

Preservation Strategies for Obsolete Library Materials in School Libraries Postgraduate Program, Universitas Negeri Padang

Aisyah Hudayu¹, Desy Setia Rahayu², Hanifatuz Salmi Addin³, Salma Kurnia Afana Bosma⁴, Rini Asmara⁵, Marlini⁶, Evi Handayani⁷, Riya Fatmawati⁸
Universitas Negeri Padang

Corresponding Author: Desy Setia Rahayu desysetia63@gmail.com

ARTICLE INFO

Keywords: Preservation, Library Material, Strategy, Library, Obsolete Collections

Received : 05 November 2024

Revised : 05 December 2024

Accepted: 07 January 2025

©2025 Hudayu, Rahayu, Addin, Bosma, Asmara, Marlini, Handayani, Fatmawati: This is an open-access article distributed under the terms of the [Creative Commons Attribution 4.0 International](https://creativecommons.org/licenses/by/4.0/).



ABSTRACT

Preservation of outdated library materials in the Padang State University Postgraduate School Library is an important effort to maintain the sustainability of information in physical collections. This research aims to analyze strategies that can be applied in preserving library materials, taking into account the constraints of limited human resources, tools and time. The research method used is a descriptive qualitative approach, through interviews, observation and documentation. The research results show that the library has implemented three main strategies: removing obsolete library materials, collection data collection, and preventive conservation. This strategy aims to separate old collections from new collections, record the condition of library materials, and carry out physical maintenance to extend the useful life of the collections. The conclusions of this research emphasize the importance of systematic management to maintain the quality and accessibility of library materials.

INTRODUCTION

Preservation of library materials is a very important process in maintaining the sustainability and preservation of information contained in physical library materials, such as books, journals, manuscripts, audiovisual collections and other archives (Amhar, 2017). In the context of academic libraries, library materials have a very vital role in supporting the process of education, research, and scientific development. Although the rapid development of information technology has encouraged the digitization of information and the transfer of many information resources to digital formats, the existence of physical library materials is still needed as the main reference. However, age, constant use, and non-ideal storage conditions can cause damage to these library materials. Therefore, effective and efficient preservation of library materials is necessary to extend their lifespan and maintain the quality of the information they contain. The purpose of preservation is more about saving the information values contained in the collection (Fatmawati, 2018). Libraries, as institutions responsible for information management, have an obligation to ensure that existing library materials are maintained and can be accessed properly by users, both in physical and digital form. One of these institutions is the Padang State University Postgraduate School library.

In the midst of efforts to preserve library materials, there are many challenges faced by the Graduate School Library of Padang State University, one of which is the limited human resources (HR) involved in the preservation process (Nurul Rahmi & Aprida, 2023). Although important, preservation of library materials cannot be done carelessly. Special expertise is needed in dealing with various types of damage to library materials, both physical and related to digital formats. However, the Graduate School Library of Universitas Negeri Padang only has one librarian who is responsible for all library activities, including the preservation of library materials. This condition is a big problem because the preservation process of library materials is not a job that can be done by one person optimally. This work requires intensive attention, because in addition to dealing with physical damage problems, librarians must also ensure that library materials can be stored properly and easily accessed in the future. Limited human resources lead to neglected preservation activities, and there is not enough time for librarians to plan and implement adequate preservation strategies.

In addition to limited human resources, another problem that also becomes an obstacle in preserving library materials is the availability of supporting tools. The preservation process of physical library materials, especially obsolete ones, requires specialized equipment, such as machines for document recovery and scanning, secure digital storage tools, and software to convert library materials to digital formats so that they can be accessed in the long term. Although the Graduate School Library of Universitas Negeri Padang has the possibility to purchase such equipment, a new problem arises when the equipment cannot be optimally utilized without trained experts to operate and maintain it. Without librarians or professionals who have special skills in handling these tools, the purchase of sophisticated tools will not have a

maximum impact on the preservation process. This leads to ineffective use of the tools, making it difficult to achieve the desired preservation goals.

In addition, limited manpower also causes another problem, namely the lack of time to implement effective preservation strategies. The one librarian at the Graduate School Library of Universitas Negeri Padang must handle a variety of other tasks, ranging from collection management, information services, to general administration. All of these tasks leave librarians with little time to focus on preserving library materials that require more attention. As a result, library materials that have begun to show signs of damage often do not immediately receive the necessary treatment, and the preservation process is delayed. This further exacerbates the situation, where library materials that are in danger of being damaged or lost will be increasingly difficult to recover if not addressed immediately.

