



3-1985

Assessment and Recommendations Regarding BKS-B Libraries

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Assessment and Recommendations Regarding BKS-B Libraries**Notes/Citation Information**

Western Universities Agricultural Education Project Short Term Specialist Report No. 18. Published by the Indonesian Department of Education, U.S. Agency for International Development, and the University of Kentucky. (1985).

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Soni Powell

Short Term Specialist Report # 18

Western Universities Agricultural Education Project

Department of Education and Culture, U.S. Agency
for International Development, and the University of Kentucky

ASSESSMENT AND RECOMMENDATIONS REGARDING

BKS-B LIBRARIES

By

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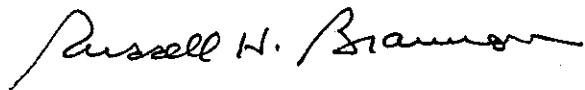
February - March 1985

P R E F A C E

This assessment study was carried out at the request of the BKS-B and the WUAE Project Steering Committee as one component in the overall effort to strengthen the teaching, research, and public service activities of the member institutions.

In addition to the charge to assess the current situation and make recommendations for improvement, the consultant was requested to identify several of the more highly trained and experienced librarians within the BKS-B to form the nucleus for a library network. This, also, was accomplished, and the first network meeting was held in Palembang.

Ms. Powell was well suited to this assignment, having had substantial experience in directing the agricultural library at the University of Kentucky, and being well acquainted with the particular needs of foreign students. Until a sound library system is in place at each BKS-B institution, it will be difficult to develop a high quality teaching and research program. The present activity represents one more step in that direction.



Russell H. Brannon
Professor and Chief of Party

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FOREWORD

When I was first approached about this assignment in March 1984, I was hesitant to accept it. I feared that I could not live up to the expectations of those offering the assignment; and it was only after discussing it with a number of people that I decided to accept. I would like to take this opportunity to express my gratitude to those people.

I would like to thank Dr. Russell Brannon, Chief of Party in Palembang who had confidence in my ability to do this assignment, and Mr. Paul Willis, Director of Libraries, who did everything in his power to see that I could leave Lexington with a clear conscience. To Alice Spitzer, Librarian on the BKS-T project who shared her information and experiences with me and helped me formulate my assignment. The people at the Komplek Kentucky in Palembang who saw to all my needs and made me feel at home in a foreign land. To Lillian, Agnes, Sara, Joyce, Diane, Gracie, Amelie, and the army of student assistants who comprise the staff of the Agriculture Library, my thanks for handling everything so ably and encouraging me to go even though they knew it would be difficult. To my husband David, who did not like the idea of me going halfway around the world alone but wanted me to make my own choice. I would like to thank Drs. Zainuddin of IKIP-P who so graciously accompanied me on part of my journey and acted as a translator in both the interviews and with some of the documentation. A special note of gratitude must go to Dr. Harry Barnard, WUEA Social Sciences Advisor and my "guardian angel" during my stay in Indonesia. Dr. Barnard patiently calmed my fears and acted as a sounding board concerning my assignment. He also quickly acclimated me to Indonesia, took away the worry of living in a foreign country, and gave me the confidence to travel alone at the end of my assignment. Without his help, I do not believe I would have been able to complete the mission successfully.

Antoinette Paris Powell
April 1985

INTRODUCTION

I arrived in Jakarta on February 9, 1985 and was met at Halim Airport by Dr. Harry Barnard, WUAE Social Sciences Advisor. Dr. Barnard oriented me to Jakarta and saw that I was processed through the American Embassy and escorted me to Palembang to begin planning my work.

The assignment was outlined "...to spend six weeks in visits to participating universities, becoming familiar with their library holdings and management practices, developing recommendations for improvement, and laying the groundwork for the establishment of a network in library science within the BKS-B." (Memo Brannon to Barnard January 9, 1985.) All the Universities in the project located on Sumatra were visited with statistics gathered and the librarian at each Central Library interviewed. A complete list of the people consulted at each institution appears in Appendix B. I was accompanied by Dr. Barnard to Padang and Medan and to Banda Ache and Pekanbaru by Zainuddin H.R., Director of the IKIP/Padang Library. The trips to Jambi, Bengkulu, and Bandar Lampung were made alone.

The Librarians at the institutions I visited were most cooperative in providing the requested information and were well aware of the problems of their libraries. Most were trying to solve their problems but some problems were just beyond their control. All the librarians were working to improve their operations with their limited resources.

This report will outline the problems common to the ten institutions visited. Recommendations for action on these problems will

be offered if there is any possible action that can be taken. The Appendices include my itinerary, the data collection sheet and interview form, and a statistical compilation of the BKS-B institutions visited. I have also included a summary of other places visited and the minutes of the network organizational meeting. In the interview, information was gathered on the facilities, services, technical processing, and collections of each library. This report will discuss each of these areas.

FACILITIES

The facilities of the ten libraries visited on Sumatra varied from small and cramped to spacious and inviting. Some of the libraries visited are housed in buildings not designed as libraries, and are occupying space partitioned into small areas, making servicing the facility difficult. Library staff has made as efficient use of the space as possible but find much of the allocated space inefficient. Those that are in buildings designed as libraries are functional and appear to have high use. Many of the Libraries are centrally located to campus and many of the campuses have new library facilities planned. Some campuses have a central library and a number of faculty collections or libraries which are in facilities not conducive to use. In general the central library facilities have adequate lighting and ventilation but seating is available for only 4-10% of the student population.

Equipment seems to be a universal problem for the BKS-B Libraries. Many have only one or two typewriters to produce bibliographies, cataloging records, and for book processing. Metal industrial shelving is the most common type of shelving made available to libraries and hampers collection maintenance. The lack of end panels and book ends

causes books to lean and become misshapen, and eventually fall onto the floor. One library has all standard library shelving, others have mixed shelving with some library shelving, wooden shelving, and industrial shelving. Photocopiers are available in most of the libraries surveyed and those that do not have copiers reported a higher mutilation problem. Many of the libraries visited are nearing full capacity and one is splitting the collection to deal with the space problem. None of the institutions with new facilities planned has begun building and the majority do not have enough electrical outlets to allow the addition of microform readers. Facilities of each institution are detailed in Appendix E.

