

## LIBRARIANS' ROLE IN PROCESSING DIGITAL COLLECTIONS FOR THE BENEFIT OF LIBRARY AND ARCHIVES IN SOUTH SULAWESI PROVINCE

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**Abstract:** The goal of this study was to ascertain the librarian's role in processing digital collections and to ascertain the procedure by which digital collections were processed. The author employed descriptive research with management and pedagogical perspective in this study. Then, primary and secondary data were used in this study. Interviews and documentation served as guidance for the research instrument. Data collection techniques included observing, interviewing, and documenting. Then there were procedures for data analysis such as data reduction, data display, and conclusion drafting. The study's findings indicated that librarians played an important role in processing digital collections at the Library and Archives Service of South Sulawesi Province, including participation in librarian training activities, digital collection processing activities, and digital collection promotion activities. The Library and Archives Service of South Sulawesi Province were in the process of processing digital materials, specifically scanning, editing, and publishing. The processing of digital collections could be adapted to technological advancements to make them more effective and efficient.

**Keywords:** The role of the librarian; Digital Collections; Collection Processing

### I. INTRODUCTION

The rapid development of information technology affects a variety of institutions, including libraries. As an organization or institution devoted to information processing, the library plays a critical function in the educational environment. Today, one of the strategic tasks of libraries is as a change agent.

As a result, the present library must be capable of absorbing improvements in information technology as they emerge. This condition should present an opportunity for information-related organizations, such as libraries. With advancements in information technology, libraries now can process elements within the library to compete in the digital world.

The library is one of the information centers, where information is selected, processed, organized, and maintained appropriately, ensuring that all material in the library is truly researched, evaluated, and regarded<sup>1</sup>.

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<sup>1</sup> Wiji Suwarno. *Organisasi Informasi Perpustakaan*. (Jakarta:Rajawali Pers, 2016) p. 10



With the advancement of internet technology, people's information demands have become increasingly diverse. With the growth of internet technology, information needs may be met anywhere and at any time. This is undoubtedly a problem for librarians to overcome to continue to exist in this technological era. As a result, libraries must outsource their current printed collections. The collection is a critical component of the library, as the service cannot be provided optimally without an acceptable collection. The library's collection of materials must be pertinent to the users' needs<sup>2</sup>.

The goal of this study is to ascertain librarians' capability in the field of information and communication technology, specifically their ability to handle digital collections as markers of libraries' advancement in the era of digital information technology. 1. What role do librarians play in the management of digital collections? And 2. How is the digitization process carried out?

## II. LITERATURE REVIEW

Ulpah Andayani produced an article titled "Strategies for increasing the competence of academic librarians as Blended Librarians in providing library services in the Digital Science era" based on the search results and observation of numerous reference materials connected to this topic. According to the findings of this study, being a mixed librarian presents a difficulty for librarians at PTKIN. As a result, a strategy for developing the competencies of PTKIN librarians is required to enable them to perform their roles as a blended librarian in knowledge production<sup>3</sup>. Saifuddin then conducted additional research for his article titled "Strategies for establishing university libraries to satisfy the information needs of the digital era." The findings of this study demonstrate that in the digital era, data and information are prioritized over hard data in the form of printed books and research journals printed on paper; this demonstrates why digital collections are critical in this technological era, where data is king. The digital library significantly simplifies the process of information exchange<sup>4</sup>. Setyo Edy Susanto also published the results of additional research in his article titled "Digital library design and standards." The term "digital" refers to at least two distinct concepts: operational technical characteristics and collection-related aspects. This demonstrates that one of the factors that contribute to libraries' growth in the digital era is a collection that has been preserved in digital form<sup>5</sup>.

In contrast to the research described previously, this study sought to determine librarians' competence in the use of information technology, particularly digital collection processing. According to Law No. 43 of 2007, library collections must be selected, processed, stored, served, and developed in accordance with the interests of

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<sup>2</sup> Andi Ibrahim. *Manajemen dan Administrasi Perpustakaan*. (Makassar:Syahadah, 2016) p.42

<sup>3</sup> Andayani Ulpah. April 2019. *Strategi Pengembangan Kompetensi Pustakawan Akademik Sebagai Blended Librarian dalam Penyediaan Layanan Perpustakaan Diera Keilmuan Digital*. Al-Maktabah. Volume 17, No 1. <http://garuda.ristekbin.go.id>. February 2021

<sup>4</sup> Saifuddin. November 2016. *Strategi pengembangan perpustakaan perguruan tinggi dalam memenuhi kebutuhan informasi di era digital*. Libraria. Volume 4, No1.<http://garuda.ristekbrin.go.id>. february 2021

<sup>5</sup> Setyo Edy Susanto. Juli 2012. *Desain dan Standar Perpustakaan Digital*. Jurnal Pustakawan Indonesia. Volume 2 No 2.<http://garuda.ristekbrin.go.id>. februari 2021

users while taking into account the development of information and communication technology.<sup>6</sup>

This clearly demonstrates that one of the functions of library equipment is to develop collections in line with current technological advances. As a result, the writers are interested in learning more about digital collection processing.

