

## Implementation Of Library Materials For Enhancing Library Collections

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### ABSTRACT

*The library is an incentive that provides and provides a source of information and science to mankind. In fact, a library is a room, part of a building, or the building itself, used to store books and other publications that are generally stored according to the order of data to be used. (Basuki, 1991). In order to ensure high-quality information, the university library should be considered as part of the process of acquiring library material for the fulfilment of the information required by libraries and the development of a reliable collection of information sources. The development of this collection is carried out with the involvement of library staff, executives, researchers, as well as users or librarians. As for the development of this collection, it is the acquisition of library material or acquisition. The method presented in this article uses library research, i.e. the method of gathering data through understanding and studying the theories of various documents related to research. Library research in research has four stages, namely preparing the necessary documents, preparing work maps, setting time, and reading or recording research materials. This data collection uses a way to find sources and build from a variety of sources, such as books, journals, and previous research. Library materials derived from various references are critically analyzed and need to be further examined to support suggestions and ideas. The quality of a library depends on its collection, and the collection depends upon the selection process. It shows that the choice is very important for the library. If the selection is not properly considered, the library collection may not be able to meet the needs of its users or provide them with satisfaction. This will worsen librarians expectations of libraries. Users may not be allowed to use the library because they feel that they do not get the information they need. Therefore, librarians must be able to carefully and wisely select and select the materials to be included in the library collection.*

**Keywords:** Procurement; Library Materials; Collection; Library

### I. INTRODUCTION

The library is an incentive that provides and provides a source of information and science to mankind. In fact, a library is a room, part of a building, or the building itself, used to store books and other publications that are generally stored according to the order of data to be used. (Basuki, 1991). A library with the absence or lack of adequate collection, then the library will have difficulty providing maximum service to the user.

The main thing of the library itself is the collection or library material, therefore it is necessary to raise the development of collections. Collection development is a work activity of the library that provides and provides information resources and services for users in accordance with the needs, desires and interests of users (Soeatimah, 1991). To ensure high-quality information, college libraries should be considered as part of the process of procuring library materials for the fulfillment of information needed by users and the development of a collection of reliable sources of information.

The development of this collection is carried out by involving library staff, officials, researchers, and users or users. The development activities of this collection are the procurement of library materials or acquisitions. Acquisition is a job, part or task in a library that may and is tasked with holding library materials in printed or electronic form (Lasa, 1998). For this reason, every library is required to hold library material procurement activities so that the collections collected become more numerous and complete. Based on the information above, researchers aim to determine the development of collections through the process of procuring library materials.

## **II. THEORETICAL FOUNDATION**

### **1.1 Collection development**

Collection development is an activity that exists in libraries to show the strengths and weaknesses of existing collections in a library by relating to user needs and trying to improve these weaknesses (Evans, 1987). The concept of collection development is very important for libraries because by carrying out collection development activities, libraries can provide and provide collections that suit user needs. Here are some stages in the library collection development process:

- Community analysis, This stage is the first process in collection development activities to find out who segments library users. Analysis of user needs can be done in formal or non-formal ways. Analysis in a formal way is carried out by direct research to library users by knowing various factors such as factors such as education level, reading interest, factors related to socio-cultural, economic and even age and gender. As for non-formal, it can be done by reviewing every source or publication that already exists for the benefit of users. The essence of this community analysis is to collect relevant and accurate data regarding the needs and information needs of the users to be served by each related library.
- Collection development policy., This collection development policy is generally related to the problems of library materials developed, budget, and the priority of procuring types of collections. In this activity, the nature of the maish is fairly general, examples related to the priority of the type of library material to be held, the proposed budget fund, as well as a number of related collection development teams and so on.
- The selection process of library materials is a very vital activity in the collection development process. The existence of a collection is an important factor to determine the success of a library.

### **1.2 Procurement of library materials**

Procurement of library materials is one of the important parts that can be done to develop a collection of library materials in the library. Procurement of library materials is like a kitchen in a restaurant that every day must strive and process an interesting menu and liked by its customers. If the menu served matches the tastes of these customers, they will like to come, otherwise if what is served is not satisfactory maybe they will not come back again. The same is true of libraries.

Library materials that will be used as collections must be in accordance with the needs of users, adequate in quantity and quality. Therefore, procurement librarians must conduct

user need analysis of each library material that will be used as a library collection. In principle, the procurement of library materials in each library is one part of the work of libraries that have the task of organizing and developing collections that collect information in all kinds of forms, such as books, magazines, brochures, exchanges and purchases. The purpose of Procurement of Library Materials so that library collections are in accordance with user needs. Suitability is expected to increase the utilization of library collections.

The Library Procurement Team prepares library materials needed by the library after conducting user needs analysis, market analysis and library ownership analysis. The list of library materials to be purchased along with HPS (self-estimated price) is submitted by the Procurement Team to the Goods/Services Procurement Committee. Furthermore, this committee entered into a purchase contract with the goods provider (distributor). The results of the implementation of the purchase contract are then continued to the Examining Committee / Recipient of Goods (Library Materials).

### **1.3 How to procure library materials**

#### **1) Purchase**

The process of procuring collections by means of purchase is as follows:

- Survey any collections that are of interest to users or receive submissions from users to hold the requested collections
- Collect about collections that have been requested by users
- Sort out the title according to selecting the book whether the book is worth buying or not
- Check the price of books in Desiderata, library funds are sufficient or not to buy
- Verify the title of the book, whether the book is already owned by the library or not
- Create an order list

#### **2) Place an order**

Receive and check the book whether it is in accordance with what was ordered and check the condition of the book that has been sent, if the book ordered is not suitable, the library will return the goods. The next stage is carrying out inventory activities. After all the above processes are complete, the book can be processed or ready to be processed.

