

LIBRARY MATERIAL COLLECTION AS ASPECT OF MAIN STRENGTH IN LIBRARY INFORMATION SERVICES : THE ROLE OF LIBRARIAN IN MAINTAINING LIBRARY MATERIAL COLLECTION I INDONESIAN LIBRARY

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ABSTRACT

The research aims to find out: (1). The maintenance of library collections. (2). The role of the librarian in maintaining library collections. The object of research relies on the content of the role of librarians in maintaining library collections. The scope of the study focuses on the realization of the role of librarians in excellent service by preserving the collection of library materials. Research using a historical approach is characterized by critical inquiry. The method of finding data is library research using qualitative descriptive analysis and content analysis and observation to support theoretical construction. The results of the study are; (1). The urgency of maintaining library material collections include; (a). The collection of library materials is primary in the library system (b). Procurement of literature requires expensive costs and sometimes even difficult to obtain. (C). The value of the information contained therein is very high and cannot be measured with material. (2). The role of librarians in maintaining library collections includes: (a). librarians play a role in mastering the management of library collection preservation that is capable of making effective planning and prevention. (b). Librarians play a role in having understanding, knowledge, expertise and skills in the management of the collection of library materials, so that they are able to play an active role in the prevention, mitigation of damage and loss caused by natural disasters, natural disasters and humans. (c). Librarians play an active role in controlling the safety factors, actions and methods in dealing with damage to library collections caused by natural, natural and human disasters.

Keywords: Librarian, Library Material Collection, Library Material Maintenance

INTRODUCTION

The condition of a nation's library can reflect a level of culture and civilization that has been achieved. Libraries have an obligation to be able to introduce the basic points of science, skills and the community is always trying to internalize the attitude continuously for lifelong learning. The position of libraries and librarians in the community is increasingly important, so that they can play an active role as a decisive actor in improving the quality of life, welfare and realizing efforts to educate the nation's life (Bakhtiyar,2018:113-115),[1]. This means that libraries and librarians really need to take active action in the effort increase active participation and work productivity in national development.

The more rapid development of information in the field of science and technology, the more developed and varied the role of librarians in society. the consequence that must be faced is that librarians should not be left behind at all from the development of science and technology, especially the development of information technology that never stops. This means that librarians must always prepare themselves to play an

optimal role in facing the progress of the demands of the times (Bakhtiyar, 2014: 49),[2].

It is important to underline that to realize the quality of education and achieve university class word requires the construction of a library and information center. Therefore the existence of libraries should not be marginalized, because it is a very important prerequisite for reaching the quality of education. One form of manifestation of library participation and productivity reaching the quality of education is to provide information services to users, by ensuring the availability of library collections.

Library material is the entire collection that has been collected, processed, stored and distributed to the public for the fulfillment of the information needed. (National Library of the Republic of Indonesia (PNRI, 1999: 11),[3]. In the thought of Siregar (1999: 2),[4], library collections are all collections that are collected, processed and stored to be presented, for the sake of fulfilling user needs for information. The Lasa HS in Bakhtiyar (2014: 34),[5], emphasized that library library materials are all information in the form of written or printed works and recorded works from various media that have value in the field of education by carrying out collection, management and service activities.

The purpose of the university library in providing a collection of library materials is none other than: (a) Gathering and providing collections that are highly needed by the academic community. (b) Collecting and providing library collections on specific and specific aspects that are closely related to the goals of the library organizers. (c) Having library materials as well as past and most recent documentation from a variety of scientific disciplines, culture, research results and others are closely related to the planning of the higher education. (d) Having library materials is very supportive for education, research and community service carried out by the universities which shelter them. (e) Having a collection or information that is closely related to the history and characteristics of the university that houses it.

Procurement of library materials is very expensive and sometimes to get very difficult. However, because of the vision of providing information services to the visitors, to obtain a collection of library materials that are needed by the visitors must continue to be pursued. The library collection is a major component in the library system. So that the collection is not damaged and lost, it is compulsory and continues to be preserved, taking into account the value is very expensive. The collection can be in the form of books, periodicals and audiovisual collections, among others; audio cassettes, videos, slides, CD-ROMs, and others.

