Repository Management Strategy In High School Of Agricultural And Agrobusiness Library (STIP-AP)

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Article Info	ABSTRACT
	This research is about the repository management strategy in the Library of the College of Agricultural and Plantation Sciences (STIPAP). The purpose of this research is to find out how the strategy of managing the repository in the STIPAP library. This study uses a qualitative descriptive approach with data collection techniques interview, observation and documentation. The research informants were the head of the STIPAP library and staff librarians. The results of the study show that in managing the repository in the Stipap library, the electronic collection is in the form of CD (softcopy) and hardcopy which is stored in the archive cabinet. The content contained in the STIPAP repository is 2837 Final Project titles, 57 Journal Titles, and 53 Final Project Titles. The STIPAP library does not digitize it, because it accepts soft copies from students. The strategy for managing the Stipap repository is with the role of HR (librarian) in managing the repository, information technology assistance to build the repository, and preservation of digital collections so that the collection can continue to be utilized.

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1. INTRODUCTION

The growing library in this day and age, many people who use the library as a container of information. A university library is a library under the auspices of an institution that is managed by implementing a system that has been determined by the institution, this aims to meet the needs of users. Libraries are often referred to as the heart of an institution, therefore the position of libraries in universities occupies a strategic position in the development of technology and science. The definition of a library based on Law No. 43 of 2007 article 1 paragraph 1 reads: 'The library is an institution that manages the collection of written, printed or recorded works in a professional manner with a standard system to meet the needs of education, research, preservation, information and recreation. (Nurhasanah, 2017)

Repository is a place or container to store and preserve digital information distributed in computer networks that can be reused. The repository stores a collection of scientific works such as theses, theses, dissertations, research journals and others, which are real works produced from the learning process in universities. The repository is not only a place to collect scientific works in digital form, but also to manage and preserve the digital collection. Because scientific work is a very valuable asset, so it must continue to be managed and preserved. If the scientific work produced by the university is not managed properly, there will be problems if there is a dissemination of the information contained in the work.

The STIPAP library applies regulations regarding the obligation to submit final assignments for each student who will graduate. STIPAP students who will graduate must submit their final assignment which has been bound in hardcopy and 1 copy (softcopy) in the form of a CD containing the final project file according to regulations. STIPAP produces more and more graduates every year, so there are many final assignments that must be submitted and recorded by the librarian. For the final project in the form of print, it is stored in a filing cabinet. If students need the final project, they have to look one by one in the filing cabinet. By using this manual system, students have some difficulty when they want to borrow their final assignment. Where when the final task that you want to find is being borrowed by another student, then the student must wait for the final project to be returned by another student. And another problem before the implementation of the repository in the STIPAP library, the students had difficulties in finding journals or scientific works. Where when they need a research journal, they refer to the Rubber Research Center (rubber research center) and PPKS (palm oil research center). With this repository, of course, it makes it easier for them when they want to find scientific works. And with the implementation of the repository, of course, it will make it easier for the librarian to manage the collection of scientific works.

Based on data since 2017, there are several student final assignments that have not been uploaded to the repository. This is due to the lack of librarians. The collection of scientific works contained in the repository must continue to be managed and preserved so that they can be used in the future. The previously manual management process was more difficult in that it was stored on shelves, making collections more susceptible to damage (torn paper), and each year the collection grew, of course there was less storage space. Therefore, the repository plays an important role in managing the collection of scientific works. And the repository must continue to be managed for the sake of the collections contained therein.

According to Government Regulation No. 24 of 2014, a university library is a library which is an integral part of education, research and community service activities. (Dwi Novita Ernaningsih, 2017). College libraries include universities, academic institutes, and so on. The library is located on a campus environment, the users are the academic community of the college, and its main duties and functions are to support the process of education, research and community service (Tri Dharma Perguruan Tinggi). It is the university that acts as the person in charge and who manages the library. So the university library has a purpose to assist in carrying out the three dharmas of the university. The education process in higher education is inseparable from research and development activities, innovation, and scientific engineering. Therefore, the university library is often said to be the heart of the university. (Sutarno NS, 2006).

In general, college libraries have several purposes, including the following:
1. Meet the information needs of the higher education community, usually teachers and students.

2. Provide reference library materials (reference) at all academic levels, meaning from first year students to graduate students and faculty.
3. Provide a study room for library users.
4. Providing appropriate lending services for various types of users.
5. Providing active information services that are not only limited to universities, but also local industrial institutions. (Andi Prastowo, 2012)

2. RESEARCH METHODE

The research used in this research is descriptive research with a qualitative approach. This study aims to provide an in-depth description of the repository management strategy in the Library of the College of Agriculture and Plantation Agribusiness (STIPAP) through interviews, observation and documentation methods.

