

**ABSTRAK****PROSES PEMINDAHAN DAN PENATAAN KOLEKSI BUKU  
DI GEDUNG BARU DINAS PERPUSTAKAAN DAN KEARSIPAN  
PROVINSI LAMPUNG**

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Perpustakaan sebagai pusat informasi menyajikan koleksi dalam bentuk yang berbeda-beda, baik koleksi dalam bentuk karya tulis, karya cetak, dan atau karya rekam dalam berbagai media yang mempunyai nilai pendidikan, yang dihimpun, diolah dan dilayankan. Koleksi di perpustakaan akan sulit dan bahkan tidak dapat ditemukan bila tidak ditata atau disusun secara sistematis menurut suatu sistem tertentu sehingga memudahkan bagi pengguna untuk menemukan kembali koleksi yang diperlukan. Penulisan tugas akhir ini bertujuan untuk mengetahui proses pemindahan dan penataan koleksi buku ke gedung baru Dinas Perpustakaan Dan Kearsipan Provinsi Lampung. Teknik pengumpulan data dilakukan dengan wawancara, observasi, studi pustaka dan dokumentasi. Hasil penulisan menunjukkan bahwa proses pemindahan dan penataan koleksi buku ke gedung baru Dinas Perpustakaan Dan Kearsipan Provinsi Lampung sudah berjalan sesuai dengan prosedur. Hal tersebut dibuktikan dengan proses pemindahan koleksi buku dilakukan dengan cara pensortiran koleksi buku berdasarkan Dewey Decimal Classification (DDC), kemudian melakukan shelving buku kegiatan penyusunan buku ditata dengan rapi sesuai dengan nomor klasifikasinya. Proses pemindahan dan penataan koleksi buku digedung baru Dinas Perpustakaan dan kearsipan Provinsi Lampung sudah sesuai dengan prinsip dan metode penyusunan yaitu Class, Sistematis, Fleksibel, dan Simbol. Pelaksanaan kegiatan tersebut berlangsung selama 3 bulan.

**Kata kunci :** *Perpustakaan, Pemindahan, Penataan*

**ABSTRACT****PROCESS OF MOVEMENT AND ARRANGEMENT OF BOOK  
COLLECTIONS IN THE NEW BUILDING OF THE LIBRARY AND  
ARCHIVES PROVINCE LAMPUNG****By****Karina Try Anastasya**

Libraries as information centers provide collections in different forms, both collections in the form of written works, printed works, and/or recorded works in various media that have educational value, which are collected, processed and served. Collections in the library will be difficult and even impossible to find if they are not organized or arranged systematically according to a certain system so that it makes it easier for users to find the required collection again. Writing this final project aims to find out the process of moving and arranging a collection of books to the new building of the Lampung Province Library and Archives Service

. The main discussion is how the process of moving and arranging the book collection to the new building of the Lampung Province Library and Archive Service. Data collection techniques were carried out by interviews, observation, literature and documentation. The results of the writing show that the process of moving and arranging the book collection to the new building of the Lampung Province Library and Archive Service has proceeded according to its procedure. This is evidenced by the process of moving the book collection by sorting the book collection based on the Dewey Decimal Classification (DDC), then carrying out book shelving activities for compiling books neatly arranged according to the classification number. The process of moving and arranging the book collection in the new building of the Lampung Province Library and Archive Service is in accordance with the principles and methods of arrangement, namely Class, Systematic, Flexible, and Symbolic. The implementation of this activity lasted for 3 months.

**Keywords:** *Arrangement, Libraries, Movement,*