

**SISTEM PENGELOLAAN BAHAN PUSTAKA DI
DINAS KEARSIPAN DAN PERPUSTAKAAN
KABUPATEN BADUNG**

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ABSTRAK

Dinas Kearsipan dan Perpustakaan Kabupaten Badung merupakan salah satu perpustakaan daerah. Dimana sistem pengelolaan perpustakaan disana sudah terjalan dengan baik, bahkan menggunakan dua sistem yaitu sistem manual dan sistem online dengan sistem aplikasi INLIS. Ada lima kegiatan pokok dalam pengolahan bahan pustaka yaitu : (1) inventarisasi, (2) klasifikasi, (3) katalogisasi, (4) labelling, (5) dan shelving. Sistem Pengelolaan Bahan Pustaka Di Dinas Kearsipan Dan Perpustakaan Kabupaten Badung melakukan kegiatan pengelolaan bahan pustaka setiap bulannya. Penelitian ini menggunakan metode deskriptif kualitatif. Metode dalam mengumpulkan data adalah observasi, wawancara, studi dokumen, dan teknik analisis data. Hasil penelitian menunjukkan upaya yang dilakukan Dinas Kearsipan dan Perpustakaan Kabupaten Badung dalam mempelancar pengelolaan bahan pustaka menggunakan sistem INLIS. Kendala – kendala yang dihadapi dalam sistem pengelolahan bahan pustaka yaitu, sistem sering terganggu, sarana dan prasana, serta waktu. Dinas Kearsipan dan Perpustakaan Kabupaten Badung agar dapat meningkatkan bahkan melancarkan sistem pengelolaan bahan pustaka yang sudah dilakukan.

Kata Kunci: *Pengelolaan, bahan pustaka, kantor kearsipan badung.*

**MANAGEMENT OF LIBRARY MATERIALS SYSTEM
IN THE DEPARTMENT OF ARCHITECTURE AND
LIBRARY OF BADUNG REGENCY**

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ABSTRACT

The Badung District Archives and Library Office is one of the regional libraries. Where the library management system there is already running well, even using two systems, namely the manual system and the online system with the INLIS application system. There are five main activities in processing library materials, namely: (1) inventory, (2) classification, (3) cataloging, (4) labeling, (5) and shelving. Library Material Management System In the Archives and Library Office of Badung Regency conducts library material management activities every month. This study used descriptive qualitative method. Methods for collecting data are observation, interviews, document studies, and data analysis techniques. The results showed the efforts made by the Archives and Badung District Library Office in facilitating library management using the INLIS system. Constraints faced in the management of library materials, namely, the system is often disrupted, facilities and infrastructure, as well as time. Badung District Archives and Library Office in order to improve and even smoothen library management system that has been done.

Keywords: Management, library materials, badung archival office.