Lexy J. Moelong stated that qualitative research is research that intends to understand phenomena about what is experienced by research subjects such as behavior, perceptions, motivations, actions etc., holistically and in a descriptive way in the form of words and language in a special context. natural and by utilizing various scientific methods. (Prof. Dr. Lexy J. Moleong, 2017)

Meanwhile, according to Denzin and Lincoln, qualitative research is research that uses a natural setting, with the intention of interpreting the phenomena that occur and is carried out by involving various existing methods. Bodgan and Taylor define that qualitative method research is a procedure that produces descriptive data in the form of written or spoken words from people or observable behavior. (Mamik, 2015)

This research is located in the Library of the College of Agricultural and Plantation Sciences (STIPAP) on Jalan Williem Iskandar or Jalan Pancing No.1 Sampali Medan. In starting this research schedule, the author carried out in September to November 2020.

In this study, the authors used field research in observing research in the Stipap library area. There are three data collection techniques used by researchers, namely observation, interviews and documentation.

Data collection techniques are the most strategic step in carrying out research, because data collection techniques have a goal, namely to obtain data. Because if the researcher does not understand the data collection technique, the researcher will not get data according to the standards set. (Sugiyono, 2018)

Observation is a data collection technique that is specific when compared to other collection techniques such as interviews. Because interview data collection techniques only focus on communicating with someone. While observation does not only focus on a person, but also on natural objects. (Sugiyono, 2018)

Interview as a data collection technique conducted by researchers if they want to carry out a preliminary study in finding a problem under study. But also if the researcher wants to know more deeply than the respondent. In this data collection technique based on reports from oneself or from personal knowledge or beliefs. (Sugiyono, 2018)

Documentation is a data collection technique or complementary study from observation and interview methods through qualitative research. (Sugiyono, 2018)

3.   RESULT AND ANALYSIS

Strategy

Miller suggests that strategy will make it easier for us to determine where we are looking. Gaffar said, strategy is a plan that contains a comprehensive and integrative method that is used as a guide in working, fighting and acting to win competence.

While Whelen and Hunger argued that strategy is a series of decisions accompanied by managerial actions that determine the performance of the company (school) in the long term. Wiludjeng also argues, strategy is a general program in achieving the goals of an organization in carrying out the specified mission.

It can be concluded that strategy is a process in determining a direction carried out by an organization or institution in order to achieve its goals. By having a strategy, of course an organization and institution will get a strong position or position in the work area.

The steps in strategy formulation are: 1) setting goals, 2) setting measures, 3) eliminating differences, 4) choosing alternatives, 5) implementing a strategic plan, 6) measuring and monitoring progress. (Dr. Hj. Fory A. Naway, 2016)

Repository

`Initially, the repository was created from a digital library. According to Sismanto, a digital library is a system that has services and objects that support access to information digitally through devices. We can understand that a digital library is a digital service system that can access books, scientific works without being limited by space and time. (Arina Faila Saufa, 2018) If you hear the word repository, it certainly cannot be separated from a digital repository. Digitization is the process of transferring media from a printed format to a digital format. Then the digital collection is collected and managed in a container or data center/server, so that the digital collection can be utilized or accessed by users quickly and precisely. (Agustiawan, S.S., 2016)

So the repository is a place to store and preserve digital information distributed in computer networks that can be reused. The types of collections provided in the repository can be in the form of research proposals, research results, freelance books, teaching books, books, data, reports, proceedings or results of seminars, theses, theses, dissertations and guide books. Repository has characteristics, benefits, objectives and steps for managing the repository.

According to Pandapotan H., suggests 4 things that need to be the main concern for institutional repositories at each university, including: First, in collecting scientific work content, one location is placed so that it can be found again when needed. Second, in the storage and preservation of intellectual property rights assets for all time. Third, it can provide open access to institutional intellectual works for the general public. Fourth, Can create global visibility for the scientific work of the academic community for an institution. (Wiyarsih, 2015)

Another benefit of the repository is that it can collect scientific papers in one place so that they are easy to find through search engines such as Google, Yahoo and other search engines, which function as a place of promotion in disseminating the work of the academic community without being limited by time and place. (Suwanto, 2017)

The repository is a very valuable asset for every university in managing the research results of an institution as part of an information strategy. Repositories can help universities to develop a coordinated and logical approach to the collection, identification, storage and retrieval of scientific papers. The following are some of the goals of the repository, namely: First, it can

create global visibility for scientific research of an educational institution/institution. Second, as a place to collect content from a location. Third, Can provide open access to research results. Fourth, it can be used as a place for storing and preserving other institutional digital scientific works, including unpublished or easily lost literature ("gray literature" such as theses and technical reports). (Devi Ribekka Simarmata, 2019)

