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PRESERVATION CONSERVATION EFFORTS OF LIBRARIANS TO MAINTAIN THE COLLECTION OF LIBRARY MATERIALS AT MTs AL WASHLIYAH KOLAM SCHOOL

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Abstract

The maintenance and preservation of library materials is carried out with the aim of preserving the information values contained in a document, accelerating information retrieval, maintaining the beauty and tidiness of documents, maintaining library materials so that they can still be used, and preventing collections from various factors that are damaging. Maintenance and preservation are carried out in the library, namely, 1) cleaning the collection from dust, 2) cleaning the floor every day, 3) avoiding using thick bookmarks, 3) holding both sides of the book while reading, 4) storing books in a dry place, 5) weeding the collection, 6) changing the shape using media, 7) reproduction of library materials, 8) binding and laminating. The factors that causing damages to library materials are, 1) physical factors or material characteristics, 2) environmental or climatic factors, 3) human factors. Activities and preservation of library materials required reliable

human resources. Constraints in the preservation of library materials, namely, the lack of preservation personnel, the absence of institutions that handle it specifically and lack of funds.
Keywords: Preservation, collection conservation, preservation of library materials. Collection Maintenance

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INTRODUCTION

Library materials are one of the important elements in a library, apart from the building or room, equipment, energy and budget. Conservation and preservation of library materials in the library environment is an activity that needs attention. Every library requires conservation of library materials so that library materials last longer so that the information content is maintained and useful for library users. For this reason, it is necessary to carry out conservation and preservation activities for library materials to preserve the information content in library materials and ensure that library materials are not damaged.

From its inception, the library has been analogous to a place for learning and seeking reference sources for information, so that librarians have always been considered as personnel whose role is to manage and maintain monograph collections. Four thousand years ago, librarians in Mesopotamia were tasked with storing clay tablets as information media in libraries. The clay tablets then transformed into scrolls made from animal skin and plants. Then it slowly turned into coexes or manuscript sheets that were arranged until finally it was created in the form of a monograph or book as it is known today. The rapid development of technology has caused the term "library" to become broader because libraries are no longer positioned as a place that only "collects and stores monographs" but also stores information records in other forms such as computer disks, films, documents, works of art. , artifacts, and various other forms of electronic collections are also managed by the library. (Maja Krtalic dan Damir Hasenay, 2012: 353-377)

Based on this, it can be said that the library is increasingly developing into an institution or institution that has an important role in collecting or preserving various forms of library materials from time to time, such as from ancient manuscripts, to the latest such as newspapers. The impact of this is of course that every library must carry out the task of preserving or preserving various forms of library materials owned to anticipate the threat of damage which could result in the loss of intellectual content in these library materials.

In the field of library science, activities for preservation have many definitions, one of which, according to Walker, explains that preservation is a managerial and financial consideration which is then applied to slow down damage and extend the use or usefulness of library material collections with the aim of ensuring the availability of access to the collection. sustainably. Meanwhile, the International Encyclopedia of Information and Library Science explains that activities carried out protect or care for conservation objects, so that they can be used and last for a long time. From these two meanings, it can be concluded that the preservation or conservation activities of library materials can be said not only through physical repairs, but can also be done by protecting intellectual content including preservation management policies and strategies, methods and techniques for improving conservation information records and restoration, as well as development of Human Resources, in this case librarians, in maintaining and protecting library materials from various factors of damage and destruction.(Yeni Budi Rachman, 2017: 12)

LITERATURE REVIEW

This research aims to investigate the efforts made by librarians in maintaining and preserving the collection of library materials at Alwashliyah Kolam Madrasah Tsanawiyah (MTs) School. The method used or used in preparing this article is the literature study method, where literature study is a method used to solve a problem by tracing several reference sources in the form of writings that have been written or previously researched. Apart from that, the terms in this literature study can also be said to be very familiar from several studies, one of which is literature study. There are several methods that can be taken or used in conducting literature studies, such as comparing, criticizing,

synthesizing literature and summarizing. The research location was carried out at MTs Al Washliyah Kolam. Based on the explanation above, in writing this article the method used or used is literature study by prioritizing aspects of summarizing, analyzing and collecting literature, then analysis will be provided.

RESEARCH METHODS

This research aims to investigate the efforts made by librarians in maintaining and preserving the collection of library materials at the Madrasah Tsanawiyah (MTs) Alwashliyah Kolam School. Qualitative research methods were used to collect data through observation, interviews with librarians and related staff, as well as analysis of documents related to collection management policies. The research results show that librarians at MTs Alwashliyah Kolam implemented various strategies, such as routine maintenance, digitalization, and training for students and staff to increase awareness of the importance of preserving library materials. The implication of this research is the need for greater attention to efforts to preserve and conserve library material collections in schools, as well as the importance of the role of librarians as guardians and managers of knowledge.