#### **3) Gifts or donations**

Can be obtained from lecturers, government, students or alumni. In this way, not all collections received will be processed. Before the collection is processed, there will be stages that are passed. That is:

- Check in the library collection whether the book is already owned or not
- Highly needed by library users
- Does not burden storage and maintenance costs
- Check the condition of the book, if there is a damaged book or the year of publication is long, the book cannot be processed.
- Exchange, Exchange to other libraries with the following conditions: 1) Self-published library materials (regional bibliography, regional master catalog), 2) Not yet owned by the library, 3) Collections that are used as exchange materials are excess collections of more than 5 copies of titles resulting from gifts or donations. (If you want to exchange collections, clear communication between collaborating libraries is needed).

### **1.4 Library material selection procedure**

The selection of library materials is an activity of selecting or selecting library materials. In the process of selecting or selecting library materials, selection tools are usually needed in the form of publisher catalogs, bibliographies, brochures of new publications, or it can also be sourced from collections that have been held this to increase the number of copies or to add book titles that are currently needed. Selection or selection of library materials requires guidelines that refer to the principle of selection. According to Darmono (2007: 71) the principle of selection is a reference used by libraries to fill collections in their libraries, and the following are principles in the selection of library materials.

## **III. METHOD**

The method presented in this article uses literature research, which is a method of collecting data through understanding and reviewing theories from various documents related to research. Literature research in research has four stages, namely preparing the necessary documents, preparing work folders, managing time, and reading or recording research materials. This data collection uses a way to find sources and constructions from various sources, such as books, journals, and research that has been done before. Literature material obtained from various references is critically analyzed and needs to be further examined to support suggestions and ideas.

## **IV. RESULTS AND DISCUSSION**

### **A. Collection Development**

Collection development is a series of processes or activities, such as the creation, selection, acquisition, maintenance and promotion of collection development guidelines, as well as classification and evaluation of collection use, with the aim of achieving goals. Connect users with library resources. Collection development includes activities for selecting and obtaining library materials, but only if these activities are in line with the guidelines set by librarians in collaboration with the academic community. Another meaning of collection development is the process of ensuring that the information needs of library users are met through the timely and appropriate use of existing information sources, the selection of which requires the knowledge and skills of librarians.

Collection development according to Law Number 43 of 2007 concerning Libraries is an effort to improve library resources, services and management quantitatively and qualitatively. For this reason, collections are developed based on their characteristics, functions, and purposes, and meet the needs of users and society through the use of information and communication technology. Collection development plays an important role in library activities to ensure the success of empowerment/skills programs that are analyzed needs so that libraries can support institutions as input to education.

### **B. Selection of Library Materials**

Library material selection is the process of identifying library materials to add to existing collections in a library, and is an important thing to do because it is related to the quality of a library. If the library cannot choose library materials correctly or does not suit the needs of users, then the collection will have no meaning to users. According to user needs, users use

the collection appropriately and according to their expectations. The library's primary role as an educator is to take full responsibility for providing high-quality materials of the quality determined by the librarian.

Therefore, each library material must be carefully selected according to the needs of the library users themselves. The selection or selection of library materials aims to further develop library collections in accordance with the library, so that it can meet the needs of users according to the times, without making fundamental changes. The main role in selecting library materials in each library is to build a strong collection for the benefit of library users.

The quality of services provided and user satisfaction depend largely on the availability of library collections. If available resources do not support this, library staff are powerless. The available collections are developed using a planned selection process. By choosing library materials, libraries can provide the best services to meet the needs of their users. Meeting user needs contributes to the success of the library as a source of information. However, when choosing library materials, librarians must demonstrate skills such as: Mastering the available bibliographic means, understanding the peculiarities of the publishing world, knowing the background of users, understanding their needs, reflecting a neutral nature, and increasing library ownership, as well as deep understanding, acquiring superior reading and acquiring skills. Although librarians are expected to meet the skills listed above, all librarians must be able to select good, accurate, and superior library materials and provide introductory materials that guide readers to higher levels.

### **C. Principles of Library Material Selection**

Principles are needed when choosing library materials for your library. The principle of selection becomes a reference used by libraries to expand their collections. The basic principles in the selection of library collections include: 1. Library materials included in library collections should be carefully selected by referring to the priority scale set by the library and adjusted to the needs of users. In this case, the priority scale is different because the types of libraries are different and the users served by each type of library are different. 2. Procurement of library materials must be carried out in accordance with written provisions which are library collection development policies and approved by the head of the library institution. Other principles in the selection of library materials for a library are based on the interests and needs of its users, among others: Further library development to meet the Purpose, Function, and Scope, Knowledge and Quality Requirements. User demand for library collections will continue to increase over time.

Therefore, libraries should pay attention to the collection development system, not neglect the principle of collection development, and anticipate. In this way, the library is always updated with the latest developments and curriculum. Libraries that maintain the quality of their collections will have a positive impact on the library services themselves, and users will continue to return to library collections that can meet their needs. Therefore, these principles should be followed when choosing library materials. Therefore, Library materials should be carefully selected based on priority, author, topic, and documented policies of the Library itself. Its implementation requires a method or procedure. Methods and procedures are also required to select library materials that meet the needs of users.

## V. CONCLUSION

The success of collection development can be achieved if the stages of selecting library materials are carried out properly and correctly. Creating the quality of a collection is an important step in the selection of library materials. The quality of a library depends on its collection, and collections depend on the selection process. This shows that choice is very important to libraries. If its selection is not well considered, the library's collection may not be able to meet the needs of its users or provide satisfaction for them. This will worsen user expectations of libraries. Users may not be allowed to use the library because they feel they are not getting the information they need. Therefore, librarians must be able to carefully and wisely select and select materials to be included in the library collection.

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