

Updating Preservation Policy in Facing New Potential Disasters in Indonesia



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ABSTRACT: The preservation policy guides higher education libraries in preserving library collections so that they can still be accessed by the academic community in any situation and at any time. For this reason, the preservation policy must be reviewed periodically referring to the risk analysis of new potential disasters that can occur at any time. The purpose of this study is to describe how the preservation policy of Islamic higher education libraries in Indonesia in the face of the COVID-19 pandemic. The research method was carried out with a survey approach with a questionnaire instrument. The sampling technique was carried out with saturated samples at 17 Islamic university libraries in Indonesia. The results showed that Islamic college libraries in Indonesia have made efforts to prepare for the COVID-19 pandemic according to IFLA standards with very good results, however, the library has not fully reviewed and updated the preservation policy regularly. Conclusion. The preservation policy needs to be reviewed and updated at least once a year to adopt preparations for potential new disasters. Recommendations: Improving the quality of digital libraries, applying ozone technology to sterilize library collections without leaving residues, forming disaster response teams and updating the roles of members every three months, mapping preservation activities that have been carried out according to current best practices and comparative studies to similar organizations, and cooperation with other units on campus and off campus to improve library services.

KEYWORDS: preservation policy, disaster preparedness, university libraries, digital libraries

INTRODUCTION

The university library is one of the vital units in higher education because of its main function as a learning resource center for the academic community in implementing the tridharma of higher education, namely Education and teaching, research and publication, and community service (National Higher Education Library Standards, 2017). For this reason, the availability and ease of access to library collections in various formats must be guaranteed easily and quickly. Lecture textbooks, reference books, scientific journals, research reports, service reports, publications, learning modules, Semester Learning Plans (RPS), Copyrights, Patents, scientific works in the form of theses, theses, dissertations, in various formats are library collections that must be secured and used as easily as possible by the university's academic community.

Preservation of library collections is an effort to maximize the life of the collection as long as possible so that it can be accessed (Alison Walker, 2013) Preservation includes management, technical, financial, human resources, and infrastructure efforts to prevent and overcome damage to collections so that collections can be used as long as possible (Mcilwaine, 2006). Disaster is one of the factors that can cause damage to library collections. Fires due to electrical short circuits, chemical explosions from factories, floods due to clogged drains are examples of disasters due to human negligence that have the potential to damage library collections. Tsunami floods, earthquakes, volcanic eruptions, tornadoes are examples of natural disasters in Indonesia that can occur at any time. Termite attacks, insects, rats, mold, high temperature and humidity are environmental factors that can also damage library collections. For this reason, identification is needed to recognize disasters that have the potential to occur in the area where the library is located (Mcilwaine, 2006). The Covid-19 pandemic is a new disaster that has hit the world in the 21st century which has had an impact on changing the pattern of interaction between people suddenly because covid-19 is transmitted between humans either directly, indirectly (through contaminated objects or surfaces), or close contact with infected people through oral and nasal secretions (World Health Organization, 2023). This, of course, also has an impact on higher education library services which play a role as a supporter of the Tri Dharma of Higher Education. How college libraries can still carry out their role in situations that experience changes in the pattern of interaction between academic activities at that time certainly requires policies that guide the implementation of college library tasks. The

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library collection preservation policy contains guidelines for preserving library collections so that they can remain accessible to the academic community in any situation and at any time. The spread of the covid-19 virus through contaminated objects or surfaces has forced university libraries to convert their collections as much as possible into a digital library form. The readiness of technology, infrastructure and human resources are factors that influence the success of the change in the form of the library at that time. How many collections are outsourced, what types of collections are prioritized, the forms of services that can be carried out, how to handle print collections contaminated with the covid-19 virus, requires a preservation policy in its implementation. Paoli (Paoli & Miceli, 2020) states that there is a need for an up-to-date preservation policy that addresses not only the importance of collection conservation, but also active preservation that focuses on the aspect of saving collections from disasters. This is in line with Verchick (Verchick, 2010) who said that policies on disaster planning need to be updated in response and preparation for disasters. Disaster *planning* needs to be updated in response and preparation for disasters. Gkinni (Gkinni, 2014) developed a self-assessment model of library and archive preservation activities called the *Preservation Policy Maturity Model*. This preservation policy model helps organizations to formulate consistent preservation policies by mapping their activities against current best practices and comparative studies with similar organizations. This article aims to describe the preservation policies of higher education libraries in Indonesia in order to prepare for disasters. This research is very important as input for the evaluation of higher education libraries for planning and preparedness for future disasters in the context of collection preservation so that library collections can be accessed as long as possible.