Open Access

There are two requirements for a work to be called an Open Access Publication, as stated by the Berlin Declaration on Open Access to Knowledge in the Science and Humanities, namely: First, the author or the rights to the holder of the essay can give every reader the right of access to his work. is open, immutable and global, including permission to copy, use, share, distribute, and display it to the general public, as well as being able to create and distribute it to derivative works in all digital forms in order to achieve objectives that can be accounted for and pay attention to credit to the original author. In this access right, it is possible to make a printed version with the required number according to personal interests. Second, the full version of a work and all supplementary materials, including a copy of the above statement of rights, must be submitted and after that it can be published in at least an online repository that can be supported and treated by an academic institution, scholar association, government agency. , organizations or other institutions that are well-established and which always prioritize free access, unrestricted distribution, interoperability, and long-term alignment. (Arina Faila Saufa, 2018)

Some of the benefits why institutions digitize are to increase access widely so that it is not limited to certain circles. (Muhammad Teguh Dwi Putranto, 2015).

Digital Preservation

As for preservation activities to preserve digital collections, it can be classified through three general activities, namely: First, preservation of storage media. In preserving storage media, it can refer to media preservation activities that store information in the form of CDs, hard drives, tapes, and others. In carrying out this activity, it is necessary to do, because this storage media has access that must be maintained and maintained so that users can easily find back the information contained in this media. In preserving this media, it can be done by copying files from the backed up hard disk into the form of similar media or media with different types. Second, Technology Preservation. Information technology is growing rapidly, with a period of just 5 years a software can issue several new versions that are better and developing. This also applies to hardware (hardware), and therefore librarians should be wary of obsolete technology commonly used in storing digital documents or for accessing digital documents. Third, Intellectual Preservation. In the preservation of digital collections, there is still a lack of legal and copyright protection, because digital information can be easily copied by certain circles. Although now it already has electronic signature and watermark technology. This is still something that is continuously developed so that the originality of the information contained in digital documents can be maintained. (Nurhasanah, 2017)

Digital preservation activities are important activities for information institutions such as libraries to maintain their collections in digital form and can continue to be accessed by users and utilized.

Result and Discussion
Repository Collection Processing

Based on the results of interviews, it can be seen that in processing the STIPAP repository collection in softcopy form, there are three stages, namely: First, pre-digitizing hardcopy, at this stage collecting documents, dismantling document bindings, then rebinding documents. Second, Organizing includes scanning or scanning of documents, editing (editing), and loading or uploading documents. Third, Pre-digitization in softcopy form by collecting and grouping student final project CDs, transferring final project files from CD to PC, then dividing and splitting the files into several parts.

The STIPAP library applies regulations for students to submit their final assignments to the library as a condition for graduation and taking diplomas. Before students submit their final assignments, the library will make an announcement regarding the procedure for submitting their final assignments to the library. In the announcement there are regulations for submitting the final project in the form of a CD which includes Chapter I, Chapter II, Chapter III, Chapter IV and Chapter V, as well as submitting 1 hardcopy. Before submitting the final project, students are required to fill out the submission form first. After filling out the form, students submit softcopy and hardcopy according to the regulations stated in the announcement.

In addition to students submitting soft copies in the form of CDs, students also submit 1 hardcopy to the library. After the collection is received, then the collection will be processed so that it reaches the user. In the processing of printed collections (hardcopy) there are several stages carried out, namely, inventory by checking the collection, providing a call number, giving a stamp, and arranging the collection in the filing cabinet. In the filing cabinet, the hardcopy collection is arranged by name, title, stamp, and calling number.

STIPAP repository management strategy

1. Human Resources (HR)

Every library must have human resources or librarians who are tasked with managing and running library programs. One of them is the repository, the repository must be managed by the librarian so that the collection of scientific works can be stored and preserved.

In managing the STIPAP repository, it is not only the librarian who manages. But also employees in the library, this is because the number of human resources is still small. Although librarians have their respective duties, they do not have to focus on the assigned tasks. Such as the submission process, collection management, upload process to the website and preparation of hardcopy collections. This is due to the limited number of tablespoons.
The STIPAP repository was originally formed as a place for storing and disseminating scientific works belonging to the STIPAP campus academic community. And also the existence of this repository aims to make it easier for users to find final assignments, research journals, and ebooks. Librarians certainly play an important role in managing the repository. So far, the librarian has carried out various activities in managing the repository. In addition to receiving, processing collections, uploading, and arranging on shelves. Librarians also carry out activities such as outreach to new STIPAP students, so that they are more familiar with the repository.

