

OPTIMIZING THE PERFORMANCE OF ARCHIVIST HUMAN RESOURCES THROUGH APPSHEET AT THE PONOROGO REGENCY LIBRARY AND ARCHIVES OFFICE

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Abstract: *The purposes of this study is optimizing the performance of archivist human resources though AppSheet at Ponorogo Regency Library and Archives Office. The research method used is a mixed method (qualitative and quantitative). Data collection techniques include library research, experiments, and interviews. Data analysis techniques using qualitative and quantitative. The results show that AppSheet is effective for optimizing the performance of archivist human resources because of the eight keywords, all of them are 100% accurate and the retrieval time is 6-10 seconds.*

Keywords: *Effectiveness, AppSheet, Photo Inactive Archives, Library and Archives Service of Ponorogo Regency*

1. Introduction

Archive retrieval is one of the important components in archive processing because from the retrieval researchers can find important information contained in an archive. According to (Rakhmawati, Bramantya and Susanti, 2020) in Darnell in Bettington, (2008) explains that archive retrieval is a guide created to help users access archive collections. The relevance of information retrieval is closely related to effectiveness. It is stated (Ilmu *et al.*, 2019) in Alwi (2012) that effectiveness is the ability to choose goals by utilizing the right infrastructure and facilities to achieve goals. Utilization of an information retrieval system must use measuring tools or evaluation parameters so that the findings from the search results are relevant or according to user needs. So, effectiveness has a close relationship between goal achievement and search effort.

The archive itself has several different types. (Indonesia, 2009) states that there are seven types of archives, including dynamic archives, vital archives, active archives, inactive archives, static archives, preserved archives, and general archives. One of the topics for researchers as archive retrieval through AppSheet is inactive dynamic archives, namely archives whose frequency of use has decreased. The form of the inactive archive is in the form of an inactive photo archive. The researcher chose the location of the Ponorogo Regency Library and Archives Service as the place of research because the agency was close to the location of the researcher's residence and also the availability of inactive photo archives so that these two things became the main factors for researchers choosing inactive photo archives as research objects. In addition, based on the survey results, retrieval of inactive photo archives is still through Microsoft Excel and there is no relevant archival innovation. So that researchers want to apply AppSheet as a retrieval of inactive photo archives at the agency in order to facilitate the work of archivists.

2. Research Method

The population in this study were employees of the Office of Library and Archives of Ponorogo Regency and for the sample, namely archivists at the Office of Library and Archives of Ponorogo Regency. The tools in this research include: Google, Google Drive, Sheets, AppSheet, and a list of interview questions. The research method used is a mixed method or mixed methods. (Aini et al., 2020) in Sugiyono (2016) explained that mixed research or mixed methods is a mixed research method by combining two qualitative and quantitative research methods in a research activity so that a more comprehensive, valid, reliable, and objective one will be obtained.

Data collection techniques used include literature studies, experiments, and interviews. In this literature study, the author looks for various references about AppSheet, both in terms of its meaning, purpose, operation, and others related to AppSheet. In addition, various references regarding inactive photo archives and their retrieval. Second, the experiment to test its effectiveness. There are eight keywords used, including: *Hari Ibu, Pendidikan Kemasyarakatan, Hari Kartini, Gerakan Sayang Ibu (GSI), Program Terpadu, Dasar Holistik Integratif, Pendidik PAUD, dan Pengarusutamaan Gender*.

Table 1. Matrix of Accuracy

(Source: (Chowdury, 2004))

Query	Relevant	Irrelevant	Total
Rediscovered	a (success)	b (disturbance)	a+b
Not Found	c (negligent)	d (rejected)	c+d
Total	a+c	b+d	a+b+c+d

Based on the table above, the accuracy and acquisition will be obtained with the following formula:

$$\text{Acquisition} = [a / (a + c)] \times 100\%$$

$$\text{Accuracy} = [a / (a + b)] \times 100\%$$

In principle:

$$\text{Retrieval} = \frac{\text{number of relevant records recovered}}{\text{number of archives relevant to the collection}}$$

$$\text{Accuracy} = \frac{\text{number of relevant records recovered}}{\text{number of recovered files}}$$

Third, using interviews. According to (Tersiana, 2020) explaining that the interview is a process to obtain information by means of question and answer between the researcher and the subject being studied. Interviews were conducted with one of the archivists at the Office of the Library and Archives of Ponorogo Regency, Mrs. Artian Pramika, S.E.

