



Utilization of the School Library As a Learning Resource

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Abstract: The management of special services in schools is essential to support the learning process. These services include counseling, libraries, health units and various other facilities, all aimed at meeting the special needs of students. The library, as an information center, plays a crucial role in providing learning resources and supporting academic activities. Despite this, many students do not utilize the library optimally due to various obstacles, such as lack of awareness of its importance and easy access to technology. Therefore, the library should function not only as a place to store books, but also as an effective learning tool. Good management includes planning, organizing, mobilizing and monitoring. Through these strategies, the library can attract students' interest, improve literacy skills and create a conducive learning environment. Thus, the library contributes significantly to the success of education in schools.

Keywords: Library, Learning Resources.

Introduction

Special service management is an important aspect of education management that aims to support learning activities in schools. These services are designed to facilitate the teaching and learning process and meet the special needs of students. In schools, there are various types of special services, such as counseling guidance, libraries, cafeterias, dormitories, laboratories, health units, cooperatives, intra-school student organizations, inclusion classes, school transportation, and dual system education-industrial work practices. Each service has a different function but supports each other in achieving educational goals. To ensure the effectiveness of these services, good management is essential. The management process includes planning, organizing, mobilizing and supervising the services provided. With proper management, special services can create a safe and comfortable learning environment for students. It also contributes to the achievement of educational goals effectively and efficiently (Zulkarnain, 2018). The importance of implementing special services is reinforced by Law Number 20 of 2003 concerning the National Education System Article 12 which states that schools have the right to provide special services to students to meet their needs in supporting the learning process.

School libraries are often regarded as the heart of teaching and learning. Its function is not only to collect and store various library materials. Through good management, the library is expected to support students and teachers in completing various academic tasks. Aside from being a source of information, the library also serves as a learning tool for students. Therefore, the library must always be ready to serve the needs of users. This includes supporting the learning process both during class hours and outside of class hours. Thus, the library plays an important role in creating an effective and enjoyable learning environment (Lestari & Harisuna, 2019; Nuryanti, 2020).



As the world of education develops, the need for various types of knowledge increases, so the education process also requires changes in the way it serves students. Learning does not only depend on direct interaction in the classroom, but also utilizing the school library as an important learning resource. Providing the latest reading resources should be done by the school. However, in reality, there are still many school members who have not maximized the potential of the library. This is due to several factors, such as lack of awareness of the importance of the library, limited access, lack of knowledge on how to use the resources available in the library, and most prominently today is the emergence of various advanced multimedia technologies that are more easily and quickly accessible.

Therefore, libraries should not just be regarded as a place for leisure reading. It should serve as a source of relevant and useful information. In addition, the library should also be an effective tool in the learning process. The library should provide a variety of learning resources that can be accessed at any time. Thus, the library has an important role in supporting students' learning activities. Through the development of appropriate services and support from all school stakeholders, the library can attract students and become an important part of their learning experience.

Method

This research method is library research, which falls into the category of qualitative research. Typically, this research does not involve direct data collection in the field. Instead, it is conducted by referring to existing written works. Desk research involves collecting information and data using various sources available in libraries. These sources include reference books, relevant previous research results, articles, notes, and journals related to the topic to be researched. This process was carried out systematically, starting from collecting to processing data. After that, the researcher concludes the results of the analysis obtained. By using certain methods or techniques, this research aims to find answers to existing problems. This method allows researchers to gain a deeper understanding of the issue under study. Therefore, desk research is very important in providing the theoretical basis and information needed for further research. Through this approach, researchers can find new insights that are beneficial to the study being conducted (Sari, 2020).

Result and Discussion

Basic Concept of Library

A library is a work unit that functions as a storage place for collections of library materials, which are managed systematically so that they can be accessed by users as a source of information. As a center of information and learning, the school library plays an important role in supporting the achievement of educational goals in the institution. The library is not just a storage place, but also an integral learning resource in the education system. With the library, students can access various sources of information that support the teaching and learning process. In addition, the library collaborates with other learning resources in the school to create a better learning environment. The library also provides materials that are relevant to the curriculum and students' needs, thus improving the quality of learning. Through library utilization, students are expected to develop important information and literacy skills. Thus, libraries contribute



significantly to educational success in schools (Afrina et al., 2023; Damanik et al., 2023).