Preservation of collections is not only concerned with preservation of the physical aspects, but also involves preservation of aspects of the information contained in it. Preservation of library materials has the intention to work on existing collections and are available in libraries, not easily damaged. Collections that are very expensive, strive to last very long, so that they can be used longer and can reach library readers more optimally. The library collection includes a variety of components, namely: paper and ink as well as elements for conducting various collections, among others; paperboard, plastic, textiles, yarn, nails and adhesives. Usually these various elements are utilized in the above collection very little in supporting its preservation efforts, due to paper, cardboard and acid-containing adhesives. The storage and maintenance of the call must be carried out in good conditions, which have become the most important requirement in preventing damage.

The library is a public service organization in the field of information, not apart from the librarian as the main driving force. The role of librarians is expected to have optimal achievements with the aim of realizing the vision and mission of the organization. The librarian is the most important asset in the library organization, has an important and very strategic role and determines the merits of the quality of the existence of the library. The role of the librarian in the activity of the library organization includes: (1) thinkers, (2) planners, (3) implementers, (4) controlling all library activities (Bakhtiyar, 2019: 151),[6].

Librarians are expected to always pay attention to various security factors, including actions and stages in dealing with, dealing with damaged library materials as a result of natural disasters and natural disasters. Management planning for effective prevention is needed, in order to handle unexpected and unexpected events, so it is important to be preceded by introducing requirements, which are adapted to the conditions and ideal specifications for a library, through consideration of the security component. An earthquake, can cause damage to a large number of library collections and within a short or relatively short period of time, because natural disasters are very difficult to predict their arrival.

Based on the explanation above, the purpose of this research is to obtain a description of: (1). The maintenance of library collections. (2). The role of the librarian in maintaining library collections. The object of discussion on the role of librarians in maintaining library collections is very interesting and invites many experts to analyze them, bearing in mind that various scientific perspectives can be used to study them. Therefore the discussion of this topic, using a scope limitation by relying on the perspective of management perspective.

THEORITICAL FRAMEWORK

This research is not the first study, because there have been previous studies that have almost the same subject. The preliminary studies include; (1). The research of Dewi Ratnasari et al (2019: 45-62),[7], aims to find out how to maintain library collections, so that they last a long time and the factors that cause damage to library materials and constraints in their maintenance. His research as a qualitative study using interview techniques. The results showed that the maintenance of library materials is an activity of maintaining the safety of library materials so that they are durable and well maintained. (2). Murzilawati's writings (2017: 31-40),[8], are of the type of papers and aim to find out the factors that cause damage to library materials and the mechanism to preserve library materials. The results show the main factors causing damage to library materials are human, biological and placement of library materials. (3). Andi Ibrahim's writings (2013: 77-90),[9], are merely reviewing and describing the problems carried out in the care and preservation of library materials.

METHOD

A. Research focus.

The focus of research rests on analysis by conducting in-depth studies of the content (Bakhtiyar, 2020: 11833),[10], of the role of librarians in maintaining library library material collection, so as to manifest excellent library services. Collection of library materials is the main elements and facilities that are very important in the library system, as well as those that must be present in the library. In providing information services to users, libraries must be able to ensure that the collection of library materials is sufficient and appropriate for the needs of the community being served. Procurement of library materials is very expensive,

sometimes even difficult to find. In addition to the value of information contained in the collection, it is very high in value and cannot be valued by money. So important is the value of the information contained in library materials, it has become an obligation carried out by the librarian to maintain its integrity. So that library material collection is not damaged and lost, it is mandatory and must be preserved, given its very expensive value.

B. Research Scope and Focus.

The scope of the research focuses (Bakhtiyar, 2019:14),[11],on the realization of excellent service in the world of librarianship by preserving the collection of library library materials, library users achieve satisfaction that will result in high user loyalty, so that the information presented can be used optimally by the users. In fact the preservation of library materials is not only insulated or not only related to preservation of the physical aspects, but also involves preservation of the aspects of the information contained therein. Preservation intends to strive so that collections that are available and available in the library are not easily damaged and lost. The library collection is very expensive, is always durable, can be used longer and can be utilized optimally by the user. Librarians are expected to always pay attention to various security factors, which include actions and stages that can deal with damage caused by natural disasters, calamities and humans. The role of librarians is needed in the management of library preservation, to be able to make effective planning and prevention, in order facing unexpected or unexpected events, because natural disasters and calamities are very difficult to predict, such as earthquakes and fires that can cause damage to library collections in large numbers and in relatively short periods.