SERVICES

Student Services

Student services in the BKS-B Libraries are growing. The Libraries offer the usual service of book circulation but many libraries have also extended their hours and are active in library orientation. Those institutions that have library orientation as part of the general orientation have seen a marked increase in student use of the collections. Although some institutions require the student to get a special library card and charge a fee for such card, student use of the libraries is reported as high at many of the institutions.

Faculty Services

Faculty services at the BKS-B institutions vary. Some libraries offer the course reserve service to help in course instruction. Other libraries do some advertising of their collections by producing new book lists and doing new books displays. One library does its own current awareness service by photocopying title pages of new journals as they

are received and sending them quarterly to the deans of the various faculties for circulation. Another library subscribes to the PDIN Current Awareness Service from Jakarta and circulates it to the faculty via the deans to make the journal literature more accessible. Periodical lists are produced and distributed and one library even produced an index to the journals available in the library and to the pamphlet file. Book Catalogs are being worked on and most librarians were willing to direct patrons to the appropriate library to find needed materials.

Loaning of library materials among faculty libraries is uncommon and loaning of materials between institutions has not been done. Each librarian expressed an interest in such a system and is interested in exploring it further. Most of the institutions make their resources available on site to anyone who wishes to use them although some librarians require an official letter from the visitor's institution to use the collection.

One area of concern in library service is the low faculty use of the libraries. Most of the BKS-B librarians expressed dismay that the faculty do not efficiently use the collection. Some librarians cited the inadequacy of the facility although others felt the limited collection just did not have much to offer to the faculty. All librarians have plans for service enhancements but most lacked the resources to do any expansion.

COLLECTIONS

The development of the collections of the BKS-B libraries is one of the major problem that the libraries face. Budgets have been erratic and the lack of control of the faculty collections has made poor use of

the limited resources. At several of the institutions the librarian has no input into what is purchased and must accept what is chosen for the library. Some of the institutions have no faculty input into what will be needed for course teaching and as a result items purchased are not always relevant to the curriculum. Buying restrictions imposed by other authorities hamper the acquisitions of needed materials and regulations about the disposition of library materials make weeding a collection for more efficient use of space impossible. Many librarians have no prior knowledge about their book budget and cannot enter journal subscriptions for domestic journals because they never know if they will have a budget until the end of the fiscal year. Overseas journals cannot be purchased because of the legal restrictions on sending money out of the country. Money cannot be sent directly to foreign countries and there is not a local vendor for journals to be found. Vendors for the acquisition of foreign books are available but the budget process at many institutions does not allow enough time to order a foreign book and receive it before the end of the fiscal year. The Rp10,000 maximum allowed to spend per book at some institutions puts the more expensive resources needed for teaching out of reach for the library.

Collection maintenance is generally poor in the BKS-B libraries. Inadequate shelving makes keeping books orderly on the shelf difficult. Although most institutions have security checkpoints in their libraries, book losses appear to be high. Many libraries have a permanent non-circulating book collection and a duplicate collection to circulate. Some libraries have closed stacks simply to keep the losses down but librarians report that in spite of these measures their library materials seem to disappear. Loss statistics are not available for most

institutions as collection inventories are routinely taken in only 2 of the 10 institutions visited.

The size of the collection varies for each institution but multiple copies of titles seem to be the rule. Many librarians indicated that they bought up to ten copies of a title in Indonesian as students just wear the books out. Multiple copies of many foreign books also grace the shelves of the libraries and while the volume count may seem impressive the number of unique titles held by each library is much lower.

Only one campus had any official coordination of the central library with the faculty collections. Most of the faculty collections are independent entities under the control of the deans. Most collections had reduced hours and poor access to the collection. There is no central point for students and faculty to know what is available in the campus libraries. One central library had taken it upon themselves to produce a campus union catalog listing the books available on the campus and their locations but funding was made available for only half of the catalog (through the 500's in the Dewey Decimal System). This was done over a long period of time and a tremendous effort to include all the faculty collections. One library had centralized and had reclassified all the faculty collections into one integrated library collection.

PROCESSING

Processing at BKS-B libraries has not been standardized. All the libraries use the Dewey Decimal Classification system and all have the author, title, and subject breakdown of the card catalog. Subject headings used vary slightly with most libraries using the Sear's List,

one using US Library of Congress Headings, one using the subject listing in the Dewey Tables, and one having no real subject access. Descriptive Cataloging rules are followed for bibliography with the most prominent being the 1967 edition of the Anglo-American Cataloging Rules. Processing backlogs vary from none to about 5000 volumes. One librarian had managed to get overtime pay authorized to enable the staff to catch up with their processing.

Access to the collections is a major problem in the BKS-B libraries. One library had to abandon the existing card catalog and start over. As a result, there is no access to the collection and students must search the shelves for the books they want. The library that has centralized has not had the time to produce an integrated card catalog. In an attempt to access the collection they have produced a series of bibliographies that give the call number of the book.

Complete union catalogs listing resources and holdings for the campus collections are nonexistent. Use of the campus resources is greatly hindered by not being able to determine what is available on campus and duplication of library materials is common as each unit is ordering independently.

The record keeping for the journal collections varies greatly. Many of the BKS-B libraries use a card system and check the card as each issue arrives. Claiming of missing issues is not common as most librarians are receiving these journals free and they feel that they should not ask for missing issues. Several of the institutions keep their journal records in a ledger and one could not produce any journal check in records. Most journals are not cataloged and are filed by subject or title on slant or upright shelves. Few of the institutions

bind the back issues of their journals and most either box the back issues on the shelf or tie them up and store them in cabinets. Few libraries have periodical indexes to access the journal collection but some libraries have produced their own access to the journals.

