

## LIBRARY COLLECTION MANAGEMENT: CATALOGIZATION AND CLASSIFICATION IN MADRASAH LIBRARIES

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### Abstract

This study aims to examine the implementation of cataloging and classification of El-Hayaah library collections at State Islamic Senior High School (MAN) 1 Pekanbaru and analyze its role in supporting effective and efficient library management. Using a descriptive qualitative approach, data were collected through observation, in-depth interviews, and documentation. The results show that cataloging and classification are carried out manually and digitally using the *Dewey Decimal Classification (DDC) system and barcode* -based applications. This process simplifies collection management, borrowing, and returning books. Collection evaluation and maintenance are carried out twice a year, with direct and indirect preservation strategies. In addition, increasing reading interest is carried out through scheduled class visits and thematic book classification. The study concludes that systematic collection management contributes significantly to supporting student literacy. It is recommended that libraries expand digitalization and librarian training to improve information technology-based services.

**Keywords:** *Cataloging; Classification; Literacy; Madrasah; Library.*

### Abstrak

Penelitian ini bertujuan untuk mengkaji pelaksanaan katalogisasi dan klasifikasi koleksi perpustakaan El-Hayaah di Madrasah Aliyah Negeri (MAN) 1 Pekanbaru serta menganalisis peranannya dalam mendukung pengelolaan perpustakaan yang efektif dan efisien. Dengan pendekatan kualitatif deskriptif, data dikumpulkan melalui observasi, wawancara mendalam, dan dokumentasi. Hasil penelitian menunjukkan bahwa katalogisasi dan klasifikasi dilaksanakan secara manual dan digital menggunakan sistem *Dewey Decimal Classification (DDC)* serta aplikasi berbasis *barcode*. Proses ini mempermudah pengelolaan koleksi, peminjaman, dan pengembalian buku. Evaluasi dan pemeliharaan koleksi dilakukan dua kali setahun, dengan strategi pelestarian langsung dan tidak langsung. Selain itu, peningkatan minat baca dilakukan melalui kunjungan kelas terjadwal dan klasifikasi buku tematik. Penelitian menyimpulkan bahwa pengelolaan koleksi yang sistematis berkontribusi besar dalam mendukung literasi siswa. Disarankan

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agar perpustakaan memperluas digitalisasi dan pelatihan pustakawan guna meningkatkan layanan berbasis teknologi informasi.

Kata Kunci: *Katalogisasi; Klasifikasi; Literasi; Madrasah; Perpustakaan.*

## **A. Introduction**

School libraries are a vital part of educational resources that support learning. As information centers, libraries must evolve to meet the literacy needs of the school community, especially students. This need increases with the development of curricula and the demands of the 21st century, which emphasize literacy, critical thinking, and the ability to access and utilize references. Library management cannot be haphazard but must align with the school's vision and curriculum. ( Nur Hasni Nabila and Sholihah, 2021). Similarly, Hidayah et al. (2024) emphasized that optimizing library services through collection enhancement, relevant literacy programs, and the use of information technology can support sustainable student learning and literacy development.

According to Dwi Putri (2024), a catalog is a collection of lists arranged systematically. Furthermore, (Setyarini, Kalisa, & Kusumastuti, 2022) emphasized that without a catalog as an information retrieval tool, searching for library materials in a library becomes difficult, especially in terms of speed, precision, and accuracy. This difficulty is even more pronounced if the number of collections is very large. Mahmud (2024) stated that even though the number of collections in a library is still relatively limited, cataloging still needs to be done from the start. This is important because over time, collections will continue to grow, and without an organized catalog from the start, the information retrieval process will become increasingly difficult and inefficient. This tool can be a printed catalog, either book or card, as well as a digital catalog based on computer technology (Adzhana et al. 2022; Salaba & Chan, 2023).