C. Research Approaches and Methods

The methodology of this research uses a historical approach or a very characteristic characteristic approach, namely as critical research using primary data, used for primary information (Bakhtiyar, 2020: 45),[12]. In searching the data, library research is used, reading activities on reading materials (Bakhtiyar, 2020: 3),[13], that are subject to the role of librarians, maintaining or preserving library materials and efforts to maintain library collection, prevention methods and their implementation in library organizations.

D. Research Conceptualization and Analysis

Librarian performance performance in the application of library material maintenance is an effective effort to realize excellent library services, by balancing ways or patterns of thinking, acting, behaving and acting directed in accordance with the vision and mission of the library organization. Analysis of the research on the role of librarians in maintaining library collections, qualitative descriptive analysis was carried out. While the source of analysis is carried out sourced from various discussions of the literature containing theory, research and non-research (Bakhtiyar, 2020:49),[14]. Content analysis is used with a view to analyzing the meaning contained (Bakhtiyar, 2018:78),[15], in all concepts in the application of maintaining library collections in the library. Observation or careful observation made in the library is a supporter of the construction of the theory (Bakhtiyar, 2020:11),[16], especially about the meaning of the role of librarians, collection of library materials and their maintenance in the dynamics of the working mechanism in library institutions.

DISCUSSION

A. Conceptualization of Preservation

The principles for the preservation and conservation of library materials written by J.M. Dureau and D.W.G. Clements (1990),[17], emphasized that preservation has a very broad understanding, namely concerning various components in managing finance, saving techniques, and methods in order to preserve information and physical types of collections. Likewise, Andi Ibrahim (2014: 92),[18], stated that preservation is an attempt to preserve library materials intact both in terms of physical and value of information contained in collections. The thoughts of Sutarno (2008: 174),[19], that preservation is a library activity in maintaining and caring for library materials.

Another definition according to Hazen's view cited by Gardjito (1991: 91),[20], for the terminology of conservation consists of three varied activities namely: (1). Various activities aim at monitoring the library environment so that it can meet the requirements for preservation of collections stored in it. (2). Various activities are closely related to efforts to extend the life of the collection, for example through deacidification, restoration or re-binding. (3). All activities are closely related to efforts to move information content in one format or form into another form. Each activity according to these criteria, it turns out that it can still be developed into other types of activities that are more specific and detailed.

Whereas the conceptualization of preservation of collections formulated by the International of Federation Library Association, which was then used as a guide for preserving library materials by PNRI (2011),[21], covers several fields: (a). All business fields for the preservation of various materials, methods in managing finances, human resources, their implementation, techniques and various ways to store collections. (b). All policies and activities related to the conversion, namely: certain ways to protect various collections for the preservation of the collection. (3). All steps always take into account and always carry out restoration, that is the methods that have been used to repair damaged collections.

B. How to maintain library materials

Librarians must understand that maintaining library material collection. As for how to maintain the library collection, there are basically two methods: First. Maintenance of collection environmental conditions, consisting of: (a). Avoid damage to the collection due to lighting. (b). Avoiding damage to the collection as a result of air temperature and humidity. (c). Avoid damage to the collection as a result of chemicals, dust particles and metals from the air. (d). Avoiding damage to the collection as a result of biota and fungus. (e). Prevents collection damage as a result of water. (f). Avoid damage to the collection as a result of fire. (g). Carry out fumigation, namely fumigation with the aim to prevent, treat and sterilize collections. Second. Maintenance of the physical condition of the collection, namely: (a). Patching and connecting, consisting of; (1). Patch using paper pulp (2). Patching using pieces of paper (3), patching using tissue paper, (4). Connect using tissue paper (b). Lamination consists of; (1). Hand lamination (2). Lamination uses a hot pressing machine. (3). Lamination using filmoplast. (c). Encapsulation is to provide protection using plastic polyester film. (d). Binding and repairing

C. Purpose of Maintaining Library Collections

There are at least eight objectives to be realized and are very closely related to library collection maintenance activities: (a). Saves the value of information contained in each collection and document. (b). Save the physical format of collections and documents. (c). Looking for solutions to obstacles facing the lack of space (space). (d). Quickly process the process of searching and finding information. (e). Maintaining the beauty and neatness of the library collection. (f). Extend collection life and fill in information. (g). Maintaining library materials so they are not disturbed by humans, animals and fungi. (h). Maintain the authenticity of a work to keep it in accordance with the original.