As a result, in order to adapt to technological advancements, it is critical to have knowledgeable librarians in the field of information technology. According to Suharman in Testiani Makmur, a librarian is needed to possess several fundamental skills:

- a. Capacity for positive and successful communication.
- b. A librarian is required to learn straightforward but effective communication skills that result in mutual understanding and profit for both parties, the librarian and the user.
- c. Capacity to comprehend demands.
- d. Librarians are required to be responsive to users' inquiries regarding the information they require, to conduct a quick and accurate search for the information they require, and to discriminate between significant and trivial aspects of material.
- e. Capacity to work together with persons, groups, and other institutions
- f. Being aware of and accepting of cultural variety. Librarians who are knowledgeable about and understand cultural diversity will be able to give excellent service to users from all backgrounds, regardless of culture.

The existence and use of the internet make it difficult for librarians to overlook their role in information retrieval operations. The ability to utilize search engine tools in internet-based information retrieval systems has become a habit that every librarian must develop<sup>7</sup>.

A library's collection is critical. Particular attention is paid to the construction of collections for each type of library, as information in the library can be transferred to digital form as science and technology advance. In library science, digital information systems emerge in response to sequential developments; in conventional libraries, users must visit the library to obtain required information sources; in digital libraries, the required information sources are delivered to users via the library network; this is more efficient. Numerous libraries are available for usage<sup>8</sup>.

Now that the era requires that other collections owned by libraries be in digital form, despite the fact that conventional systems are abundant, it is interesting to note that in this era of globalization, which for libraries is the digital era, the concept of digital libraries has emerged, whose collections include e-journals, e-books, and the like<sup>9</sup>.

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<sup>6</sup> Undang-undang Republik Indonesia No. 43 Tahun 2007 pasal 12 tentang Perpustakaan

<sup>7</sup> Testiani Makmur. *Perpustakaan Era Keterbukaan Informasi Publik*, (Yogyakarta:Graha Ilmu, 2015) p.78

<sup>8</sup> Himayah. *Digitasi katalogisasi di Perpustakaan*. (Makassar:Alauddin University Press, 2014), p.173

<sup>9</sup> Wiji Suwarno. *Ilmu Perpustakaan dan Kode etik pustakawan* . (Yogyakarta:Ar-Ruzz Media, 2014), p.26

The system was later dubbed the library automation system. Library automation is a term that refers to the process of managing libraries with the aid of information technology. Certain manual tasks can be accelerated and streamlined with the aid of information technology. Additionally, the collecting data processing procedure becomes more precise and traceable.<sup>10</sup>

### III. RESEARCH METHODOLOGY

The research method employed in this study is a descriptive one with a qualitative approach, in which data were gathered through interviews to characterize the data received from informants. The data collection method is perhaps one of the most critical components of the research process. As a result of data gathering problems, the analysis can become complicated, and the ensuing findings will be unclear and erroneous. Collecting data for research should not be done indiscriminately; it should adhere to established protocols. The data collection approaches used in this study were observation, interviewing, and documentation. The author then employs a descriptive qualitative data analysis technique in this study, explaining the available data at the research location in order to describe the issues highlighted in the study.

Data analysis is the methodical process of locating and organizing interview transcripts, field notes, and other collected materials in order to improve the author's comprehension of the material and to enable the author to communicate what was discovered to others.<sup>11</sup>

### IV. RESEARCH OF RESULTS AND DISCUSSION

Librarian training activities based on information technology can help build the capacity of human resources, in this case librarians, by allowing librarians to absorb and operate various technological devices that will later be used in the processing of digital collections. This can help librarians strengthen their role in terms of collection processing and procurement. digital.

In terms of addressing users' information demands, the Office of the Library and Archives of South Sulawesi Province not only provides printed collections, but also digital collections. As information technology progresses, the requirement for users to have open, rapid, and easy access to information grows.

The process by which media experts or library collection forms are converted from printed to digital form is one of the collection management operations in the library, with one of the purposes being to preserve information. Several impediments exist in the implementation of collection processing activities, such as human resources (librarians) who lack proficiency with application software. Inadequate processing equipment is out of step with current technological advancements.

The following is the media specialists' workflow for the South Sulawesi Provincial Library's media collection:

- a. Arrange for the transfer of books
- b. Distinguishing between transferred and untransferred books
- c. production of worksheets
- d. creation in the abstract

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<sup>10</sup> Riyanto. *Manajemen perpustakaan sekolah berbasis komputer*. (Bandung:Fokus Media, 2012) p.11

<sup>11</sup> Emzir. *Metodologi penelitian kualitatif: analisis data*. (Jakarta:Rajawali pers, 2010), p.85

- e. Conduct a scan
- f. Proofreading
- g. Publication

Experts in library collection media are a barrier to collecting, processing, storing, and transmitting information to users. The findings indicate that in order to be a printed collection media expert, numerous factors must be examined, including the physical state of the library material, the worth of the information included, the availability of money, and the collection's copyright protection.

The printed collections that the librarian has transferred to media are still limited to local collections, which can be accessed through the South Sulawesi Provincial Library's digital services, which include e-books, the elfan booklers library system, POCADI, reading computers, and the library's website. There are numerous search alternatives available online, and some are still in the development stage to ensure more accessibility.

## **V. CONCLUSION**

Librarians play a critical role in the advancement of a library in the information age; a library is not simply a collection of printed books that will deteriorate over time. With the advent of information technology, it is possible to preserve the value of printed collections by ensuring that the information contained inside is passed on to the next generation. The efforts of media professionals converting printed collections to digital format are anticipated to preserve that information. Because information progresses at a breakneck pace and the need for information is so great, it is time for the library to clean house so that it does not abandon its consumers.

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