



Management Functions of Library and Archives Department of Tanjung Balai

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ABSTRACT

This research was conducted at the Library and Archives Service of Tanjung Balai City. The purpose of this study was to determine the controlling management functions and facilities of the Tanjung Balai City Library and Archives Service. This research is a descriptive study using a qualitative approach, data collection techniques with observation, interviews and documentation. In this study, 5 librarians and users at the Library and Archives Service of Tanjung Balai City became informants. The results of this study indicate that the Library and Archives Service of Tanjung Balai City in terms of the management function controlling the facilities is still lacking because the procurement of facilities is hampered due to an inadequate budget at the library. Another factor is the lack of controlling management. Library staff at the Tanjung Balai City Library and Archives Service only use makeshift facilities that can still be used and only depend on the budget from the Tanjung Balai City government.

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1. INTRODUCTION

One of the principles of librarianship states that libraries are created by the community and from community funds with the main aim of serving the interests of the community. Users as members of society have cultural and informational needs. There is no doubt that the library is a very important/vital facility for all levels of society, both for developed countries, developing countries and even poor countries. Now the library is getting closer to the community, in almost all corners of the area we can find small libraries which are more commonly known as Reading Gardens. Even now, the surrounding library has also started to reach every province in Indonesia. One of them is in the area of North Sumatra, namely the city of Tanjung Balai which has a public library located in the center of the city of Tanjung Balai. Considering that Tanjung Balai has now become a city that is visited by many people from various regions in Indonesia. Because Tanjung

Balai has one of the largest trade centers for used imported goods. So that many visitors from outside the Tanjung Balai city area deliberately come to shop at the Tanjung Balai monja. So, if the Tanjung Balai city library and archives service can attract the attention of visitors, it is very likely that the Tanjung Balai city library will become one of the visiting destinations in the city of Tanjung Balai.

In fact, there are people who do not take advantage of the existence of the library that has been provided by the city government. In other words, human resources, adequate facilities and infrastructure, as well as regular socialization activities accompanied by sufficient budget funds for operational needs in carrying out library services so that it will affect the development of the library itself as well as the community and users will feel a good effect on it.

One of the factors that greatly affect user comfort is the facilities. Library facilities are all library equipment that makes it easier for users to use the library, as well as in facilitating the activities of librarians in managing the library. In improving the quality of the library, librarian performance depends on the availability of buildings and their facilities. Lack of facilities has an impact on service limitations and user comfort

Management is all efforts in utilizing resources to achieve goals effectively and efficiently in the estuary of all managerial behavior (Syarifuddin, 2017, p. 38). Management is the science and art of taking action to achieve goals. Management as a science is the accumulation of systematized knowledge or an organized body of knowledge.

According to its development, management functions vary greatly both in context and in its name (Yusuf, 2012, p. 11). The management functions proposed by experts are not the same. Management functions are a series of activities carried out in management based on their respective functions and following certain stages in their implementation.

1. Planning (Planning)

Planning or planning, namely the process involving efforts made to anticipate future trends and determine appropriate strategies and tactics to realize organizational targets and goals. In the planning function, the management team must determine the steps to be taken, formulate the risks and obstacles that will be encountered. The most important point is that in this planning function, management must have a future vision regarding the direction the organization or company will run.

2. Organizing (Organizing)

Organizing is a process that involves how the strategies and tactics that have been formulated in planning are designed in an appropriate and strong organizational structure, conducive organizational system and environment, and can work effectively and efficiently to achieve organizational goals.

3. Controlling

Control and supervision, namely the process carried out to ensure that all series of activities that have been planned, organized and implemented can run according to the expected targets even though various changes occur in the work environment. At this stage, supervision is also carried out to avoid risks that might occur. Supervision is intended to measure the extent to which the results have been achieved and compared with what was previously planned.

4. Implementation (Directing)

Directing, namely the process of implementing the program so that it can be carried out by all parties in the organization as well as the process of motivating so that all parties can

carry out their responsibilities with full awareness and high productivity. (Sunarji, 2016, p. 24)

5. Budgeting

The function of budgeting management is to control the organization by planning accounting and filings regarding the budget needed by organizations and companies. Management needs to make a basic budget plan such as expenses, cash flow, and projections regarding the company's source of income.

