



**Microsoft Access Utilization Analysis in inputting Library collection  
(Case Study of MAS Alkhairaat School Library Palu)**

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**Abstract**

The ability to maximize technology in library management is important to streamline library services. This study discusses the use of Microsoft Access in the process of cataloguing and classifying library materials. This study will evaluate the effectiveness and ease of use of Microsoft Access in the context of library material management. The purpose of this study is to facilitate librarians in cataloguing, classifying, and assisting in circulation services at MAS Alkhairaat Pusat Palu School. This research method uses a descriptive qualitative method which is used to describe the process of inputting library materials into Microsoft Access to find out the extent of their attention to the management of library materials in the library. Data collection techniques used are observation, interviews, and documentation, while data analysis techniques are carried out by data reduction, data presentation, and data verification. This study found that the access Microsoft used in the MAS Alkhairaat Central Palu school library has been utilized properly according to its function and carried out as much as possible. The results found can explain how library materials are inputted into Microsoft Access to find out how important it is to maintain library resources. In the process of its application, several obstacles were found that resulted in the utilization process not being organized properly, one of which was the minimal availability of computers. This study concludes that Microsoft Access has the potential and advantages to improve the efficiency of library material management systems that save time and minimize budgets.

**Keywords:** Microsoft Access, Library, Cataloguing, Classification, Circulation Service

**Abstrak**

Kemampuan dalam memaksimalkan teknologi pada pengelolaan perpustakaan menjadi hal yang penting untuk mengefektifkan layanan perpustakaan. Penelitian ini membahas tentang pemanfaatan microsoft acces dalam proses pengkatalogan dan pengklasifikasian

bahan pustaka. Penelitian ini akan mengevaluasi keefektifan dan kemudahan penggunaan Microsoft Access dalam konteks pengelolaan bahan pustaka. Tujuan penelitian ini adalah untuk memberi kemudahan kepada pustakawan dalam melakukan proses pengkatalogan, pengklasifikasian dan membantu pada layanan sirkulasi di sekolah MAS Alkhairaat Pusat Palu. Metode penelitian ini menggunakan metode kualitatif deksriptif dimana digunakan untuk menggambarkan proses penginputan bahan pustaka ke dalam microsoft access agar mengetahui sejauh mana perhatian mereka terhadap pengelolaan bahan pustaka di perpustakaan. Teknik pengumpulan data yang digunakan adalah observasi, wawancara dan dokumentasi, sedangkan teknik analisis data dilakukan dengan cara reduksi data, penyajian data dan verifikasi data. Penelitian ini menemukan bahwa microsoft Acces yang digunakan pada perpustakaan sekolah MAS Alkhairaat Pusat Palu telah dimanfaatkan dengan baik sesuai fungsinya dan dijalankan dengan semaksimal mungkin. Hasil yang ditemukan dapat menjelaskan cara penginputan bahan pustaka ke Microsoft Access untuk mengetahui seberapa pentingnya menjaga sumber daya perpustakaan. Dalam proses penerapannya ditemukan beberapa hambatan yang mengakibatkan proses pemanfaatannya belum dapat terorganisir dengan baik, salah satunya ketersediaan komputer yang minim. Kajian ini menyimpulkan bahwa, Microsoft Access memiliki potensi dan keunggulan dalam meningkatkan efesiensi sistem pengelolaan bahan pustaka yang menghemat waktu dan meminimalisir anggaran.

Kata kunci: Microsoft Access, Perpustakaan, Katalogisasi, Klasifikasi, Layanan Sirkulasi

## **A. INTRODUCTION**

In today's information age, there is more and more information, which forces organizations to change, develop, and accelerate the process of managing information to stay competitive.(Lateef & Omotayo, 2019, p. 17) Information is essential for any organization's business activities because every activity depends on information. Without information, effective and efficient decision-making processes will be problematic, hampering the organization's activities and services, and hindering the organization's performance in achieving its goals.(Leming, 2015, p. 215)

The current era of globalization, changes in the external environment in the world of education, ranging from the social, economic, and technological environment require the world of education to think about how changes occur affecting it as a social institution and how to communicate these changes. One of the environmental changes that affect the world of education is the presence of information technology (IT).