In this study the authors used qualitative and quantitative data analysis. Quoted from (Achmnadi, no date) that qualitative data analysis is inductive, namely models, theories, concepts, fixed comparison methods. Usually the data is analyzed descriptively which mostly comes from interviews and observation notes. Records were analyzed for themes and patterns which were described and illustrated with examples, including excerpts and summaries from documents, data coding, and verbal analysis. While quantitative data is in the form of deductive or static. Mainly generates numerical data which is usually analyzed statistically. Coarse data consists of numbers and analysis is carried out at the end of the study. In this study, the authors analyzed the data collected from the literature study and interview results for qualitative and experimental results for quantitative.

3. Results and Discussion

3.2 The Effectiveness of AppSheet as an Inactive Photo Archive Retrieval at the Library and Archives Service of Ponorogo Regency.

After a trial was conducted at the Office of the Library and Archives of Ponorogo Regency regarding the effectiveness of AppSheet with eight keywords, including: *Hari Ibu*, *Pendidikan Kemasyarakatan*, *Hari Kartini*, *Gerakan Sayang Ibu (GSI)*, *Program Terpadu*, *Dasar Holistik Integratif*, *Pendidik PAUD*, dan *Pengarusutamaan Gender* the following results were obtained:

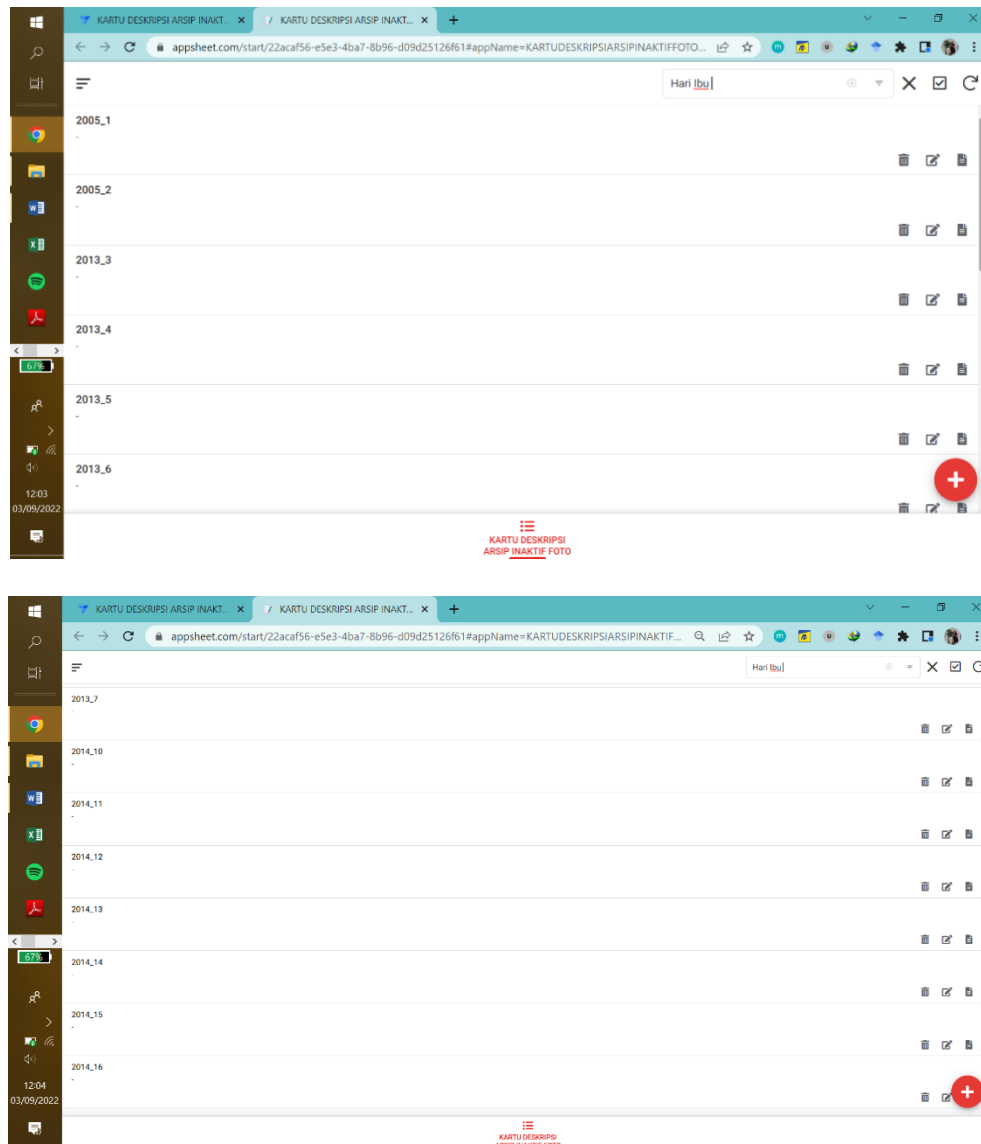


Figure 1. Research Results with Keywords: *Hari Ibu*
Source: Research Documentation

Table 2. Research Results with Keywords: *Hari Ibu*

<i>Hari Ibu</i>	Relevant	Irrelevant	Total
Rediscovered	14	0	14
Not Found	0	17	17
Total	14	17	31

