

## Madrasah Library Collection Management

### (Case Study at MAN 1 Yogyakarta)

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#### المخلص

كان الغرض من هذه الدراسة هو تحديد نظام ونموذج إدارة مجموعات المكتبات في مكتبة هذا البحث هو بحث نوعي مع تحليل وصفي للنموذج. MAN 1 Yogyakarta. تظهر نتائج الدراسة أنه لتقديم أقصى قدر من الخدمة. Milles و Huberman التفاعليين يجب على المكتبات إجراء ابتكارات مختلفة. تستخدم مكتبة يوجياكارتا مان 1 ، التكنولوجيا الرقمية في تقديم الخدمات. منذ عام 2010 حتى الآن ، أجرت هذه المكتبة لبرنامج CD-ISIS إصلاحات وتحولات في إدارة المكتبات من تلك القائمة على برنامج تتفوق المكتبة أيضًا في مجال التوافر مواد التجميع التي تتجاوز معايير Ibra V.4. نظام المكتبة الوطنية. أنواع المجموعات المتاحة أغلفة الكتب المدرسية والكتب الداعمة والكتب المرجعية والكتب الخيالية وغير الخيالية والدوريات (المجلات والصحف والصحف) وأقراص التعلم المدمجة أو الأقراص المدمجة التحفيزية ومجموعات الكتب الإلكترونية ومجموعات الأسئلة. مراحل الإدارة جمع المكتبة من خلال العملية 1 (تخطيط؛) 2 (تنظيم مجموعات المكتبة ؛) 3 (الإعداد أو الترتيب ؛ و) 4 (صيانة مجموعات المكتبة. دورة تنظيم الأنشطة تتضمن مجموعة المكتبة هذه الأنشطة الختم ، الجرد ، التصنيف ، الفهرسة مسح الغلاف ، الباركود ، وضع العلامات وكذلك تغليف وعرض مواد الكتاب. لقد جعل ، واحدة من أفضل المكتبات MAN Yogyakarta نظام ونموذج إدارة المكتبات مكتبة المدرسية في مدينة يوجياكارتا.

الكلمات الدالة: الإدارة ، مجموعة المكتبات

#### Abstract

The purpose of this study was to determine the system and model of library collection management in MAN 1 Yogyakarta library. This research is a qualitative research with descriptive analysis of the interactive model of Milles and Huberman. The results showed that to provide maximum service, the library must make various innovations. MAN 1 Yogyakarta library utilizes digital technology in providing services. Since 2010 until now this library has reformed and transformed library management from CD-ISIS software to the

Ibra V.4 software system. The library also excels in the availability of collection materials that exceed national library standards. The types of collections available include textbooks, supporting books, reference books, fiction and non-fiction books, periodicals (magazines, tabloids, newspapers), learning CDs or motivational CDs, E-book collections and question collections. The stages of managing library collections go through a process of (1) planning; (2) organizing library collections; (3) arranging or structuring; and (4) maintaining library collections. The cycle of organizing library collections includes *stamping, inventory, classification, cataloging, cover scanning, barcoding, labeling as well as binding and displaying book materials*. This library management system and model makes MAN Yogyakarta's library one of the best school libraries in the city of Yogyakarta.

*Keywords: Management, Library Collection*

## **Introduction**

Libraries have a very strategic function in a series of efforts to educate the nation's life. According to Ibrahim Bafadal (2014) a library is a work unit of a particular agency or institution that manages library materials, both in the form of books and non-book materials which are arranged systematically according to certain rules so that they can be used as a source of information by each user. Rahayuningsih (2007) defines the library in more detail as a work unit consisting of several parts, namely the collection development section, the collection processing section, the user service section, and the infrastructure maintenance section. It can be understood that library activities are related to collection management as a source of information.

Good library collection management requires the library to be a center of information and a place to enrich knowledge. Library materials are the gateway between readers and the scientific dimension. The library collection can be called the spirit of the life cycle of a work unit called a library. The organization of school libraries and university libraries is regulated in Law Number 43 of 2007 concerning libraries. Article 23 paragraph (1) of the law states that each school/madrasah organizes a library that meets national library standards by taking into account national education standards. The national library standards referred to above are contained in Government Regulation of the Republic of Indonesia Number 24 of 2014.

