

Optimization of Library Material Stock Opname Activities at the Department of Libraries and Archives of Kolaka Regency

Virga Septia Faradisaa¹, Rivi Handayani², La Taya³
{virgasf@gmail.com¹, rivih@gmail.com², tayasultra@uho.ac.id³}

[Faculty of Social Science and Political Science, Halu Oleo University,
Kendari, 93231 Indonesia]

Abstract. This research is entitled optimization of stock opname activities of library materials at the Regional Library and Archives Office of Kolaka Regency. The purpose of this research is to find out how the optimization of stock opname activities of library materials takes place at the Library and Archives Office of Kolaka Regency with the main discussion of how the stages of stock opname preparation, stock opname implementation and post-stock opname, This research uses a qualitative approach with a descriptive type of research. The data sources in this research are librarians and managers of the Regional Library and Archives Office of Kolaka Regency. From the results of the study it can be seen that stock opname at the Library and Archives Office of Kolaka Regency is carried out in three stages, namely stock opname preparation, stock opname implementation, and post-stock opname, stock opname is carried out manually using the list/register method containing the master number by matching the entire collection in the library with the data owned by the library and checking the physical book Stock opname carried out cannot be declared optimal, there are several obstacles encountered during stock opname activities.

Keywords: Optimization, Stock opname, Public Library

1 Introduction

The development of science and technology is currently running rapidly, so humans need information as an essential thing. Libraries as information management centers are required to be more observant in seeing the needs of the library user community. In general, a library is defined as a place intended to collect, process, maintain, preserve, store and empower collections of library materials, both printed and recorded in various media such as books, magazines, newspapers, films, tapes and other media.

As a place to store, disseminate, and fulfill the information needs of its users, the library must be able to provide collections that are in accordance with the intellectuals of the surrounding community. A public library is a library that provides open access to the general public to access and utilize various types of information and resources.

District/city libraries are part of public libraries located in the community that provide open access to the surrounding community that does not differentiate between people of any age, race, religion and socio-economic status and gender.

Libraries can provide maximum services, in effective management of library collections is a must because the collection of library materials has a very valuable information value for the library. Therefore, to maintain the inventory of library materials, it is important to take care of the collection of library materials so that it can be used for a long time and is also proof of the library's concern for its collection of library materials.

One form of maintenance that can be done is using *stock opname*. *Stock opname* is the activity of recalculating the collection of library materials owned as a whole to find out whether the collections owned are still in sync with library data records. *Stock opname* means activities to be able to find out the original or real number in the library collection (Wahab, 2015).

By doing *stock opname* in the library, it can be seen the total number of library collections, missing collections, damaged collections, and needing repairs, and knowing exactly which collections are no longer suitable to be provided. *Stock opname* is the activity of counting back the collections owned by the library so that the collection profile is known, the catalog ranks are neatly arranged and can reflect the state of the collection for the purpose of improving services to users (Yusniah, 2021).

Therefore, *stock opname* can be said to be an activity of recounting library collections carried out at a certain time. This activity is carried out to re-record the collection of library materials owned by the library whether the existing collection matches the data owned by the library. Therefore, the Library and Archives Office of Kolaka Regency conducts *stock opname* so that officers know which collections are damaged and need to be repaired, lost collections, the level of borrowing of their collections. inappropriate collections, and know the total number of collections as a whole.

The Kolaka Regency Library and Archives Office is one of the libraries that still uses manual methods in the *stock opname* process on its collections, this activity takes longer than the specified time because it has a collection of approximately 8,264 book titles consisting of 26,013 copies. This activity is carried out once a year in November because it is approaching the year-end holiday and to prepare a collection of library materials for the coming new year. This *stock opname* activity aims to make it easier for librarians to obtain data on the condition of library collections and to harmonize library collection data.

Based on the above background that occurs at the Library and Archives Office of Kolaka Regency, the author is interested in conducting research related to *stock opname* by raising the title "Optimizing Library Material Stock Opname Activities at the Library and Archives Office of Kolaka Regency".