$$\text{Acquisition} : \frac{14}{14} \times 100\% = 100\%$$

$$\text{Accuracy} : \frac{14}{14} \times 100\% = 100\%$$

The results of the research on the effectiveness of the AppSheet as a retrieval of inactive photo archives at the Ponorogo Regency Library and Archives Service with the keywords *Hari Ibu* obtained 100% accuracy results where the archives were recovered, namely the relevant 14 and the irrelevant being 0. While the archives were not recovered, namely relevant is 0 and irrelevant is 17. The total inactive photo archives at the Ponorogo Regency Library and Archives Service are 126 photos in 31 PDF files. The time needed to do the retrieval is 6 seconds.

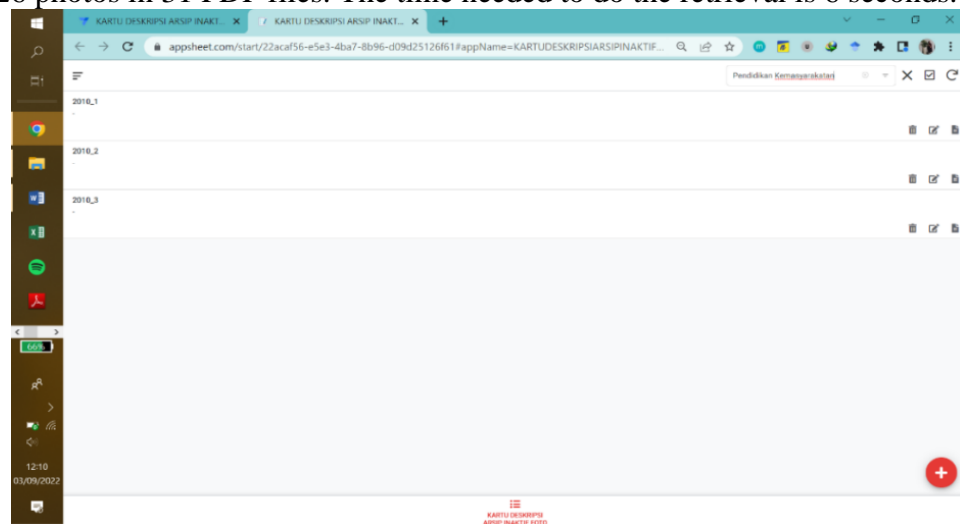


Figure 2. Research Results with Keywords: *Pendidikan Kemasyarakatan*
 Source: Research Documentation

Table 3. Research Results with Keywords: *Pendidikan Kemasyarakatan*

<i>Pendidikan Kemasyarakatan</i>	Relevant	Irrelevant	Total
Rediscovered	3	0	3
Not Found	0	28	28
Total	3	28	31

$$\text{Acquisition} : \frac{3}{3} \times 100\% = 100\%$$

$$\text{Accuracy} : \frac{3}{3} \times 100\% = 100\%$$

The results of research on the effectiveness of AppSheet as a retrieval of inactive photo archives at the Ponorogo Regency Library and Archives Service with the keyword *Pendidikan Kemasyarakatan* obtained 100% accuracy results where the archives were recovered, namely relevant was 3 and irrelevant was 0. While the archives were not recovered, namely relevant is 0 and irrelevant is 28. The total inactive photo archives at the Ponorogo Regency Library and

Archives Service are 126 photos in 31 PDF files. The time needed to do the retrieval is 10 seconds.