RESEARCH METHODS

This article is the result of quantitative research with a survey approach. The subject of this research is the head or librarian of the Islamic college library, while the object of research is the readiness of college libraries to face the covid-19 disaster. The population in this study was the State Islamic University library, totaling 17 campuses. The sampling technique used saturated samples. The research was conducted in December- March 2021. Data collection was carried out by distributing questionnaires *online*. Data analysis was carried out by tabulating data with the help of the SPSS application.

RESULTS AND DISCUSSION

The International Federation of Library Associations and Institutions (IFLA) has formulated a standard of preparedness for libraries in the face of disasters (*Disaster Preparedness and Planning*), which consists of 5 indicators, namely risk assessment, *prevention and protection*, preparedness, *Getting Ready to Cope*, *reaction and response*, and *recovery*. This research refers to the five indicators of *Disaster Preparedness and Planning* from IFLA. The results of data processing are presented in Table 1.

Table 1. Preparation and Preparedness of State Islamic University Libraries Facing COVID-19 Disasters

Indikator	Skor	Keterangan
1. Risk Assessment	3,55	Very good
2. Prevention and Protection	3,50	Very good
3. Preparedness, Getting Ready to Cope	2,98	Good
4. Reaction and Response When Disaster Strikes	2,98	Good
5. Recovery, Getting Back to Average Score	3,36	Very good
	3,27	Very good

Source: Results of Research Data Processing

From table 1 it can be seen that overall in preparation and preparedness for the covid-19 disaster, Islamic university libraries in Indonesia have made efforts such as *risk assessment, prevention and protection, preparedness (Preparedness, Getting Ready to Cope), reaction and response, and recovery (recovery of collections)*.

At the *risk assessment* stage, Islamic university libraries in Indonesia have done so during the Covid-19 pandemic either in the form of written documents or through evaluation meetings and coordination meetings. At this stage, the library assesses the potential hazards for the library and its collections based on the potential disaster risks in its area (General Guidelines for Disaster Risk Assessment, 2012). This assessment must be done thoroughly because the library faces the greatest threat and the worst possibility of the spread of the covid-10 virus. The risk assessment carried out by Islamic university libraries includes the impact of *online* or *offline* user services, although for risk

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assessment regarding *human errors* that may occur during the *online* or *offline* service process originating from librarians or users, there are still 5.9% of libraries that have not done so. Since the hazards faced by libraries will change over time, risk assessment should not only be done once and for all, but should be re- done every year (Mcilwaine, 2006). Next, at the *prevention and protection* stage, the library takes preventive and protective measures. Preventive measures relate to actions to prevent an event from occurring, while protective measures relate to limiting damage to the collection if an event occurs. Islamic university libraries in Indonesia have made efforts to prevent the transmission of Covid-19 in the process of services provided, such as implementing health protocols in running *offline* services, implementing a *work* system with two shifts, namely *work from home* and *work from office* and carrying out the sterilization process of printed collections used by users. *Online* services that can be provided such as assisting lecturers in research, creating scientific papers as librarians, optimizing the use of social media owned by the library as creatively as possible such as creating video content, short films, posters, or animations published through social media, becoming a verifier of covid-19 hoax news by verifying the news that exist in the community then librarians provide responses accompanied by credible sources of information. According to Haryanto's research (Haryanto, 2016), filling in the visit list, installing CCTV cameras, checking portable fire extinguishers, user education on the correct use of collections, prioritizing collection rescue, and providing conservation training and disaster simulations are activities that can be carried out at the disaster prevention stage. Suharsoet. al (Suharso, 2020) explained the important role of digital libraries during the Covid-19 pandemic. Lecturers and students need library assistance to get the information they need during the Covid-19 pandemic. College libraries take advantage of two opportunities to promote the library: first, as information needs increase, digital libraries are essential for information search. Digital libraries can facilitate access to information, affecting the existence of conventional libraries in society.