The main purpose of the library is to provide information materials for the entire school community, especially for teachers and students. In order for the information provided to be optimally utilized, the materials must be adapted to the curriculum applicable in the school. Thus, the library plays an important role in supporting the learning process. In addition, the school library has several specific purposes, such as increasing students' interest in reading and providing access to various sources of information. The library also serves as a place for independent learning, where students can explore materials according to their needs. Through various programs and activities, the library supports the development of literacy and information skills. With all these functions, the library becomes an important element in creating an effective learning environment. School libraries also have some specific purposes including:

- a. Provide various sources of information for the benefit of curriculum implementation
- b. Encourage and accelerate the process of mastering students' reading techniques
- c. Helping learners write creatively with the guidance of teachers and librarians
- d. Cultivate learners' interest and reading habits
- e. Expand, deepen, and enrich the learning experience of students by reading books and other collections containing science and technology available in the library (Zulkarnain, 2018).

There are several library functions according to (Lestari & Harisuna, 2019; Zulkarnain, 2018), namely:

- a. The educational function of the school library acts as a facility that provides important facilities and infrastructure to support the student learning process. The collection in the library is designed to help students understand the subject matter better.
- b. The informative function of the school library lies in its ability to optimize the provision of relevant and useful collections for teachers and students. By providing the right information, the library helps them gain the necessary knowledge in teaching and learning activities.
- c. Although the creation function is not the primary function, its role is very significant in enhancing the intellect and providing inspiration to students. Through various creative programs and activities, the library can encourage students to think critically and innovatively.
- d. The research function of the school library allows the collection to be used as material for conducting simple research or studies. This helps students develop analytical and problem-solving skills that are important in education.
- e. The administrative responsibility function is seen in the daily activities of the library, where every borrowing and returning of books is carefully recorded by the librarian. In addition, every student entering the library is required to fill out a visit book or present a membership card, ensuring that the library is well managed.

With these various functions, the school library is not only a place to store books, but also a learning center that supports students' academic development and creativity.



Library Service Management

The library as a learning resource will be able to run optimally in accordance with the plan if the library is managed properly. This can be realized through a good management process.

a. Planning

Library planning involves three main aspects that need to be considered. First, planning the library building or space is very important. In the process of constructing a building or choosing a location for the library, it is best to choose a strategic place, which is in the middle of teaching and learning activities. This location should be easily visible from the outside to attract students and be easily accessible to all school members. In addition, the location must ensure safety and tranquility, so that students can study comfortably without interruption, and remain within the school environment. Secondly, planning for library equipment is an equally important aspect. The main component in a library is books, but it also requires furniture such as bookshelves, magazine racks, reading tables and chairs that support user comfort. In addition, educational media and multimedia equipment must be prepared so that the library can provide a more interactive learning experience. Other equipment that supports operations, such as adequate lighting and clocks, also need to be considered to create an optimal learning atmosphere. Third, collection planning is an important step in enriching information sources in the library. Collection procurement can be done by collecting library materials already owned by the school, adding to existing collections through the purchase of new books, or even receiving donations from students who have graduated. In addition, cooperation between school libraries can also be an effective strategy to exchange or borrow collections, thus expanding the choice of learning resources available to students.

b. Organizing

The first step in organizing a library is to conduct a detailed analysis of all the work required to achieve the stated goals. This process involves identifying every task and responsibility that must be carried out for the library to function optimally. Once all the work is detailed, the second step is to divide the tasks into activities that can be logically carried out by specific individuals or officers. This division of tasks is important so that each team member has a clear focus and can work efficiently. The last step is to develop and implement an effective coordination mechanism among all library staff. This coordination aims to ensure that every activity carried out is interconnected and supports the common goal. With a good coordination system, it is expected that all work can be integrated harmoniously. This organizing process is very important to create a productive and structured work environment. With proper organization, each team member will find it easier to carry out their duties, so that the library can function as an effective information and learning center for the entire school community.

c. Actuating

This stage contains library visitor service activities. There are two types of services used. First, open access allows visitors to enter the library to take books independently to borrow or read. While the second is closed access does not allow library visitors to enter the book storage room. Visitors who want to borrow books can go through the librarian who is on duty.



d. Controlling

Supervision is carried out at every stage of the activity to ensure the process runs smoothly. The main purpose is to facilitate improvements if any obstacles arise. In addition, supervision must be carried out on an ongoing basis so that the performance of librarians is monitored. This way, we can ensure that the services provided meet the set standards. Consistent supervision also helps in detecting problems early on, so they can be addressed before they become bigger. This is important for improving service quality and user satisfaction. By involving all parties in the supervision process, we can create a better working environment. Overall, effective supervision is key to achieving the goal of optimal library services (Zulkarnain, 2018).