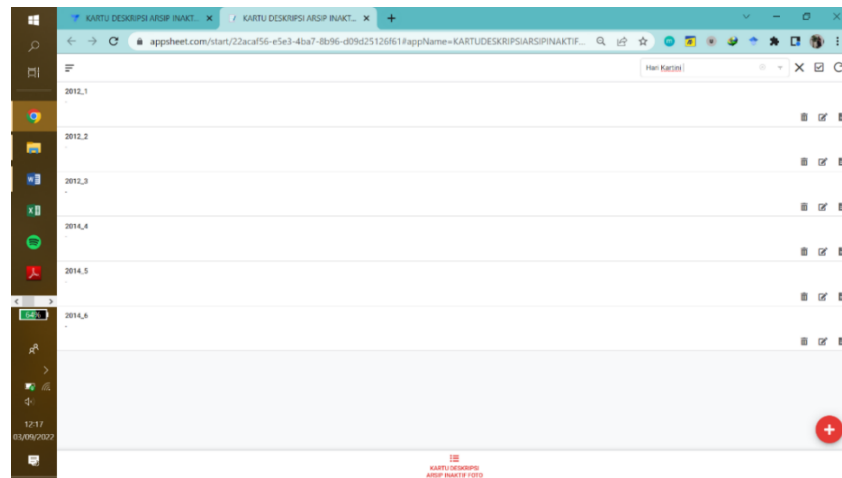


Figure 3. Research Results with Keywords: *Hari Kartini*

Source: Research Documentation

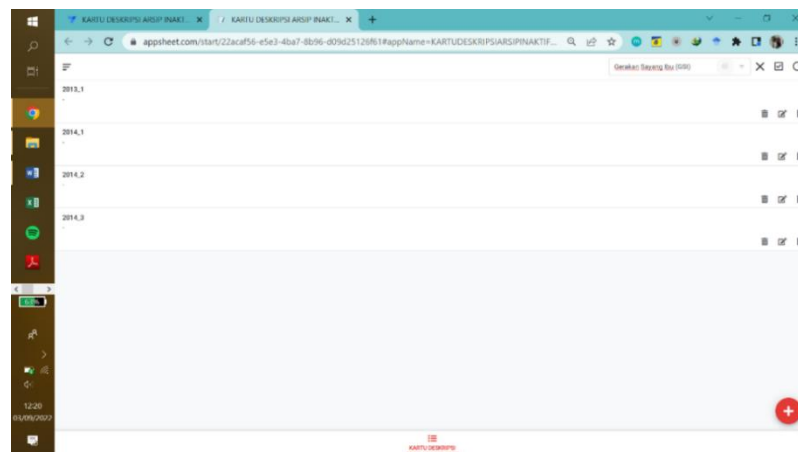
Table 4. Keyword Research Results: *Hari Kartini*

<i>Hari Kartini</i>	Relevant	Not Relevant	Total
Rediscovered	6	0	6
Not Found	0	25	25
Total	6	25	31

$$\text{Acquisition} : \frac{6}{6} \times 100\% = 100\%$$

$$\text{Accuracy} : \frac{6}{6} \times 100\% = 100\%$$

The results of the study on the effectiveness of the AppSheet as a retrieval of inactive photo archives at the Ponorogo Regency Library and Archives Service with the keyword *Hari Kartini* obtained 100% accuracy results where the archive was recovered, namely 6 relevant and 0 irrelevant. While the archive was not recovered, namely relevant is 0 and irrelevant is 25. The total inactive photo archives at the Ponorogo Regency Library and Archives Service are 126 photos in 31 PDF files. The time needed to do the retrieval is 7 seconds.