Classification is a systematic process for grouping collections based on specific subjects or fields of study, so that collections can be organized and retrieved quickly and efficiently (Lizanett, 2024). The use of this classification system is very important in supporting the overall management of library materials. As explained by (Kamil et al. 2024) . Library classification is the process of grouping books and other library materials based on a specific system. The purpose of classification activities, as explained by Fadilla (2021), is to organize collections systematically so that materials on similar topics are grouped and placed close together on the same shelf, thus facilitating the search and return of collections to their original place.

Several studies have shown that systematic library management through cataloging and classification contributes positively to easier access to reading

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materials and increases students' interest in reading. One study supporting this is a study by Suliastianti et al. (2022) showed that the implementation of a catalog and classification system significantly facilitated the search for reading materials and supported student literacy. This finding aligns with research by Mentari Fajariyatul Islamiyah et al. (2024) which reported that the availability of library collections significantly influenced students' interest in visiting and reading, with a coefficient of determination of 60.7%. This confirms that libraries with adequate and structured collections effectively encourage students' interest in reading.

In managing collections at the El-Hayaah Library of MAN 1 Pekanbaru, the cataloging and classification processes are still carried out manually as initial data, although digitization is being attempted through the system. Strategies to attract student and teacher interest are carried out by scheduling visits per class and arranging collections by subject such as science, social studies, and fiction. Information on new collections can be accessed through the school's internal network, but is not yet available to the public. Collection evaluations are carried out twice a year, while book damage is handled based on user reports. The main challenge is the implementation of classification, especially in determining the category of books with cross-disciplinary themes such as philosophy and motivation, which often confuses in the assignment of the correct classification number.

This study aims to examine the implementation of cataloging and classification of library collections at the El-Hayaah Library of MAN 1 Pekanbaru and analyze its role in supporting efficient library management. The benefits are to contribute to improving the quality of school library management, especially Islamic education, and to become a reference for managers in implementing a better cataloging and classification system .

## **B. Method**

This research uses a descriptive qualitative approach, aiming to understand and describe the cataloging and classification process of library collections in depth at the El-Hayaah Library of MAN 1 Pekanbaru (Sepriyanti, 2023) . This type of research is a case study, because it focuses on one specific location. The research was conducted in May 2025, with librarians and library staff as research subjects, and documents and archives of the collection as the main data sources. Data collection techniques include observation, in-depth interviews, and documentation, while data validity is tested through triangulation of techniques and sources. (Schlunegger, Zumstein-Shaha, & Palm, 2024) .

The research stages begin with problem formulation, field data collection, analysis, and conclusion drawing. The data analysis process was conducted using the Miles and Huberman model, as cited in (Qomaruddin & Sa'diyah, 2024) , which includes data reduction, data presentation, and conclusion drawing/verification. These three stages assist researchers in compiling systematic and relevant findings to the focus of the study. This analysis also serves as the basis for data interpretation in the discussion and conclusions.

### **C. Results and Discussion**

#### **The Cataloging Process for Classifying Collections at the El-Hayaah Library, MAN 1 Pekanbaru**

Each shelf has been assigned a label or description to make it easier for students to find the reading materials they need. Although this classification system has been working well, the library still faces several challenges, one of which is determining the placement of books with multiple themes. For example, motivational books containing religious values often face confusion in grouping, whether they should be placed in the religious or general section. This demonstrates that the classification process, even using a standard system, still requires contextual considerations in the field.

To support successful collection management, librarians at MAN 1 Pekanbaru play an active role in ensuring that every incoming book properly goes through the classification and cataloging stages. Although initial recording is still done manually, the library application greatly helps in accelerating the data input process and collection tracking. The application of barcodes to each book also simplifies the borrowing and return process, and minimizes errors in recording. This is proof that although library facilities are not yet fully digital, the integration between manual and digital systems has begun to be implemented effectively to support orderly and structured collection management activities.