Information technology is an important element of the life of the nation and state. The role of information technology supports human activities today, so much so that information technology has emerged as the main platform for various activities of the spiritual sector where there is great interest in fundamental changes in the operational structure and management of organizations, education, transportation, health and research.(Suryadi, 2015)

The world of education must continue to adapt to technological advances to improve the quality of education, especially adjusting the use of information and communication technology to improve the learning process.(Komalasari, 2020, p. 38) One of the information providers and complements in the world of education that is also highlighted when information technology is advancing is the library.

The library is one part of education that has an important role in adding insight and knowledge that provides a variety of scientific information sources, books, literature, and all types of library media that are disseminated with a certain system.(Nugraha, 2014) A library is also an institution that professionally manages collections of written, printed, and/or recorded works using a standardized system to meet the educational, research, preservation, information, and entertainment needs of its users.(Prayoga et al., 2020, pp. 183–184)

A school library is a library located in a formal education unit in primary and secondary education, an integral part of school activities, and a learning resource center that supports the implementation of education.(Undang-Undang (UU) Nomor 43 Tahun 2007 Tentang Perpustakaan, 2007, p. 2) The school library is an important part of the school program and, together with other educational components, determines the success of education and teaching. A school library also includes a collection of literature, both books and non-books, systematically organized to help students and teachers learn.

This is a very important aspect of the library. Services to library users are a top priority for library managers. As we know, in Indonesia the services of both government

and private institutions are still lacking. The core of Library activities is to provide services to users related to borrowing and using existing Library materials. For libraries, it is important to maintain relationships with library users to understand their needs and for users to recognize library services as a medium for obtaining information and data. It is also important to increase the number of users and improve the quality of library services.(Irviani & Oktaviana, 2017, p. 63)

MAS Alkhairaat Pusat Palu is one of the schools that has taken advantage of the role of technology to help facilitate the process of inputting and borrowing books in the Library. Microsoft Access is the choice to input and manage library materials to keep them organized and arranged according to their classification, also making it easier to record the book loan process. In addition, Microsoft Access was chosen because it is a type of relational database that can accommodate large and complex data.(Nuranisa et al., 2023, p. 227) For this reason, researchers are interested in analyzing how Microsoft Access helps and facilitates library material management activities at the MAS Alkhairaat Central Library in Palu.

## **B. LITERATURE REVIEW**

### **A. School Library**

A school library is an important part of a school because it consists of print and non-print resources that are systematically arranged indoors and used to assist students and teachers in improving their learning. How well the school library functions depends on how well the student's learning and training process succeeds. The school library is part of the school program in a systematic way that contributes to the success of teaching and learning in the school.(Rahmawati & Bachtiar, 2018, p. 79) In maximizing the library as a means of school success, the Library uses information technology to support its tasks and functions. Technology is one of providing library visitors with better services for users. So it is obvious that school libraries need information technology to improve services for users.(Rahmawati & Bachtiar, 2018, p. 80)

From some of the above definitions, it can be understood that the school library is an important part that must be in the school to provide additional information that can be accessed by students and teachers in the school environment. Types of school library services generally include: (1) Circulation Services is the activity of providing loan and repayment services circulation services of library materials, its tasks include quoting, organization, transmission of information library rules and policies and free reference; (2) Reference Services have the task of providing themselves or information instructing users to find reference collections effectively and efficiently. Reference collections are collections that cannot be quoted because they are guides. For example, dictionaries, encyclopaedias, bibliographies, etc; Library Utilization Guidance Services are instructions for using the library given to new members. They get explained various information about the library, including an introduction to the location of the library, library rules and regulations, services offered, types of collection, methods of searching for information and reading rooms, and multiple rounds.

Based on the types of services available in school libraries, it can be seen that one of the most important information systems needs is circulation services and library utilization guidance services. Which includes borrowing, returning, fines as well as cataloguing. Based on the types of services available at the School Library. Therefore a system is needed that can assist in improving these services.