D. Library Collection Maintenance Function

Activities to maintain library collections have various important functions as follows; (a). The protection function is the attempt to protect the collection against various factors that can cause damage. (b). The preservation function is the effort to preserve library collections so that they are not easily damaged and can be used very long. (c). The function of health is the effort to keep the collection always in a clean condition, so that it does not cause unpleasant odors and does not interfere with the health of the visitors or librarians. (d). The function of education is the effort to educate the visitors about how to use the library collection properly, correctly and correctly. (E). The fortitude function, namely the effort to maintain a library collection requires a patient and conscientious attitude. (f). The social function of maintaining library collections certainly requires the participation of others. (g). The economic function of quality maintenance is certainly affected by the durability of collections, which in the end can minimize the cost of procuring library collections. (h). The function of beauty is the existence of actions in carrying out quality maintenance, collections can be arranged neatly, beautifully and not scattered and greatly affects the beauty and comfort in the library.

E. Factors That Cause Library Material Damage

The role of librarians in maintaining library collections is always demanded to have the ability to have knowledge and understanding of various factors that can cause damage to collections. The factors that cause damage to collections in the library are as follows; (a). Biological factors include; (1). rodents, (2) insects (3) fungi. (b). Physical factors include; (1) dust, (2). air temperature and humidity, (3). Light. (c). Chemical factors namely the acid content of paper or ink greatly accelerates the destruction of book collections. (d). Other factors include; (1) humans (2) natural disasters.

F. Librarian Performance Former in Prevention of Library Material Damage.

In an effort to prevent damage to library collections, librarians must be directly involved in carrying out various prevention efforts. This means that librarians have a strategic role that can determine the quality of preventive measures against the damage to library library materials. Therefore, librarians are required to be capable in their role in the mastery of management to prevent damage to library materials. The preventive measures can be through several ways of prevention that must be implemented by the librarians is to look at the factors causing damage to library materials and then determine preventive measures, including; (A). Biological factors include; (1). Rat. Librarians must strive so that every visitor is not allowed to bring and put food and drinks in the reading room. (2). Insect. Librarians must do; (a) keep the library room always clean, (b) the arrangement of the books on the

shelves is always neatly arranged, in order to obtain air circulation, (c) bookshelves must be made of material that is disliked by insects (metal), (d) bookshelves given material that is not pleasing to insects, such as camphor, naphthalene and so on, (e) injection using anti-insect material, (f) fumigation: prevention, treatment and sterilization of the collection. (g). Mushroom. In the face of damage to collections caused by biological factors, the librarian is always required to play a role to; (a) periodically inspect books, (b) clean the storage area, (c) regulate the temperature of the air, (d) arrange the shelves not too tightly, so that there is air circulation. (B). Physical factors include: (1). Dust. The librarian is required to (a) carry out a vacuum cleaner (vacuum cleaner), (b) install an air conditioner, (c) install an air cleaner, (d) provide a glass cupboard. (2). Air temperature. Librarians are required to; (a) regulating the room temperature around 21-25 C, (b) installing a dehumidifier in the room or silicagel in the cupboard, to regulate air humidity. (3). Light includes; (a) the sun. Librarians are always required to avoid direct sunlight collection, through the installation of a flexy glass filter or polyester film, (b) electricity. Librarians are always required to avoid collections with ultra violet light originating from fluorescent lamps through the technique of giving a filter (UV fluorescent light) or zinc oxide and titanium oxide. (C). Chemical factor. Librarians must be able to make the best and thorough collections, so that librarians; (a) it is very important to see the type of paper and writing. (b) Neutralizing acid contained on paper through deacidification or providing buffer material. (D). Human factor. Librarians are required to play an active role in; (a) fostering awareness among users about the importance of caring for the integrity of library collections, (b) imposing strict sanctions on the destroyer of library collections, (c) installing signs.

