

## Manajemen Pengelolaan *Repository* di UPT Perpustakaan Universitas Islam Negeri Datokarama Palu

### *Management of Repository Management in the Technical Implementation Unit of the Library of Datokarama State Islamic University Palu*

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#### Abstrak

Penelitian ini bertujuan untuk mengetahui Manajemen pengelolaan *Repository* di UPT Perpustakaan UIN Datokarama Palu. Menggunakan pendekatan kualitatif deskriptif, penelitian ini melibatkan observasi langsung, wawancara mendalam dengan wakil rektor bidang akademik dan pengembangan kelembagaan, kepala UPT Perpustakaan UIN Datokarama Palu, dan pengelola *repository* perpustakaan, serta analisis dokumentasi. Hasil penelitian ini menjelaskan bahwa perpustakaan menggunakan *repository* sebagai tempat untuk menyimpan hasil karya ilmiah yang dihasilkan civitas akademika untuk memudahkan temu kembali informasi. Ada beberapa perencanaan pengembangan *repository* salah satunya koleksi skripsi yaitu dengan mengubah tampilan skripsi serupa dengan bentuk buku sehingga memiliki tampilan yang menarik. Untuk merealisasikan hal itu perpustakaan berkoordinasi sesuai dengan struktur organisasi perpustakaan UIN Datokarama Palu, dan dijalankan berdasarkan (Standar Operasional Prosedur) SOP yang ada dan menggunakan rujukan kebijakan yang disetujui oleh rektor. Kemudian kegiatan pengelolaan *repository* yang dilakukan di perpustakaan yaitu seperti penginputan, pengolahan dan pemeliharaan. Serta kegiatan ini diawasi oleh lembaga penjaminan mutu, satuan pengawas internal dan pengawasan langsung dari kepala perpustakaan terhadap tenaga pustakawan. Faktor pendukung dalam melakukan kegiatan manajemen pengelolaan *repository* di UPT Perpustakaan UIN Datokarama Palu berasal dari civitas akademika seperti mahasiswa, dosen, yang menyeter hasil karya tulis ilmiahnya, kemudian sarana dan prasarana yang diberikan kepada pengelola yang sudah cukup terpenuhi namun masih memerlukan beberapa penambahan teknologi yang memadai. Sedangkan faktor penghambat yang dihadapi pengelola seperti, pada saat *website repository maintenance*, sumber daya manusia yang belum cukup, masalah jaringan dan koleksi yang belum disetor oleh civitas akademika.

**Kata Kunci:** Manajemen; Pengelolaan *Repository*; Perpustakaan Perguruan Tinggi

#### Abstract

*This study aims to determine the management of Repository management at the UPT Library UIN Datokarama Palu. Using a descriptive qualitative approach, this research involved direct observation, in-depth interviews with the vice rector for academic affairs and institutional development, the head of the UIN Datokarama Palu Library, and the library repository manager, as well as documentation analysis. The results of this study explain that the library uses a repository as a repository for scientific works produced by the academic community to facilitate information searches. There are several repository development plans, one of which is the thesis collection, namely by changing the appearance of the thesis which is similar to the book form so that it has an attractive appearance. To realize this, the library coordinates in accordance with the organizational structure of the UIN Datokarama Palu library, and is carried out based on existing SOPs and uses policy references that have been approved by the rector. Then repository management activities carried out in the library such as inputting, processing and maintenance. And this activity is supervised by the quality assurance body, internal supervisory unit and direct supervision from the head of the library to the librarian. Supporting factors in carrying out repository management activities at UIN Datokarama Palu Library come from the academic community such as students, lecturers, who deposit their scientific papers, then the facilities and infrastructure provided for managers are quite fulfilled but still require some additional adequate technology. while the inhibiting factors faced by managers such as, when maintaining the repository website, inadequate human resources, network problems and collections that have not been deposited by the academic community.*

**Keywords:** Management; Repository Management; College Library

## INTRODUCTION

The library is an institution that has a role in providing access to quality information and knowledge. In addition to being a place to get information and knowledge, the library is also used as a place of learning, research, workshops and other services, in order to help users gain in-depth knowledge and broaden their horizons. To maximize this role, it is necessary to manage information so that library users can easily get what they need. The development of information and communication technology (ICT) has brought changes in various fields, including the library world. In the past, library users were satisfied with on-site reading services or borrowing books in the library, but now library services no longer satisfy both types of services. Library users now demand digital services, such as membership card services and online book viewing services, which should have been implemented. In addition to the increasing number of services demanded, the quality of services in the library is also required to be better. To improve the quality and quantity of these services, the role of information and communication technology is indispensable (Runi Alcitra, 2019).