FINDINGS AND DISCUSSION

Conservation and preservation of library materials is a very important activity, therefore the Bung Hatta Proclaimer Library also does this. Maintenance and preservation are efforts to store the information content of library materials themselves. Thus, in carrying out conservation and preservation of library materials, libraries are required to have experienced and trained librarians, because librarians will face various destructive and destructive enemies from various factors, such as biological factors (rodents, insects, fungi), physical factors (light, dust and air humidity), chemical factors (chemical substances, acidity, oxidation) and other factors such as humans, water, fire. Librarians need to know the causes of damage to library materials, so that quick and appropriate preventive measures can be taken. If library materials are damaged, it will be difficult to repair and will also require a lot of money. (Abdul Rahman Saleh, 2012: 21)

Apart from that, high frequency of use and mismanagement in handling can also cause damage. As a result, many library materials, especially books, will

experience things like: damaged bindings, brittle paper, discolored, torn, and so on. To overcome the problem of damage to library materials, it is necessary to conserve and preserve library materials. Understanding and success in the conservation and preservation of library materials is very dependent on how to maintain and preserve the library materials, and also depends on the librarian who maintains and preserves them.

Preservation

Preservation is the management of risks to collections to restrict the rate of loss collection value to an oprimum,low level Waller dalam Porck. Preservation can be defined as'all manegerial, technical and financial considerations applied toretard deterioration and extend the useful life of (collection) materials to ensure their continuedavailabilityThus, library preservation is a broad discussion, not only limited to technical matters of repairing library materials, but also includes library managerial tasks which include: (John Feathe, 1991)

a) Policies and strategies for preserving library materials
b) Maintaining the room environment or storage area for library materials
c) Policy for collection development and weeding of library materials
d) Conservation and restoration of library materials
e) Digitalization and digital preservation
f) Disaster management planning
g) Security of library materials, and,
h) User and librarian education

A. Strategies and Methods for Preserving Library Materials at MTs Al Washliyah Kolam

In providing a service, librarians must of course do their best to provide or provide access to various sources of information and provide ways to access information sources without caring about physical damage to the library materials. According to Feather, physical preservation methods for the contents of library materials are divided into four parts, namely those of a housekeeping nature, those relating to disaster preparedness pla, those relating to the transfer of information from deteriorating medium to another medium, and those requiring cooperative action or the use of technology an large scale.

1. Housekeeping nature, includes conservation principles found in all libraries, such as maintaining a clean and environmentally friendly library, maintaining the intensity of temperature, lighting and humidity in the library collection or storage room.
2. Disaster Preparedness plan, including a disaster management planning program, namely a guide to the steps that have been determined in preparation to prevent all forms of disasters, handle and restore the condition of collections and libraries from all types of disasters.
3. Transfer of information, preserving or maintaining intellectual material by transferring media in simpler forms such as microfilms, CDs, etc.
4. Cooperative action and the use of technology on a large scale, including physical preservation techniques such as mass deadification, transfer of collection media (digitization), to encouraging publishers to use permanent paper to extend the life of collections.

B. Factors that cause damage to library materials at MTs Al Washliyah Kolam

a) Material Characteristics

In general, library materials have chemical and physical properties that are not constant. Fast or slow damage to library materials varies. Starting from paper that lasts hundreds of years to paper that is fragile in just 10 years. From photo negatives made from glass sheets whose emulsion layer is normal but easily damaged or broken to image negatives made from polyester whose emulsion layer is easily opaque, but very difficult to damage.

b) Environmental factor

Each type of library material has a different resistance energy to regional influences depending on the molecular structure and characteristics of each component contained in it. High temperatures can cause the paper to become brittle and the skin on the first page will become stiff. Light can break the chain of bonds in cellulose fiber chemicals, fade the color of the pigment and can speed up the response to oxidation. Air pollution such as sulfur dioxide gas or nitrogen dioxide gas can cause or cause an area or environment to become acidic, causing:

1. Paper clips and wire used to bind books can become rusty.
2. Dissolving the emulsion on the film.
3. Paper can become brittle.
4. Book covers, folders and protective boxes made from materials that contain acids can cause the paper to become very brittle. Shelves and cupboards that do not meet the requirements can cause some physical damage.

c) Human Factors

Humans are the trigger for damage that comes from outside, this is caused by the process of handling and using library materials, binding methods, procedures for arranging shelves, processing, circulation, how staff andlibrary service users hold library materials, etc. The damage caused can be chemical, such as holding library materials when your hands are dirty and oily,resulting in spots or stains. Inks and adhesives that contain acids will irritate or damage the paper. The relationship between the three factors mentioned above is quite complex, therefore understanding the factors that cause damage to library materials will help in efforts to maintain library materials sothat they remain sustainable.