## **B. Microsoft Access**

One of the computer programs for managing records is Microsoft Access. With this program, we can create a good database design quickly.(Akbari & Soepeno, 2018, p. 340) Microsoft Access, also known as Access, is an application used for processing databases that has several advantages over other database applications, including ease of use and general availability of the application. It is one of many applications released by Microsoft Corporation in the package known as Microsoft Office.(Putra, 2022, p. 5)

Microsoft Access software is an ideal tool for turning various types of data into an organized and usable collection of information. This program is usually also used in

the wider world of work to create small applications such as programs for student, employee, cooperative, and sales data for stores and other small to medium-sized businesses.(Enterprise, 2014) Microsoft Access is a database program that is considered not too difficult to use. With Microsoft Access, we can store, re-display, and create data in the form of forms, as well as create reports with a young and attractive appearance. Microsoft Access can be a practical, fast, and easy demand as needed that can improve performance and run this can be achieved through its simple structure and writing system.(Afriani & Zakariah, 2019, p. 109)

From the explanation above, we can conclude that Microsoft Access is software that is used to manage databases and is used to convert various types of data into a collection of information that is organized and can be used easily.

### **C. RESEARCH METHODOLOGY**

This research method uses a descriptive qualitative method with a case study research type. The object of this research is the process of inputting library materials into Microsoft Access and the subject of this research is the MAS Alkhairaat Pusat Palu School Library. The informants in this study were the managers of the MAS Alkhairaat Palu Center Library. The types and sources of data in this study are primary data obtained from interviews with informants who are directly involved in the MAS Alkhairaat Palu Center Library, and secondary data from documentation. The data collection methods used are observation, interview, and documentation.(Apsari, 2017, p. 5)

### **D. RESULTS AND DISCUSSION**

#### **Utilization of Microsoft Access in Library Material Entry**

MAS Alkhairaat Pusat Palu is one of the schools that pays attention to information for students and teachers as well as possible. As a school that has been established for about 44 years, and along with the times that are increasingly advanced with breakthroughs from the increasingly sophisticated internet, it does not make this

school close itself off from existing technological advances. However, they strive to continue to adapt to technological advances, but due to some limitations become obstacles that cause them not to be able to adapt further to technological advances.

The use of Microsoft Access in the MAS Alkhairaat Pusat Palu school library has been utilized properly according to its function, but there are several obstacles, such as the minimal availability of computers that affect the utilization process. Microsoft Access is one of the software from Microsoft Office that has its function to support human work. Some facilitate document creation, data sorting, and others. Microsoft Access itself functions to create a database that can be used to accommodate small and large amounts of data. (Syahputri & Indriani, 2021, p. 7)

This utilization is devoted only to creating a database using Microsoft Access so that they can immediately practice how to do it so that they can use it for various purposes. (Maya, 2014, p. 343) One of them is to help with the process of inputting library materials in the library. Microsoft Access can be used as an application to help the cataloguing process, classification as well as circulation services so that handling becomes more effective. Microsoft Access is one of the computer database applications in Microsoft Office that is used to design, create, and process various types of data with large capacities.

But for a class of schools located in the provincial capital, MAS Alkhairaat Pusat Palu has sought technology to be part of their activities, especially in the library. Microsoft Access used in the library in addition to being used to input books has also included several processes carried out in circulation services. The data contained in Microsoft Access includes (1) **The number of users recorded** as visitors who can access and borrow reference sources available in the library. The grouping of users is divided into two, namely grouping for teachers and students, where the grouping for teachers is given full access to borrow library materials, usually in the form of package books that can help in the teaching and learning process in class or reference books that they want to read. However, for the students themselves access to borrowing reference

sources is still limited where only access is given to borrow collections other than packaged books for a long period. (2) **Collection Data**, includes all types of collections available in the library in detail, where the data of each book has been included and has been classified according to its subject. (3) **Circulation Services**, which is a service that can assist librarians in the process of borrowing, returning, renewing, and fines to users by the rules that have been applied in the library.

Microsoft Access is a solution to facilitate the work of librarians in circulation services. In addition, it is equipped with an automatic feature in the fine section, where the fine will increase if the time has passed from the agreed time.