2) improving the quality of digital libraries as the main service during the pandemic requires libraries to develop or improve existing features. In protection activities, the sterilization process of printed library collection materials is required. This sterilization process must be carried out carefully so as not to damage the condition of the printed collection. Not all Islamic university libraries have sterilized their printed collections, this can be caused by one factor because sterilization materials that are generally still used in Indonesia contain chemicals (disinfectants) that leave toxic residues on library collections. On the other hand, the *Grand Mosque Library* of Makkah Saudi Arabia has used ozone technology and ozone-based devices to disinfect manuscripts and history books as part of its efforts to inhibit the spread of covid-19 that does not contain harmful chemicals (*Grand Mosque Library Uses Ozone Tech to Preserve Manuscripts*, 2023). Ozone gas contains high oxidants that are capable of killing microorganisms, including some bacteria and viruses. In addition, it leaves no toxic residue, unlike most industrial cleaning solutions. Environmental control of buildings housing cultural collections such as libraries and archives has long been recognized as the best measure to ensure the preservation of these objects. This sterilization is expected to be applied by higher education libraries in Indonesia to reduce the impact of abandoned hazards and damage to collection materials owned by the library. At the *preparedness* stage (*Preparedness, Getting Ready to Cope*), the library in writing conducts disaster preparedness, creates a response plan, and creates a recovery plan. The library can prepare by forming a disaster response team and defining roles. This plan should be updated quarterly for evaluation and annually for major changes. At this point, library staff should also be trained in dealing with disaster and identifying priority rescue collections. The following is a tabulation of the data on disaster preparedness of Islamic universities in Indonesia.

Table 2: Covid-19 Disaster Preparedness Policy

Number.	Statement	Score
1.	Our library has a work program related to disaster planning	3
2.	The library regularly reviews its disaster planning to keep up to date with the latest developments.	2,82
	ur library conducts training on the ability to provide emergency information services, the ability to respond quickly and appropriately to changes in public information needs, such as library services through social media..	3,17
	ur library collaborates with other units on campus such as faculties, study programs, the Institute for Higher Education Service and Research in providing support services to the community such as providing psychiatric services for disaster victims or holding webinars on trauma healing (Bibliotherapy) and related activities.	2,94
	Average Score	2,82