School library standards are also regulated in the regulation of the minister of national education (Permendiknas) of the Republic of Indonesia No. 24 of 2007 concerning facilities and infrastructure standards for SD / MI, SMP / MTs and SMA / MA. Library collection management is the most important and main part mandated in the above laws and government policies. The availability of library material collections must meet national library standards. However, many schools have not yet organized the school library to the fullest. Hartono

(2016: 25) said that the portrait of libraries in schools is colored by ten problems, including: 1. lack of commitment of leaders to develop school libraries; 2. inadequate library buildings and rooms; 3. lack of necessary library facilities and infrastructure; 4. lack of funds for school library management; 5. limited human resources in school library management; 6. the position of the school library has not been considered as a strategic unit in supporting the learning process; 7. the absence of school library hours integrated with the curriculum; 8. teaching and learning activities have not maximally utilized the library; 9. the library has not been managed based on national library standards; and 10. the library has not adopted advances in information and communication technology.

Indeed, a library can be said to be ideal if it is able to establish itself as a supporting institution in the efforts to educate the nation. The ideal library is a library that always facilitates librarians in their self-development efforts through trainings, trainings and continuous development also needs to be done in terms of management systems and technical operations.

A library is said to be good if it has the objectives of: (1) to encourage and accelerate the process of mastering students' reading techniques, (2) to help students write creatively with the guidance of librarians and teachers, and (3) to provide various sources of information for the implementation of the curriculum (Yusuf and Suhendar, 2010).

Anna Nurhayati (2016) revealed that until now, many school libraries have not received attention, either from the school community or from the government as policy makers. The placement of the school library, which should be an organized public space, is still placed in a non-strategic space. In fact, the school library is a nomadic unit, where there is an empty space, that's where the library is.

This article is the result of research using a qualitative approach that describes the actual conditions of the library collection management process that occurs at MAN 1 Yogyakarta.

## **Theory Review**

### **The meaning of Library Management**

Management has the same stages or series of processes as the stages in management, so the word "management" is very synonymous with the word "management", therefore management practitioners in any field simplify management as management. The third edition of the Indonesian general dictionary briefly defines management as a way of managing a large company (Poerwadarminta, 2014: 742). Hills (1982: 54) provides a formulation of management, namely

*"the term management to mean all those people who are responsible for achieving the organization's objectives, either by being responsible for other people's work or for their own as specialists at the same level."*

Henri in Wukir (2013: 12) argues that management is to plan and predict, to coordinate and control. In addition, Wukir (2013: 12) explains that management refers to all activities carried out to improve work efficiency and effectiveness. Mary (Handoko, 2014: 3) suggests that management is referred to as "the art of getting work done through other people", in the sense that organizational goals can be achieved through the arrangement of people or human resources (HR) to carry out various necessary jobs, or in other words by not doing the jobs themselves. Jones and George (2009: 5) explain management as follows

*"Management, then, is the planning, organizing, leading, and controlling of human and other resources to achieve organizational goals efficiently and effectively. An organization's resources include assets such as people and their skills, know-how, and experience; machinery; raw materials; computers and information technology; and patents, financial capital, and loyal customers and employees".*

Oemar (2012: 16) formulates that management is a social process that deals with all human efforts with the help of other humans and other resources, using efficient and effective methods to achieve predetermined goals. Harun (2016: 17) explains that management is a process of managing all existing resources of an organization/company effectively and efficiently in order to achieve organizational goals in the short, medium and long term. The above definitions can be concluded that management or management is a set of activities or efforts to use the resources owned effectively and efficiently to achieve organizational goals.

The opinion of James F. Stoner quoted by T Hani Handoko in his book entitled *Management II*, states that management is the process of planning, organizing, directing, and supervising members and other resources to achieve predetermined organizational goals. James F. Stoner emphasizes that management focuses on processes and systems. Therefore, if the system and process of planning, organizing, directing, budgeting and supervising are not good, then the overall management process is also not good (Lasa H S, 2005).