At first, the MAS Alkhairaat Pusat Palu library was the same as school libraries in general which used a manual cataloguing process of library materials, but over time curriculum changes made it increasingly difficult for the library to keep up with faster service to users. In addition, the presence of increasingly sophisticated technology brings many changes to various fields, one of which is the education sector, including libraries as a source of information. Libraries are expected to be able to adapt to these technological advances, therefore the library at MAS Alkhairaat Pusat Palu seeks to update one of their infrastructure that provides various information sources. Microsoft Access is their choice in helping the renewal process in the library. In this case, they utilize the advantages of Microsoft Access to help the process of inputting library materials. One of the advantages of using Microsoft Access includes the ability to store multiple tables in one database, shorten work time, make better use of internet facilities, import into various existing database formats, and easily retrieve data that has been stored. (Jannatunnisa & Sumadi, 2023, p. 150)

Generally, all collections in the library can be accessed and borrowed by visitors as long as they have a membership card, but it is different from the library at MAS Alkhairaat Pusat Palu where they grouped access to borrowing library materials into teachers and students. Restrictions on access to library materials in the form of package books in large quantities can only be loaned to teachers.



The library collection consists of all library materials in the library.(Yuyu, Yulia, dan Janti G, 2009, p. 3) The availability of a library collection is the number of collections or library materials owned by a library and adequate to be accessed by users.(Sutarno, 2006) The collection provided must also be considered with the needs of library users. It is intended to have value and be useful for users, especially potential users, through relevance, namely the suitability of information materials to user needs. The interests of the users are very important when choosing and purchasing library materials.(Azrin, 2017) It is also expected that the library collection covers a wide range of scientific subjects and not just textbooks directly used in learning. According to the priority level determined, each section of the depository receives reasonable attention.(Azrin, 2017)

One of the applications for inputting library materials is the Senayan Library Management System (SLiMS) which was developed by the Information Center and Public Relations Team of the Ministry of National Education of the Republic of Indonesia and is Open Source. One of the uses of the application is to facilitate book recording, where books are stored with this application.(Erni Rouza, 2023, p. 29) The advantages of Bullian's SLiMS 9-based library management information system are that the operating steps are easy to understand and practical, the appearance is more attractive and pleasant to use, and the system is tailored to user needs.(Erni Rouza, 2023, p. 29) Currently, SLiMS is one of the most popular library automation systems in Indonesia and has been used by many libraries overseas. Some countries even recommend SLiMS as the official library automation system.(Erni Rouza, 2023) Although SLiMS has been widely used in various libraries, Microsoft Access also has many advantages that can be utilized to input library materials. Microsoft Access also helps a lot in the process of cataloguing library materials in the MAS Alkhairaat Pusat Palu library. Cataloguing refers to a list of items or objects that exist in a particular place or location. Catalogues usually contain various information that people generally need. Cataloguing has various functions, one of which is to create a list that can be used as a reference for existing library collections.(Putri et al., 2023, pp. 33–34)

The circulation service performs the task of lending library materials. This service can only be used by registered library members. Circulation services include registering as a library member and renewing your membership card. The library regulations stipulate several requirements to become a member.(Amalia, 2019) Generally, circulation services are still run manually but with Microsoft Access it makes it easier to record books that are being borrowed by users, returned, and extended.

## **E. CONCLUSION**

A library is a place that has collections of books, printed materials, and other recordings for the public interest without distinguishing social status, religion, ethnicity, education, or background. One type of library is a school library which provides facilities for the school community that functions to store library collections and manage collection resources. In addition to functioning as a storage collection, the library itself is one of the information centers.

Microsoft Access is software used to manage databases and is used to convert various types of data into a collection of information that is organized and can be used easily. Microsoft Access has the potential and advantage of increasing the efficiency of the library management system, saving time, and minimizing the budget. The utilization of Microsoft Access brings convenience to the process of inputting library materials in the MAS Alkhairaat Pusat Palu library. Some of the processes managed through Microsoft Access are cataloguing and assisting in circulation services in the library. Thus Microsoft Access has been utilized as well as possible with the ease obtained and has also helped facilitate library managers in carrying out their duties.

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