Picture . 4. Research Results with Keywords: *Gerakan Sayang Ibu (GSI)*

Source: Research Documentation

Table 5. Keyword Research Results: *Gerakan Sayang Ibu (GSI)*

<i>Gerakan Sayang Ibu (GSI)</i>	Relevant	Irrelevant	Total
Rediscovered	4	0	4
Not Found	0	27	27
Total	4	27	31

$$\text{Acquisition} : \frac{4}{4} \times 100\% = 100\%$$

$$\text{Accuracy} : \frac{4}{4} \times 100\% = 100\%$$

The results of the study on the effectiveness of the AppSheet as a retrieval of inactive photo archives at the Library and Archives Service of Ponorogo Regency with the keywords *Gerakan Sayang Ibu (GSI)* obtained 100% accuracy results where the archives were recovered, namely relevant was 4 and irrelevant was 0. not found, i.e. relevant is 0 and irrelevant is 27. The total inactive photo archives at the Ponorogo Regency Library and Archives Service are 126 photos in 31 PDF files. The time needed to do the retrieval is 7 seconds.

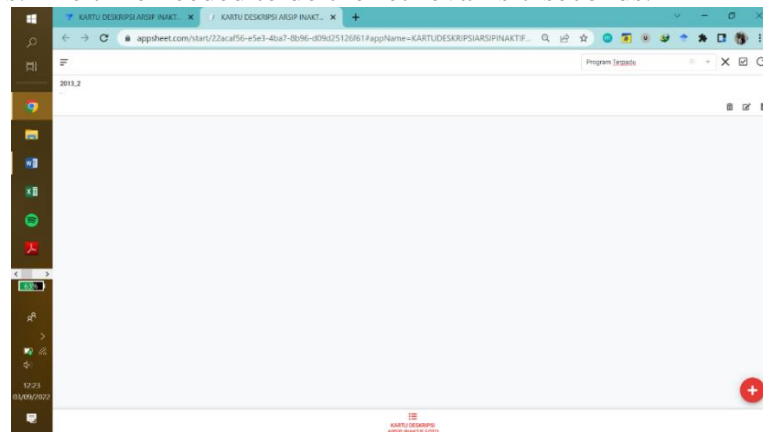


Figure 5. Keyword Research Results: *Program Terpadu*

Source: Research Documentation

Tabel 6. Hasil Penelitian Kata Kunci: *Program Terpadu*

<i>Program Terpadu</i>	Relevant	Not Found	Total
Rediscovered	1	0	1
Not Found	0	30	30
Total	1	30	31

$$\text{Acquisition: } \frac{1}{1} \times 100\% = 100\%$$

$$\text{Accuracy} : \frac{1}{1} \times 100\% = 100\%$$

The results of the study on the effectiveness of the AppSheet as a retrieval of inactive photo archives at the Ponorogo Regency Library and Archives Service with the keyword *Program Terpadu* obtained 100% accuracy results where the archive was recovered, namely relevant was 1 and irrelevant was 0. While archives were not recovered, namely relevant is 0 and

irrelevant is 30. The total inactive photo archives at the Ponorogo Regency Library and Archives Service are 126 photos in 31 PDF files. The time needed to do the retrieval is 8 seconds.

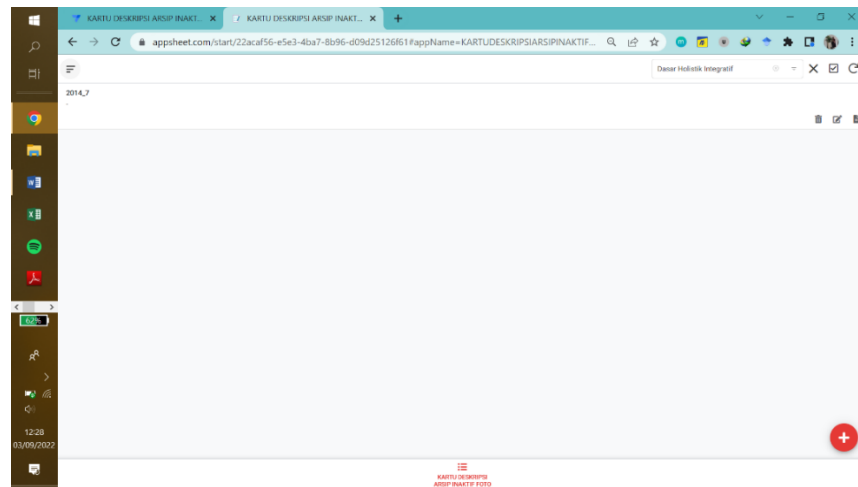


Figure 6. Keyword Research Results: *Dasar Holistik Integratif*

Source: Research Documentation

Table 7. Keyword Research Results: *Dasar Holistik Integratif*

<i>Dasar Holistik Integratif</i>	Relevant	Not Found	Total
Rediscovered	1	0	1
Not Found	0	30	30
Total	1	30	31