In a college library is a supporting facility established to support the activities of the academic community where the institution is located. According to sulistyo-basuki, the college library is a library in a college environment (university, institute, high school, polytechnic, faculty). as part of the tri dharma of higher education, the academic community conducts research whose results are stored in the institute's library (Sumiati, 2019). Higher Education Libraries as a source of scientific information have undergone a significant transformation along with technological advances and changes in information consumption patterns. With

the development of digital technology, the library has turned into an institution that provides access to various types of electronic information sources, one of the utilization of technology in the library is by managing higher education information in the form of theses, dissertations, scientific articles and student and lecturer journals which are local works (local content) from a university academic community in digital form and stored in a place often called an institutional repository (Aditya & Surya, 2022).

Institutional repository is a service system provided by universities (organizations) to the university community in the form of management and distribution of digital documents. In its development, the institutional repository is not only available to the Higher Education academic community, but can also be used by the public as primary and bibliographic information during research development. This is inseparable from current technological developments that support the search for information quickly and efficiently through online information technology that supports the open access movement. According to George R. Terry in the journal M. Hamin, & M. Abdullah management can be interpreted as a special process and has characteristics consisting of Planning, Organizing, Actuating and Controlling or often called (POAC). Meanwhile, according to Hasan Hariri et al, in the world of education, management can be interpreted as an effort to achieve the goals of educational institutions by utilizing the resources and potential possessed by these institutions. If it is related to the management of scientific work owned by the institution, then the management of scientific work can be interpreted as an activity (starting from planning, organizing, implementing and supervising) using the resources owned by Higher Education to achieve

predetermined goals (Hamin & Abdullah, 2019 p.14-15).

Given that management is very important in utilizing existing human resources for the sustainability and development of the repository. So the researcher is interested in conducting research on repository management management at the Library Unit of Datokarama Palu State Islamic University, with this research it is hoped that it can become a reference in repository management management activities effectively and efficiently at the institution.

## **METHODS**

In this study, researchers used descriptive qualitative research.

## **RESULTS AND DISCUSSION**

### **Management of Repository Management at UIN Datokarama Library Palu**

Management is an activity to plan, organize, organize, control, place, motivate, communicate and make decisions carried out by an organization. These activities are carried out to manage the resources owned. From these resources, the ultimate goal is to produce a product or service efficiently (Andrew F. Sikula in Bakri article, 2022). Management as a typical process of several actions, such as planning, organizing, mobilizing, and supervising. All of these actions aim to achieve targets by utilizing all available resources (George R. Terry in a careful article, 2023).

Therefore, effective management in Higher Education Repository Management plays a crucial role in supporting academic and research activities. The college repository is a digital repository that contains a variety of information, such as theses, dissertations, scientific journals, research guides, and other educational resources,

Descriptive qualitative research is a type of research that aims to gain an in-depth understanding of the phenomenon under study. The researcher acts as a key instrument by conducting direct observation, in-depth interviews with informants such as the vice chancellor for academic affairs and institutional development, the head of the UIN Datokarama Palu Library, and the library repository manager, as well as documentation. Data were analyzed through data reduction, presentation, and verification. Data validity checking was carried out by triangulating sources, theories and methods to ensure the validity and credibility of the data obtained.

in the management of college repository management has a very important function in maintaining and optimizing the use of information resources. George R. Terry in Said Hamzali's book (2022), says "Management functions commonly use the acronym POAC, namely Planning (planning), Organizing (organizing), Actuating (actualizing) and Controlling (supervision)."

#### **1. Planning**

Planning is a systematic process of setting goals and determining the strategic steps that need to be taken to achieve these goals. In essence, planning is an effort to formulate activities that will be carried out in the future with the aim of directing and managing the optimal utilization of various resources. This process includes organizing human resources, natural resources, and other resources in an integrated manner to ensure the achievement of results in accordance with expectations (M. Arifudin, 2021). Planning in repository management management is very important in setting the direction and goals of the repository. With careful

planning, repository managers can anticipate changes in the environment, technology, and user needs, so that the repository can continue to be relevant and efficient in providing the information services needed by the higher education community. Head of UIN Datokarama Palu Library, Rifai, SE, MM, said:

"For now, the repository is used as a place to store scientific works produced by the academic community to facilitate information retrieval. The plan for developing collections such as theses is to change the shape of the thesis to resemble a book and change the cover, so that when the collection is entered into the repository it has a good appearance."