The primary purpose of cataloging in a library is to facilitate access, browsing, and return of collections by both users and librarians. Mulyadi (2022) emphasized that this process should follow central standards, including essential elements such as bibliographic descriptions, headings , and call numbers. These three components serve as the primary guide for organizing and searching collections, eliminating the need for users to open books directly to find the information they need. Therefore, a systematically organized catalog significantly enhances the efficiency of library services. As explained by Rodin & Kurnia (2021), manual library catalogs consist of

card catalogs, file catalogs, and book catalogs, each with distinct advantages and disadvantages. Card catalogs facilitate entry management but are less suitable for closed libraries due to their potential for crowding. File catalogs are more practical for closed systems because they reduce user congestion when searching for collections. Book catalogs are economical and easy to reproduce, but they lack flexibility in updating data, requiring regular maintenance to maintain accuracy. The choice of catalog type must be tailored to the library's needs and conditions for effective collection management (Sahfitri, 2019) .

Research conducted by Hamurdani et al. (2024) shows that the library collection classification process considers various aspects, such as the type of library material, the subject matter covered, and the coding system used. Once the classification method is determined, the librarian will assign an appropriate category or classification number to each collection. This process includes identifying the main theme of the book, placing it in the relevant category, and providing a label or identification mark in the form of a combination of letters and numbers placed on the spine or storage shelf. This finding is in line with the results of research by Awaliyah et al. (2023) which emphasized that an effective classification system must include the process of identifying the contents of library materials, determining accurate classification numbers, and physically arranging library materials to facilitate users' systematic access to information.

In the context of modern library science, classification systems are an integral part of the socio-technical structure of libraries. Nagamine (2022) emphasizes that categorization and classification aim not only to organize collections physically but also to facilitate efficient access to knowledge. He explains that library science is closely related to issues of knowledge organization, and that library classification is a broader application of the principles of knowledge representation and storage. Similarly, Ullah et al. (2017) state that bibliographic classification currently faces new challenges in the digital era, particularly in adapting conventional classification schemes to the digital environment. They highlight the importance of developing classification systems that are capable of not only organizing library materials but also providing adaptive bibliographic control over the ever-evolving intellectual output.

Classification determination in the cataloging process can be done in two ways: using an index or directly through a classification chart. The index approach begins by searching the subject heading, matching it to the class number in the classification chart, and then evaluating its suitability; if it does not match, the search continues

with another relevant heading. Meanwhile, the direct approach involves searching the classification chart starting from the main class based on the results of the subject analysis until the most appropriate classification number is found (Nisa and Wahyuni, 2023) . Similarly, Satija and Martinez-Avila (2015) emphasized that A library classification system should provide a systematic and consistent access path through indexes and charts. Indexes serve as initial navigational aids, but the accuracy of the classification still depends on the librarian's understanding of the hierarchical structure and subject divisions within the main chart.

Collection management at the MAN 1 Pekanbaru library has systematically applied the principles of classification and cataloging, although still combining manual and digital methods. The implementation of the *Dewey Decimal Classification* (DDC) classification system and the use of digital applications demonstrate a real effort to improve the efficiency and accuracy of collection management. With good collection management, the library is not only a place to store books, but also a center for access to knowledge that is organized, organized, and able to optimally support the information needs of its users.

### **Library Collection Maintenance and Evaluation**

Evaluation of the El-Hayaah MAN 1 Pekanbaru library collection is conducted periodically twice during the academic year. The first evaluation is carried out at the beginning of the new academic year, coinciding with the arrival of new students. At this stage, the library checks the availability and suitability of library materials that will be used by students. The second evaluation is carried out towards the end of the academic year, specifically when grade XII students are about to complete their studies. The purpose of this evaluation is to ensure that no books are held, damaged, or lost before students complete library administration.

