



MANAGEMENT AND ADMINISTRATION OF SCHOOL LIBRARIES

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Abstract

This study discusses the management of the school library at SMP Negeri 2 Alalak, focusing on the service sector based on management theory and in alignment with national standards for junior high schools. The purpose of this study is to examine the management of the school library at SMP Negeri 2 Alalak, particularly in terms of library services based on management theory and conformity with national standards for junior high school libraries, as well as to identify the challenges encountered in managing library services at SMP Negeri 2 Alalak. The research findings indicate that the management of the school library at SMP Negeri 2 Alalak has not yet fully met the national library standards. Library services are still conducted manually and have not adapted to technological developments through the integration of information technology in service delivery. However, library programs in the form of literacy activities conducted in collaboration with Indonesian language teachers serve as efforts to improve students' reading abilities. The implication of this study is that it provides insights for school library managers in improving library services to increase library visits.

Key words: Management, Services of School Libraries

Abstrak

Penelitian ini membahas pengelolaan perpustakaan sekolah di SMP Negeri 2 Alalak, dengan fokus pada sektor jasa berdasarkan teori manajemen dan selaras dengan standar nasional sekolah menengah pertama. Tujuan dari penelitian ini adalah untuk mengkaji pengelolaan perpustakaan sekolah di SMP Negeri 2 Alalak, khususnya dalam hal pelayanan perpustakaan berdasarkan teori pengelolaan dan kesesuaian dengan standar nasional perpustakaan SMP, serta untuk mengidentifikasi tantangan yang dihadapi dalam mengelola layanan perpustakaan di SMP Negeri 2 Alalak. Temuan penelitian menunjukkan bahwa pengelolaan perpustakaan sekolah di SMP Negeri 2 Alalak belum sepenuhnya memenuhi standar perpustakaan nasional. Pelayanan perpustakaan masih dilakukan secara manual dan belum beradaptasi dengan perkembangan teknologi melalui integrasi teknologi informasi dalam pemberian layanan. Namun, program perpustakaan berupa kegiatan literasi yang dilakukan bekerja sama dengan guru bahasa Indonesia berfungsi sebagai upaya peningkatan kemampuan membaca siswa. Implikasi dari penelitian ini adalah memberikan wawasan bagi pengelola perpustakaan sekolah dalam meningkatkan layanan perpustakaan untuk meningkatkan kunjungan perpustakaan.

Kata kunci: Manajemen, Layanan Perpustakaan Sekolah

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A. INTRODUCTION

A school library is a functional unit that, through the organization, preparation, and storage of library materials, is properly supervised and coordinated so that it can be optimally utilized by its users as a source of information (Huda, 2020). The existence of a school library as an educational support unit assists teaching and learning activities and plays an important role in achieving educational objectives within schools (Darmono, 2007). In terms of both importance and function, a school library serves as a place for educational interaction between teachers and students, enabling them to broaden their knowledge through the various collections available in the library.

Given its role and capacity, a school library requires competent leadership that adheres to established principles of library management. Without proper organization and management, a library will not function as expected (Erifa, 2017). A school library is also an essential component in supporting learning development, as it provides learning resources in the form of books and non-book materials that assist students in learning and developing their capacities (Rohmadi, 2016). Therefore, the school library serves as a learning facility that enables students to progress academically and intellectually. As a learning resource, the library collects various types of information, both printed and non-printed, which can be utilized by users to support teaching activities and to enhance innovative and creative capacities.

SMP Negeri 2 Alalak is a school located on Brigjen Hasan Basri Street, Km 11, Alalak Area, Barito Kuala Regency. The school has made considerable efforts to provide library facilities and collections for its students as supplementary learning references, particularly because there are no public learning facilities, such as public libraries or community learning centers, in the students' residential area. The limited availability of public learning spaces in the surrounding environment makes the school library a crucial learning resource for students. However, the efforts undertaken by the school to provide library services have not yet produced optimal outcomes. Therefore, improving the management and utilization of the school library is essential.

B. METHODS

The study referred to is a field research study, in which a more reliable assessment is conducted by directly engaging in fieldwork to observe, explore, and collect essential data related to the strengths of the library at SMP Negeri 2 Alalak within the designated area. The general framework of this study focuses on the organization and management of library materials. The system applied in this investigation follows a naturalistic cycle, namely clear procedures and decisions that describe actual conditions as they occur, followed by the identification of relevant elements under study. The strategic method employed is a descriptive approach, specifically an investigative procedure that reveals events, phenomena, and real-life conditions as they exist in their natural context. The objective is to describe and portray distinctive and systematic characteristics of the observed phenomena.

Considering the issues that constitute the focus of this study, in addition to the methodology applied, direct involvement in the field is required. This research design aims to obtain information and data related to the authority and management of the library at SMP Negeri 2 Alalak. Subject this library SMP Negeri 2 Alalak and object this service library SMP Negeri 2 Alalak.