Aids for selecting library materials vary for those institutions where the librarian has some control over the collection. Most solicit information from the faculty asking for their recommendations and all use publishers' ads, while some have access to aids from Jakarta. One librarian makes quarterly trips to the book store to determine what is available and also checks the course curriculum routinely to be sure books are being purchased to support the course work. Most librarians submit a list of requested books and retain a copy of the list so they can check new requests against it. All the librarians agreed that there are some aspects of ordering that are beyond their control and they do at times receive books that are not requested.

ADMINISTRATION

Librarians in the BKS-B Libraries face great administrative difficulties. All the librarians cited lack of training in some cases for themselves and always for their staff as their greatest administrative problem. The second problem cited by librarians is the amount of the budget and frequently the budget process. Most of the libraries depend on the DIP for the largest amount of their book budget and restrictions on the DIP make uniform buying difficult. The Library also receives a percentage of the student fees at each institution but this amount is generally small. One librarian receives a guaranteed amount out of the routine budget in quarterly installments. Many librarians have no input into budget amounts and some have no knowledge

of what their budget really is. Difficulties in acquiring needed library materials and the lack of control in selection and the order process create great problems in building an adequate library collection.

The status of the librarian on the national level hinders the effectiveness of the librarian in the institution. Those librarians who also teach have been more successful in maintaining control of their library operation. Working with the faculty and administration is a necessary part of library development and librarians are not encouraged to interact with these groups because their importance in the university and national structure is not perceived to be as great as that of a faculty member (most librarians told me they were on the same level as any other administrative clerk). This structure discourages most able people from pursuing a career in library science as they return from study abroad with a Master's Degree only to find that they are still considered clerks.

CONCLUSION AND RECOMMENDATIONS

At each institution I visited in my five weeks of traveling I found the librarians in the BKS-B institutions to be laboring under conditions that are not desirable and in a profession not recognized as such. I was impressed with the dedication and concern that these librarians demonstrated and expressed in the interviews. All librarians agreed that communication and cooperation among institutions has to be given high priority along with training of qualified people to work in the profession. The following recommendations are based on my interviews with librarians at the central library at each campus, my observations of the libraries, and the analysis of the data gathered.

Recommendations

1. COOPERATION SHOULD BE ESTABLISHED AMONG THE BKS-B LIBRARIES.

The sharing of resources among libraries both on and off campus would eliminate unnecessary duplication of library materials and would greatly improve the service capability at each institution. Each campus should begin to integrate the card catalogs of its central and faculty collections and compile a union catalog of holdings available on the campus either as one union card catalog or in book format. An attempt should be made to compile and publish a BKS-B union list in book form and be distributed to BKS-B libraries to make holdings available in the consortium and promote resource sharing by developing an interlibrary loan system for the BKS-B institutions. This compilation would also lay the ground work for an automated system as the gathering of sources would be done and only the entering of the information would be necessary to begin a comprehensive computerized catalog for the BKS-B institutions.

2. ACCESS TO LIBRARY COLLECTIONS NEEDS TO BE IMPROVED.

Total access to the library collections at most of the BKS-B institutions is minimal and at a few institutions not at all. Although all the libraries catalog their materials, different practices are followed and some do not use a standard subject access. Institutions often deposit collections such as student papers in the library but make no provision for processing them. An attempt should be made to begin to standardize the cataloging of materials including the subject headings for future automation of library records and holdings. In order for an automated system to work all holdings need to be processed in a uniform manner. If an access is not going to be created, the materials should

be discarded. Physical access to the collection is also limited and consideration should be given to extending library hours beyond the 2:30 p.m. closing time observed by some central libraries and almost all faculty libraries. Late afternoon hours (until 6 p.m.) would facilitate physical access to the collection by both faculty and students. Collection inventories should be taken by all BKS-B libraries on a regular basis so losses can be more accurately assessed and important items replaced. Care should be taken to locate new library construction at the center of campus to make using the library convenient to the potential patrons.

3. LIBRARIANS SHOULD HAVE CONTROL OVER THE DEVELOPMENT OF LIBRARY COLLECTIONS.

A. Collection Development

Building a relevant and balanced library collection is a time consuming job and one that requires a certain knowledge of subjects and bibliography. This can be achieved by librarians and faculty working together to develop viable library collections that will support the course curriculum and administrators providing adequate funding to achieve this.

B. Journals

Librarians should begin building a viable research collection by adding both domestic and foreign journals. Contact should be made with the major research institutions on Java to discuss how they obtain foreign journals and local vendors should be actively sought to allow libraries to get the necessary foreign material. Institutions must guarantee funding for journals on a continuing basis. Consideration should be given to modifying the regulations that make the acquiring of

foreign educational and research material difficult. As an interim measure, librarians should begin listing what journals they now have available including holdings and a union list of the BKS-B institutions should be created to enable the libraries to stretch their resources by sharing their materials with others. Like the union catalog for books, this will smooth the way to library automation.

C. Weeding

Collection weeding is as important an aspect of collection development as adding new materials. In order for a library to grow the necessary space must be available, and often precious space is occupied by outdated textbooks or by duplicate copies of books where two copies may be adequate. Librarians should begin an extensive weeding project and remove some of these materials. As in collection building, it should be done in cooperation with the faculty to insure they are getting adequate support for their teaching. The withdrawn books could be listed centrally and offered to other institutions in BKS-B. Once again this would make the best use of existing resources. If volumes are not wanted by other institutions they could be sold to individuals at a general campus book sale and the money could be used to supplement the library book budget.