Library as a Reading Resource

The library as a learning resource plays an important role in the early stages of the learning process, namely the search for information. Its purpose is to collect and absorb information, and create an organized reservoir of knowledge. In addition, the library also fosters students' ability to enjoy imaginative experiences, helps the development of language skills, and encourages thinking. Students to use and care for library materials efficiently, which provides a foundation for independent learning. It is important to remember that the impact of the library in the teaching and learning process depends largely on its ability to perform its functions. In addition, students' efforts in finding information are also key, creating a reciprocal relationship between students and the library. Students have information needs, and the library serves to fulfill those needs. Utilization of the school library includes various kinds of management, namely 1) a collection of library materials consisting of a collection of general library materials, a collection of reference materials, and a collection of special library materials. 2) Library layout that provides comfort for visitors by paying attention to the comfort of sound, color, air, and light. 3) Circulation services that make it easy to utilize library services through the discretion of librarians (Damanik et al., 2023).

The utilization of school libraries has now become mandatory in the teaching and learning process. This encourages teachers and students to actively seek information from various sources needed. Libraries play an important role in improving the capabilities organized by schools. These capabilities include the functions of the library, such as educative, informative, recreative and innovative. By accessing the library, students can broaden their horizons and skills. Overall, the library is a vital tool in supporting a more effective learning process (Iztihana & Arfa, 2020).

Research from (Putri, 2022) School library utilization can be seen as an effort to instill a conscious attitude towards the importance of reading. In this context, students are expected to solve problems by utilizing the library as the main learning resource. One of the learning methods applied is by dividing students into small groups. Each group is given the task of finding and exploring learning resources available in the library. Through this approach, students can learn to work together and share knowledge. In addition, they will also be more accustomed to using the library as a tool for finding information. Thus, the library does not only function as a place to store books, but also as an active and interactive learning center.



The role of librarians

The library should be managed by at least one library staff. However, if the number of study groups in a school or madrasah is more than six, then a minimum of two library staff is required. The required qualification is at least a diploma two in library science, or a diploma two from another field from an accredited university. Library staff who come from outside the library field need to take special education and training in this field to qualify as librarians. Thus, the presence of qualified library staff is very important to support the function of the library. Good management by competent library staff will improve information services and accessibility for students and teachers (Erlianti & Azizah, 2024).

The role of librarians is vital in library management, where they are appointed and given responsibilities according to their abilities. Librarians are responsible for providing quality information services to library users. In order to perform this task well, a librarian must be committed to being professional. This includes the ability to meet the various needs of library users and increase their interest in visiting the library. In addition, librarians need to have extensive knowledge and skills in managing information. Good attitude and behavior are also very important to create a positive experience for the users. Thus, the characteristics of librarians that include values and work ethics are crucial in providing services. Overall, librarians act as a bridge between users and information sources, so their presence greatly supports the function of the library.

Quality service in libraries is essential as a strategy to compete and attract patrons. Providing satisfaction to visitors is the first step, but it is not the only goal. More than just being attentive, librarians need to be able to respond effectively to patrons' wants and needs. This will create a lasting positive impression on visitors. By understanding their expectations, libraries can offer more relevant and useful services. In addition, good interactions between librarians and users also contribute to a pleasant experience. Overall, excellent service is not only about meeting expectations, but also about building good relationships with visitors (Iztihana & Arfa, 2020).

Conclusion

Libraries have a very important role in supporting the teaching and learning process in schools. As an information center, the library not only functions as a repository for collections, but also as a learning resource that supports the achievement of educational goals. Through good management, the library can provide relevant and useful information materials for students and teachers, and create a conducive learning environment. The presence of qualified librarians is essential to provide optimal services, fulfill library users' needs, and increase interest in reading. Thus, the library contributes significantly to the development of students' literacy and information skills. Effective library service management includes planning, organizing, mobilizing and supervising to ensure all functions run well. Through excellent service strategies, libraries can attract visitors and create positive learning experiences. In addition, utilizing the library as an active learning resource encourages students to explore information and develop creativity. With its various functions and purposes, the library is an integral element in the education system. Overall, the library is not just a place to store books, but a learning center that supports students' academic development and creativity.



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