During the evaluation process, books found to be damaged are generally reported by students or identified by library staff during the lending process. Next, library staff will inspect the physical condition of the books directly and record the damage for further action. Books with minor damage can generally be repaired internally, while books that are no longer suitable for use are added to the destruction list. This process of destroying damaged collections is not carried out annually, but rather periodically every five years. This is adjusted to the high number of students entering and leaving the library, which reaches nearly a thousand people per year, making physical collection management quite dense and complex. Therefore, collection evaluation is carried out flexibly and adjusted to the needs and conditions



of the library. This step demonstrates the library's serious efforts to maintain the quality, sustainability, and accuracy of its collection data.

The maintenance and preservation of library materials is an important part of maintaining the sustainability of library collections. Destia (2021) emphasizes that this activity aims to maintain the information value of collections while preventing damage from biological threats such as insects, termites, fungi, and rats. Various efforts are made, including routine maintenance, maintaining the cleanliness of storage spaces, and the use of chemicals such as camphor, insecticides, and rat glue. Similarly, Khafidlin (2021) in his international study underscored the importance of environmental control and restoration measures, both as preventive and curative measures, to address the various factors causing damage to library collections. These three perspectives comprehensively emphasize that library collection maintenance not only preserves the physical contents of library materials but also ensures continuous access to information for future generations.

Library collection maintenance is carried out indirectly and directly. Indirect maintenance includes room cleanliness, air circulation and ideal temperature (18–20°C), and educating users on proper book care (Rathod Girish 2025). Direct maintenance involves repairing books that are damaged, whether light, moderate, or severe. If the damage is too severe and cannot be repaired, the books will be discarded. Sumarno (2019) adding that collection care is carried out in three stages: during processing (covering), during service (pest control), and after loan (damage repair).

Research by Rifauddin and Nurma (2020) suggests that collection evaluations need to be conducted regularly and in a planned manner to ensure that library collections remain up-to-date. While this process is often time-consuming and costly, evaluation remains a crucial step in ensuring library materials remain current and relevant to needs. Librarians can use various methods to evaluate collections, one of which is the method developed by *the American Library Association* (ALA).

Library collection evaluation, which involves user assessments, plays a crucial role, as user satisfaction is a key indicator of collection development. This is explained by those who state that the quality of library collections directly influences user satisfaction. Through proper evaluation, the quality of collections and services can be continuously improved. Similarly, Munisah (2020) stated that library collection evaluation aims to ensure that the collection has the quality, relevance, and depth to meet the institution's needs and current developments. Meanwhile, Yusuf (2021) added that by applying qualitative and quantitative methods, this evaluation

helps identify the collection's strengths and weaknesses and assess the effectiveness of its use for users. The findings from this evaluation then serve as the basis for collection development and library policy adjustments, ensuring that the available collection remains informative, up-to-date, and meets user needs.

Evaluation and maintenance of collections at the El-Hayaah Library of MAN 1 Pekanbaru has been carried out in a structured and regular manner to maintain the quality of service and sustainability of the collection. Evaluations are carried out twice a year, with a focus on the suitability of the collection and the management of damaged books. Maintenance efforts have also included preventive and curative measures, both directly and indirectly. Therefore, as a suggestion, the library needs to continue to improve the physical preservation strategy of the collection through a technological approach and user involvement, as well as expanding data-based evaluation methods so that the collections it has remain relevant, *up to date* , and according to the needs of its users.

### **Borrowing System and Strategy to Increase Reading Interest**

The book lending process at the El-Hayaah MAN 1 Pekanbaru library uses a digital *barcode -based system* and a library app. Each book borrowed has a two-week deadline. If returned beyond this deadline, the borrower will be fined Rp1,000 per day for each overdue book. This system is designed to foster student responsibility for the library's collection and ensure the availability of books for other users.

Monitoring of borrowing activities is carried out through a library application that automatically records borrowing and return data. This application also makes it easier for librarians to monitor students who have not returned books, especially as grade 12 approaches graduation. This way, administrative matters can be completed in an orderly manner before students complete their studies .

