
MOBILE LIBRARY POAC MANAGEMENT

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ABSTRACT

POAC management is a basic requirement as one of the requirements for the establishment of a mobile library, because at least it functions as a planner, organizing, mobilizing, and monitoring. Mobile library management is the process of optimizing human, material, system, and information contributions to achieving library goals. With management in the mobile library, these activities will be directed and controlled, moreover, the management is well managed following POAC Management. The implementation of the POAC management function in the mobile library, then the obstacles that arise are the lack of responsibility from the manager in carrying out their duties and obligations

INTRODUCTION

Library management is a process that must be owned and implemented by a library in carrying out its daily activities, including a mobile library. To organize a mobile library that can be used properly by the community, adequate management is needed. When discussing the implementation of a mobile library, it cannot be separated from library management. According to Bryson, management is an effort to achieve goals by utilizing human resources, information, systems, and funding sources while still paying attention to management functions, roles, and expertise (Qalyubi, 2007: 272).

In the library management book (Sutarno, 2006: 135) George R Terry states that the management function consists of Planning, Organizing, Actuating, and Controlling so that the movement is following the plan and always leads to the goal. which have been specified.

There is a mobile library to make it easier for visitors to take advantage of the library's material collections directly by visiting visitors using vehicles that have been

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provided by the public library. The mobile library is part of a public library with a limited collection of library materials, services, and facilities so that it is tailored to the needs of the visitors it visits.

Mobile libraries are an alternative for public libraries in providing optimal services to users, especially those who are far from the public library area or visitors who are constrained from coming directly to the library. Users can take advantage of the collection of library materials and facilities provided by the mobile library to fulfill information needs or as a means of recreation. To optimize the performance of mobile library services, public libraries need proper management of mobile library services. Proper management of mobile library services that have limitations.

Library management is a process in setting, directing, guiding, controlling, and influencing library resources (SDP) so that it is following the duties, functions, and objectives of the library (Iskandar, 2016: 2). A mobile library is a library that makes it easy for users to take advantage of public library materials by visiting areas where users live. Mobile library management is a process in regulating, directing, guiding, controlling, and influencing library resources in disseminating information through vehicles that provide various facilities to support the information needs of visitors. Library management is needed to achieve the goals of good service through planning, organizing, implementing, and monitoring library material collections in mobile libraries that are tailored to the information needs of visitors to be visited, services and infrastructure that support visitors in finding and determining the source of information needed and human resources (HR) which is the main factor in helping users to meet their information needs through mobile library services.

The objective of this article is to identify the implementation of the POAC (Planning, Organizing, Actuating, controlling) management function and the constraints faced. So the analysis that needs to be done when the data has been collected is organizing the data, testing the validity of the data, then trying to relate it to appropriate theories that are indeed related to the phenomenon.

DISCUSSION

Library Management Functions

To achieve organizational goals, each library must carry out a series of activities or management functions. Management functions for organizations such as libraries as described by George R. Terry are planning, organizing, mobilizing, and monitoring (Sutarno, 2006: 134). The four management functions carried out by this library are also supported by public library standards (2002,5)

Planning is an important way to anticipate the future. The mobile library beforehand must determine and decide where to go and how they will achieve that goal. Planning services and systems in mobile libraries is a concept that includes recognizing all needs and finally adjusting direction to account for the results of activities. When planning is done well, it will create a solid foundation for other management functions, namely organizing, managing human resources to control, monitoring task completion, and taking necessary corrective actions.

Matthews (2005: 12) in the book strategic planning and management for library managers said that the most important planning process, in general, is

determining the direction of goals, building library plans and strategies, and supervising implementation.

The function of organizing management, Stueart states that organizing includes determining what tasks should be done, who performs them, how tasks are grouped, and how all tasks are coordinated (2007: 132). The result of organizing is the formation of a mobile library structure and the organization of all activities in the implementation of the mobile library so that all tasks and functions run well to achieve their goals.

Movement is the next function in management, according to G.R.Terry in Hasibuan explained that mobilization is to make all group members want to work hard and work together and be eager to achieve goals following planning and organizing efforts (2007: 41). Drivers are complex because they involve humans and the various behaviors of the humans themselves who have different traits, characters, emotions, and social values.

