THE APPLICATION OF SENAYAN LIBRARY MANAGEMENT SYSTEM (SLIMS) FOR LIBRARY COLLECTION AND INFORMATION MANAGEMENT AT RELIGIOUS TRAINING CENTER OF ACEH

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ABSTRACT
Library management ideally use an automation system to provide optimal services. However, the library management in The Religious Education and Training Center of Aceh (BDK Aceh) has been done manually, which impacted on less effective and efficient performance. Therefore, it is important to optimize the library management at BDK Aceh. This study focused on describing the stages in optimizing the collection management of the BDK Aceh library through Senayan Library Management System (SLiMS) application. Sources of data in this study were the Head of BDK Aceh, librarian, staffs, and trainers of BDK Aceh. This study showed seven stages of SLiMS utilization; (1) coordinating and consulting, (2) downloading and installing SLiMS into the library computer, (3) uploading the bibliographic data of library collections on the SLiMS application, (4) uploading the cover of library collections, (5) setting the SLiMS online to the internet, (6) socializing the automation system, (7) evaluating the automation system. This library management using SLiMS at BDK Aceh has resulted in five outputs, namely: (1) bibliographic databases in digital form, (2) video tutorials on the use of automation systems, (3) an online library with the website librarybdaceh.com, (4) online circulation services, and (5) automatic library membership cards. The use of the SLiMS escalates performance in library collections management, thus resulted in better service quality which suits the regulations of the industrial revolution. Users can easily browse information about library collection and access the BDK Aceh library anywhere and anytime through the website. In addition, users can get quick and accurate information about library collections.

Keywords: Library Management, Library Automation System, SLIMS

INTRODUCTION
A library is a room or building used to store books, other written works that are stored in an orderly manner for the benefit of the readers. The books and written works include all printed materials, books, magazines, reports, pamphlets, proceedings, manuscripts (manuscripts), sheet music, various musical works, various audio-visual media works such as films, slides, cassettes, LPs, micro forms such as microfilm, microfiber, and micro opaque (micro opaque). A library can also be defined as a place to store a collection of books, manuscripts, and other library materials used for the purposes of learning, reading, recreation, comfort, or pleasure.

This means that the library is not only a place to store books, or a book warehouse, but also various materials and other works that can be used as literacy for users, both in print and digital form. All educational places, agencies, institutions, cooperative bodies always provide a library or reading room. Today’s library identically refers to a place to find information, rather than a place only to store and find books. The information must indeed related to the needs of users where the library is located.
Libraries generally provide semi-scientific and popular information that is actual and factual. To manage this information, having professional staff who understand the proper way of managing a library is the key. Systematic organizations and systems are vital to regulate library materials and information from the process of procurement, circulation, service to the users must. Concerning the current user needs, libraries should be able to be accessed digitally or virtually. The library at the Religious Education and Training Center of Aceh (BDK Aceh) owns collections and information related to education and training, i.e. in the fields of education, religion and administration. The BDK Aceh library plays a vital role to meet the needs of the organization, especially employees, instructors, and training participants in obtaining the references and information needed.

However, the library management at the Aceh Religious Education and Training Center has not been optimal. This is due to the absence of a special automation system for library management. Activities of the Aceh BDK library are mainly carried out in a conventional way. Book processing activities such as inventory and cataloging are still carried out by writing the book data in the Main Book and Inventory Book. Circulation services such as book loan and return are done manually by writing the data on a Circulation Book. The process of searching or browsing library collections has not used a computer. The activity of recording library visitor data is also still written in the visitor’s book.

Based on the above conditions, the solution is to utilize The Senayan Library Management System (SLiMS) application. SLiMS is an open source library automation system that was first built and used at the Ministry of Education and Culture Library. It is hoped that with the use of the SLiMS application, the BDK Aceh library will make a greater contribution to information management and literacy for users.

The impact of poor library management at BDK Aceh library are: (1) Library services become slow because users will find it difficult to search for information; (2) Librarians will find difficulties in managing libraries; (3) Librarians will find difficulties in knowing the call number of collections in the library accurately; and (4) Librarian’s productivity has decreased due to conventional collection management.

The activation of SLiMS application has been conducted by the author during the actualization of the basic training (Latsar CPNS). The SLiMS application can currently be accessed and used. Therefore, to describe all the stages of these activities, a report has been prepared which has been amended in the form of an article with the title "The Application of Senayan Library Management System (SLiMS) for Library Collection and Information Management at Religious Training Center of Aceh".

RESEARCH PROBLEMS

The most appropriate library management is to use an automation system, so that the services provided can be more optimal. However, the management of the BDK Aceh library is still done manually which impacted on ineffective library activities. Therefore, it is necessary to optimize the management of the BDK Aceh library through the application of the Senayan Library Management System (SLiMS). The problems in this research were formulated as follows:

1. What are the stages of optimizing the management of the BDK Aceh library through the application of the Senayan Library Management System (SLiMS)?
2. What are the results of the application of the Senayan Library Management System (SLiMS)?
RESEARCH OBJECTIVES AND SIGNIFICANCE

The purpose of this study is to describe the stages of library collection management activities in BDK Aceh through the application of the Senayan Library Management System (Slims). This research is expected to be useful for:

1. BDK Aceh in carrying out one of its missions, i.e. "Innovative towards the administration and training service system";
2. Bagi BDK Aceh Library by having an application system that makes it easier to manage the library;
3. Librarians in developing innovations to carry out their duties as library managers.

