

## Library Management in Building Literacy of Madrasah Students [Manajemen Perpustakaan dalam Membangun Jiwa Literat Siswa Madrasah]

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**Abstract.** *This research is motivated by the importance of the function of library management to increase the conceptual and measurable literal potential of students in madrasah, the development of library management is increasingly important in a more competitive madrasah environment in terms of readiness for planning, organizing and short and long term management. With expectations in accordance with the vision and mission of a committed institution. combines the role of the principal with the creativity of the teacher in forming literal students. The purpose of this study was to find out and describe the forms of planning, organization and implementation of library management at MTsN 3 Pasuruan as well as knowing how the carrying capacity of successful library governance and the inhibiting factors of the library at MTsN 3 Pasuruan. This research is a qualitative research using descriptive method. Data collection is done by interview, observation, and documentation study. Data analysis techniques were carried out through descriptive interpretation, testing the validity of the data, extending participation, and auditing. The result of this study indicate library planning is carried out by adjusting the vision and mission and the madrasah head as creator, teacher as educator and librarian as facilitator, organizing is carried out with the accuracy of the main tasks and functions supported by complete guidelines with short and long term targets to make it easier for implementers to achieve institutional targets, implementation carried out according to plan and according to their respective duties. The successful results of library management in the MTsN 3 Pasuruan environment are obtained by improving services in terms of facilities and infrastructure which are increasingly adequate every year, the number of student visits and students' interest in reading each year.*

**Keywords** - management; libraries; student literature

**Abstrak.** *Penelitian ini dilatarbelakangi oleh pentingnya fungsi manajemen perpustakaan untuk meningkatkan potensi siswa literal di madrasah yang terkonsep dan terukur. Pengembangan manajemen perpustakaan semakin penting di lingkungan madrasah yang lebih kompetitif dalam hal kesiapan perencanaan, pengorganisasian dan tata laksana jangka pendek dan panjang. Dengan harapan sesuai dengan visi misi lembaga yang komitmen menggabungkan peran kepala madrasah dengan kreativitas guru dalam membentuk siswa yang literal. Tujuan penelitian ini adalah untuk mengetahui dan mendeskripsikan bentuk perencanaan, organisasi dan pelaksanaan pengelolaan perpustakaan di MTsN 3 Pasuruan sekaligus mengetahui bagaimana daya dukung keberhasilan tatakelola perpustakaan dan faktor penghambat perpustakaan di MTsN 3 Pasuruan. Penelitian ini merupakan penelitian kualitatif dengan memakai metode deskriptif. Pengumpulan data dilakukan dengan wawancara, observasi, dan studi dokumentasi. Teknik analisis data dilakukan melalui penafsiran deskriptif, uji keabsahan data, perpanjangan keikutsertaan, dan auditing. Hasil penelitian ini menunjukkan perencanaan perpustakaan dilakukan dengan penyesuaian visi misi dan kepala madrasah sebagai creator, guru sebagai educator dan pustakawan sebagai fasilitator, pengorganisasian dilakukan dengan ketepatan tugas pokok dan fungsi yang di tunjang dengan pedoman lengkap dengan target jangka pendek dan panjang untuk memudahkan pelaksana untuk mencapai target lembaga, pelaksanaan dilakukan sesuai dengan rencana dan sesuai tugasnya masing- masing. Hasil keberhasilan manajemen perpustakaan di lingkungan MTsN 3 Pasuruan di dapatkan dengan peningkatan layanan dalam hal sarana dan prasarana yang semakin memadai setiap tahun, jumlah kunjungan siswa dan minat baca siswa setiap tahunnya.*

**Kata Kunci** - manajemen; perpustakaan; literat siswa

### I. INTRODUCTION

Education is one of the best facilitators for meeting human needs in carrying out an ideal life so that students as educational objects are able to increase their maximum potential, therefore education needs to be the main guarantee for this basic goal.[1] One of the ways in which education can achieve this is with quality services such as a library which can also be used as a means of supporting the educational process in schools.

The library as a source of scientific information in an educational institution needs to be managed properly by the educational institution concerned. The goal is to carry out the process of achieving educational goals in the school. Schools are a place to carry out educational activities such as developing and increasing social values, knowledge,

skills, technology and art as well as insights in an effort to achieve national education goals. Therefore, the library is not only a place for books and library materials, but education must continue to strive to empower students so that the library's natural resources can be utilized optimally by all students.[2]

The existence of libraries in elementary to high school educational institutions is a mandatory requirement because schools as educational institutions will not work well if they only provide and transfer knowledge to students, without a literacy culture that is accommodated in their libraries.[3]

In this regard, library materials in an educational institution can be utilized optimally with a focus on the functions and objectives of the school, of course an effective management is needed to manage the library. With the process of planning, organizing, and implementing it, it will be easy to monitor and evaluate so as to achieve effective and efficient results.