The last management function is supervision. Supervision is a process of observing, comparing, and correcting the work that has been done to ensure that the initial goals of the organization have been achieved following predetermined plans (Robbins, 2007: 556). Supervision starts from the planning process until the final stage of the activity.

Mobile Library

A mobile library is a mobile library that provides library materials to serve people that cannot be reached by public library services, Hardjoprakoso (in Aji, 2013). According to Basuki (in Anshor, 2018), a mobile library is an extension of a public library by visiting visitors using vehicles as media transport library materials.

The library has a collection of library materials that can be used by users in fulfilling their information needs, including the mobile library. According to the 2014 National Library of Indonesia, the types of mobile library collections that can be used by visitors; (a) a collection of printed library materials, library materials in physical forms, such as books, magazines, newspapers; (b) a collection of recorded library materials, which is another variation in the availability of library material collections in mobile libraries that can be used by users other than printed library materials such as slides, audio cassettes, video cassettes; (c) unprinted or unrecorded library materials, the meaning of unprinted and unrecorded library materials can be in the form of a learning resource center for readers as informal education.

Since its introduction, the community has felt the benefits of the mobile library. In carrying out its duties, the mobile library moves to locations that are not yet reached by public library services. Therefore, many people expect from the mobile library, including services and collections that can satisfy their needs as library service users.

The purpose of the mobile library following the duties and functions it carries is to equalize information and reading services to the public to remote areas. The mobile library also assists the task of public libraries in developing informal education for the community. Besides, the mobile library introduces library materials and library services, so that culture grows to take advantage of community library services. The focus of mobile libraries does not rule out the possibility of increasing

reading interest and developing a love for books in the community, as well as collaborating with social, educational, and local government institutions in increasing the intellectual and cultural abilities of the community.

Implementation of Mobile Library Management Functions

Mobile library management is the productive utilization of all available resources to achieve the initial goal of forming a mobile library, through a series of processes consisting of planning, organizing, mobilizing, and controlling or better known as a management function (Stoner, 1991: 7). Peter Drucker (Stueart, 2002: 193) states that there are three ways needed to manage a mobile library, namely activity analysis, satisfaction analysis, and relationship analysis.

Analysis of activities is needed by the leadership to carry out an activity carefully and thoroughly so that they can determine what tasks should be carried out, what activities are carried out together, and what activities should be placed in the mobile library organizational structure. Decision analysis is the identification of various kinds of decisions that are needed, wherein the organization they have to make decisions, and where the level of involvement of each leader in the decision-making process. Decision-makers are based on how difficult and complicated the problem is (Schermerhorn, 2005: 173). Then the relationship analysis emphasizes the relationship between the units in the organizational structure and the responsibility of each leader to the various units as well as the responsibility of the various units to each leader.