METHODOLOGY

This research uses an approach that examines natural conditions, where the researcher is the key instrument (Sugiyono, 2005). The research was carried out by observing phenomena and data that looked more at the substance of the meaning of the phenomenon, so that the focus of the process the meaning of the results. Research activities were carried out at the Aceh BDK library for 30 days from October 13 to November 17, 2021. Data collection was carried out by means of observation, interviews, questionnaires and documentation. Data analysis and data presentation were carried out using flow modeling techniques which included activities (1) reducing data, (2) presenting data, and (3) pulling and leveraging.

RESULT AND DISCUSSION

The planning, installation and utilization of SLiMS in BDK Aceh library was carried out in the actualization of the basic training (Latsar CPNS) at the Ministry of Religion in 2021. The author is a participant in the class VII latsar. The stages were:

1. Intensive coordination and consultation with leaders, trainers, mentors and the BDK Aceh IT team.
2. Downloading the SLiMS application on the library computer
3. Uploading bibliographic data of library collections in the SLiMS application
4. Scanning the cover of the library collection
5. Setting up SLiMS to the internet
6. Socializing about the automation system
7. Evaluating the automation system
8. Writing the Report
9. In more detail, it can be described as follows

Intensive coordination and consultation with leaders, trainers, mentors and the BDK Aceh IT team.

Stages of activity

The stages of this activity include: Setting up a meeting schedule with mentors and coaches; Consulting and asking for recommendations from mentors and coaches regarding the formulation of problems, problem solving ideas and steps for activities to be conducted; and Coordinating with mentors and coaches intensively and regularly.
Constraints and solutions
The obstacle at this stage was the difficulty of adjusting the time with mentors, coaches, Head of BDK, and other parties involved. So, the solution was that the writer proactively contacted and made an appointment for a consultation with a mentor, coach, Head of BDK, and other parties involved.

Result
The results (outputs) of the activity at this stage were the approval of the Core Issue, the direction and guidance of mentors and coaches, and good coordination with mentors and coaches.

**Downloading the SLiMS application on the library computer**

Stages of activity
The stages of this activity include: Preparing the hardware (computer); Open the SLiMS website on the internet; and Download the SLiMS application.

Constraints and solutions
Constraints at this stage of activity were errors during the installation process. The solution taken by the author was to ask the IT team for help to ensure a smooth installation process.

Result
The result (output) obtained from this activity stage was the SLiMS automation application system.

**Uploading bibliographic data of library collections in the SLiMS application**

Stages of activity
The stages of this activity include: Typing bibliographic data in .xlsx format; and Upload bibliographic data in .xlsx format to the SLiMS application.

Result
The results (output) obtained from this activity stage were the bibliographic database of library collections on the SLiMS application and reports on the number of collections, availability and information in database form.

**Scanning the cover of the library collection**

Stages of activity
The stages of this activity include: Taking pictures/Scanning the cover of library collections; and Uploading a cover image of the library collection in the SLiMS application.

Constraints and solutions
The obstacle at this stage was the limited facilities as there was only one scanner used to scan the cover of the collection. The scanner was also needed to be shared with other office staffs. Therefore, photos of the collection cover were also taken using a cellphone.
Result

The result (output) from this activity stage were the cover images of the library collection.

Setting up SLiMS to the internet

Stages of activity

The stages of this activity include: Coordinating with the IT team regarding the installation of the SLiMS application to the BDK Aceh office server; Purchasing the librarybdkaceh.com domain; and Installing the SLiMS application to the BDK Aceh office server.

Solutions

The obstacle at this stage of the activity was the limited facilities and infrastructure. There was only one scanner available to be used. Therefore, photos of the collection cover were also taken using a cellphone.

Result

The output from this stage is the existence of an online BDK Aceh library with the website librarybdkaceh.com.

Socializing about the automation system

Stages of activity

The stages of this activity include: Making posters and video tutorials to socialize the automation system; Promoting the automation system through social media (Whatsapp, Instagram, and Facebook) using BDK Aceh library account; Making an announcement on the BDK Aceh information board; and Asking the IT team’s help to add a link to the BDK Aceh online library at the BDK Aceh web.

Result

The results (outputs) from this activity stage were the existence of socialization posters, video tutorials on the use of library websites, and socialization of automation systems in various media.

Evaluating the automation system

Stages of activity

The stages of this activity include: Observing the increasing number of library visitors; Designing a simple questionnaire; Distributing questionnaires and Conducting interviews; Recapping the results of observations, questionnaires and interviews; and Analyzing the results of observations, questionnaires and interviews.

Result

The result (output) from this activity stage is a description of the evaluation report on the automation system.