C. Care and Preservation of Library Materials at MTs Al Washliyah Kolam

a. Maintenance (and preservation) of library materials is very necessary for libraries. This aims to preserve or cultivate the information content contained in the library materials. Maintenance of library materials, including maintaining the original form of the library material, such as by laminating the library material, rebinding, or reproducing the library material, such as photocopying, transferring media (for example from paper to microfilm, microfiche or digital).

b. Prevention of factors that can damage collections. Maintenance of library collection materials can be carried out or prevented early, namely by preventing factors that can cause damage to the collection. The factors that cause collections to become damaged quickly include: handling collections improperly, dust or dirt, and light from sunlight. In order to reduce or slow down the damage to library materials, these library materials should be treated carefully, especially when they are taken and placed on the

shelves, when they are read and when they are taken out of the library. Library materials need to be re-bound first if the library is easily damaged. Building cleanliness needs to be maintained so that dust and dirt do not contaminate the collection. Dust should be removed with a vacuum cleaner. If possible, library materials are stored in a cooled (air-conditioned) room.

c. Abrasion (wear and tear) which usually occurs in library collection materials is usually caused by inappropriate treatment of library collection materials in sending materials, placing them on collection shelves, the level of use by users when returning them and placing them on collection shelves.
d. Dust and dirt, occurs due to lack of cleanliness in the library space and the collection is not cleaned regularly.
e. Sunlight, its rays directly affect library materials. Ultra violet light from sunlight can change the color of covers, affect the durability of paper and printing due to the photo analysis process, fluorescent light is also not good for library materials. To overcome the three things from points c, d, and e above:
    1. Library materials should be treated carefully when sending, placing and returning them to the shelves, when reading, opening and closing books. There is a need for physical supervision regarding the proper storage of library materials, alignment of library materials and handling and circulation of library materials.
    2. Easily damaged materials need to be bound first. For books with brittle pages, they can be placed on blank pages, if one of the pages is blank with no writing. If both pages are brittle, chiffon (a type of clear, translucent silk) can be attached to both pages.
    3. The cleanliness of the building should be maintained properly. Clean dust and other dirt using a vacuum cleaner, clean the floor every day, and if possible the room is equipped with an air conditioner. Regular cleaning will prevent premature damage. Damaged library materials can be repaired according to the damage.
    4. Try to ensure that library materials are not placed in direct sunlight. This factor needs to be taken into account when constructing a new building.

If this is not possible (the building is already finished), try to make sure that the windows are covered with window cloth or vertical blinds (curtains consisting of vertical sheets of a type of stiff cloth) which can be closed when the sunlight is shining on the library materials and opened when it is not exposed. direct sunlight so that bright light can still enter. Prevention can still be done by lowering the light level or if necessary turning off the electricity. For fluorescent lamps, a fluorescent filter should be installed, especially fluorescent lamps used in library material storage rooms. (Endang Fatmawati, 2018)

D. Obstacles in Preserving the Collection of Library Materials at MTs Al Washliyah Kolam

a. There is still a lack of librarians in the process of preserving collection materials in Indonesia. Until now there is no learning institution that specializes in conservation so it is still questionable whether conservation personnel are needed at a professional or technical level.
b. Many leaders and policy holders do not understand the importance of preserving library materials, giving rise to problems of lack of funds, attention and other available facilities.
c. The practice of preserving library materials that has been carried out so far still contains many errors or mistakes. For example, duct tape cannot always be used to repair library materials.
d. Library materials stored in Indonesian libraries are printed on various types and forms of paper with various qualities. Like many library collections from the period of the war of independence which were printed using straw type paper, the paper is not good in terms of quality, but has high historical value.
e. Various library rooms are not designed to suit the needs of preserving and caring for library materials. Many libraries still receive direct sunlight, thereby speeding up the process of damage to library materials.
f. At the national level there is no national conservation policy, this policy is the result of collaboration between various related agencies.
g. With the widespread discussion of digital libraries, the equipment available on the market is actually quite affordable for many libraries. However, the

problem that arises in terms of human resources is that not many librarians have mastered the document digitization process.

CONCLUSION

Care and preservation of library materials is carried out with the aim of preserving the information contained in a document, speeding up information retrieval, maintaining the neatness and beauty of documents, maintaining library materials so they can still be used, and preventing damage to the collection. This research was conducted at MTs Al Washliyah Kolam with emphasis on reviewing, summarizing and collecting literature, then providing an analysis. Maintenance and preservation is carried out in the library, namely, 1) cleaning the collection from dust, 2) cleaning the floor every day, 3) avoiding using thick bookmarks or bookmarks, 4) storing books in a dry place, 5) weeding the collection, 6) transferring form using media, 7) reproduction of library materials, 8) binding and lamination. The factors that cause damage to library materials are, 1) physical factors or material characteristics, 2) environmental or climate factors, 3) human factors. Activities and preservation of library materials require reliable human resources. Obstacles in preserving library materials include a lack of preservation personnel, the absence of an institution that handles them specifically and a lack of funds.

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