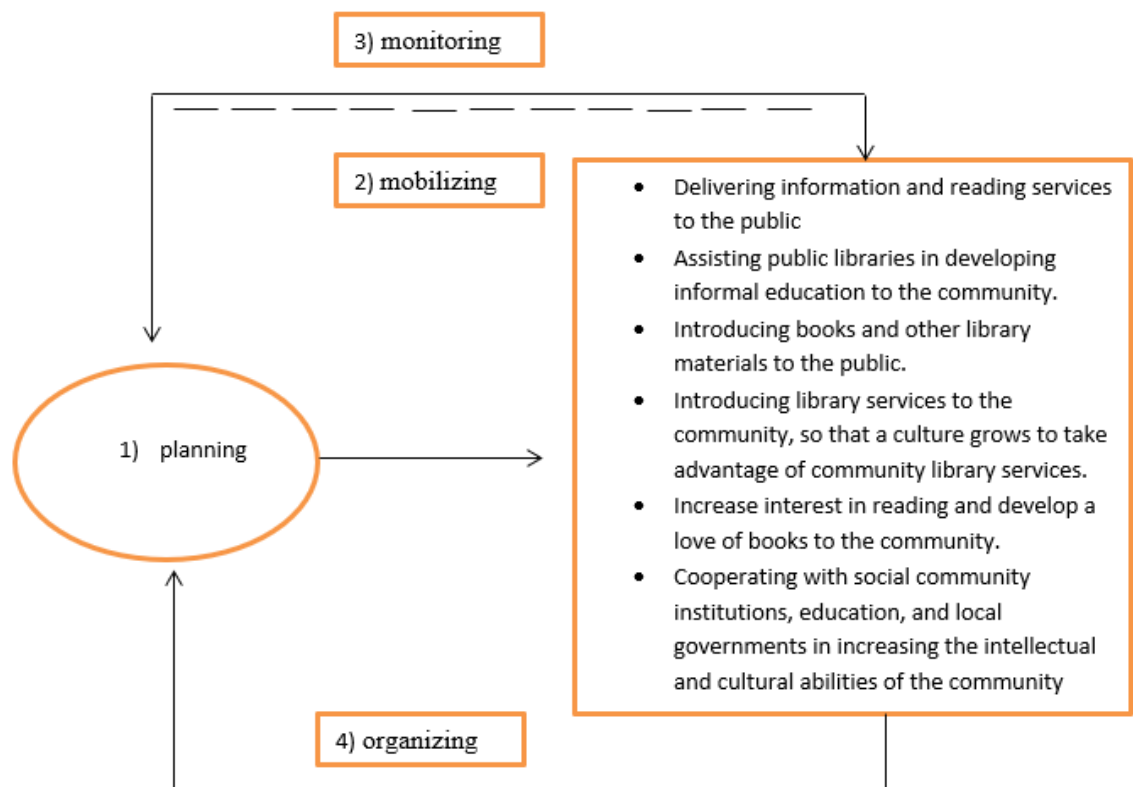


Chart. Management function

The existing management functions are related to one another (Stueart, 2002: 201). Where is planning which is the initial stage of all activity-setting processes, including determining the vision, mission, and main objectives of establishing a

mobile library? In the next stage, activation. Where all activities that have been determined at the planning stage are carried out. Then all the mobilization processes will be supervised at the supervisory stage, namely to ensure whether the main purpose of the mobile library has been achieved. All activities that are supervised are then reviewed at the evaluation stage if there are activities that are not suitable, then the next action is to evaluate all activities that have been carried out and re-plan what things need to be done so that the mobile library can achieve its goals.

Mobile Library Management Constraints

The implementation of management functions in the mobile library is not quite as planned due to a lack of coordination and communication. These obstacles come from two aspects. First, the structural aspect, in the sense that the mobile library has received less attention from the institution. The two aspects are technical, meaning that the existence of a mobile library has not been supported by technical aspects that are needed by a mobile library such as personnel, funds, and facilities and infrastructure.

The obstacles experienced by the institution in implementing mobile library management, where government policies have not become a point of attention and there is no concern for library management with the mobile library program. The next obstacle relates to the limited human resources capable of managing a mobile library and having a good development vision. In the development of mobile libraries, users' interest in reading has not been satisfying, even though the government has launched various programs on reading interest.

There is no real policy in the implementation of special hours for the community for various utilization activities and/or activities at school. Because there are no special hours for the use of an integrated mobile library, the mobile library is only a waste of information. The people themselves never have time to linger in the use of mobile libraries because there is no time allocation specifically for these activities.

CONCLUSION

Management can be defined as the implementation of a series of activities to achieve organizational or institutional goals by carrying out some specific functions. This means that in achieving that goal the elements of the organization or institution must perform a series of functions. The mobile library as an information unit will have a good performance if it is managed with adequate management. With the management, the mobile library activities will achieve the stated goals.

In the management function of the POAC mobile library, planning for the collection of library materials is carried out by considering the needs and interests of the users. Then in the organizational function, the division of tasks and responsibilities is divided into two divisions, namely the technical part and the service section. Implementation of a mobile library related to procurement is carried out simultaneously through coordination and cooperation with various parties. Supervision is carried out by observing and selecting starting from the planning process until the final stage of the activity taking place.

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