D. Book Buying Practices

Selection and buying of library materials should be left up to the librarian. Budget information should be provided early in the fiscal year to allow the librarians to plan and buy according to their needs. Clarification of the monetary restrictions on the buying of books needs to be done. Some institutions are told they must adhere to the Rp10,000 limit per volume when others are told that this is just an average and

the total amount spent must average Rp10,000 a book. This restriction greatly hampers any collection building of a university library.

4. EXISTING LIBRARY COLLECTIONS SHOULD BE PRESERVED.

Many libraries visited have inadequate shelving for housing the collection and routine collection maintenance such as shelf reading and dusting seem to be lacking. Some libraries have their collection in the direct sunlight. Both dust and sunlight are harmful to library materials and steps should be taken to eliminate the problem by routine shelf cleaning and window coverings (either semi-sheer draperies or tinting the windows.) Binding of journals will make them accessible and preserve them for the future. Microforms could be considered for some areas and stored in appropriate cabinets should withstand both the temperature and humidity. Administrators should consider purchasing adequate shelving to prevent the damage from materials slipping off the shelf.

5. FACULTY COLLECTIONS SHOULD BE MERGED INTO THE CENTRAL LIBRARY EITHER PHYSICALLY OR ADMINISTRATIVELY.

As many institutions are building new campuses and new libraries, planning should begin now to centralize the library collections. Faculty collections tend to be in substandard facilities with little access and reduced library hours. Centralization would allow the institution to provide better library service and a better collection at a lower cost. The process of centralization is expensive if adequate planning is not done. The planning process needs to begin during the planning of the building and adequate support in materials and staff must be provided. To centralize collections it is necessary to reprocess records and materials into an integrated system and this

requires handling every book and every record at least once. This could be done most effectively with a computer and the appropriate software. If physical centralization is not feasible, then centralization of the administration of the libraries must be considered. Uniformity of collection and services can only be achieved by coordination of these efforts by a trained librarian.

6. EFFORTS SHOULD BE MADE TO IMPROVE FACULTY USE OF THE LIBRARY.

Faculty use of BKS-B libraries is generally low even in faculty collections. Librarians must advertise their services directly to the faculty and let them know what a valuable resource they are. Distribution of new books lists should be made directly to the faculty to insure that they know what is available. If this is not possible, it must be impressed upon the deans the importance of passing this information along. When a faculty member requests a book, an attempt should be made by the library to let him know the book is available. Librarians should talk to their faculty to find out what services would be desirable to them and then work with the administration to provide them.

7. LIBRARIANS MUST BE MORE AGGRESSIVE IN OBTAINING FUNDING.

Librarians need to realize that they must prove to the administration the benefits of funding the library. Increasing faculty services and making the library indispensable are important aspects in the quest for funding. Raising the level of awareness of the library is a slow task but one that librarians must begin doing.

8. PLANS FOR AUTOMATION OF LIBRARY PRACTICES SHOULD BEGIN IMMEDIATELY.

As BKS-B institutions begin their automation planning the library should be included as an early candidate for automation. Library

practices lend themselves well to such technology and the entire university population would benefit. Automating the records would improve collection access and begin a true resource sharing network among the BKS-B institutions. Administrations need to begin planning for equipment and software and librarians need to begin standardizing their practices among institutions. Retrieval of information from such a system requires uniform bibliographic information and subject headings.

9. ADEQUATE TRAINING MUST BE PROVIDED FOR LIBRARIANS.

To provide adequate library service it is necessary that the chief administrator at the central library have advanced library training and the equivalent to the masters degree. Because of the national status of the librarian some institutions have taken clerks and expected them to run the library with little training. Training for all library staff is also necessary because of the specialized nature of the work. General training and keeping up with the profession can be done by a series of short courses. The Librarian responsible for the administration of the library should have an advanced degree (MLS) in library science either from abroad or from an established in country program. Lower echelon librarians such as catalogers should have some advanced training and an MLS degree would be desirable. To have an effective library you must have a trained administrator; to have a good on-line catalog you must have people knowledgeable in bibliography.

10. SUPPORT MUST BE GIVEN TO RAISE THE STATUS OF THE LIBRARIANS ON THE NATIONAL LEVEL.

There is a movement in Jakarta to upgrade the status of librarians. Once the status is upgraded the competency of the librarians will improve and more qualified people will want to get the advanced training

to become professional librarians. BKS-B libraries^{are} at a crossroad and the advancement and development of both the library and the institution will depend on the ability of the people in the profession. The current status of librarians hinders the librarian and working effectively within the institution and offers little reward to dedicated people. The upgrading of the status will make the library profession more attractive to the kind of people needed in it and improve the effectiveness of the library in the university. The support of all educators will be necessary if this movement is to succeed.

Improvement of the BKS-B libraries and their collections is essential to the development of the institutions. The librarians interviewed knew what their problems were and how they could be solved. It is my firm belief that the librarians can solve their problems from within if given the necessary training and support. This report simply chronicles the problems and offers what I hope are workable solutions to the problems.

APPENDIX A

ITINERARY
FOR
ANTOINETTE P. POWELL

Saturday	9 February	Arrive Jakarta. Met by Dr. Barnard and taken to Mandarin Hotel.
Monday	11 February	To Palembang Lv. 16.00 Arr. 16.55 GA 230 Visit UNSRI
Saturday	16 February	To Padang Lv. 10.00 Arr. 11.10 GA 030 Visit IKIP/P and UNAND
Saturday	23 February	To Medan Lv. 11.50 Arr. 12.55 GA 030 Visit IKIP/M and USU
Friday	1 March	To Banda Aceh Lv. 09.40 Arr. 10.35 GA 034 Visit UNSYIAH
Sunday	3 March	To Medan Lv. 11.45 Arr. 12.45 GA 035
Monday	4 March	To Pekanbaru Lv. 07.15 Arr. 08.15 GA 215 Visit UNRI
Tuesday	5 March	To Palembang Lv. 15.00 Arr. 16.05 GA 221
Wednesday	6 March	To Jambi Lv. 10.05 Arr. 10.40 GA 218 Visit UNJA
Friday	8 March	To Bengkulu Lv. 11.40 Arr. 13.45 GA 219/GA 124 Visit UNIB
Tuesday	12 March	To Palembang Lv. 09.00 Arr. 09.45 GA 125
Wednesday	13 March	To Bandar Lampung Visit UNILA Lv. 08.00 Arr. 09.00 MZ 630
Friday	15 March	To Palembang Lv. 09.30 Arr. 10.00 MZ 631 Library Network Organization and Preparation of Final Report
Sunday	24 March	Depart Palembang

