

# AUTOMATION MANAGEMENT TRAINING FOR COMMUNITY LIBRARY

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**Abstract**—The concept of automation community library providing the internet-accessible digital collection can be the alternative to obtain information efficiently. The improvement of the community library management is required to implement the concept. A qualitative approach with descriptive method is used to describe the training given to the community library staff. The training is held as the attempt to automate the community library program. This study shows that the conformity between the staff's competency and the implemented information technology is needed to fulfill the society's need for the information.

**Keyword:** *Training, Automation, Community Library.*

## I. INTRODUCTION

Information Technology (IT) has been implemented in all fields, such as in library science. Regarding Library science, IT is applied in a community library. Community library is necessary to increase the society's awareness of the importance of information for life. The development of various reading sources, a cyber-library for example, reflects the development of IT implementation.

The need for IT is highly connected to community library, playing a significant role in preserving and delivering information on science and culture. The rapid development of Communication and Information Technology (CIT) has changed the society's life style. CIT has already led the society to the globalization era faster than we have ever imagined before. As the result, "instant" information has rapidly spread all over the world. In a brief time, the rapid change will influence the society itself (Raditya, 2011).

Public libraries with conventional service characteristics have been abandoned, along with the development of technology and the development of cities towards "smart city" (Leorke, 2018). The IT development forces the community library, functioning as the information source, to change the way it works. Community library should be new-technology friendly. The IT development also indirectly has affected the community library staff and visitors. The staff is required to be able to fulfill the need of the visitors who are looking for the actual, accurate information. Every library service should adjust to the IT development (Undang-Undang No. 43 Tahun 2007). The implementation of CIT in managing library such as community library is helpful.

United Nations survey shows that the Bandung City people's interest in reading is low (0.001%) (Nashear, D. 2016). The improvement of the service as well as innovation of community library can invite the people to increase their knowledge. Therefore, the advanced technology and good accessibility in every community library should be paid attention. The implementation of

advanced technology and good accessibility can be realized through automation community library.

Automation community library refers to the computerized-management community library. Applying web-based information system in community library is one of the examples integrating a community library management with computers.

Automation community library is simply defined as a process of library management integrated with Information Technology (IT). Using IT, efficiency at (manual) work can be achieved easily. In addition, data processing can be conducted more accurately and traced easily (Raditya, 2011). Hence, the community library staff will have more time to pay attention to the library development since the repeatable work has been handled by computers.

*Simacam* or *Sistem Informasi Perpustakaan Umum Taman Baca Masyarakat* or translated as Information System of community library refers to the web-based community library. All of the operations have been integrated with the Internet browser generally used by the society. SIMACAM is developed as a gate for the community library staff to create an automation library. SIMACAM is a part of the automation library implementation. It provides service that is accessible through the Internet.

The concept of automation community library providing digital collection and accessible through the Internet can be the alternative to fulfill the society's need for the actual and "instant" information. However, the implementation of this concept also requires the improvement of the community library management. This requirement is needed to maximize the concept implementation. Hence, the conformity between the implemented information technology and the community library staff is the solution to enhance the service of facilitating the society to obtain information

During this time, several studies on library, focused on the development of school libraries, universities, and those attached to other educational units. Some studies on community library emphasize the development of library computing systems compared to the management of community library and the development of community library resources.

As the implementation of IT goes, the community library staff's role has shifted; they used to work manually but now, as the communication technology has rapidly developed, they also have to do the metadata of the information taken from various sites. Through this metadata collection, the visitors can find information easily. Thus, the competency of the automation community library staff should be enhanced. They should be ready to face every challenge of automation-based

community library. They are also required to acquire knowledge of automation system devices as well as the automation system procedure related to the community library (Suku and Pillai. 2005: 151-159).