Meanwhile, according to O.R. Terry, management is an effort to achieve predetermined goals using the expertise of others. Meanwhile, in the Indonesian National Encyclopedia Vol. 16, management is the process of

planning, organizing, and controlling human resources and other resources to achieve goals or objectives effectively and efficiently (Lasa H S, 2005).

A library is a work unit of a particular agency or institution that manages various library materials. According to Hartono (2016: 26) the definition of library etymologically comes from the word *liber = libri* which means "library" or "book". Library or *library* is a place used to store books and other publications. By definition, a school library is a library located at a school educational institution, which is an integral part of the school concerned and is a learning resource to support the achievement of the educational goals of the school concerned.

Based on law number 43 of 2007 concerning libraries article 1, it is stated that a library is an institution that manages collections of written works, printed works, and / or recorded works professionally with a standardized system to meet the educational, research, preservation, information and recreational needs of the users. Bafadal (2015: 3) describes a library as a work unit of a particular agency or institution that manages library materials, both in the form of books and *non-book materials* that are organized systematically according to certain rules so that they can be used as a source of information by each user. Azhar (2002: 99) describes that the library is the center of academic facilities, the library must provide library materials in the form of printed matter such as books, magazines, scientific journals, maps, newspapers, written works in the form of unpublished monographs, as well as non-printed materials micro-fish, *micro-film*, photographs, films, audio or video tapes, songs on vinyl records, recorded speeches (documentaries) and others. According to the author's opinion, the library is a place where knowledge resides so that anyone who enters it and takes all information / knowledge seriously with their academic

needs will certainly have an impact on the breadth of knowledge, sharp analytical power and open ways of thinking about incoming information.

Libraries can be used as recreational parks for knowledge hunters if they are designed to be as comfortable as possible and supported by an automation system that makes it easier for visitors to find references. It is believed that students/visitors who cultivate themselves to be captivated by the library tend to improve their literacy skills. From the various descriptions above, it is concluded that school library management can be defined as a set of activities or efforts to utilize the resources owned effectively and efficiently to achieve school library goals. Library management aims to support the learning process in schools to run effectively and efficiently.

### **School Library Collection**

The term collection as a noun in the large Indonesian dictionary IV Edition has three meanings, namely first, a collection (pictures, historical objects, paintings and so on which are often associated with the interest or hobby of the object (which is complete). The second meaning is a collection related to research studies. Finally, the third is how and so on collect pictures of historical objects, paintings and research objects. Of the three meanings of the collection can be understood as a collection of things (Prastowo, 2018).

The organization of a good and correct library includes library collections, collection and library processing, library services, library facilities and infrastructure (Rio Novriliam and Yunaldi, 2012). The library collection is a collection of library materials contained in the library. Library material is a unit of information in printed and recorded form. In context, library collections are all library materials that are collected, processed, and stored to be presented to the user community in an effort to fulfill the information needed. The basic



collection of a school library is the first collection that must be owned when the school starts building a library collection with around 2000 books from various disciplines/subjects according to the school (Hartono, 2016: 59).

Library collections are part of education that supports the learning process. Information sources as library collections are a collection of materials or materials that are useful in the learning process at school and teaching and learning in the classroom. Collections in school libraries should be tailored to the learning needs of students and teaching materials for teachers (Alex, 2005). Collections available in school libraries of various types ranging from novels, references and magazines are managed and maintained as well as possible, and utilized by students and teachers to support teaching and learning activities at school (Hernando, 1994).

The school library is one of the units found in schools which is a complementary element in the learning process, the library has a very important role as one of the learning resource centers (Syam, 2019). In addition, the school library provides books whose procurement is adjusted to the school curriculum so that it supports the implementation of education at school. In addition, according to Fatmawati, Nelisa & Habiburrahman (2019) revealed that the purpose of the school library is to provide a source of information and a place to learn so that it can help develop and increase interest in reading and develop existing knowledge.