The purpose of this article review is to analyze strategies that can be applied in the preservation of obsolete library materials in the Graduate School Library of Padang State University, taking into account the various constraints that exist, namely, limited human resources, tools, and time. This study aims to provide appropriate and realistic solutions in dealing with these problems, and provide recommendations for strategies that can optimize the preservation process with limited resources. The approach used in this study is a situation analysis based on the real conditions faced by the library, as well as the development of strategies in accordance with existing capacities and needs. Thus, this article is expected to provide new insights into the preservation of library materials in the academic environment, and contribute to the development of library practices in facing challenges in the digital era.

The originality and scientific novelty of this article lies in the focus of the discussion which combines real problems faced by the Graduate School Library of Universitas Negeri Padang with practical and applicable solutions. This article also offers a new perspective in terms of preservation strategies, by prioritizing the utilization of limited resources and finding ways to overcome existing problems, such as lack of human resources and tools. Thus, this study is expected to not only provide solutions for the library, but also serve as a reference for other libraries facing similar problems.

LITERATURE REVIEW

Librarian Training and Library Participation

Research by Zamani, (2020) with the title "Library Participation in the Librarian's Perspective on Improving the Quality of Library Services at the Uin Syarif Hidayatullah Library Center Jakarta", highlights the importance of library staff training in implementing preservation strategies. This study shows that improving librarians' skills in collection management and preservation greatly affects the quality of services provided to users. In addition, proper training can also increase user participation in preserving library collections. Zamani, (2020) found that when library users are involved in preservation activities, they become more aware of the importance of preserving library materials. This creates a sense of shared responsibility between librarians and

users in preserving the collection. Thus, librarian training and user participation can be key factors in improving the effectiveness of preservation strategies in libraries.

Transferring Library Material Information to the Computer

Research by Silalahi et al. (2023) entitled “Digitization in Higher Education Libraries through Google Scholar Database: Narrative Literature Review” provides an important perspective on how digitization can expand information accessibility in libraries. Although the main focus of the study was digitization, the concept of transferring information to computers is in line with the goal of improving accessibility and efficiency in collection management. The transfer of library material information to computers is a strategic step in the preservation of library collections, especially to overcome the problem of physical damage that often occurs to library materials. This process involves transferring data and information from physical library materials into a digital format that can be accessed through a computer. In this way, the library can preserve the information contained in the collection without having to rely entirely on the physical condition of the library materials. In this context, information transfer not only serves to reduce the risk of physical damage, but also increases accessibility for users. With information available in digital format, users can easily access and use the data without having to interact directly with physical library materials that may be outdated or damaged.

METHODOLOGY

This research uses a descriptive qualitative approach. This approach was chosen because it is suitable for understanding phenomena in depth and describing real conditions related to the preservation strategy of obsolete library materials at the Graduate School Library, Padang State University. Descriptive qualitative research aims to provide a detailed description of certain phenomena through data obtained from interviews, observations, and documentation. According to Fadli, (2021), qualitative research aims to explore the meaning behind the phenomena that occur by utilizing natural data sources as the main instrument. This approach is also in line with the views of Ibrahim, Muhammad Buchori, (2023), who stated that the purpose of descriptive qualitative research is to describe the actual situation, and explain the factors that influence a phenomenon without making changes to existing conditions. That way, the descriptive qualitative approach allows the author to identify the strategies applied in maintaining a collection of obsolete library materials.

This research was conducted by identifying elements that influence preservation strategies, such as human resources, budget, policies and available facilities. To analyze the data, this research used descriptive qualitative data analysis techniques that included data reduction, namely by filtering relevant information from the collected data. The data that has been reduced is then presented in the form of a narrative or description that is easy to understand, so that readers can see the overall picture of the phenomenon under study. Then the conclusion is drawn by interpreting the data comprehensively to answer research problems (Sugiyono, 2020).

In this research, data is collected through interviews with resource persons consisting of one librarian as a person directly involved in preservation activities, as well as three library users who interact with using library materials, observation of the condition of obsolete library materials, as well as documentation of existing preservation policies and procedures. The results of these interviews and observations will be analyzed to identify preservation strategies implemented in the library, as well as the extent to which they are effective in maintaining the condition of library materials.

RESEARCH RESULT

This research reveals that the library of the Graduate School of Padang State University has implemented three main strategies for the preservation of obsolete collections to maintain information continuity and space efficiency. These strategies include systematic steps that aim to ensure obsolete collections can still be utilized by users who need them, while maintaining the physical condition of library materials. These strategies include moving materials to separate obsolete collections from newer collections, collecting obsolete materials through integrated electronic records, and preventive preservation to extend the life of the collection by performing physical maintenance such as replacing covers or re-gluing damaged pages.