Wring the Report

Stages of activity

The stages of this activity include: Preparing data and information relating to activity reports; Drafting of the Report on the Actualization Results; Conducting consultations with
coaches intensively and periodically; Revising the Report on the Actualization Results; and Finalizing the Report on the Actualization Results.

Result
The result (output) was the Actualization Result Report.

From planning until the application of the Senayan Library Management System (SLIMS) was completed and used in collection management activities, information on the library of the Aceh Province Religious Education and Training Center had several positive impacts. The SLIMS application is very effective and efficient, not only in terms of management by librarian, but also attracts more visitors' interest in utilizing library functions.

Each stage of the activity that has been carried out basically has no significant obstacles. Currently the Aceh BDK library has a collection of:

<table>
<thead>
<tr>
<th>NO.</th>
<th>Collection Types</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Books</td>
<td>306 title</td>
</tr>
<tr>
<td>2</td>
<td>Journals</td>
<td>135 title</td>
</tr>
<tr>
<td>3</td>
<td>Magazines</td>
<td>107 title</td>
</tr>
<tr>
<td>4</td>
<td>Modules</td>
<td>150 title</td>
</tr>
<tr>
<td></td>
<td><strong>Total Collection</strong></td>
<td><strong>698 title</strong></td>
</tr>
</tbody>
</table>

Source: Annual Reports of BDK Aceh Library

Based on the above data, the collections available at BDK Aceh library are mostly books with a total of 306 titles. These collections support the literacy and information needs of training activities. Looking at the current needs, the BDK Aceh library is currently proposing to procure ten books. The administration of library management is also getting more complete. Currently, the BDK Aceh library already has documents in the form of online visitor books and manuals, long, medium, and short term library programs, as well as annual reports. In addition, the number of library visitors has also increased, in 2020 the number of visitors recorded in a year is 440 people. Meanwhile, in 2021 the number of visitors can be listed as follows:

<table>
<thead>
<tr>
<th>NO.</th>
<th>Month</th>
<th>Total visitor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>January</td>
<td>30</td>
</tr>
<tr>
<td>2</td>
<td>February</td>
<td>47</td>
</tr>
<tr>
<td>3</td>
<td>March</td>
<td>60</td>
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<tr>
<td>4</td>
<td>April</td>
<td>29</td>
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<td>5</td>
<td>Mei</td>
<td>55</td>
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<tr>
<td>6</td>
<td>June</td>
<td>64</td>
</tr>
<tr>
<td>7</td>
<td>July</td>
<td>43</td>
</tr>
<tr>
<td>8</td>
<td>August</td>
<td>45</td>
</tr>
<tr>
<td>9</td>
<td>September</td>
<td>30</td>
</tr>
<tr>
<td>10</td>
<td>October</td>
<td>39</td>
</tr>
<tr>
<td>11</td>
<td>November</td>
<td>58</td>
</tr>
</tbody>
</table>

Based on the above data, the collections available at BDK Aceh library are mostly books with a total of 306 titles. These collections support the literacy and information needs of training activities. Looking at the current needs, the BDK Aceh library is currently proposing to procure ten books. The administration of library management is also getting more complete. Currently, the BDK Aceh library already has documents in the form of online visitor books and manuals, long, medium, and short term library programs, as well as annual reports. In addition, the number of library visitors has also increased, in 2020 the number of visitors recorded in a year is 440 people. Meanwhile, in 2021 the number of visitors can be listed as follows:
Based on the table, it is known that there will be an increase in the number of visitors in 2021, especially after the application of SLiMS. For BDK Aceh, the implementation of this actualization resulted in innovative work that supports one of the missions of the Training Center, i.e. "Innovative towards the administration and education service system". There are 5 things that have been achieved in the management of the BDK Aceh library after the implementation of the Senayan Library Management System (SLiMS), they are:

1. Collection bibliographic database in digital form
2. Video tutorial on using the automation system
3. Online library with the website librarybdkaeh.com.
4. Online library collection circulation services
5. Printable library membership card.

The application of SLiMSs provides convenience in managing library collections based on information technology for better library management which is in line with the regulations of the industrial revolution. Users can easily browse library collection information, access the library anywhere and anytime through the website. They also get information related to library collections quickly and accurately.

Nevertheless, an extension of the library bdkaceh.com domain subscription has been carried out for 1 year. Therefore, the library website can be managed optimally without worrying about the short subscription period. The automation system application also needs to be upgraded to a higher version, so that the management of collections and library services will be more effective and efficient.

CONCLUSION

In order to maximize library collection management activities in the future, several aspects need to be improved, they are:

1. Librarian should install the online Dewey Decimal Code (DDC) manual so that the library collection classification number format is uniform.
2. Management of library collections must be carried out in accordance with Standard Operational Procedures so that there are no collections that there is no unrecorded book entered the shelves.
3. A barcode scanner should be procured for fast and easy circulation services.
4. ANEKA values must be applied not only during actualization, but also to become a habit within the organization.
5. The use of the SLiMS application for library collection management activities is expected to be replicated by other libraries.
REFERENCES