HVB:Ch

PERSONS CONSULTED IN BKS-B LIBRARY SURVEY

Library Services were discussed with a number of people on each campus. Listed below are those people who provided information concerning the libraries. Every attempt was made to record the names of the numerous people who so generously gave me their time but unfortunately I did not always get their titles. I have provided the titles when I had them.

Sriwijaya University (UNSRI)

Ir. Bakrie Hamid, V.R. I
Ali Syamsir Alioedin, Head Librarian, Central Library
Majelis, Circulation Dept., Central Library
Eka Susanti, BA, Central Library
Sudirman Bakri, Administration, Central Library

IKIP Padang (IKIP-P)

Drs. Rustam Murdin, V.R. I
Drs. Zainuddin, Head Librarian

Andalas University (UNAND)

Prof. Dr. Ir. Jurnalism Kamil, Rector
Ir. Firdaus Rivai, V.R. I
Drs. Djalil Daulay, Head Librarian, Central Library
Dra. Saufni Chalid, Librarian, Faculty of Agriculture Library
Iskandar Df. Mulia, Librarian, Faculty of Economics Library
Nur Aly Djus, Librarian, Faculty of Animal Husbandry Library
Sjafrizal, Phd., Chair, Developmental Studies
Rusjdi Djamal, Vice Dean, Faculty of Science

IKIP Medan (IKIP-M)

Drs. Yoenoel Alim, Rector
Drs. M. Silitonga, V.R. I
Drs. Belling Siregar, Head Librarian
Abdul Sahi Siregar, Processing
Anwar Syar, Head, Learning Resources Center

University of Sumatera Utara (USU)

Prof. A.P. Parlindungan, SH, Rector
Dr. Mariam Darus, SH, V.R. I
Dra. Ramla Sari, Head Librarian, Central Library
Sofyan, Cataloger, Central Library
Nazaruddin, Head of Administration, Central Library
Dra. Zachriah Dachlan SH, Librarian, Faculty of Law
M. Oloan Sibarani, Faculty of Agriculture Library

Syiah Kuala University (UNSYIAH)

Dra. Jangjayahdi, Head Librarian, Central Library
Drs. Idris Ibrahim MA, Director of the Language Center
Dr. Roger Burr, Asia Foundation
Nunchalis, Asst. Librarian, Central Library
Meutia, A.D., Reference Staff, Central Library
Wamad Abdullah

University of Riau (UNRI)

Drs. H.M. Farid Kasmy, V.R. II
Drs. Chan Sirdi, Head Librarian
Arifin Mansur, Vice Dean II, Non-Degree Technological Programs
Syai Fullah, Faculty of Economics Library

University of Jambi (UNJAMB)

Z. Ansori Ahmad SH, V.R. I
Drs. Sjahril Zawir, Head Librarian

University of Bengkulu (UNIB)

Dr. Soekotjo, Acting Rector
Mrs. Rosdianah, Acting Librarian
Mr. Suprpto, Staff, Unib Library

University of Lampung (UNILA)

Dr. Margono Slamet, Rector
Sudi H.R., Head Librarian
Dra. Rofiah Aidar, Processing
Rusdia Munir
A. Gaffar Oleh, Reference Dept.

APPENDIX C

INFORMATION GATHERED FROM BKS-B LIBRARIANS

Items requested from the librarians

Organizational chart of the University
Organizational chart of the library
Floor plan of the library
Annual report of the library
Periodical list
Procedures manuals
Statistics compiled
Acquisitions list

Facilities

1. Location of the Library on the campus
2. Building layout
3. General condition of the building (ventilation, lighting etc.)
4. Security
5. Collection arrangement
6. Shelving used
7. Air conditioning
8. Restrooms
9. Copier
10. Display areas
11. New structure - who is developing, who is advising

Collections

1. Selection (Books and journals)
 - A. Responsibility
 - B. Aids
 - C. Order cycle
 - D. Process
 - E. Written policies
2. Collection maintenance
 - A. Responsibility for faculty collections
 - B. Collection inventory
 - C. General condition of the collection
 - D. Mutilation

Public Services

1. Circulation
 - A. Reserve system
 - B. Circulation system
 - C. Recall system
 - D. Overdue system
 - E. Statistics kept
 - F. Written circulation and reserve policies
2. Reference
 - A. Library orientation (handouts?)
 - B. Interlibrary loan service
 - C. Current awareness service
 - D. Periodical indexes

- E. Staff training for reference
- F. Number of separate card catalogs.
- G. User training
- H. Periodical Lists
- I. Collection
 - 1. size
 - 2. selection criteria
- 3. Student use of the library
- 4. Faculty use of the library

Technical Services

- 1. Acquisitions
 - A. On order records kept
 - B. Method of acquiring
 - C. Requestor notification
 - D. New books list
 - E. Order requirements
 - F. Written procedures
- 2. Cataloging
 - A. Campus union catalog
 - B. Subject heading control
 - C. Classification system used
 - D. Handling of foreign language materials
 - E. Handling of skripsi and theses
 - F. Cross references
 - G. Cataloging backlog
 - H. Filing authority
 - I. Written procedures
 - J. Location and no. of shelf-lists
 - K. Descriptive cataloging rules
- 3. Serials
 - A. Check-in system
 - B. Claiming system
 - C. Union list of periodicals
 - D. Newspaper procedures
 - E. Staff member in charge
 - F. Binding (how often and when)
 - G. Handling of title changes
 - H. Written procedures