Public Library

In general, the definition of a library always includes collection, storage, and user elements. The definition of a library generally distinguishes a library as a building or physical accommodation where books are stored, which is different from the notion of a library as an accumulation of library material in a broad sense. (Sulistyo B., 1991, p. 4)

Based on the description above, it can be concluded that the library is a place where books and other literature such as magazines, newspapers, maps, CDs, microfilm and other library materials are stored to be used as a source of information for users. The public library is a place where books and other immaterial materials are kept for lending to the general public. Public libraries provide educational materials that can be used by a community to promote the area. (Yusuf, 2009, p. 360)

2. RESEARCH METHODE

This research is a descriptive research with a qualitative approach that is intended to provide an accurate and factual description of an event from the natural object under study and the key instrument is the researcher. According to M. Hikmat (2011) descriptive research is an activity that includes data collection in order to test hypotheses or answer questions concerning the current state of the subject of a study. Researchers used observation and interview methods in collecting the data. The results of this qualitative research emphasize the meaning of the data obtained rather than generalizations. So that this descriptive research method with a qualitative approach is used to understand the meaning behind the data from research on the activities of the management function at the Tanjungbalai library and archives service. The intended meaning is actual data, definite data, namely a value behind visible or visible data

3. RESULT AND ANALYSIS

Management Functions of Library and Archives Department Of Tanjung Balai

The management function is a series of activities that regulate the use of human resources in an organization to obtain high and maximum performance in various types of organizations. The controlling management function (control) in the library is an activity that can be interpreted as carrying out observations, research on all librarianship tasks or work carried out by the library manager (a certain person who has the task of being a supervisor) so that it is in accordance with the applicable rules and regulations so that the expected goals are achieved library according to the expectations of users and the community. Based on observations and interviews, researchers found that the controlling management function was not going well with various factors.

The management function, in this case Controlling at the Library and Archives Service of the City of Tanjung Balai, is still not going well caused by several factors, starting from the lack of attention of a head of the library service where in this case the head of the library is very influential in the running of the management function in this case such as librarian professional development

and staff motivation. Then the facility factor and library resource factor which means that the standards set by the government regarding SDP (Library Resources) and infrastructure for libraries have not been implemented optimally due to the next factor, namely the budget. The budget factor is very influential in controlling management because one of the objectives of controlling management is to ensure the implementation of library performance programs, control of SDP, budget and other library management functions.

Facilities need to be prepared by the library in full because these facilities will affect the success of the library in providing services. Complete facilities are of course the hope of users and librarians. Library facilities consist of: (1) furniture, (2) equipment, (3) collections, (4) SDP (library resources).

I feel that there is incompleteness in the facilities at the Library and Archives Service of Tanjung Balai City due to budget factors, the longevity of the facility, and the absence of competent librarians. The budget factor is very influential in supporting the success of the library because the budget is so needed in the development of facilities in the library. The budget procurement policy at the Library and Archives Service of Tanjung Balai City is based on the Tanjung Balai City APBD which has been regulated in the Tanjung Balai Mayor Regulation concerning Position, Organizational Structure, Duties and Functions and Work Procedures of the Tanjung Balai City regional finance, revenue and asset management agency.

The next factor is the lifetime factor which requires special attention in preserving the facilities in the library. Especially the preservation and conservation of collections of library materials so that collection facilities can survive and be kept clean. Electronic facilities such as air conditioners, printers, LCDs are supporting facilities in libraries, such as air conditioners are needed to maintain temperature stability in collections in the library because if air conditioning is lacking it will cause printed collections such as books to turn brown in color and drier in seconds so that it can make the sheet of paper to be easily torn. According to the researchers, the damage factors found at the Tanjungbalai Library and Archives Service were in accordance with what was described by that, starting from environmental factors and human factors.

4. CONCLUSION

The management function, in this case Controlling at the Library and Archives Service of the City of Tanjung Balai, is still not going well due to several factors, namely:

- a) Head of Library Service factor
- b) Library Facilities Factor
- c) Library resource factor
- d) Budget factor

The existence of incompleteness and damage to the facilities at the Library and Archives Service of Tanjung Balai City was caused by budget factors, the factor of the useful life of the facility, and the absence of competent librarians in terms of caring for and preserving the facilities available in the library.

Actions taken at the Library and Archives Service in the city of Tanjung Balai are optimizing controlling management by the head (manager) of the library service carrying out a supervisory pattern in the form of internal meetings once a month to evaluate the performance of library staff and oversight of performance based on the SOPs that have been made. And to optimize the facilities in this processing section, such as equipment for the preservation and conservation of library materials, the processing section only utilizes existing facilities, namely scissors, nails, thread, paper cutters, hammers, and other simple tools.

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