## II. METHOD

This study uses a qualitative approach with descriptive method. Descriptive research methods are used to try to solve or answer the problems being faced in the current situation. Conducted by taking steps to collect, classify and analyze / process data, make conclusions and reports with the main purpose to make a description of a situation objectively in a situation description. Descriptively describes the training activities in the automation of community library. The subjects in this study consisted of key informants and supporting informants, key informants were participants in the community library management automation training, while supporting informants were training instructors and chairman of the institution. The research data was collected through in-depth interviews, observation and documentation. Data analysis is done through the stages of data reduction, data presentation and data verification or conclusion (Moleong, 2014).

## III. RESULT AND DISCUSSION

Community Library becomes one of the information sources for the society. The development of Information and Communication Technology (ICT) changes the way community library staff provides information. The paradigm of a traditional community library - which only provides printed books or a room to read - has changed. Today, through ICT, community library is associated with digital service. It means, the community library staff does not only provide the printed books or a room to read but also e-book and digital lending service.

Library and Archives Service of Bandung City has launched a program called "SIMACAM" (*Sistem Informasi Taman Bacaan Masyarakat*) or translated as the Information System of community library which is based on the INLISLite version 3 application; this application facilitates the community library staff in Bandung City manage the library. This application helps them do a digital book lending service and organize the community library membership. This training is given to the staff managing the book circulation, lending book service, and membership for the community library. The display of "SIMACAM" website can be seen on figure 1.



Figure 1.

Sumber: <http://rbujungberung.tbm.dispusip.bandung.go.id/>

This training focuses on the introduction features available on the website "SIMACAM" which is given to the staff of the community library. There are some points the training gives. First, giving the staff the introduction to the setting or administration. This can help them identify the setting features associated with the operationalization of the automation community library; if they can use the features, they will be able to manage the community library easily and identify the challenges they might face in the future. Some points the staff should understand of the setting or administration of the application called INLISLite used in the training include: a) setting the username's officer. To do this, the staff will have the access to "log-in". They will be the responsibility for taking care of the account and obtain a super admin access. b) changing and resetting password. The officer should understand the steps to change and reset password so that they know what they should do to change or reset the account. Of course, they will be given the special access as an admin to be able do this. c) numbering and coding the collection. Giving each collection (inventory) number and code helps them find and categorize it. d) taking care of the membership and book lending rule. This point describes that the staff

should know the procedure to borrow the collection structurally and systematically (A, Hakim. 2016).

Second, giving the training on the collection management. This collection management is important in conducting the Community Library. The collection management includes a) inputting the collection data - during the inputting the data, the staff should copy the bibliography data of each collection such as the title, author, publisher, etc. - and b) adding the collection data. The staff should add the data of the location and availability of the exemplar of the collections and create the digital content of each collection. Then, they have to print the label for each collection and a catalogue card (Hakim. 2016).

Third, managing the membership data of the community library. This management is aimed at facilitating the book lending service for the members or visitors. Through the management, the transaction of borrowing and returning the book or collection will be more efficient. During the training, the community library staff will learn: a) organizing the membership data. Organizing the membership data can be conducted by the members or visitors themselves. However, through

a digital feature, the staff can input the members or visitors' data. Organizing the data helps the staff determine the membership type new members or visitors will receive. Then, the staff is responsible for the membership activation so that the visitors can borrow or return the collection they need. b) Determining the lendable collection category. The staff can determine certain collection that the visitors can borrow. c) Printing the membership card. The staff is responsible of taking care the data of old and new members. So, the visitors can get their printed membership data when needed since INLISLite has the feature allowing the staff create a membership card for each visitor. The staff can insert the photo of the card user (A, Hakim. 2016).

Automation community library facilitates the library staff to deal with the more structured and systematic data collection. As the result, searching for the collection needed will be easier. The automation concept has created a more efficient way to organize the lending service (Laurent, 2017). The aims of the training are not only about introducing the automation community library program but also encouraging the library staff to develop the more efficient service to attract the visitors' attention to read.

#### IV. CONCLUSION

The staff of community library should be ready to face the challenge when they use CIT in organizing and managing the community library. They should obtain knowledge of and skill to deal with the automation mechanism, the essence, and the change of the automation system used for community library. community library is created to fulfill the society's need for information.

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