number that corresponds to the call number for the library material. (3) Libraries, the effect of information organization on the library itself is the increasing number of users who come to use the services available at the library. By organizing information in the processing of library materials, the library will undoubtedly look neatly arranged compared to not doing information organization. Classification and cataloging of library materials will attract readers' interest in reading, because users will find it easier to find library materials that are similar/topic or that have similarities. The call number on the book represents the subject of the book, so if the two books have the same call number, you can be sure that the contents of the book discuss the same thing. (4) University, the influence of the organization in the library for the university is that the library reflects the image of the university. If the library at the university is well cared for and has lots of collections and services, then the community will assume that the university cares about the continuity of learning. The results of information organization activities will make the library materials in the library tidy and easy to use by users, of course it will give the impression that

the university cares about the library and makes people's opinion of the university better. the influence of the organization in the library for the university is that the library reflects the image of the university. If the library at the university is well cared for and has lots of collections and services, then the community will assume that the university cares about the continuity of learning. The results of information organization activities will make the library materials in the library tidy and easy to use by users, of course it will give the impression that the university cares about the library and makes people's opinion of the university better. the influence of the organization in the library for the university is that the library reflects the image of the university. If the library at the university is well cared for and has lots of collections and services, then the community will assume that the university cares about the continuity of learning. The results of information organization activities will make the library materials in the library tidy and easy to use by users, of course it will give the impression that the university cares about the library and makes people's opinion of the university better. then the community will assume that the university cares about the continuity of learning. The results of information organization activities will make the library materials in the library tidy and easy to use by users, of course it will give the impression that the university cares about the library and makes people's opinion of the university better. then the community will assume that the university cares about the continuity of learning. The results of information organization activities will make the library materials in the library tidy and easy to use by users, of course it will give the impression that the university cares about the library and makes people's opinion of the university better.

The response from the informant with the initials LSR regarding the influence of information organization has an attachment to Wiji Suwarno's opinion regarding library duties as cited by (Suwarno, 2009) the duties of a library as a manager include starting from the process of storing, processing, compiling activities, easy to trace back and access by users, packaging so that it can be neatly arranged, as well as maintenance of library library materials. The duties of the manager include various care and maintenance so that all collections in the library are always maintained in an intact, clean and good status for use by users. Wiji Suwarno's opinion regarding the duties of a library as a manager bears a resemblance to the notion of information organization which is basically an information processing process.

A room or building can be said to be a library if it has characteristics including managing various kinds of library materials (Bafadal, 2011). Bafadal's statement is in accordance with the idea of an information organization, namely the management of library materials. Classification activities include selecting the subject of the book with the classification notation number listed in the call number on the back of the book, this activity is one of the processes of managing library materials carried out by a library. There are also cataloging activities such as using SLiMS and entering book profiles such as titles, authors, ISBN/ISSN, book covers, book descriptions, and book call numbers, which are also part of the process of managing library materials.

CONCLUSION

The conclusions drawn from this study are: Information organization which includes management, arrangement, information compilation activities influences the smoothness and success of library material preservation activities, which include: being able to make more efficient criteria for library materials to be preserved, being able to sort out library materials that are feasible to be preserved , and can make it easier for librarians to provide preservation and maintenance services for library materials.

Information organization in the preservation of library materials is needed in selecting which library materials will be preserved and which library materials are not yet very relevant for preservation of library materials.

According to the informant, the organization of information influences the university library on 4 parties, namely users, librarians, libraries and universities. The overall

aspects that influence are the activities of classifying library materials and cataloging library materials which make it easier for users and librarians. For the university itself, it will improve its image towards efforts to care for the learning and teaching process that occurs, because after all the library is a hallmark of a university's concern for the development of education.

There is an influence of information organization in the preservation of library materials within the scope of the college library. Because library materials that are not preserved can hinder the development of science, the existence of an information organization as a support for library material preservation activities will further maximize the preservation of library materials in the library.

In addition, suggestions for information organization activities as an effort to preserve library materials within the scope of higher education libraries include: information organization activities should be given more attention because information organization does not only cover information management but also how to arrange library materials such as classification and cataloging library materials which is one of the important foundations of the library because it involves how information is processed. Another suggestion is that facilities that are less supportive in organizing information activities should be able to provide more concern because the preservation of library materials is an effort to develop knowledge which will also support the Tri Dharma of higher education.

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