The library comes from the word library, which means a book. In English it is also known as library which means book. Meanwhile, in Dutch, the library is called *binliotecha* which has the same meaning as *Biblia* from Greek which means book/book.[4]

Library management, which can be understood in language, carries out an activity that guides, regulates and directs teachers and educational staff so that they are able to perform and work and carry out their functions properly so that later it will be easy for them to achieve library goals. With this understanding, library management really needs to be studied and implemented by school leaders in order to achieve the functions, tasks and goals of the library.[5]

The library at school is a program implemented by the school so that it can help support the process of teaching and learning activities, and can also be considered as an important facility for the implementation of basic to secondary education, both formal and non-formal.[6] The library as an institution is also tasked with collecting professional written and recorded works to meet the needs of research, preservation of data and information, educational processes and even recreational areas for users.[7] Management and procurement of library materials in the form of books or non-books for education stakeholders, both internal and external, is the duty of the library as an auxiliary unit in schools.[8]

The management of library planning includes collection, which contains activities for finding materials, selection, and then filling the library with educational information materials that are adequate in terms of quality and quantity. All these things are adjusted to the organizational policies of the availability of funds, the wishes of users, and the latest developments. Whereas in terms of management, their duties include processing, compiling, storing, and packaging so that they are neatly arranged, easy to find and easy to access by users, as well as maintaining library materials. Processing work includes maintenance and care so that the entire library collection remains clean, intact and in good condition.[9]

While managing activities in the sense of caring are activities carried out in the context of maintenance and protection to maintain historical values and documentation. And the last activity is the dissemination of information, some of the tasks included in this activity are reference and information services, collection loan services, promotion services, guidance services to readers, and so on.[10] Included in this are services to students and teachers in order to find information related to their fields and interests.

Increasing interest in reading or fond of reading is one of the roles of the library as a source or provider of information. Thus students are expected to always take advantage of library collections in order to increase their interest in reading. If the school has a program to increase students' interest in reading, it is impossible if they do not have facilities such as a library, they can achieve their goal of creating a culture of reading enthusiasm by utilizing the library as a learning process outside the classroom.[11]

With the existence of a library as a tool or media for students to obtain information, the position of the library becomes very important to be developed and utilized. That way, the teaching and learning process will run and be carried out very optimally because it has references that are already available in the school environment, namely the library. It is through the library that all the information needed by students, both educational and non-educational, will certainly help improve the quality of education in schools.[12] From this point, there are several stages to develop students' interest in reading at school, namely a) preparing students to be interested in reading, 2) preliminary analysis of student needs, 3) preparing students to have the ability to read fast, 4) read widely, 5) read actually understanding.[13]

Many said that by using the library, they can choose other ways so that someone can get the information needed, namely by utilizing the latest electronic media such as gadgets, laptops, PCs, TV, radio, and others. However, this should not make them forget about updated printed works such as books, newspapers, magazines and even scientific articles.[14]

Interest in reading is a desire or inclination of the heart and mind to read. If someone has an interest in reading, they will have a mental tendency that will definitely motivate them to do something related to reading. With this reading interest, it will certainly improve the quality of readers. And teachers and librarians are the determining factors in being able to increase the reading interest of their students, or even the community at large. Because, the library is

not just a medium that can be enjoyed by students. So it is necessary to strive to always increase public interest in reading as well.

For students, interest has a huge influence on the learning process, because if the learning process in class is not in accordance with students then of course the results will not be optimal. Because at this time, only interesting learning is of interest to students, because it is easy to understand and easy to store so that it adds to an active learning attitude.[15]

According to the elucidation of Articles 49-51, which basically says that instilling a love of reading can be guided by the use of the library. But in reality, the use of libraries in Indonesia is relatively low and only 10-20% of visitors borrow books.[16]

Learning is the core of the formal education process, where the teacher is the main actor. Competent and professional teachers can be better at delivering subjects so that student learning outcomes are more optimal. Teachers are an important factor in improving the quality of learning. However, that does not mean that the presence of other elements is not so important to increase students' interest in reading at school. Teachers need professional services in terms of facilities and infrastructure to make the most of their talents, one of which is a library. The success of educational programs in learning is strongly influenced by many factors, one of which is the availability of sufficient educational information sources and their optimal utilization and management. The library is one of the most important and central resources to support the learning process in schools, therefore its use and management must be strengthened to achieve the stated goals.[17]