$$\text{Acquisition} : \frac{1}{1} \times 100\% = 100\%$$

$$\text{Accuracy} : \frac{1}{1} \times 100\% = 100\%$$

The results of the study on the effectiveness of the AppSheet as a retrieval of inactive photo archives at the Ponorogo Regency Library and Archives Service with the keyword *Dasar Holistik Integratif* obtained 100% accuracy results where the archives were recovered, namely relevant was 1 and irrelevant was 0. While archives were not recovered, ie relevant is 0 and irrelevant is 30. The total inactive photo archives at the Ponorogo Regency Library and Archives Service are 126 photos in 31 PDF files. The time needed to do the retrieval is 8 seconds.

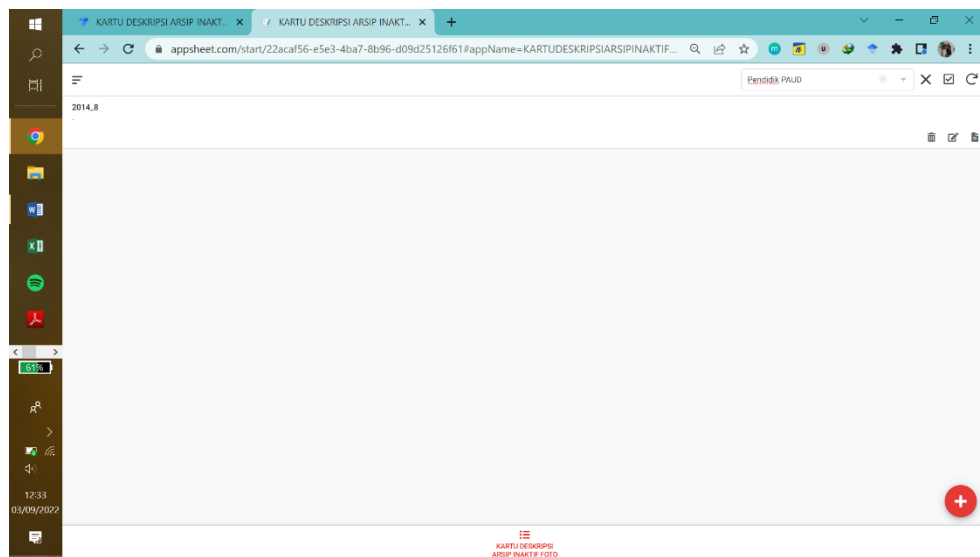


Figure 7. Keyword Research Results: *Pendidik PAUD*

Source: Research Documentation

<i>Pendidik PAUD</i>	<i>Relevant</i>	<i>Not Found</i>	<i>Total</i>
Rediscovered	1	0	1
Not Found	0	30	30
Total	1	30	31

Table 8. Research Results with Keywords: *Pendidik PAUD*

$$\text{Acquisition} : \frac{1}{1} \times 100\% = 100\%$$

$$\text{Accuracy} : \frac{1}{1} \times 100\% = 100\%$$

The results of the study on the effectiveness of the AppSheet as a retrieval of inactive photo archives at the Ponorogo Regency Library and Archives Service with the keyword *Pendidik PAUD* obtained 100% accuracy results where the archives were recovered, namely relevant was 1 and irrelevant was 0. While the archives were not recovered, namely relevant is 0 and irrelevant is 30. The total inactive photo archives at the Ponorogo Regency Library and Archives Service are 126 photos in 31 PDF files. The time needed to do the retrieval is 6 seconds.