In line with what was conveyed by the head of the library, Dr. M.Ag as Vice Rector for Academic Affairs and Institutional Development of UIN Datokarama Palu said:

"For planning is the library area, while the rectorate area is policy. The rectorate policy related to library development is of course for the planning part of where this library will be taken in the future, so the head of the library will compile the agenda and targets. As for next year's target, in terms of accreditation, it can be maintained and improved. In terms of function, of course, the library must maintain its function as a support in academic development both among students and lecturers. Then for the repository, thesis and dissertation documents are not only collected but can be detected in the repository application."

The statement shows that planning in repository management is prepared by the head of the library regarding the agenda and targets to be achieved, for now there are several developments related to the repository

collection and also the library continues to evaluate, while the rectorate provides policies related to future library development plans. Furthermore, the planning that has been carried out is in accordance with the concept put forward by Bedein in Elva (2022). He said that "planning is a process of developing company goals and selecting a series of actions to achieve these goals. With some of the planning that has been mentioned, of course there are policies taken by the leader Zabir, (2018) says that leadership policy is a set of leader actions designed to achieve certain results expected by employees as constituents of leaders who become the outline and basis of plans in the implementation of organizational affairs and tasks developed in accordance with the situation and conditions.



Picture 1

## 2. Organizing

Organizing is a derivative of the term organizing, which etymologically comes from the word organize, which is to form a structure consisting of parts that are integrated in such a way as to create interrelationships between parts in a systemic unit. In a managerial context, organizing refers to the process of systematically dividing work in order to create effective coordination. The organization itself can be understood as a representation of a formal pattern or structure, which is shown through a scheme or chart that describes the line of command, the position of individuals in the hierarchy, and the relationship between work units within it (Maryadi, 2022). Organizing in higher education repository management involves

structuring the repository according to the needs and goals of the educational institution. With good organization, repositories can assist in storing, searching, and disseminating information effectively in a higher education environment. Head of UIN Datokarama Palu Library, Rifai, S.E., M.M., said:

"We have a reference collection development policy and a service policy that has been approved by the rector. In this case there is no new policy, we just play with the existing SOP (Standard Operating Procedure) system. Where students after completing their studies, upload independently and are guided by the library manager to enter the repository application."

The same thing was also said by Mr. Hamka, S.Ag., M.Ag as Vice Rector for Academic Affairs and Institutional Development of UIN Datokarama Palu said:

"For organizational problems, the head of the library has been appointed directly by the rector based on the criteria of having a library background, then there are special education requirements that must be passed for those who are not basic libraries. And the library structure is already in the statute of UIN Datokarama Palu. Then we also coordinate and give discretion to the head of the library to consider people who will be assigned tasks according to the criteria needed by the library, because the most important thing in the organization is the cooperation between the people in it so that a good working relationship is established for the success of the organization."

The statement shows that the organization in managing the repository is coordinated in accordance with the library structure that already exists in the

statute of UIN Datokarama Palu. Then it is carried out based on existing SOPs and the policy references used have been approved by the rector. Organizing at the UIN Datokarama Palu library has been coordinated in accordance with what Ibrahim, (2018) stated that organizing means compiling a formal power structure with clear boundaries and coordinated to achieve certain objects. Then other studies say that Organizing is the activity of arranging and forming working relationships between individuals so that a unity of effort is formed to achieve predetermined goals. In this process, there is a detailed division of tasks, authority, and responsibilities in accordance with their respective fields or sections, so as to create harmonious and effective cooperation in order to achieve predetermined goals (Suardi, 2023).



Picture2

### 3. Actuating

One of the main functions in management is actuating, which is the process of realizing planning into real and directed action. This function is carried out through various forms of direction and motivation provided by a leader. Actuating is generally understood as an effort to encourage individuals to engage in an interaction. The essence of this mobilization process is to create an effective work motivation in order to achieve the goals that have been designed (Armawi Fauzi, 2023). In Higher Education repository management, implementation involves implementing the policies, procedures, and actions

needed to run the repository effectively. This includes activities such as inputting, managing, maintaining collections. With good implementation, the repository can be run efficiently, the collection can be managed properly, and users can utilize it according to their needs. The repository manager of the UIN Datokarama Palu Library Ainul Yaqin Usman, S.IP said:

"For collections that will be entered into the repository application, they are first grouped according to their classification, whether it is a lecturer's paper or a student's final paper. Then the classification is made in the form of a folder, for the folder it is mandatory to upload in the form of a pdf file."