Administration

- 1. Duties of each staff member
- 2. Accounting system
- 3. Training manuals for staff
- 4. General procedures documented
- 5. Uses made of statistics compiled
- 6. Opportunities for staff training
- 7. Professional journals available
- 8. Contact with colleagues at other institutions
- 9. Status of librarians on the campus
- 10. Administrative difficulties and problems
- 11. Memberships in professional organizations

SURVEI PERPUSTAKAAN BKS-PTN BARAT

Facilities
Fasilitas

- Seating capacity
1. Daya tampung tempat duduk pengunjung _____
- No. of electrical outlets
2. Jumlah stopkontak listrik _____
- No. of microforms
3. Jumlah bacaan mikroform _____

Collections
Koleksi Bacaan

- Number of books
1. Jumlah buku _____
- Number of titles
2. Jumlah judul _____
- Number of periodicals subscribed to
3. Jumlah majalah yang dilanggani _____

- | | | | | | | |
|-----|--|-------|------|-------|------|-------|
| | 1982 | _____ | 1983 | _____ | 1984 | _____ |
| 3a. | Number of periodicals in a foreign language
Jumlah majalah dalam bahasa asing _____ | | | | | |
| 4. | Number of books in a foreign language
Jumlah buku dalam bahasa asing _____ | | | | | |
| 5. | Number of books and periodicals on microform
Jumlah buku dan majalah dalam bentuk mikroform _____ | | | | | |

- Number of books purchased
6. Jumlah buku yang dibeli
- | | | | | | | |
|----|---|-------|------|-------|------|-------|
| | 1982 | _____ | 1983 | _____ | 1984 | _____ |
| 7. | Number of books received as gifts
Jumlah buku yang diterima sebagai hadiah _____ | | | | | |
| | 1982 | _____ | 1983 | _____ | 1984 | _____ |

User services
Pelayanan terhadap Pengunjung

- Hours the library is open
1. Jam buka perpustakaan
- | | | | |
|--------|-------|-------|-------|
| Senin | _____ | Kamis | _____ |
| Selasa | _____ | Jumat | _____ |
| Rabu | _____ | Sabtu | _____ |
- Persons entitled to check out books
2. Jumlah pegawai perpustakaan yang berwenang meminjamkan buku kepada pengunjung _____
- Persons entitled to use the library collection
3. Jumlah orang yang berhak menggunakan koleksi perpustakaan _____

2.

- English 4. Number of books circulated
 Jumlah buku yang beredar
- | | | | |
|-----------|------------|------------|------------|
| Ingggris | 1982 _____ | 1983 _____ | 1984 _____ |
| Indonesia | 1982 _____ | 1983 _____ | 1984 _____ |
- Number of volumes on reserve
5. Jumlah jilid buku sebagai cadangan
- | | | | |
|--|------------|------------|------------|
| | 1982 _____ | 1983 _____ | 1984 _____ |
|--|------------|------------|------------|
- Number of reserve circulations
6. Jumlah buku cadangan yang beredar
- | | | | |
|--|------------|------------|------------|
| | 1982 _____ | 1983 _____ | 1984 _____ |
|--|------------|------------|------------|
- Number of reference questions answered
7. Jumlah pertanyaan tentang bahan rujukan (referensi) atau isi bahan rujukan
- | | | | |
|--|------------|------------|------------|
| | 1982 _____ | 1983 _____ | 1984 _____ |
|--|------------|------------|------------|

Cataloging
 Pengkatalogan

- Number of books cataloged
1. Jumlah buku yang telah didaftar dalam katalog
- | | | | |
|--|------------|------------|------------|
| | 1982 _____ | 1983 _____ | 1984 _____ |
|--|------------|------------|------------|
- Number of periodicals cataloged
2. Jumlah majalah yang telah didaftar dalam katalog
- | | | | |
|--|------------|------------|------------|
| | 1982 _____ | 1983 _____ | 1984 _____ |
|--|------------|------------|------------|
- Number of microforms cataloged
3. Jumlah mikroform yang telah didaftar dalam katalog
- | | | | |
|--|------------|------------|------------|
| | 1982 _____ | 1983 _____ | 1984 _____ |
|--|------------|------------|------------|

Administration
 Administrasi

- Money spent on books
1. Uang yang dikeluarkan untuk pembelian buku
- | | | | |
|----------|-------|----------|-------|
| 1982 Rp. | _____ | 1983 Rp. | _____ |
| | | 1984 Rp. | _____ |
- Amount of money spent of journals
2. Jumlah uang yang dikeluarkan untuk pembelian jurnal/ majalah
- | | | | |
|----------|-------|----------|-------|
| 1982 Rp. | _____ | 1983 Rp. | _____ |
| | | 1984 Rp. | _____ |
- Amount of money spent for staff
3. Jumlah uang yang dikeluarkan untuk penggajian staf perpustakaan
- | | | | |
|----------|-------|----------|-------|
| 1982 Rp. | _____ | 1983 Rp. | _____ |
| | | 1984 Rp. | _____ |
- List the statistics kept
4. Lampirkanlah data statistik tentang perpustakaan yang ada

3.

List all personnel working in the library and their educational background

5. Buatlah daftar pegawai perpustakaan dan latar belakang pendidikan masing-masing

Name N a m a	Education Pendidikan	Status Status Kepegawaian	Hours per wk worked Jumlah Jam Kerja
-----------------	-------------------------	---------------------------------	--

1.

2.

3.

4.

5.

6.

List any other miscellaneous expenses

6. Buatlah daftar biaya pengeluaran lain-lain (Jelaskan secara terperinci)

A P P E N D I X D

OTHER AREAS OF INTEREST VISITED

During my six week stay in Indonesia I visited many related educational areas. I was given tours of many of the faculty libraries, laboratories, teaching facilities, and new campuses of many of the institutions. Extended tours were given of two related areas, the Learning Resources Center and the Open University at IKIP-Medan and the public library in Pekanbaru.