According to the guidelines for organizing school libraries (2006), the functions of school libraries are 1) The library as a center for teaching and learning activities, which provides a collection of library materials to support the teaching and learning process. 2) The library as a simple research center for students. 3) Library as a reading center to increase knowledge and recreation,

which provides a collection of library materials that are useful to broaden and deepen knowledge and intellectual recreation for students and education personnel.

Rahayuningsih (2007) provides an explanation of the main activities related to library collections including: (a) Collection development, which includes selecting, ordering, purchasing, and inventorying library materials; (b) Collection processing, which includes determining subjects, qualifications, determining headings, data entry, and providing collection completeness so that it can be served to library users. (c) User services, which include locker services, circulation services, reading room services, periodical services, reference and information search services, *workstation* reports, photocopy services, user education services, and others. (d) Collection maintenance, which includes preservation, preservation, and repair of library materials. Library materials received by school or madrasah libraries consist of book materials and non-book materials. Book materials consist of textbooks, textbooks, reference books, package books, magazines, newspapers, and others. Meanwhile, non-book materials can consist of microfilms, micro films, cassettes, vinyl records, CDs, and others (Lasa, 2016: 47).

### **Research Methods**

This research used descriptive qualitative method. The subjects in this study were the head of the school library and the librarian and the object in this study was the library management system. The data collection techniques used in this research are observation, interview and documentation. The instruments used in this research are interview guidelines and researchers themselves. The technique in analyzing the data used in this research is to use the interactive analysis model of Miles and Huberman (Sugiyono: 2016).

### Components in Data Analysis (*interactive model*)

1. Data reduction. Reducing data means summarizing, selecting key points, focusing on important things, looking for themes and patterns and discarding unnecessary ones.
2. Presentation of Data. Borrowing an explanation from Miles and Huberman that is most often used to present data in qualitative research is with narrative text.
3. Conclusion. Argues that the conclusions in qualitative research that are expected are new findings that have not previously existed. Findings can be in the form of a description or description of an object that was previously dim or dark so that after research it becomes clear, it can be a causal or interactive relationship, hypothesis or theory. Conclusions as hypotheses, and if supported by valid data, will become theories.

### **Results and Discussion**

The times and technological advances encourage the MAN 1 Yogyakarta library to reform and transform itself by using a library *automation system*. The use of the library *automation system* in question is in line with Hartono's opinion (2016: 5) that school libraries are required to manage libraries according to national library standards by taking into account advances in information technology. These conditions will make the library more advanced and modern according to the demands of the required quality of education. It is known that until 2010, MAN 1 Yogyakarta library used CD-ISIS *software*. While for 2010 until now using the Ibra V.4 *software* system. The *automation system* supports the management of library collections.

Based on the organizational structure of this library, collection management is included in technical services and reader services. The process of managing the MAN 1 Yogyakarta library collection materials includes

procurement planning, organizing library materials, structuring collections and maintaining and cleaning. The management stages are supported by Hartono's statement (2016: 58) that library collections are all library materials that are collected, processed, and stored to be presented to the user community in an effort to fulfill the function of the required information source. The management stages above are explained in detail as follows;

### 1. Library Collection Procurement Planning

Collection management begins with the planning process. Planning is the main basis of all library material management processes. The planning function in all areas of management including library collection management is the most important thing to achieve success. Siti Asiah Pido (2018: 34) states that future thinking outlined in a clear and systematic concept is called planning (plaming). This planning is very important because it serves as a guide for future activities, targets, and results so that whatever activities are carried out can run in an orderly manner. The MAN 1 Yogyakarta library collection planning program can be seen in the following table:

Table 1.