In an effort to increase students' interest in reading, the library has implemented several strategies, one of which is scheduling regular class visits. For example, eleventh-grade students are scheduled to visit the library on Monday mornings. Furthermore, the library maintains an internal *website* that displays a list of the latest collections, although access is limited to the school's internet network. Books are also grouped by theme, such as science, social studies, history, and novels, with clear labels on each shelf. Although promotions have not been carried out on a large scale, important information is still conveyed through bulletin boards and information screens in the library.



*barcode*- based automation systems and library applications increasingly supports the modernization of information services in educational environments. Nurhayati (2019) stated that this system speeds up transactions and makes it easier to monitor delays and user administration. Ivanova (2024) added that *barcodes* enable *real-time collection monitoring* and reduce human error. Meanwhile, according to Wijayanti et al. (2024), strategies such as scheduled visits and thematic book classification reflect user *-centered services* . Overall, this technology integration makes library management faster, more accurate, and more controlled, while improving the service experience for users.

The active role of librarians in designing creative services and providing access to engaging information is considered capable of increasing reading motivation among students ( Fany and Rifqi 2022) . Furthermore, systematic collection management, such as shelf labeling and theme arrangement, is an essential part of effective library management (Gunawan, 2019) . More broadly, Rodin et al. (2024) emphasize that structured library management based on information literacy services has a significant influence on shaping a reading culture, particularly in the school environment. The combination of service creativity and good collection arrangement is an important foundation for creating a library that is functional and relevant to students' needs.

Interest in reading, books, and libraries are three main elements in the educational environment that are interrelated and play an important role in creating quality human resources ( Anugra et al. 2020) . The habit of reading is an important foundation for understanding and mastering science and technology, considering that most information comes from reading materials. Chizoba (2024) emphasizes that consistent reading activity will significantly broaden one's horizons and knowledge. Furthermore, literacy encompasses not only the ability to read and write, but also how one applies that knowledge in everyday life. This is as explained by Ramadhani Kurniawan and Afi Parnawi (2023), who emphasized that literacy plays a role in improving the quality of education through the active and productive use of information. Therefore, building a reading culture is a strategic step in strengthening the quality of education as a whole.

The management of the El-Hayyah MAN 1 Pekanbaru library has shown significant progress through the use of a *barcode- based digital system* and library application. This innovation not only increases efficiency in the process of borrowing and returning books, but also allows for *real-time monitoring of collections and student liabilities* , especially in the face of graduation. In addition, strategies to

increase reading interest implemented such as scheduled class visits, book classification by theme, and providing access to information through an internal *website* reflect a user-driven service approach. The active role of librarians in creating informative and engaging services also supports the creation of a culture of literacy in the madrasah environment. All of these practices demonstrate that the El-Hayaah MAN 1 Pekanbaru library functions not only as a place to store books, but also as a learning center integrated with technology and student needs.

#### **D. Closing**

The results of the study indicate that the cataloging and classification process of collections at the El-Hayaah Library of MAN 1 Pekanbaru has been carried out systematically using a combination of manual and digital methods. The implementation of the DDC system, thematic labeling, and the use of *barcode-based applications* have been proven to facilitate collection management and lending services. Collection evaluation and maintenance are carried out periodically, and strategies to increase reading interest are designed through scheduled visits and thematic collection classification. These findings confirm that a good collection management system plays an important role in supporting literacy and the efficiency of library services.

The implications of this study suggest that school libraries can become dynamic literacy centers if supported by appropriate collection management and adequate technology. However, this study's limitations lie in its limited scope within a single institution, so generalizations should be made with caution. Future research is recommended to explore the effectiveness of digital catalog systems more broadly and to quantitatively measure the impact of collection management on student achievement.

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LIBRARY COLLECTION MANAGEMENT: CATALOGIZATION AND CLASSIFICATION IN MADRASAH LIBRARIES

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