C. RESULT AND DISCUSSION

The planning stage is considered the most vital phase in managing library services. Preparatory activities at the library of SMPN 2 Alalak are carried out for seven hours per day from Monday to Thursday, three hours on Fridays, and six hours on Saturdays. The administrative system applied is manual and open access. To improve students' reading skills and speaking abilities, which are documented in hardcopy form and practiced in school activities, the library organizes literacy programs in collaboration with Indonesian language teachers. These programs are implemented at designated locations from Monday to Saturday, as explained by the librarian: "Yes, here we provide services for seven hours from Monday to Thursday, three hours on Friday, and six hours on Saturday, because on Saturdays students' learning activities only last until 2:00 p.m. We use an open service system."

In line with this statement, the head of the library also explained:

"Students are allowed to visit the library during break time, and textbook loans are permitted at any time. We use an open service system, and for planning, we collaborate with Indonesian language teachers to organize literacy programs."

Based on these findings, it can be concluded that administrative services at the SMPN 2 Alalak library operate on a scheduled basis, with open access services and literacy programs conducted collaboratively with Indonesian language teachers from Monday to Saturday.

In organizing library management, SMPN 2 Alalak currently has a newly established hierarchical structure determined by the school principal with approval from relevant authorities. Within this structure, under the supervision of the school principal, the library is managed by a head librarian assisted by one administrative staff member. All administrative activities, including circulation services and collection management, are handled by a limited number of personnel. The library does not yet employ staff with formal educational backgrounds in library science. As stated by the head librarian:

"The organization of library services already exists, and we manage services collaboratively. Loan and return services and other activities are handled together, because it would be overwhelming to manage everything alone. Currently, we do not have librarians with formal library science backgrounds."

This statement was supported by the librarian:

"Here, services are handled by me, but we work together with the head librarian. Either of us can handle service activities."

These findings indicate that library administration at SMPN 2 Alalak is conducted collaboratively, although there remains a need for professional librarians due to the lack of specialized personnel.

The implementation of administrative management at the SMPN 2 Alalak library is conducted based on the library's work program. However, not all planned activities have been formally documented or fully implemented. The library has not yet adopted an integrated digital library system, as services are still largely manual. This is due to limited technical expertise and the absence of IT specialists. As explained by the head librarian:

"We have not yet used an application-based system like SLiMS. Loans are still recorded manually using paper, although we also use a computer, but only for basic purposes. We only have one computer, as most of the budget is allocated to purchasing textbooks."

Similarly, the librarian stated:

"We are still using manual systems and are not yet able to operate library applications."

These findings suggest that administrative implementation at the SMPN 2 Alalak library has not been fully optimized due to limited technical skills, lack of IT support, and budget constraints.

Supervision of library administration at SMPN 2 Alalak is conducted by several parties, including the school principal, the head librarian, and officials from the education department. Supervision is carried out once a month, as stated by the librarian:

“Once a month, the school principal and the education department conduct supervision by visiting the library directly to observe ongoing activities.”

This was confirmed by another librarian:

“Every month, the education department and the school principal come to supervise.”

Thus, supervision at the SMPN 2 Alalak library is conducted regularly and involves multiple stakeholders.

Evaluation of library services at SMPN 2 Alalak is conducted monthly by the head librarian, librarians, and the school principal. External evaluations may also be conducted by the education department. As stated by the head librarian:

“Evaluations are conducted by the head librarian and school principal, and sometimes by the education department. They assess what aspects still need improvement, such as collection adequacy. Evaluations are conducted once a month along with supervision.”

This was supported by the librarian:

“Evaluations are conducted by the head librarian, school principal, and the education department.”

Based on observations, it can be concluded that library service evaluations at SMPN 2 Alalak are conducted regularly on a monthly basis. Library service guidelines at SMPN 2 Alalak require operational hours of approximately eight hours from Monday to Thursday, three hours on Friday, and seven hours on Saturday. The library applies an open access system, allowing users to freely select library materials. To enhance students' literacy skills, collaborative literacy programs are implemented with Indonesian language teachers.

These findings align with the National Standards for Junior High School Libraries, which require libraries to operate for at least seven hours per working day and provide educational, reference, and information services multiple times per year.

The organizational structure of the SMPN 2 Alalak library includes a head librarian and one administrative staff member. Library services include circulation and specialized services. However, the lack of professionally trained librarians indicates that the organizational structure does not fully meet national library standards, which recommend at least two staff members with formal library science backgrounds.

Library services are implemented according to daily work programs, although these programs are not structured into short-, medium-, and long-term plans. The absence of a digital library system and limited technical expertise hinder optimal service delivery. Supervision is conducted monthly by the school principal and library management, in accordance with national regulations governing library administration and oversight.

Evaluation activities are conducted monthly by library management and relevant authorities, aligning with national library evaluation standards. The main constraints in managing library services at SMPN 2 Alalak include the lack of professional librarians and IT personnel, as well as limited technical expertise among existing staff. These limitations affect the implementation of digital library systems and overall service quality. According to national library guidelines, schools with high service demand require at least two qualified library staff members. Therefore, strengthening human resources, particularly in IT and library science, is essential for improving library management at SMPN 2 Alalak.

CONCLUSION

Based on the research conducted at SMPN 2 Alalak regarding the management of the school library, the findings indicate that the library management at the school complies with library accreditation standards. The management of the school library includes monitoring visitor data and is supervised by the Facilities and Infrastructure Division of SMPN 2 Alalak. The school library serves as a key pillar in promoting reading literacy within the school. The implication of this study is that it can be used as a reference for library management practices in other schools.

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