Culture change is one of the most difficult challenges in an organization. The role of senior management is very important. Sometimes organizational culture cannot be changed without a change in leadership. Cultural change requires support, ideas and leadership from employees at all levels.[18]

Management should start by developing an understanding of the rules of organizational change, ie. understanding current cultural history, not blaming the system but improving it, willing to listen and observe and all goals include change. The literature library has four functions, including:

(1) search, meaning that library collections that can be searched are library collections that can provide references to various information quickly, accurately, and concisely to their users; (2) the function of the curriculum, meaning that library materials with curriculum functions are a collection of materials that can support the curriculum. Therefore, school librarians must be able to meet the needs of users by providing various materials and subjects taught at the school; (3) general mission, ie. the general mission of the library collection relates to the preservation of library materials and the results of human culture as a whole; and (4) research tasks, ie. H. School library stock must be able to satisfy the curiosity of library users. In this way, the library can be used as a tool that provides users or researchers with the information they need to complete their tasks.[19]

Based on a preliminary study at MTsN 3 Pasuruan, researchers found that the success of library management had a positive impact on integrative improvements involving teachers and students so as to produce awareness and productivity of those who love to read (literally). The data above is supported by the drastic interest in student visits to the library which results in increased achievement, ethics and student morals. Other data found by researchers is that library management services at MTsN 3 Pasuruan have succeeded in becoming a good learning bridge by integrating information and communication between the library and students. making it easier for students to cultivate a literalist spirit, on the other hand the wealth of historical-based book sources, biographies of successful figures, science and entrepreneurs in the library are additional points of success in this library management, the latest data found by researchers is that this award is given every two semesters to students who diligently go to the library to read books, and the library also has an academic writing program for each student.

## II. METHOD

In general, the research methodology describes the steps of the activities carried out, namely: 1) determining research approaches and methods, 2) determining the nature of data and data sources, 3) data collection techniques, 4) data analysis techniques, 5) determining the place and time of research, and 6) validating research. Information. Data collection techniques were carried out by interviews, observation and documentation studies.

Researchers conducted interviews through question and answer discussions to obtain information from sources. Observation is done by observing, directly or indirectly, with the five senses. Documentary studies are conducted to collect documents related to research and supporting information. Exploratory data analysis techniques begin with pre-field data analysis, data analysis in the field, ie. H. Data reduction, presentation, verification/conclusion and data analysis in the field. Data validation techniques consist of expanding observations, increasing persistence, triangulation, analyzing negative cases, using reference materials, and conducting member reviews. The data validation test proves that the data received is the actual data contained in the research location.

### III. RESULTS AND DISCUSSION

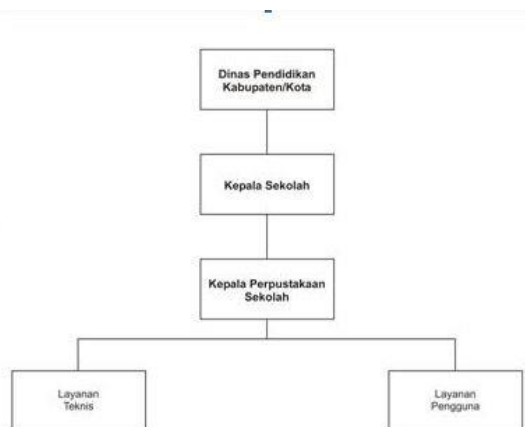
#### A. Application of Library Management Functions MTsN 3 Pasuruan

Procurement planning for library management at MTsN 3 Pasuruan begins with planning the library area and infrastructure, procuring library materials, and planning library work. While the facilities owned by the MTsN 3 Pasuruan library are currently quite complete, the planned procurement of facilities and infrastructure is aimed at creating a comfortable library for users.

MTsN 3 Pasuruan Library also always plans library work programs. Work planning in the MTsN 3 Pasuruan library includes short-term work program planning, semester work program planning, and annual work program planning, which can be formulated into a work program. Part of the design is done by the library

MTsN 3 Pasuruan makes a work program for the smooth operation of the library, MTsN 3 Pasuruan Library makes a short-term (daily) work program, semester work program and annual work program. The MTsN 3 Pasuruan library always involves two librarians, namely the deputy director of the madrasah curriculum and the madrasah director and home teacher in planning work programs, as mentors for students and students expressing opinions about purchasing books. . with maximum design goals.