2 Method

This research uses a descriptive qualitative method of research approach used where the data collected is in the form of words or images and not numbers, Subjects are individuals or groups that are used as units or targets of the case to be studied. The subjects in this study were library staff at the Library and Archives Office of Kolaka Regency totaling 21 people, the number of informants in this study were 5 people consisting of the head of the office, the head of the library sector, librarians, and library managers. Data collection techniques that will use observation, interview, and

documentation techniques. Observation (the author makes direct observations in the field to identify problems related to *stock opname* activities at the Library and Archives Office of Kolaka Regency, interviews (direct or face-to-face question and answer by asking relevant and detailed questions related to *stock opname* at the Library and Archives Office of Kolaka Regency), documentation (carried out by reviewing, books, journals and relevant documents to obtain data and information concerning *stock opname* at the Library and Archives Office of Kolaka Regency. The next stage is to analyze the data, as for the stages in conducting data analysis are data reduction, data presentation, conclusions.

3 Results and Discussion

3.1 Results

a. *Stock opname* Preparation

Stock opname preparation is planning that is carried out before the implementation of this activity, Stock Opname at the Regional Library and Archives Office of Kolaka Regency is part of the annual work program carried out. It is carried out once a year, precisely in November. Based on Informant H. Martani (June 5, 2023) said that "For the implementation of Stock Opname there is an annual work program, in our work program, book Stock Opname activities are carried out once a year in November".

In the *stock opname* activities planned in the action plan prepared by the head of the library sector. The implementation is usually carried out in November, preparing various tools needed including paper, rulers, pens, binding paper, highlighters, and rulers. These tools support during the *stock opname* process. Based on informant Ludfiana Dyah (June 7, 2023), said that, "this *stock opname* activity is contained in the district head's action plan for the time of implementation, usually at the end of the year in November, before this activity we prepare tools that support this activity such as paper, rulers, pens, binding paper, highlighters and rulers". Meanwhile, according to informant Hermikasari, June 5, 2023 "For *stock opname* activities, it is carried out according to the existing library policy when the activity is carried out, but for the time of implementation, we do *stock opname* in November, in October the books can no longer be loaned out".

b. Implementation of *Stock opname*

Stock opname is a process that aims to count, record, and verify the physical number of collections. The first stage of *stock opname* is to distribute a list of book data to each officer as handbook data based on informant Hermikasari, June 5, 2023 "we take down the collection on the shelf and then we check how the condition of the book is damaged or how then we put a mark on the handbook data, *stock opname* in the library uses the list/registration method which contains the master number, each officer is given collection data that has been printed out as handbook data". Furthermore, according to informant Ludfiana Dyah (June 7, 2023). "first we do the division of tasks first for each officer then print the data list and distribute the book data list to each officer after that cleaning the collection and checking the book collection by checking according to the physical condition found in each book, whether it is damaged torn or how for books that are found damaged

are separated, usually we find books that are on the shelf but not in the book data list, and vice versa, there are books listed in the book data list but not found on the shelf".

c. Post stock opname

Post *stock opname* is the stage carried out after the process of counting and physically recording library materials. At this stage, it is done by re-collecting a list of handles from each officer that has contained information about the condition of library materials, the information is inputted into the computer and written in a table in the Microsoft Word program. Based on Ludfiana Dyah's interview (June 7, 2023) "After the book is finished in *stock opname* then the data is inputted in making a table in Microsoft Word so that later typed what books are still good, typed the whole book and what class according to the condition of the book so that later we can total the number of books, ". Meanwhile, according to informant Hermikasari (Wednesday, June 5, 2023) "after all is done, then the results of the *stock opname* are processed by first collecting a list of library materials that become the handle of the next officer, a *stock opname* report is made for class classification books 000 to 900, for damaged books we do repairs".