G. Maintenance of Special Library Materials (Maps, Slides, Photographs and Ink)

Librarians always have knowledge about various types and variations of the collection of libraries, so the application of library collection maintenance can run effectively and efficiently. The maintenance of special collection materials can be interpreted by librarians properly and correctly must be adjusted to the objectives of maintaining library collection materials in the library.

G.1. Maintenance of map collections

Maps are a very useful source of information to support research, education or business interests. Therefore there are various types of maps, including; demographic maps, political maps, geographical maps, economic maps and others. Preserving map library materials as knowledge is a must for every officer or officer in the conservation field. The map is a unique collection because the shape, size and information contained are very diverse. There are various shapes and sizes that are so much needed room to store them. Many kinds of damage that occurs on the map, including chemical and mechanical factors.

G.2. Slide

Slides are a type of audio-visual material and are widely used by libraries and strongly support the learning process and research. Slides really need careful maintenance. The place to store it must be free from direct light coming from outside, dust and humidity of the air. Scattered slides are very easy to damage caused by exposure to dust and scratches. Slides cannot be read through the naked eye. In order to read slide, it is mandatory to use a device called a projector. Therefore the projector is always required to be maintained so that the slides can be used all the time.

G.3. Copy and ink

In the current development, many libraries have made use of photocopies, especially for the preservation of library materials that have been damaged and scarce, so that they can be lent to users. But photocopying as a means to preserve documents is still a controversy. Ink as an element of bookmaking is very important and has a variety. Ink has been known for a long time by the Egyptians as well as the Chinese, and then invented printing machines in the mid-15th century. Writing ink has a very important role in the production of books. The invention of the printing press, the form of ink also adjusts to the printing pieces, so that there are various variations about the quality, color and price. various types of ink include: (1) writing ink, (2) ball point ink and (3) printing ink.

H. Preservation of Information Value

The main task in maintaining library material collection that must be carried out by librarians is to save the value of information that becomes a library collection. There are a variety of ways that librarians can carry out in saving the value of information, namely: (1). Micro shape. (2). CD-ROM format.

H.1. Micro shape.

In order to overcome the lack of library space and in the context of preservation or saving the value of information in books that have been decayed or damaged, can be done through the form of document changes. The most commonly known form of transfer is the micro form or commonly called microfilm. The advantages of the micro form are that it can save space, be safe from theft, be easily produced and not too expensive, not too difficult to access, very accurate and very economical.

H.2. CD-ROM (Compact Disk Read Only Memory).

Preserving information in the form of micro, in the current era of ICT, information can be stored on a CD can generally be called a CD-ROM. Perfectly suited to its name, digital information that has been recorded on the CD-ROM cannot be erased or added to its users, but can only be read only to the user. The form of a CD-ROM has advantages when compared to other forms. The advantages of CD-ROM include: (a). Is a means of storing information that has a high capacity. (b). Makes it easier to search literature. (c). Has resistance to electromagnetic interference. (d), the CD-ROM library makes it easy to create a catalog. (e). Speed up the publishing process. (f). Electronic form. In the latest developments, library materials have been transferred from text to electronic form (Electronic Journal / e-journal and electronic books / e-books). In the electronic form, information previously can only be accessed with limited, but in the electronic form information can be accessed without knowing the boundaries of space and time.

I. Obstacles to Preservation of Collections as a Result of Disasters, Natural Disasters and Human Action

Physical damage to library collections in collections made from paper is a necessity of the phenomenon of librarianship. On a large scale the damage to collections suffered by most libraries under the universe. The problem of collection damage has become a problem of professional librarianship, which must be immediately sought a solution. As for the damage to the collection in social reality, it is very much influenced by the environment in which the

store does not meet the specified requirements, wrong handling, and originates from the collection itself.