Removal of Obsolete Library Materials

After conducting observations and interviews with librarians at the Graduate School Library of Padang State University, the author found that the Graduate School library of Padang State University has made optimal efforts in managing obsolete collections in order to improve space efficiency and quality of service to users. One of the steps taken is to move the obsolete collection to the shelf in the back corner of the library. This obsolete collection includes books, which are rarely used by users, or have significant physical damage. This move aims to separate old collections from new collections that are more frequently accessed by students and lecturers. In addition, collections with too many copies of a particular title are also moved to this area. This is done so that the main shelves located in the easy access area can be optimized for new collections that are more relevant to current academic needs. This moving process is done with accessibility in mind, so that obsolete collections are still available to users who need them, even though they are placed in less strategic locations. Thus, this move not only helps to improve the governance of the library space, but also ensures that the available collections are better organized and in line with current user needs.

Not only book and journal collections, student theses that are too old or less desirable are also moved to storage. This step was taken to make room for the latest thesis collection on the library's main shelves. With this policy, students and lecturers can more easily find theses that are relevant to current research without having to search among old documents. With this kind of management, the library not only maintains the availability of relevant

collections, but also creates a more organized and comfortable space for its users.

Data Collection of Obsolete Library Materials

One important component of preservation efforts is the documentation of library materials, including data collection of library materials that are damaged or no longer suitable for use. According to Utomo, (2022), preservation of library materials in the library includes weeding and collecting obsolete library materials to ensure that the collection remains relevant and in good condition. Data collection of obsolete or damaged library materials also allows the library to develop a strategic plan for maintaining the collection, either through physical repair or digitization.

Based on observations and interviews with librarians at the Graduate School Library of Padang State University, the process of recording obsolete library materials can be one of the preservation strategies carried out. This data collection is carried out after the obsolete library materials are moved to the temporary storage room into the library's computer system. This process involves recording important data, such as book title, author, year of publication, place of publication, and important book identifiers. All this data is then entered into the library's computer system to ensure that the information is structured and easily accessible. This data collection has significant benefits in the preservation process. Firstly, the documented data helps librarians in determining the next steps, such as whether the library materials need to be repaired, replaced with new copies, or transferred to digital form. Secondly, the data collection also serves as the basis for compiling a report on the condition of the library's collection, which is important for future budget submissions or facility renewal planning. Thirdly, data collection of obsolete library materials helps prevent the loss of information, especially from library materials that are physically unusable but still have important informational value. Thus, even though it is still done in a simple way, the step of recording obsolete library materials has become an integral part of the preservation strategy that aims to maintain the sustainability of information and maximize the function of library collections.

Preventive Preservation

Preservation is the effort to care for and preserve an object so that it remains in good condition, which can be of various types, depending on the object being preserved. In the context of library preservation, "preventive" refers to steps taken proactively to prevent damage to collections. In other words, prevention, which is a precautionary measure at the beginning to avoid bigger problems in the future (Aghisni et al., 2022).

Preventive preservation is a series of proactive measures taken to prevent or slow down damage to library collections such as books, documents, manuscripts, and others. Preventive preservation activities have the main goal of keeping library collections accessible and usable for a long time. Preservation activities in general involve several stages, but this research will focus on the preventive stage carried out at the Graduate School Library of Padang State

University. The Graduate School Library, despite having a smaller scale than the public library, is still committed to preserving its collection of library materials, which starts from replacing the collection cover, maintaining the storage environment, gluing the collection of library materials in the graduate school library.

Preservation of library material collections is an effort to care for and preserve a durable collection of library materials and archival documents. So that they can be used for a long time. One of the most important tasks in preserving a collection of library materials is to replace and glue the cover. This activity aims to repair physical damage to the book such as torn covers, torn pages, or dry and brittle adhesive. When replacing the cover, remove the old, damaged cover and replace it with a new cover made of a suitable material, such as paper or durable plastic. The new cover better protects the contents of the book from physical damage such as dust, water, and friction. Gluing is used to reattach loose parts of the book, such as loose pages or loose binding. The glue used is a special glue that does not damage the paper and has a low acidity level. Gluing or gluing loose pages is more commonly used on dissertation and thesis collections, while books mostly use plastic covers.

The main purpose of cover replacement and gluing is first, to extend the life of the book, by applying appropriate conservation techniques, physical damage to the book can be repaired and the life of the book can be optimized. Secondly, maintaining the integrity of information requires precautionary measures to prevent physical damage to the book that could jeopardize the integrity and authenticity of the data stored in the book. Thirdly, a proper conservation process can maximize the aesthetic potential of a book. If properly cared for, a book can serve not only as a medium of information but also as an attractive work of art.

In addition to replacing and pasting covers, the process of maintaining book, dissertation and thesis collection materials is not only limited to replacing covers, but includes various stages of more comprehensive handling including:

1. Cleaning: Remove dust and dirt from books regularly.
2. Environmental Control: Store the collection of books, dissertations and theses in a cool and dry place, away from direct sunlight.
3. Packaging: Pack/cover books with appropriate materials to protect them from physical damage during shelf storage.