The organizational structure of the MTsN 3 Pasuruan Library consists of madrasa managers, librarians, non-technical, technical and service departments. In the MTsN 3 Pasuruan library, the division of labor is not centered on one subject, but one person can have two sets of subjects, eg. B. technical and non-technical fields according to the following table.

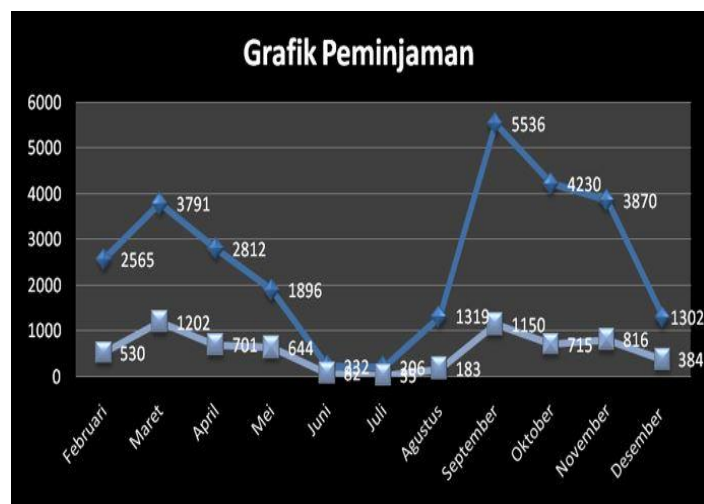


**Table 1.** MTsN 3 Pasuruan Library Service Structure

The duties and functions of each section of the MTsN 3 Pasuruan library are first the principal, second the librarian, non-technical, technical, and service departments. The madrasa head is responsible for all library activities and his job is to direct, guide and control the head of the library. The head of the library is the director or director of the library and is responsible for planning, directing or activating, implementing and controlling library activities, and the head of the library is responsible to the director of the madrasa. The third part is the non-technical part of the library which is responsible for the management or management and non-technical activities in the library, the non-technical part of the library is responsible to the library director. Fourth is the technical part of the library, whose duties are collection acquisition, processing automation, and digital libraries. The technical part is the responsibility of the head of the librarian. Ja Viides is the Library Services Department responsible for implementing library services and promoting the library. The library services section is responsible for library administration.

Implementation actions can be carried out after planning and organizing, because mobilization is the implementation of the planning and organizing process. MTsN 3 Pasuruan Library Mobilization has a service. MTsN 3 Pasuruan library service means librarians perform various other services besides borrowing, returning and updating books, such as: Chatting services.

Loan services are carried out through an open system, with special materials adapted to the accuracy and suitability of the subjects taught by the teacher, student activity and enthusiasm are the key to the success of this learning and librarian services are mediators and teachers are educators, the significance data of this additional service program is illustrated in data on student visits to the library as follows.



**Graphic 1.** Increased Frequency of Students Borrowing Library Books

In addition to lending services, user guidance services are also offered for users who need instructions on using the library, especially to obtain information. The third service is an information literacy service that can be offered to teachers who need collaboration with the librarian in learning, but service users must contact the librarian first. The fourth service is a referral service, this service at MTsN 3 Pasuruan is intended for users who use referrals. References can only be read on the spot and cannot be taken home. Reference collections can be in the form of dictionaries, encyclopedias, geographic resources, guides, bibliographies, student and teacher texts, and manuals. The fifth service is the data repackaging service.

The MTsN 3 Pasuruan Library provides information repackaging services in a simple form, meaning that it provides information services that begin by selecting different information from different sources. Collect, analyze, synthesize and present information according to user needs. The last service is reading and chatting service. Services offered by libraries and organized by librarians are reading and discussion on the spot for those who are not interested in borrowing library books at home. The MTsN 3 Pasuruan Library offers service times, e.g. B. from the entrance of the class to the end of the class.

In implementing the work program, the role and responsibility of the library is very important to ask for advice to find out how long the program has been implemented and how effective and successful the implementation of the library's work program is. This aims to improve and ensure that actions are taken to achieve satisfactory results in accordance with the plan.

The Head of Madrasah and the Head of Library are responsible for inspecting the MTsN 3 Pasuruan Library. Supervision by the Madrasah head is uncertain, sometimes once a week or once a month. Things that need to be checked are for example the cleanliness of the library, the cleanliness of the books and student visits to the library.