There is a pretty good thought, which confirms that there are three factors as a cause of damage to the library collection namely; physical factors, chemistry, biota. These factors can independently cause damage to the collection, however, it can also be routinely simultaneous, making it difficult to detect with certainty the cause of damage to library materials. In the activity of preserving collections, much need knowledge of the type of collection material, the causes of damage, and the level of damage to the collection, so that they can determine and take decisions to determine the materials and methods to handle them appropriately

I.1. Fire

Fire is an event where the burning is always taking a loss and is difficult to control. Fire is a major danger and causes many valuable collections to be severely damaged and destroyed because they are devoured by fire. Libraries are required to pay special attention to various security factors, also to cover actions and steps in dealing with damaged collections caused by natural disasters and other calamities, among others; fire, flood, war, theft and others.

One of the preparatory planning and preparation activities in dealing with natural disasters is preparing all the equipment to prevent fires as well as preparing a special team and giving them training on the use of these tools when needed in situations and emergency situations.

I.1.a Fire prevention readiness

Fires can destroy and scorch paper waste in a very realistic manner. Therefore the librarian is obliged to guard against the event of a fire. Preventive measures against fires are: (1). Must check electrical wires regularly. (2). Combustible materials include varnishes and chemicals that are very volatile, must be stored safely away from the main building. (3). Not allowed to smoke in the arena room, warehouse or packing room. (4). The smoke detector alarm must be installed in strategic locations to quickly find out the fire. The alarm function must be checked periodically and testing must be done. (5). Fire extinguishers must be placed in a place that is very easy to reach, so that they are easily retrieved and used quickly if there is a fire.

I.1.b When facing a fire

During a fire, there are tense and panic situations and conditions, so that they forget what they should have done, however, for librarians who are trained, when a fire is always ready to take precautions through established procedures, in order to save the library collection including using the method the following: (1). Turn off the electricity in the building. (2). Evacuate visitors. (3). Spraying by using a tube. (4). Fire extinguishers must be provided. (5). Report to the local fire service or very close to the scene of the fire.

I.1.c After the fire incident

The mandatory and much needed steps to recover damaged collections as a result of a fire are: (1). Preparation of conservation planning in order to be able to decide on planning to conserve in a long period of time for collections that have been damaged. (2). Gathering of all experienced conservators who have mastery of various recovery methods. (3). Preparation of

cost predictions in recovery activities. (4). Classification of collections that you want to put back. (5). The preparation of a special team that has an emergency response to the occurrence of hazards.

I.2 Earthquake

Earthquakes are not easy to predict when they come. Therefore the librarian must strive to think through the unpredictable and undesirable conditions, so that he is always vigilant and continually strives to increase awareness of the unwanted.

I.2.a Preparation in the face of an earthquake

The steps that must be carried out by librarians in preparation for facing earthquakes include; (1). Creating architectural designs of library buildings with very sturdy. (2). It is very important to plan to move the collection in a very safe place. (3). Providing provisions to library staff with disaster management knowledge and training.

I.2.b When facing an earthquake

The steps that must be implemented by librarians when facing an earthquake are: (1). Turning on the alarm as a code is a danger. (2). Evacuate all visitors to leave immediately away from the library building. (3). Practice gradation or level of damage.

I.2.c After the earthquake

The various steps that must be carried out by the librarian after the earthquake are: (1). Restore collections that have been damaged. (2). Preparation in programming conservation to be able to decide on conservation planning in the long run. (3). Gathering of experienced conservators who have mastery of various recovery methods. (4). Arrangement to estimate or predict the costs of recovery activities. (5). Classification of library collections that will be placed back. (6). Separation of collections that require further conservation with collections that are still fairly good.

J. Damage to the Library Collection as a User

In general, collections are used to provide services through an open service system to users, with the intention of giving users freedom to be able to choose the library collection in accordance with their wishes and is very useful in increasing reading interest. The user can have other alternatives, if the desired collection does not exist, then the user can be for other suitable collections. However, it is very unfortunate, in the implementation of an open service system, it turns out that various acts of misuse of collections by library users occur.