MAN 1 Yogyakarta library collection procurement program

No.	Collection Procurement	Destination
1	Textbook procurement	Streamline the KBM
2	Procurement of supporting books	Streamline the KBM
3	Procurement of reference books	Streamline the KBM
4	Procurement of fiction and non-fiction books	Adding to the collection

5	Procurement of periodicals (magazines, tabloids, newspapers)	Increase reading interest
6	Procurement of learning CDs or motivational CDs, etc.	Complete learning media
7	E-book collection procurement	Expanding knowledge horizons
8	Procurement of question collection	Facilitating library users in preparing for PTS, PAS, UN, and UAMBN

*Source: MAN 1 Yogyakarta program documents*

The realization of the planning program is preceded by the process of submitting proposals for library collection procurement. At the proposal stage, teachers and students can propose the type of collection by filling out the proposal form on the software that has been programmed in the catalog computer. The proposals from students and teachers are then assessed for the level of need, after getting from the needs assessment process, then the library submits to the public relations and continues to the principal. After being accredited by the principal, then the procurement or purchase process is carried out. Procurement of MAN 1 Yogyakarta library collections is adjusted to the applicable curriculum. This is in accordance with the opinion of Bafadal (2015: 26) that the procurement of library materials, librarian teachers should consider the school curriculum, students' reading ability, students' language skills, students' talents and interests.

The types of library materials available in this library are subject books, journals, fiction books, philosophy, religion, science, arts, magazines, novels, articles, newspapers, periodicals, theses, scientific works of students and teachers and the results of teacher research and there is a collection of yellow

books. In addition, there are also e-book collections, video collections, CD collections, clipping collections. and question collection collections. Details of the number of textbook titles collected are 7295 with 33982 copies, there are 1157 titles and 58 copies of magazines, 114 titles and 19373 copies of packaged books, 210 titles and 223 copies of cd-dvd, and 152 titles and 136 copies of questions. The development of this library collection aims to meet the needs of library users.

The availability of various types of collections above shows the level of seriousness and commitment of the MAN 1 Yogyakarta library which is very maximum in providing services. These maximum processes have led the library to become one of the best school libraries on a national scale. The existence of a collection of library materials is needed because it is considered the breath of a library, so having a complete collection is a necessity that must be done by a library, therefore, the MAN 1 Yogyakarta library always tries to complete its collection of library materials.

Hartono (2016: 58) states that one of the main elements of the library is the availability of collections. The availability of a good and adequate collection ensures that the library cannot provide good services to the user community. Conversely, the unavailability of the collection, the library is unable to provide services to visitors. The types of collections available are in accordance with Lasa's explanation (2016: 47) that library materials received by school or madrasah libraries consist of book and non-book materials. Book materials consist of textbooks, textbooks, reference books, package books, magazines, newspapers, and others. While non-book materials can consist of microfilms, micro films, cassettes, vinyl records, CDs, and others.

## 2. Organizing the Library Collection

Processing of library materials aims to prepare library materials before being served to users based on processing mechanisms. Library collection processing includes book processing, periodical processing, CD processing, *e-book processing*, and question collection processing. Processing activities are referred to as organizing library collections. This means that processing is carried out based on the stages of organizing the type of library material. The organization of MAN 1 Yogyakarta library materials includes stamping, inventory, classification, cataloging, cover scanning, barcoding, labeling, binding and display, and inputting into library software.

*Stamp Provision.* Book procurement can be in the form of purchases, gifts, or waqf. The stamping of library materials is carried out after the goods are received. To find out the source of procurement, in addition to the ownership stamp and inventory stamp, library materials are also given a stamp of origin. Stamp marking is the first step in processing book materials. Inventory. The inventory process is carried out after stamping. Inventory of library materials is adjusted to the type of collection available. In inventory activities, MAN 1 Yogyakarta library staff check, stamp, and record or register all library collections in the master book and are given an inventory number. The items contained in the inventory book are inventory number, title, author, publisher name, publisher city, publisher year, book origin/source, language, DDC number and description. DDC number is the classification number used in the process of classifying library materials.

*Classification.* After all library materials are recorded or inventoried in the inventory book, the next activity is to classify the library materials so that they are easily used by visitors. MAN 1 Yogyakarta Library uses two classification systems, namely the Dewey Decimal Classification (DDC) standard and the Islamic classification standard. The DDC system uses the 000-900s notation, while the Islamic session uses the 2X0-2X9 notation.