Conversely, even though the head of the library has a lesson plan, the daily leadership is carried out by the head of the library. This is because the head of the librarian's desk in the library is integrated with the teacher's desk. Supervision of library management includes checking the work efficiency of librarians, checking library cleanliness, monitoring the cleanliness and order of book stocks on library shelves, checking loans (borrowing, returning and updating) based on numbers. to view book lending, most of the books borrowed and not returned, as well as oversee library facilities.

### **B. Development of MTsN 3 Pasuruan Library Collections**

Library Collection Development MTsN 3 Pasuruan includes collection development policy, selection of library materials and methods of obtaining library materials. From the perspective of MTsN 3, the MTsN 3 Pasuruan library policy is an attempt to direct operations for the better in various ways, such as: In establishing a library policy for the MTsN 3 Pasuruan Library, several things must be considered, the development of the MTsN 3 Pasuruan library. the collection must be in accordance with the vision, mission and objectives of the MTsN 3 Pasuruan Library, collection development must follow the user flow. Needs, collection development must adapt to the available budget, the collection team consisting of the head of the madrasa, librarian, teachers and students, receiving donations of books and gifts must be in accordance with the collection development policy. When collection acquisition is complete according to the collection development policy, the next step is collection editing. In the MTsN 3 Pasuruan library, library collection processing is carried out with four functions. That is, cataloging, classification, taking into account the completeness of library materials and data entry of library materials, the information above is in accordance with

the researchers' observations of the research objects represented in the pictures before and after the implementation of this policy by the Madrasah Head Board. MTsN 3 Pasuruan. As follows.



**Image 1.** Before and After the MTsN 3 Pasuruan Library Service Facility

With significant changes according to the picture above, MTsN 3 Pasuruan also made changes to technology services that support Referring to AACR (Anglo America Cataloging Rules). Even though subject analysis is a function to determine the subject matter contained in library materials. To determine the subject matter of library materials, the librarian must first read the book starting from the title, preface, table of contents, abstract and if necessary read part or all of the contents of the book.

MTsN 3 Pasuruan Library The selection of library materials is based on several aspects such as: B. the wishes of the users, the effect of the book, the results of discussions with librarians, teachers and the head of the madrasah. Books that contain elements of crime and elements of SARA are automatically not an option, even in small quantities. At the MTsN 3 Pasuruan Library, library materials are obtained in two ways, namely through purchases and grants. Regarding how to purchase, the books to bring are textbooks that are produced every year or whenever there is a change in the curriculum, because it is likely that the curriculum will also change, which will affect the needs of the library. To keep up with user requests for the necessary library materials, but adjusted to the budget situation.

Meanwhile, the acquisition of book collections was achieved through grants or donations from two sources, namely students who graduated at the end of each year were encouraged to donate books to the madrasah, but not as a means of coercion, nor was it a case of deciding which books to buy. whether in the form of fiction, non-fiction, research, religion or references as long as they do not contain criminalization and SARA and the book must be suitable for use at MTsN 3 Pasuruan. And then the acquisition of books on behalf of the head of the madrasa and the time is not certain, delivery starts from the student to the teacher, is delivered to the librarian and the head of the library delivers it to the head of the madrasa. Since requests come from students, most requests are related to fiction.

### **C. Factors that Support and Hinder Library Management**

MTSN 3 Pasuruan's efforts in managing their library are supported by many factors, and there are also several factors that hinder the management process.

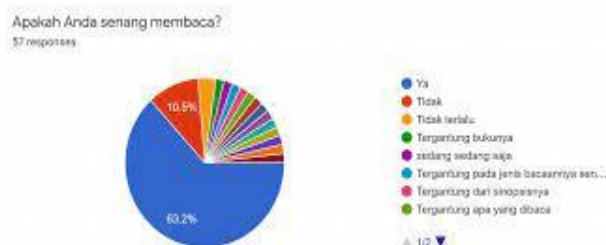
Several factors supporting the library management of MTsN 3 Pasuruan, namely: 1) Adequate library facilities in which there are certified librarians, maximum book collections, management information systems that support teacher learning as an evaluation of learning outcomes 2) commitment of the principal and all teachers in carrying out this literalist movement 3) the large number of students at MTsN 3 Pasuruan also facilitates the success of this program 4) The location of the library is very strategic, with the needs for air, lighting and representative views plus air conditioning services and library mini café facilities and 5) good environment in which supported by all elements of Madrasah MTsN 3 Pasuruan as a source for learning that provides various information needed by students and teaching staff to support the learning process and student achievement.