Based on interviews and observations made by researchers, librarians conduct socialization to new students with the aim of introducing the Stipap library. The purpose of this library socialization is to realize the vision and mission of the library that has been set since the beginning. In the introduction to the library, it is explained about the services in the library, such as the introduction of the collections in the library, the facilities provided and

the services provided, including the introduction of the STIPAP repository. The librarian introduces new students to the STIPAP repository which has several contents such as student final assignments, research journals and ebooks. Here the librarian gives direction to students to view the STIPAP repository website if students need scientific work for learning activities. The purpose of this socialization is to introduce and arouse student interest in the use of repository collections, so that there is a desire to continue to use the collections provided.

2. Information Technology

Based on interviews, in building the library repository, Stipap uses hardware such as computers. And for the software (software) using software made by outside developers. The stipap library works with external web developers to build a software repository.

With the help of information technology, users can directly access the STIPAP repository website using windows and smartphones. And users can access Abstract, Chapter I, Chapter II, Chapter III, Bibliography, and Appendix. Meanwhile, Chapter IV and Chapter V are non-published. Meanwhile, outside users can only access the abstract.

STIPAP library does not implement an open access system. Unlike the campuses, several other campuses implement open access or are accessed in full text. The author also observes repository websites such as uinsu and usu whose scripts can be accessed in full text. Meanwhile, the Stipap repository does not implement open access, which can be accessed from Abstract, Chapter I, Chapter II, Chapter III, Bibliography, and Appendix. Meanwhile, Chapter IV and Chapter V cannot be accessed openly. If there are students who want to access Chapter IV and Chapter V, they must come directly to the library. This is done to avoid plagiarism. Plagiarism is the act of someone imitating or plagiarizing the work of others, and claiming the work is his. In searching scientific papers on websites by author, title, and subject. The documents accessed are in the form of PDFs.

3. Digital preservation.

The stipap library will provide an external hard drive as a repository for the repository collection. By providing an external hard drive, of course the CD will no longer be used as a softcopy. This is due to reduce CD storage which is getting longer and longer. The library will provide a special room for the repository which is placed in a reference room specially made for students' final assignments from the first to the last alumni. With this special room, students will find it easy to download collections.

Obstacles In Repository Management

Librarians also experience problems in managing the repository. One of them is the system has problems, which sometimes make it difficult for users to access it. And an unstable network when uploading softcopy files to the repository website. The number of human resources is limited, there are two people who function to manage other units so that the librarian does not focus on their respective jobs. In addition, the softcopy files submitted by students did not comply with the established regulations, such as some blank CD files and even no contents at all.

Based on interviews, that the efforts made to overcome obstacles in managing the repository by stabilizing the internet or wifi network so that it is smooth in the process of uploading softcopy documents to the repository website. And also put a special librarian in managing the STIPAP repository. Because previously the number of human resources was limited, so librarians did not focus on working on their respective units. Seeing that there are still many student final assignments that have not been uploaded to the Stipap repository website. Based on data from July 2017, only 416 final assignments have been uploaded, 160 student final

assignments are ready to be uploaded, 223 final assignments are still being processed into softcopy, and 223 final assignments have not been processed in hardcopy. With the existence of a special librarian in the management of the repository, of course in the future it will run more smoothly. So that it will make it easier to overcome obstacles regarding the final project which has not been uploaded since 2005.

4. CONCLUSION

Based on the results of research in the library of the high school of agricultural science and plantation agribusiness (stipap), the researchers can make the following conclusions:

1. In managing the repository, there are several steps, namely first, providing computer equipment to run the application system. Second, human resources who manage and run the repository system.

2. The types of content contained on the STIPAP repository website are Final Projects, Research Journals, and E-Books.

3. STIPAP library accepts the final project in the form of softcopy (CD) and 1 hardcopy. In processing digital collections (Softcopy) there are three stages, namely the first pre digitizing the hardcopy form, the second organizing (organizing) scanning, editing, uploading activities, the third pre digitizing the softcopy form. As for the printed collection (Hardcopy), there are several stages carried out, namely, inventory by checking the collection, providing a call number, giving a stamp, and arranging the collection in the filing cabinet.

4. The process of receiving, processing collections, and uploading scientific works to the website repository is carried out directly by the Stipap librarian.

5. Stipap repository does not implement an open access or open access system. If users need full text, users can come directly to the library by browsing the print collection (Hardcopy).

6. In the repository management strategy, librarians conduct socialization to new students in the introduction of libraries. This library introduction also introduces the stipap repository including its content and benefits. In addition, there is also technology in running the repository so that it can be accessed by users who need scientific work for learning and research. In addition, digital preservation also needs to be done so that the collection is maintained and can be used in the future.

7. The obstacles faced in managing the repository are internet network, limited human resources, and incomplete scientific work files.

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