Damage to the physical collection of libraries is a form of consequences of misuse of collections. In accordance with the affirmation of Soeatminah (1992),[22], namely: "Irresponsible human beings are the most severe destroyers, because not only cause damage but also the loss of library material". Users can act as enemies and friends to preserve library collections. Sulistyo Basuki (1991: 272),[23], has explained that humans can be opponents and friends in terms of using the library. As library users, they become friends when they take part in securing books, which is to use library materials carefully. Become an enemy when treating books roughly, so that they are damaged or torn ”

K. Types of library material damage by users

Conceptualizing acts of misuse of library collections is a form of acts of destruction and improper use of collections. The acts of damage to the library collection are: (1). Theft is the act of taking a library collection not through procedures that have been determined by the library either individually or with the help of others. Theft consists of various types, both theft is small to large scale. The types of stealing in general often happens is to use a stolen library member card. (2). Unauthorized borrowing (unauthorized borrowing) is the user's activity in violation of the borrower's provisions. This act consists of violating the provisions on borrowing time, violating exceeding the limit of the amount of library material that can be borrowed, taking library materials to take home by not reporting it to the officer, even though it intends to return and bring home collections that have not yet been processed through technical services. Another type of illegitimate borrowing is the circulation of hidden collections for individual needs. (3). Mutilation (tearing) is the act of tearing, cutting, removing certain pages in articles, journals, books, dictionaries and others, both using tools and not using tools. (4). Vandalism (vandalism) is the act of damaging library collections by folding, scribbling, marking certain pages, burning and so on. Entering a virus with intentional actions against computer programs or putting emphasis on database disks is also an act of vandalism.

L. Preventive Measures Against Misuse of Library Material Collection

Efforts to prevent acts of misuse of library collections can be carried out in order to minimize the number of collections that are damaged. The ways that can be implemented include; (a). Arrangement of library collection service space in such a way that users do not have the possibility of committing misuse of collections freely. (b). Creating a conducive library condition, for the sake of reading and learning, so that it can form a sense of comfort for the visitors. (c). Providing photocopying services in an affordable price and the results are very satisfying. (d). Increasing copies of library materials is appropriate and very much needed by users. (e). Positioning the librarian appropriately as supervisors in the service room adequately. The place to conduct surveillance must allow flexibility to oversee all rooms and patrol all reading rooms, in order to monitor so that undesirable events do not occur. (f). An examination of each collection the user has borrowed. (g). Providing stock to library staff about knowledge for preservation of library collections. (h). Installing an electronic security system, including installing surveillance cameras to monitor the activities of users in the library.

M. Efforts to Improve Understanding of Library Collection Maintenance

Library users can also be motivated so that users have good attitudes and behaviors and do not do damage to library collections. There are many techniques as the best solution in maintaining library collections, including; (a). User Education. The existence of education for users, librarians can insert information about preservation of library collections. Libraries are required to be capable of carrying out educational functions in providing learning materials so that users can become good and responsible library users. (b). Talkshow and seminar. Through this activity the library can share knowledge with users about preservation activities and the urgency of preservation of library collections, so that the information contained in it can be used by other users. (c). Media library. The library can carry out the installation of various posters containing a prohibition to misuse the collection. Placing plans as library signs to provide user convenience when searching for information. (d). Giving witnesses.

Imposing strict sanctions, for all perpetrators who commit or carry out acts of misuse of collections, as well as requesting the librarians if they find out that someone has misused library collections, so that they immediately report to existing librarians.

CONCLUSION

1. Collection of library materials is very central to its existence in the library system and its procurement requires expensive costs and sometimes even difficult to obtain. The value of the information contained therein is very high and cannot be measured with material.
2. The role of librarians in maintaining library material collections includes: (a). librarians are required to play a role in mastering the management of library material preservation that is capable of making effective planning and prevention. (b). Librarians are required to have a role in having understanding, knowledge, expertise and skills in the management of maintaining library material collections, so that they are able to play an active role in preventing, overcoming damage and loss caused by natural disasters, calamities and humans. (c). Librarians are required to play a role in giving full attention to various security factors, actions and some techniques in dealing with damage to library materials as a result of natural disasters, natural disasters and humans.

IMPLICATIONS

1. Librarians should have the ability to manage the preservation of library materials, which is capable of making effective planning and prevention.
2. Librarians should have an understanding, knowledge, expertise and skills in the management of library material collection maintenance.
3. Librarians should always pay full attention to various safety factors, actions and some techniques in dealing with damage to library materials as a result of natural disasters, natural disasters and humans.
4. Librarians should always have a readiness to increase awareness of natural disasters and other disasters that can occur.

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