Meanwhile, the inhibiting factors in the management of the MTsN 3 Pasuruan library are: 1) Low allocations from both the central and regional governments regarding the allocation of special funds for book collections and all tools related to library procurement, maintenance and development. 2) There are still unscrupulous teachers and students who are not yet committed to running this good program even though the teacher is a pilot standard so that the teacher as a whole will greatly influence the success of this program going forward 3) The need updating collection of books that are still incomplete for teaching materials, this is due to curriculum changes, independent learning, national issues and student skill readiness, 5) some of the existing facilities are damaged, such as bookshelves and tables for reading and there are books that are lacking feasible so as to reduce the sacredness and comfort of the program, 6) Information systems that are necessary upgrading and requires the readiness of funds annually to support this technology system so as to avoid the risk of errors, viruses and other data breaches.

#### D. Library Management Results

The results are the accumulation of an effort that is carried out jointly and in collaboration with various components between the head of the madrasa, teachers, library management and students in realizing the quality and goals of education so as to create a healthy academic environment so that students are easy to be interested in becoming students who like, happy and aware of the importance of literal mentality in students. This is an honor so that the result is that students are always busy coming to the library.

All library management activities, from planning to monitoring, have been running well and smoothly. Which is proven by the efficiency and work program of the MTSN 3 Pasuruan library both from the short term work program, the semester program, and even to the long term program they have. For an increase in attendance that cannot be ascertained every day, but starting at the beginning of each school year attendance increases significantly compared to usual, and from day to day it increases in quantity.



**Graphic 2.** Graph of increasing reading awareness results of MTsN 3 Pasuruan students

In the report notes and evaluation of the library work program for the 2021/2022 academic year above, it shows that there is a binding of around 60% in terms of students' reading interest with a total of 1038 students at MTsN 3 Pasuruan with a sample of 60 students from various classes, and for collections of reading materials that are owned by themselves as much 30,345. MTSN 3 Pasuruan Library continues to experience improvements in terms of reading materials, visits/attendances, and/or equipment owned by the library. MTSN 3 Pasuruan also makes continuous improvements in the hope of improving services for students' reading interest to be more optimal. And all of these things can be achieved well, and the use of the library has also increased none other than because of the truly optimal services provided by the library for all MTSN 3 Pasuruan students.

#### IV. CONCLUSION

Planning for the MTSN 3 Pasuruan library begins with determining the infrastructure facilities in the library that meet and suit the needs of students, and then procure library materials as the main media. The facilities owned by MTSN 3 Pasuruan are quite complete and good, so that in planning for the procurement of library facilities to create a comfortable library for students it will be realized effectively. The implementation of MTsN 3 Pasuruan library management is carried out through programs and activities that are supported by each field.

Services in the library owned by MTSN 3 Pasuruan are good, it is proven that the services available there such as circulation services, user guidance, information literacy, reference services, and other services have been fulfilled and are running well. Supervision at the MTSN 3 Pasuruan library is directly carried out by the head of the library. The collection is developed according to the vision, mission and goals of the library itself. Because the development must match the needs of the user in this context the students of MTSN 3 Pasuruan. For this reason, the selection of library materials at MTSN 3 Pasuruan was carried out based on several considerations including user needs, the direct impact of library materials, the results of discussions with librarians or teachers and even with the school principal.

Supporting factors that continue to encourage the MTSN 3 Pasuruan library to develop include, having three members or educational staff who manage the library, facilities that are adequate in their use and utilization, and strategic locations around the MTSN 3 Pasuruan area. However, there are several obstacles for the MTSN 3 Pasuruan library, namely the quality of understanding of librarians regarding the implementation of literacy programs for students, students' lack of awareness of the existence and benefits of having a library, and there are several facilities in the library that are damaged and need to be repaired.

The development of the MTSN 3 Pasuruan library in the last few years has seen an increase in the number of visitors and shows a significant increase in awareness of the need to read for almost all students at all grade levels. And for student satisfaction, the amount of reading material or facilities in the MTSN 3 Pasuruan library is also quite good. This was achieved because efforts to improve in every aspect of the MTSN 3 Pasuruan library were running and focused on user satisfaction.

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**Conflict of Interest Statement:**

The author declares that the research was conducted in the absence of any commercial or financial relationships that could be construed as a potential conflict of interest.