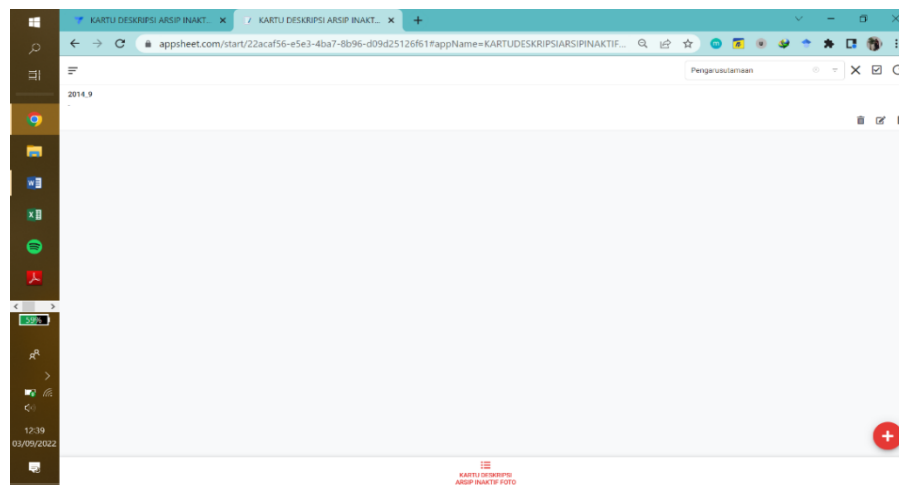


Figure 8. Keyword Research Results: *Pengarusutamaan Gender*

Source: Research Documentation

Table 9. Research Results with Keywords: *Pengarusutamaan Gender*

<i>Pengarusutamaan Gender</i>	Relevan	Tidak Relevan	Total
Ditemukan Kembali	1	0	1
Tidak Ditemukan Kembali	0	30	30
Total	1	30	31

$$\text{Acquisition} : \frac{1}{1} \times 100\% = 100\%$$

$$\text{Accuracy} : \frac{1}{1} \times 100\% = 100\%$$

The results of the study on the effectiveness of the AppSheet as a retrieval of inactive photo archives at the Ponorogo Regency Library and Archives Service with the keyword *Pengarusutamaan Gender* obtained 100% accuracy results where the archives were recovered, namely relevant was 1 and irrelevant was 0. While the archives were not recovered, namely relevant is 0 and irrelevant is 30. The total inactive photo archives at the Ponorogo Regency Library and Archives Service are 126 photos in 31 PDF files. The time needed to do the retrieval is 10 seconds.

According to (Ramanda and Indrahti, 2015) explained that basically if the management of inactive archives has been carried out properly, the archive retrieval process only takes less than 5 minutes. Thus it can be said that archive management has an influence on archive retrieval. From the experimental results above, the retrieval itself takes 6-10 seconds so it can be concluded that the management of inactive photo archives at the Ponorogo Regency Library and Archives Service is quite fast because it is under 5 minutes and the results are also correct.

Based on the results of an interview with one of the archivists at the Ponorogo Regency Library and Archives Service, Mrs. (Pramika, 2022) explained that AppSheet is effective as an innovation for inactive photo retrieval at the Ponorogo Regency Library and Archives Service. This can be seen in the absence of obstacles in retrieval of inactive photo archives via AppSheet, the speed for preparing hardware and software is 5 minutes, while the retrieval is 6-10 seconds starting when typing keywords, the results appear immediately, the accuracy itself is good because the word The key typed corresponds to the results you are looking for, as well as for

your own comparison at the Office of the Library and Archives of Ponorogo Regency, there has been no similar innovation so that digital innovation can be a new alternative in the archival world. Manual retrieval itself takes 10 minutes to find the inactive photo archive in the archive box through the manual description card.

4. Conclusion

From the results and discussion above, AppSheet can help improve the effectiveness of the performance of archivist human resources in the Office of the Library and Archives of Ponorogo Regency. This can be seen from the results of inactive photo archive gathering by testing using eight keywords: *Hari Ibu, Pendidikan Kemasyarakatan, Hari Kartini, Gerakan Sayang Ibu (GSI), Program Terpadu, Dasar Holistik Integratif, Pendidik PAUD, dan Pengarusutamaan Gender* which shows with eight words The key is obtained a score of 100% and the time required to do digital retrieval is 6-10 seconds.

5. Bibliography

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