3.2 Discussion

a. Stock opname Preparation

Stock opname preparation at the Kolaka Regency Library and Archives Office is an important planning that is carried out before carrying out *stock opname* activities. according to (Martani, 2012) the periodic recording system which is an inventory recording system where the quantity of inventory is determined periodically, namely only during physical counts carried out by *stock opname*. In line with what was stated by (Kristyanto, 2017) the implementation of *stock opname* is usually carried out in a period of once a year or once every two years and can be carried out in a quarterly period.

Based on practice, the Library and Archives Office of Kolaka Regency conducts *stock opname* once a year. The *stock opname* is carried out in November. The *stock opname* process lasts for 2 to 3 weeks.

The conclusion from the comparison of theory and practice regarding the timing of *stock opname* activities implemented by the Kolaka District Library and Archives Office is in line with the theory announced by (Martani, 2012) that *stock opname* is carried out periodically. *Stock opname* carried out at the Library and Archives of Kolaka Regency is also carried out periodically, namely once a year in November.

Based on the theory (Rahman & Makmur, 2015) explains that before carrying out *stock opname* steps, it is necessary to make careful preparations so that the steps taken can run effectively, one of which is by providing tools and equipment as needed during the *stock opname* process.

Based on practice, the Kolaka Regency Library and Archives Office prepares the equipment needed for *stock opname* activities, the equipment is in the form of office stationery (ATK) such as paper, pens, ink, printers, binding paper, and highlighters. the preparation of this equipment is an important step in helping the *stock opname* process.

The conclusion from the comparison of theory and practice that in the preparation of *stock opname* carried out at the Library and Archives Office of Kolaka Regency is in line with the theory put forward by (Rahman & Makmur, 2015) the importance of careful preparation before carrying out *stock opname* steps so that the steps taken can run effectively. At the Kolaka Regency Library and Archives Office, one of the preparatory steps in carrying out *stock opname* is to prepare the necessary equipment so that the process can run effectively.

Stock opname runs well, if you prepare the library in advance, this refers to the theory according to (Rahman & Makmur, 2015) so that *stock opname* activities run according to plan and smoothly, first take steps during the *stock opname* period, the library does not lend the collection to users and anyone, books that have not entered the shelves should be checked first and books borrowed by users should be withdrawn immediately.

In practice, the *stock opname* steps at Kolaka Library and Archives involve the library's preparation prior to the activity. During the *stock opname* process, the library does not lend books to visitors. However, visitors are still allowed to read on the spot.

The conclusion from the comparison of theory and practice regarding the implementation of *stock opname* at the Kolaka Regency Library and Archives Office is in line with the theory put forward by (Rahman & Makmur, 2015) that during the *stock opname* period the library does not lend collections to users. During *stock opname* activities carried out at the Kolaka Regency Library and Archives, lending library collections is no longer allowed.

b. Implementation of Stock Opname

In carrying out *stock opname* activities, there are methods that can be carried out, referring to the theory (Yuyu & Sujana, 2014) which reveals methods that can be done with lists / registers containing master numbers. This method is actually similar to the procurement method because it involves a list of master numbers that are matched with books on the shelf. The clerk will mention the master number in the book, and another clerk will check and mark the number that matches the list. However, beforehand the list is marked for books that are on loan, repairs, and books whose status is unknown.

In practice, the Library and Archives of Kolaka Regency in carrying out *stock opname* uses the list/registration method containing the parent number, each officer is given a list of collections that they need to check, and then they check the collections on the shelves, according to the list they hold. After that, they give a mark according to the physical condition of the book that has been checked.

The conclusion from theory and practice regarding the *stock opname* method carried out at the Library and Archives Office of Kolaka Regency, is in line with the theory put forward by (Yuyu & Sujana, 2014) *stock opname* can be done by the list/register method containing the parent number. *Stock opname* at the Library and Archives of Kolaka Regency is carried out using the list/register method containing the parent number of library materials owned by the library.

Based on theory (Saputra, 2023) the steps in carrying out *stock opname* manually print out the entire collection data owned by the library, divide the inspection rations for each librarian and assistant librarian, bring a list of collections that have been printed and start matching with the collection of books on the shelf, put a mark on the collection that was not found, damaged, or mislabeled.