Source: results of research data processing

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The preparedness of Islamic university libraries in responding to changes in community information needs quickly and accurately and providing emergency information services is generally classified as good, but with an average score of 2.82, it means that Islamic university libraries in Indonesia have not fully reviewed *disaster planning* regularly. Fatmawati (Fatmawati, 2017) said that library awareness in Indonesia in disaster preparedness planning is still low. *Disaster planning* in the form of a written preservation policy must be considered as a preventive effort if the library faces unexpected disasters, either disasters due to natural human negligence or natural disasters. *Disaster planning* must be done to minimize damage to library collections (Fatmawati, 2017) and to ensure long-term use and sustainability of all information resources in the library (Ilo, Promise I, Nkiko, Christopher, Izuagbe, Roland, Furfuri, 2019). Gkinni's (Gkinni, 2014) idea of developing a *Preservation Policy Maturity Model* can be emulated by creating a mapping of the preservation activities that have been carried out according to current best practices and comparative studies to similar organizations. Cooperation with other units on campus in providing support services to the community needs to be improved. Rahma (Rahma et al. 2020) said that libraries in Indonesia are less active in providing emergency information services when disasters occur and this is evidenced by the absence of scientific research papers related to the contribution made by libraries as information institutions to the Indonesian people during disasters and certain emergency situations. *Reaction and response when disaster strikes* is the next stage of *IFLA Disaster Preparedness and Planning*. It is essential to establish a response protocol to be followed in the event of a disaster that jeopardizes the safety of human life. In a disaster situation, the first step is to check conditions and needs, record all actions, stabilize the environment, sort out damaged items, contact the media, provide support to employees and workforce, and recover damaged materials. In this case, Islamic university libraries in Indonesia have adjusted the government's appeal regarding the implementation of health protocols and formed health cadres. In the *offline* service process, most libraries have implemented *self-service* as an effort to reduce physical contact. However, in terms of filling out user health forms, disseminating information related to Covid-19 and cooperation between libraries is still not well implemented. Islamic college libraries have provided reliable Covid-19-related information resources and electronic information services. This serves as a means to promote and publicize and introduce the role, functions and services provided by the library. The Indonesian Ministry of Health has created a special portal containing a collection of media to prevent Covid-19, including guidebooks, videos, banners, posters, and posters, which can be accessed through <https://promkes.kemkes.go.id/kumpulan-flyer-prevention-virus-corona>. However, electronic information services have not been matched by the provision of a special portal that serves as an easily accessible source of information for the academic community as mentioned by Mandel (Mandel, L. H., McClure, C. R., Brobst, J., & Lanz, 2010) that libraries can include service features such as information sources, best practices, and responses. The last stage is *recovery* and *getting back to normal*. Recovering the disaster site and restoring the condition of library materials so that they can be used again. This refers to the principles of *Educational Role, Discovery, and Collections* (Standards for Libraries in Higher Education, 2018) that higher education libraries support the achievement of the university's vision and mission by providing access to effective use of information in the library various formats. At this stage, the library reopened some user services, taking into account the condition of the building and collection. The library redesigned the disaster response plan based on the experiences that had occurred in the preservation policy. To prevent the spread of the Covid-19 virus, Islamic university libraries in Indonesia have adapted by using transparent dividers to reduce physical contact. However, 17.6% of libraries do not have visible barriers at the service desk or between tables in the reading room. Islamic college libraries also provide benefits to users, such as reduced late return fines and automatic loan extensions within a certain period of time. At this stage, library evaluation is also carried out to improve and develop services that are more in line with user needs. However, Islamic university libraries in Indonesia have not fully cooperated with certain parties to provide *offline* services. Widayati (Widayati, 2020) stated that during the Covid-19 pandemic, *delivery service* can be an innovation in libraries in providing services. It is hoped that this service can optimally utilize print collections to meet user needs.

CONCLUSIONS

Islamic university libraries in Indonesia have made efforts to prepare for the Covid-19 pandemic according to IFLA standards with very good results, however, the library has not fully reviewed and updated the preservation policy regularly. The preservation policy is a guide for librarians and library technical personnel in preparing for disasters so that damage to library collections can be minimized and long-term use of collections can be ensured. The preservation policy needs to be reviewed and updated at least once a year to adopt preparations for new disasters that could potentially occur at any time. Recommendations:

1. Improving the quality of digital libraries as a key service during the pandemic and possibly after other

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- disasters requires libraries to develop or improve existing features.
2. Applying ozone technology to sterilize library collections without leaving residues. Ozone technology contains high oxidant gas which kills microorganisms, including some bacteria and viruses, and does not leave toxic residues to sterilize library collections can be applied in Islamic university libraries in particular and libraries in Indonesia in general.
 3. Forming disaster response teams and updating the roles of members every three months. Library staff members should be trained in disaster response and identify priority collections for rescue.
 4. Mapping preservation activities that have been carried out according to current best practices and comparative studies to similar organizations, and cooperation with other units on campus and off campus to improve library services.
 5. Cooperation with other units on campus and off campus such as the National Disaster Management Agency (BNPB) in providing information services to the academic community and the general public needs to be carried out and improved.

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