CONCLUSIONS AND RECOMMENDATIONS

This study concludes that the Graduate School Library of Padang State University has implemented several effective strategies in preserving obsolete library materials, despite facing various obstacles such as limited human resources, tools, and time. The three main strategies implemented include the removal of obsolete library materials to separate them from new collections, data collection of obsolete collections to ensure information is maintained, and preventive preservation which includes physical maintenance of library materials. Through these measures, the library seeks to maintain information continuity and improve space efficiency, as well as ensure accessibility of the

collection for users. The results show that despite the challenges, systematic and planned management can help extend the life of library materials and maintain the quality of the information contained in them.

ADVANCED RESEARCH

From the results of this study, it is recommended that the Graduate School Library of Padang State University increase training for librarians in preservation of library materials, in order to improve their skills and knowledge. In addition, the library should consider collaborating with other institutions to gain access to tools and technology needed in the preservation process. The development of a more comprehensive policy on preservation is also highly recommended, including the allocation of an adequate budget to support preservation activities. With these steps, it is hoped that the preservation process can be carried out more effectively and efficiently, so that the collection of library materials is maintained and can be accessed by users in the future.

ACKNOWLEDGMENT

On this occasion, the author expresses gratitude to God Almighty for His abundance of grace and grace so that this research can be completed properly. This research would not have been realized without the help and support of various parties who have contributed, both directly and indirectly. First of all, the author expresses his deepest gratitude to the Graduate School Library of Padang State University, especially to the librarians and visitors, for the assistance, information, and data access provided during the implementation of this research. Without the support of this institution, this research would not have been able to be carried out properly. The authors would also like to express their gratitude to the supervisors who have provided direction, guidance, and valuable input during the research process. Constructive suggestions and criticisms have greatly helped the author in improving the quality of this research. Last but not least, the authors would like to thank their colleagues for their good cooperation, dedication, and responsibility in completing this research. The author hopes that the results of this research can provide significant benefits for the development of library science, especially in the field of preservation of library materials, and become a useful reference for readers.

REFERENCES

- Aghisni, S. S., Damayani, N. A., & Saefudin, E. (2022). Kegiatan preservasi preventif naskah kuno berbasis kearifan lokal: studi kasus tentang preservasi preventif naskah kuno berbasis kearifan lokal di Situs Kabuyutan Ciburuy Kabupaten Garut. *Nautical: Jurnal Ilmiah Multidisiplin*, 1(5), 400–407.
- Amhar. (2017). Program Pelestarian Bahan Pustaka Usang di Perpustakaan IAIN Imam Bonjol Padang. *Imam Bonjol: Kajian Ilmu Informasi Dan Perpustakaan*, 1(2), 150–151.
- Fadli, M. R. (2021). Memahami Desain Metode Penelitian Kualitatif. *Medan, Restu Printing Indonesia, Hal.57*, 21(1), 33–54.
- Fatmawati, E. (2018). Preservasi, Konservasi, dan Restorasi Bahan Perpustakaan. *LIBRIA*, 10(1), 18.
- Ibrahim, Muhammad Buchori, D. (2023). *Metode Penelitian Berbagai Bidang Keilmuan (Panduan & Referensi)*.
- Nurul Rahmi, & Aprida, N. (2023). Strategi Dan Tantangan Pelestarian Manuskrip Di Perpustakaan Rumoh Manuskrip Aceh. *Shaut Al-Maktabah : Jurnal Perpustakaan, Arsip Dan Dokumentasi*, 15(1), 84–91.
- Silalahi, R., Anwar, R. K., Amar, S. C. D., & Rukaman, E. N. (2023). Digitalisasi Di Perpustakaan Perguruan Tinggi Melalui Database Google Scholar: Narrative Literature Review. *BIBLIOTIKA : Jurnal Kajian Perpustakaan Dan Informasi*, 7(2), 270.
- Sugiyono. (2020). *Metodologi Penelitian Kuantitatif, Kualitatif dan R & D*.
- Utomo, T. W. D. A. (2022). Pelestarian Koleksi Buku Fiksi pada Dinas Perpustakaan dan Arsip Kabupaten Deli Serdang. 9, 356–363.

Hudayu, Rahayu, Addin, Bosma, Asmara, Marlini, Handayani, Fatmawati

Zamani, A. M. (2020). Partisipasi Pemustaka dalam Perspektif Pustakawan Terhadap Peningkatan Kualitas Layanan Perpustakaan Di Pusat Perpustakaan Uin Syarif Hidayatullah Jakarta. 20, 1-23.