In practice, the Library and Archives of Kolaka Regency in carrying out *stock opname* checks are carried out by dividing the tasks of each officer then printing the data list and distributing the book data list to each officer then cleaning the collection and checking the book collection by checking according to the physical condition found in each book, found books located on the shelf but not listed in the book data list, and vice versa, there are books listed in the book data list but not found on the shelf.

The conclusion from theory and practice about the steps of *stock opname* implementation carried out at the Library and Archives Office of Kolaka Regency, in line with the theory put forward by (Saputra, 2023) *stock opname* steps begin with cleaning the collection, dividing tasks for each officer and distributing book data lists to officers, checking and counting book collections. The steps for implementing *stock opname* at the Kolaka Regency library service also begin with the division of tasks to the staff in charge then distributing a list of book data as handbook data for checking and counting book collections recorded as belonging to the library.

c. Post Stock opname

Post *stock opname* is the final stage after the *stock opname* implementation is completed, the results of *stock opname* can be known about the number of book collections, the physical condition of the books, and can obtain a neat arrangement of books. This is in accordance with what is revealed (Yusniah, 2021) after *stock opname*, it can be seen the number of collections that are still stored or whose physical condition is unknown.

In the practice of the Kolaka Regency Library and Archives in the post-*stock opname* process, the data on the collection of library materials as a whole is inputted by making a table in the Microsoft Word program, in this recording process, book data is written according to the physical condition of the book, whether it is in a lightly damaged condition, heavy damage, borrowed collections or books in good condition, besides that, the number of book collections as a whole is obtained.

The conclusion from the comparison between theory and practice related to post-*stock opname*, at the Library and Archives Office of Kolaka Regency, is in line with the theory put forward by (Yusniah, 2021) that post-*stock opname* can determine the number of collections and the physical condition of the collection, at the post-*stock opname* stage carried out at the Library and Archives of Kolaka Regency, the number of collections recorded as belonging to the library can be known and the physical condition of the collection after *stock opname* is carried out.

4 Conclusion and Recommendation

Based on the results of the research that the author describes, the conclusion obtained is that the optimization of *stock opname* activities of library materials at the Library and Archives Office of Kolaka Regency goes through three stages

Stock opname preparation is carried out by preparing a regular and planned implementation schedule for the equipment needed, and a budget for *stock opname*. the budget is allocated for various needs, such as procurement of new collections needed, maintenance of existing collections, and printing costs for documents or reports related to the stock process.

The implementation of *stock opname* is carried out manually using the list/registration method by matching the entire collection in the library with the data owned to count and check the physical books. In post-*stock opname*, a *stock opname* report is prepared which contains information related to the physical condition and total number of book collections and repairs are made to damaged book collections.

Stock opname at the Library and Archives Office of Kolaka Regency cannot be said to be optimal because there are still several obstacles faced during the process of this activity such as the lack of human resources which causes *stock opname* activities to not be completed according to the targeted time, the discrepancy between books and data, the loss of some books, and limited funds for this activity.

References

- [1] Dwi Martani. 2012. PSAK-Based Intermediate Financial Accounting. Jakarta: Salemba EmpatDwi
- [2] Kristyanto, D. (2017). Stock taking is the first step in developing the school library collection. Academia.Edu.
- [3] Rahman, E., & Makmur, T. (2015). Library resource policy. Yogyakarta : Graha Ilmu.
- [4] Sundari, T. S., Andriaty, E., & Rohmah, S. (2012). Technical Instructions for Stock Opname Library Collection.
- [5] Saputra, A. A. (2023). Utilization of SLiMS for stock-taking at SMA Negeri 15 Bandar Lampung Library. 4(1), 88–100.
- [6] Yulia, Y. (2014). Collection Development (A. R. Palupi (ed.); 1st ed.). Open University.
- [7] Yusniah, M. . (2021). Collection development diktats. Uinsu Repository, 1–69.