

## Pengadaan koleksi bahan pustaka di Perpustakaan Umum Kota Depok = Acquisition of library materials in Depok Public Library

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### Abstrak

Skripsi ini membahas tentang pengadaan koleksi bahan pustaka di Perpustakaan Umum Kota Depok. Pengadaan koleksi dilakukan secara rutin setiap tahun, namun jumlah koleksi yang tersedia masih kurang dari standar karena kebijakan pengadaan koleksi dipegang oleh pemerintah kota. Pengadaan koleksi tidak dapat dilepaskan dari pandangan pustakawan terhadap pengadaan koleksi. Penelitian ini dilakukan dengan pendekatan kualitatif menggunakan metode studi kasus melalui wawancara dan obeservasi terhadap enam informan. Hasil dari Penelitian ini kebijakan perlu dibuat secara tertulis untuk pengadaan koleksi di Perpustakaan Umum Kota Depok. Pengadaan dilakukan melalui metode pembelian dan hibah, proses pengadaan melalui pembelian dimulai dari alokasi anggaran, seleksi bahan pustaka, proses pembelian, dan pemeriksaan koleksi. Dalam pengadaan melalui hibah, prosesnya dimulai dari penyerahan koleksi hibah, seleksi, dan pengolahan koleksi. Pustakawan di Perpustakaan Umum Kota Depok memiliki pandangan bahwa pengadaan koleksi yang dilakukan belum sesuai kebutuhan pemustaka. Kesimpulan Perpustakaan Umum Kota Depok mengandalkan pengalaman yang dimiliki pustakawan yang telah melakukan pengadaan koleksi bertahun-tahun. Pandangan pustakawan menjadi penghubung antara pengadaan koleksi perpustakaan yang ideal sebagaimana teori dengan tindakan yang seharusnya dilakukan.

.....This research discusses about the acquisition of library materials in Depok Public Library. Depok Publik Library do the acquisition every year routinely, but the number of collections available in Depok Public Library is still less than the standard because the acquisition policy is held by the goverment. The acquisition in library can not be separated from the librarian 39 s view on the acquisition it self. This research used qualitative approach and case study methods through interviews and observation of six informants. The results of this research is policy needs to be made for the acquisition of library materials in the Depok Public Library. the acquisition in Depok Public Library is carried out through purchase and grant methods, acquisition processes through purchases starting from budget allocation, library materials selection, purchase process, and collection inspection. In acquisition through grants, the process starts from the submission of grant collections, selection and processing of collections. Librarians at the Depok Public Library have the view that the acquisition of library materials collections is not yet according to the needs of the user. In conclusion The Depok Public Library relies on the experience of librarians who have procured years of the acquisitions. The librarian 39 s view is the link between the ideal acquisition of library materials as well as the theory that should be implemented.