Meanwhile, according to Mr. Rasyid Ridha M, S.Ag., M.Pd.i as the repository manager of the UIN Datokarama Palu Library said that:

"The repository is in the database that has been made from the application, which means that the application includes the repository. Regarding maintenance, first the data of students and lecturers and the papers produced are put into a file, so that when someone wants to ask about the database and we enter the repository there is a technician disturbance, network or electricity disturbance we already have our own file. But it can also be accessed online through a link to access the data. The input is done independently by students and assisted by the manager, for the input procedure students enter the repository application via the link, then fill in the required fields such as thesis title, abstract, author's name, supervisor one and two, email address, faculty, department, educational institution, how many pages, then the date-month-year of completion and the student paper file."

This statement states that the implementation in the management of the repository at the UIN Datokarama Palu Library, namely inputting is carried out independently by students by opening a website link to enter the repository application after entering students will be directed by the manager to fill in some data such as abstracts, author names, faculties, departments, student paper files and others. After that, the management, where the collection that will be included in the repository application is first grouped according to the classification number, the classification is made in the form of a folder and uploaded in the form of a file. Then the maintenance is that student and lecturer papers are stored in files, so that when someone asks for information and there is a disturbance on the repository server we have a separate file to show to the users.

The process that has been carried out in managing the repository collection is in line with research conducted by Natasya, (2023) which says that the management of intellectual work by accepting, collecting local content produced by the academic community, storing and providing access to existing local content. Then there needs to be sustainability so that the library can continue to provide good service to users Lynch in Suharso, (2015) said that "libraries and educational institutions need to overcome challenges in managing the repository effectively. Continuous efforts are needed in managing, maintaining, and compiling metadata so that the stored content remains relevant, easy to search, and avoids the risk of loss or quality depreciation.





Picture 3

#### 4. Controlling

Supervision is a process that involves setting performance standards and implementing the necessary actions to ensure the achievement of results in accordance with the predetermined plan. With supervision, management can ensure that the implementation of activities is in accordance with the planned objectives (Didi Djadjuli, 2018). With effective supervision, the risk of data loss and security problems can be minimized, so that the repository can function efficiently and effectively in supporting academic and research activities in higher education. Head of UIN Datokarama Palu Library Rifai, SE, MM said:

"Monitoring activities for collections have been controlled through the INLIS (Integrated Library System) Lite application, how many books, how many visitors every day, every month and their accumulation in one year. That is the reason we direct visitors to register every time they visit the library because it is one of our evaluation materials. For the supervision of staff in the library, we conduct evaluations every month, then we have made a service schedule for campus 1 and campus 2 with a shift system and then controlled via the WhatsApp application to see where they are, what shortcomings are there. As for the repository application, we only need to open the application to see

how many collections are entered every day."

In line with what was said by the head of the library, Mr. Dr. Hamka, S.Ag., M.Ag as Vice Rector for Academic Affairs and Institutional Development of UIN Datokarama Palu said that:

"For supervision and control, we have what is called a quality assurance institution in terms of academic aspects, for example duties and so on, then in terms of budgeting we have an internal supervisory unit. So these two institutions each have a function in terms of monitoring and control based on their respective fields, and there are also external institutions that continue to carry out monitoring related to their accreditation."

This statement shows that supervision in the management of the repository at the UIN Datokarama Palu Library has been well organized, through the quality assurance agency and the internal supervisory unit then supervision carried out by the head of the library for librarians in the library.

The supervision that has been carried out in the library is in line with what Hizbul stated in Ulinafiah, (2019) that "Supervision or controlling is a process of seeing, monitoring, observing, and recording what is going on how an activity is carried out or a problem is solved, whether the procedures, work procedures and mechanisms set have been used or used, and how the results have been obtained, what obstacles or problems faced by employees in carrying out their duties and obligations, then recorded and analyzed by comparing with predetermined rules or procedures, then reporting it to the leader in accordance with the existing hierarchy . In addition, according to Tadjudin, (2013) supervision is an activity carried

out by observing, examining, evaluating, correcting, and comparing the implementation of activities with predetermined plans, and making improvements if there are deviations from the plan.