*Cataloguing.* Cataloging activities will help the information retrieval process for users who need it. Cataloging is arranged following the rules in the Indonesian cataloging guidelines by using the main entry header in making book description data. In writing headings for names of people who have certain titles and ranks do not need to be written.

*Cover scanning.* Cover scanning is done before the catalog input process. The results of cover scanning are in the form of images. Collections that have been scanned, then inputted into the bibliographic catalog in the MAN 1 Yogyakarta library software.

*Barcode.* After the cataloging process, the barcode installation process is then carried out on the collection material. Installation of barcodes on books is preceded by inputting the required data. The data inputted is the collection inventory number. Data that has been inputted is printed or printed using white sticker paper and attached to the library collection. The barcode is the same as the inventory number only in the form of barcode lines. The installation of barcodes on collections aims to maintain the security and smooth running of MAN 1 Yogyakarta library services. Barcodes are needed to facilitate service and facilitate the circulation process. This barcode installation has a security system that is integrated with activities in the library, such as processing, cataloging, statistics and others. This security system has equipment consisting of sensor tools and book security tools. One of the tools that is needed is an activation - deactivation tool that has an interface to the barcode system so that it can access information from the database.

*Labeling.* Labeling activities are cataloging books then equipped with book bags, book cards, and return date slips. Return date slips are used to remind library users of the maximum borrowing date so that they are not late in returning borrowed books. *Banding and displaying book materials.* The next



activity is book binding and display. Banding is done so that the books will not be damaged quickly.

### 3. Arrangement or Collection

The arrangement on the shelves follows the classification number. MAN 1 Yogyakarta Library uses the DDC classification system, where the system is numerical, so that the arrangement of the collection is based on numerical and each subject is separate. In addition, there is also a national level rule that textbook collections should not be put together with non-subject books. The arrangement of all collections is based on classification numbers from class zero 000, 100, 200 to 900. Textbooks are also arranged from class 000-900.

### 4. Collection Care

For collection maintenance, the library rooms are installed with air conditioning to reduce humidity so that the collection is not quickly damaged. The library also provides a temperature monitor to determine the suitability of the room temperature to the collection. In every certain period of time, library staff put mothballs in certain places to reduce humidity and reduce small animals. In addition, the activity of giving covers during collection processing aims to prevent books from being damaged quickly. Then when there is a damaged collection, it will be re-bound or can be sewn back.

The results showed that the MAN 1 Yogyakarta library has a big role in collection management. This is in accordance with Darmono (2001: 2) that the library is one of the work units in the form of a place to collect, store, manage, and organize collections of library materials systematically for use by users as a source of information as well as a pleasant learning tool.

The library collection management model above is a systemized and sustainable mechanism that is continuously carried out in order to provide maximum services for all madrasah residents. It is noted that MAN Yogyakarta library is one of the best school libraries in the city of Yogyakarta.

## **Conclusion and Closing**

The times and technological advances encourage MAN 1 Yogyakarta library to reform and transform itself by using a library automation system. It is known that until 2010, MAN 1 Yogyakarta library used CD-ISIS software. While for 2010 until now using the Ibra V.4 software system. The automation system is a support in managing library collections. The management of this madrasah library collection includes planning the procurement of collection materials, organizing library collections, structuring or arranging collections and maintaining collections. Library material processing is divided into several types of libraries, namely book processing, periodical processing, cd-dvd collection processing, e-book processing and question collection processing. Processing of library materials is carried out with a cycle of organizing library collection activities, namely stamping, inventory, classification, cataloging, cover scanning, barcoding, labeling as well as binding and displaying book materials.

The suggestions about library management at MAN 1 Yogyakarta are as follows: (1) The Head of Madrasah must carry out his duties and functions as a supervisor in supervising and evaluating the performance of library managers and various activities in the library. (2) It is hoped that the preservation or promotion of the use of digital libraries will be maximized by approaching students and teachers to use the library more often, including always accessing digital library collections so that there is a mutually beneficial relationship between managers and students and teachers. (3) Continue to develop by utilizing the latest version of digital library management technology, which supports the process of borrowing and returning collections can be done independently by library users / visitors.

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