The Learning Resources Center under the direction of Anwar Syah provides educational support as media services to both the faculty and students at the Institute. The Open University also under the direction of Anwar Syah provides educational opportunities across Sumatra with courses being provided on cassettes and mailed to the students. The Learning Resources Center also has a small but up to date library which the center makes available to anyone who wishes to use the material. Mr. Syah indicated that he was interested in coordinating his entire collection with the library and was willing to have his sources listed in the library's catalog but that had not yet occurred. Both the Learning Resources Center and the Library are educational support units. By working together they can improve the availability of resources in both print and non-print to the entire population of the institute.

During my visit to Pekanbaru I was fortunate to have the opportunity to visit the public library. I found the library to be crowded with high school students who seemed to be using the library's resources. The Librarian, Mr. I. Satoto indicated that they had a circulation of about 44,000 annually and at any one time one third of his collection was in circulation. He also talked about the expansion of his book mobile services and the plans for the new library facility.

The success of both these facilities will have broad implications on future library services at the university level. Media services should be coordinated with the library, as both acquire materials to support teaching and research. The use of the public library by so many young people indicates that the next generation of university students will be "library literate" and expect more from the library than is now offered. More demands will be made in the libraries soon and Librarians must be prepared to meet them with the services required.

APPENDIX E

STATISTICS

A statistical survey was completed on each central library and each faculty library for the ten BKS-B institutions visited. This appendix compiles some of these statistics to give a physical description of the libraries. The seating, size, and outlets are necessary areas to consider for growth and development. A lack of electrical outlets would make the addition of any microform equipment difficult. The library's resources are important to the improvement of the institution. The budget figures represented here are only for the central library as many faculty collections had no budgets or were not informed about the amount of money available for books.

Library Services are growing among the BKS-B libraries. Circulation of materials continues to be active and many services are offered by the libraries for their patrons. Some of the libraries have uncommon services but listed here are only those services that seemed to be most common among the libraries.

All the statistical information listed was reported by the libraries on the survey form in Appendix C. The information about the services was collected in the interview. Every effort was made to ensure that the information was accurate but unfortunately, time was limited at each institution and some items could not be rechecked. At times information was being collected through an interpreter and there may have been some misunderstanding in the translation. Although not completely error free this statistical summary is an accurate comparison of the BKS-B Libraries.

The following page is a listing of selected statistics gathered. Following the table is an explanation of deviant statistics from institutions. The last page of this appendix lists important statistics for each institution surveyed. To make a comparison based on the numbers reported would greatly distort the picture as the institutions range in age from 29 years old to 2 years old. One would expect an older institution to be more established than a young one.

A NOTE ABOUT SOME OF THE STATISTICS

Not all the statistics are compatible. Below are listed some of the deviations or clarifications of the statistics listed.

ALL INSTITUTIONS - The title count will be high for those institutions with faculty collections. There is some duplication of materials among faculty collections and the central library but the amount is unknown as there is no central listing for collections.

UNJAMB - Rp1.000.000 was a verbal figure given in a discussion with the librarian.

USU - The Librarian verbally reported that Rp250.000.000 in books had been given to them by the Asia Foundation and were on their way. The circulation statistics for the circulation in the faculty collections are incomplete as some faculty libraries keep no statistics.

UNRI - The statistics for the faculty collections are incomplete as many of the faculty libraries did not keep statistics. The statistics for UNRI were gathered by the Librarian of the Central Library. A new books list had been previously issued by was not done when the Librarian was studying in the United States.

UNSRI - A statistical breakdown of circulation by language is unavailable.

UNSYIAH - Circulation statistics and language breakdown not available for all faculty libraries. Orientation is done when requested but is not part of the formal orientation program. The Librarian received the funding to do 50% of the holdings in a union catalog for the campus. Work is being done through the 500's.

UNIB - A periodical list has been produced but is not distributed.

IKIP-P - A periodical list is currently being worked on but not published at the time of the survey.

IKIP-M - A periodical list is available for internal use only and is not distributed outside the library.

IMPORTANT STATISTICS OF INSTITUTIONS VISITED

These statistics are taken from the 1985 report on the Western Universities Consortium published by the Department of Education and Culture Republic of Indonesia.

Syiah Kuala University (UNSYIAH)
 Komplek Darussalam
 Banda Ache
 Established 1961
 No. of Degree students 8,875
 No. of faculty 458

University of Riau (UNRI)
 Jln. Pattimura 5
 Pekanbaru
 Established 1962
 No. of Degree Students 3,960
 No. of Faculty 268

University of Sumatera Utara (USU)
 Jln. Universitas No. 9 Kampus USU
 Medan
 Established 1957
 No. of Degree Students 14,729
 No. of faculty 1,070

University of Jambi (UNJAMB)
 Jl. Dr. Sri Soedewi
 Masjohun Sofwan, SH
 Telanaipura, Jambi
 Established 1963
 No. of Degree Students 2,975
 No. of Faculty 126

IKIP Medan (IKIP-M)
 Jl. Merbau No. 38 A
 P.O. Box 590
 Medan
 Established 1965
 No. of Degree students 5,559
 No. of faculty 694

Sriwijaya University (UNSRI)
 Jl. Sri Jaya Negara
 Palembang
 Established 1960
 No. of Degree Students 8,883
 No. of Faculty 612

Andalas University (UNAND)
 Jl. Perintis Kemerdekaan No. 77
 Padang
 Established 1956
 No. of Degree Students 6,579
 No. of faculty 606

University of Lampung (UNILA)
 Kampus Nila Gedong
 Meneng Kedaton
 Tanjungkarang

IKIP Padang (IKIP-P)
 Komplek IKIP
 Air Tawar, Padang
 Established 1954
 No. of Degree Students 4,259
 No. of Faculty 485