Picture 4

### **Supporting and Inhibiting Factors for Repository Management at UPT Library UIN Datokarama Palu**

Supporting factors are conditions that help or support repository management activities. the repository manager of UPT Library UIN Datokarama Palu, Ainul Yaqin Usman, S.IP said:

“There are no supporting factors in repository management.”

The same thing was said by the repository manager Rasyid Ridha M, S.Ag., M.Pd.i that:

“One of the supporting factors is students who come to deposit their theses or papers, because with the theses they deposit in the sense of completing library freedom, it makes it easier for us to update the papers.”

Based on the interview above, the researcher can conclude that the supporting factors in repository management activities are the academic community such as students, lecturers, and employees who deposit their scientific papers, then the facilities and infrastructure provided to the manager are sufficiently fulfilled.

The inhibiting factors faced in carrying out repository management activities. As said by the repository manager of the UIN Datokarama Palu Library, Ainul Yaqin Usman, S.IP that:

"When the repository website is maintenance, and related to not maximizing the input and use of the repository on campus. Then the transfer of thesis media or final papers is entered into the repository, because there are not many managers in the library who can operate the repository, so the files or collections available in our repository are still limited, not all can be covered, a way to maximize repository uploads or uploads of student final project work in the form of theses, theses, or dissertations because of that the library made a breakthrough where the thesis or student papers were uploaded independently."

The same thing said by Mr. Rasyid Ridha M, S.Ag., M.Pd.i as the repository manager of the UIN Datokarama Palu Library said that:

"One of the inhibiting factors is the network, problematic servers or maybe there are some students who deposit a thesis that has no file or has not been signed. It is not not accepted but completed or refined first."

Based on the interview above, the researcher can conclude that there are several inhibiting factors faced by managers in carrying out repository management activities such as repository maintenance, human resources, networks and students who have not deposited their papers in the form of files. This research is in line with research conducted by Nurhasanah, (2017), which states that the obstacles faced in managing the repository in the library are internet connection problems, human resource problems, and depositing works in physical form.

Repository managers face various challenges in meeting the needs of users. Supporting and inhibiting factors are a process to improve the quality of



repository services in meeting the needs of users. This is in line with what Tjiptono stated in Ayu, (2019) that "service quality is a dynamic condition related to products, people, processes and environments that meet expectations." Therefore, the provision of infrastructure and facilities then fulfilled human resources can improve the quality of repository services.

## **CONCLUSION**

Based on the results of research obtained in the field, using the observation, interview and documentation methods, the author can conclude that the process of repository management activities at the UIN Datokarama Palu Library Unit is as follows:

1. There are several stages that need to be considered in carrying out repository management activities, namely,
  - a) planning, where at this stage the library uses the repository as a place to store scientific work produced by the academic community to facilitate information retrieval. For planning the development of repository collections such as theses, namely by changing the appearance of theses similar to book form so that they have an attractive appearance.
  - b) organizing, at this stage the library coordinates in accordance with the organizational structure of the UIN Datokarama Palu library, and is carried out based on existing SOPs and uses policy references approved by the rector.
  - c) implementation, as for this stage of repository management in the library, namely by inputting according to predetermined procedures, processing and maintaining the repository collection.

- d) the last stage is supervision, in the management of this repository the supervision activities carried out have been well organized which are supervised by the quality assurance agency and the internal supervisory unit as well as direct supervision from the head of the library to librarians through whatsapp media and conducting evaluations every month.

2. Supporting factors and inhibiting factors in repository management management, namely:

- a) Supporting factors in carrying out repository management activities at the UIN Datokarama Palu Library come from the academic community such as students, lecturers, who deposit their scientific papers, then the facilities and infrastructure provided to managers are sufficiently fulfilled.
- b) The inhibiting factors faced by managers such as, during website repository maintenance, insufficient human resources, network problems and collections that have not been deposited by the academic community.

## **SUGGESTIONS**

Based on the above conclusions and the results of the research that has been carried out, the authors can provide suggestions as follows: The need for additional managers in carrying out repository management activities and improving the quality of human resources in managing the repository through training activities or workshops related to repository management, repository policies, and technology. Then the need for some planning to improve the quality of the repository both in terms of the appearance of and the collections in the repository to make it more attractive when users access the repository.

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