University of Bengkulu (UNIB)
 Jl. Raya Kandang
 Limun, Bengkulu
 Established 1982
 No. of Degree Students 971
 No. of Faculty 76

	UNAND	UNJAMB	UNILA	USU	UNRI	UNSRI	UNSYIAH	UNTAN	UNIB	IKIP-P	IKIP-N
Facilities											
Size											
Central Library M	1,458	400	720	3,152	730	2,862	2,001	--	1,120	1,889	800
# of Faculty Libraries	5	0	0	8	5	6	8	--	0	0	0
Seating											
Central Library	100	145	180	150	100	121	250	--	23	425	258
Faculty Libraries	305	N/A	N/A	485	93	220	360	--	N/A	N/A	N/A
Total Seating	405	145	180	645	193	341	610	--	23	425	258
Electrical Outlets											
Central Library	14	11	18	14	6	6	18	--	4	50	56
Faculty Libraries	23	N/A	N/A	28	unavail.	28	49	--	N/A	N/A	N/A
Total	37	11	18	42	6	34	67	--	4	50	56
Resources											
Budget*	Rp30.700.000	Rp1.000.000	Rp21.030.000	unavail.	Rp11.000.000	Rp9.972.080	Rp752.500	--	Rp14.000.000	Rp11.234.280	Rp10.475.200
Collections											
Central Library											
titles	8,724	4,215	12,087	7,135	10,356	22,338	8,718	--	3,704	22,835	8,305
volumes	30,401	15,205	32,418	22,333	23,532	46,936	15,315	--	10,170	78,046	42,326
Faculty Libraries											
titles	12,925	N/A	N/A	18,399	2,790	8,120	13,930	--	N/A	N/A	N/A
volumes	36,373	N/A	N/A	70,765	6,510	24,509	47,101	--	N/A	N/A	N/A
Total Titles	21,349	4,215	12,087	25,533	13,146	30,459	22,648	--	3,704	22,835	8,305
Total Volumes	66,774	15,205	32,418	93,099	36,678	71,445	62,416	--	10,170	78,046	42,326
Staff											
Central Library	32	20	35	21	14	21	20	--	10	38	unavail.
Faculty Libraries	34	N/A	N/A	35	7	25	51	--	N/A	N/A	N/A
Total Staff	66	20	35	56	21	46	71	--	10	38	unavail.
Services											
Circulation											
Central Library											
Indonesian	4,775	22,444	8,132	4,082	4,551	35,910	6,611	--	2,538	33,473	16,250
English	820	10,312	12,199	5,942	2,344	****	1,689	--	975	39,949	17,470
Faculty Libraries											
Indonesian	21,475	N/A	N/A	20,206	unavail.	29,388	30,074	--	N/A	N/A	N/A
English	12,370	N/A	N/A	8,319	unavail.	****	17,363	--	N/A	N/A	N/A
Total Circulation	39,440	32,755	20,331	38,549	6,895	65,298	55,737	--	3,513	73,422	33,720
Table of Contents	NO	NO	NO	NO	NO	NO	NO	--	NO	YES	NO
New Books List	YES	YES	NO	NO	NO	YES	YES	--	NO	YES	NO
Library Orientation	NO	YES	YES	NO	NO	YES	NO	--	YES	YES	NO
Extended Hours	NO	NO	YES	YES	NO	YES	YES	--	NO	YES	NO
Periodicals List	YES	NO	YES	NO	NO	YES	NO	--	YES	NO	YES
Photocopier	YES	NO	YES	YES	YES	NO	NO	--	NO	YES	YES

*Total budget for Central Library only.

A P P E N D I X F

MINUTES BKS-B LIBRARY NETWORK ORGANIZATIONAL MEETING MARCH 17-19, 1985

The Library Network Task Force met in Palembang on March 17-19 to discuss the feasibility of organizing a library network and to discuss the direction the network should take. The task force consisted of Dra. Jangjayahdi, Librarian from Syiah Kuala University; Drs. Zainuddin, Librarian from IKIP-Padang; and Drs. Chan Sirdi, Librarian from the University of Riau. Antoinette P. Powell, Agricultural Librarian from the University of Kentucky was also present at the organizational meeting.

The first discussion of the group focused on what the purpose of the network should be. Information gathered in interviews of BKS-B librarians was considered and the group agreed on the following actions.

The BKS-B Library Network should consist of the Central Librarian from all BKS-B institutions. The organizing meeting for the network would be held on July 5 and 6 in Padang. Drs. Zainuddin of IKIP Padang agreed to chair the network with Dra. Jangjayahdi and Drs. Chan Sirdi agreed to act as a steering committee for the network.

The group agreed that a project should be planned that would make the network visible. The need for cooperation among the libraries was indicated by each BKS-B librarian so the task force decided that the first project should be a union list of periodicals in the BKS-B institutions. This list would pull together the resources of the institutions and lay the ground work for future computerization. Drs. Zainuddin agreed to spear head the effort and Dra. Jangjayahdi agreed to work on the input sheet and Dra. Chan Sirdi agreed to work on a holdings format. The mechanics of doing such a project, the cost to see the project through and a timetable and target completion date were documented and presented to Dr. Russell Brannon, chief of the WUAE project and the plan was approved.

The task force then discussed another area that was of concern to BKS-B librarians, that of training. A series of short-courses were planned and outlined to be presented to the entire network in July. Short courses were considered in the areas of public services, technical processing, and administration. The feasibility of other projects were discussed but it was decided to wait and solicit ideas from the entire network at the July meeting.

The organizational meeting ended on the morning of the 19th of March with all participants agreeing that a network could succeed but it would require effort of all members to make it work. The general feeling was that BKS-B librarians were ready to participate in organized activity and would welcome such a network.

Respectfully submitted,

Antoinette Paris Powell