

INTISARI

PRESERVASI TEKS UNGGULAN DI KOLEKSI LANGKA PADA BADAN PERPUSTAKAAN DAN ARSIP DAERAH DAERAH ISTIMEWA YOGYAKARTA

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Laporan akhir ini dilakukan untuk mengetahui dan menambah pengetahuan tentang pelestarian arsip teks unggulan. Suatu tujuan dari laporan ini untuk memperbanyak leih lanjut tentang pelestarian arsip teks unggulan. Membahas pada awal pelestarian pengolahan laporan akhir ini memeriksa daftar arsip, kondisi fisik arsip dan pengolahan arsip teks unggulan. Pengolahan dimulai teks unggulan, daftar identifikasi arsip, melakukan pelestarian preventif dan preservasi kuratif dan membuat frudal. Tahap tearahir dari pelestarian pasca penyimpanan arsip.

Metode yang digunakan dalam penyusunan laporan ini adalah metode Observasi, wawancara denan narasumber yang tepat dan studi pustaka. Preservasi pada Badan Perpustakaan dan Arsip Daerah DIY meliputi dua hal yaitu pemeliharaan preventif dan kuratif. Elemen penting dalam kegiatan pelestarian (SDM) sumber daya manuia mekanik (dukungan peralatan) dan metode elemen terkait satu sama lain ,tanpa satu unsur kegiatan pelestarian akan tidak berjalan lancar.

Kesimpulan dari laporan ini antara lain, mengingat jumlah teks unggulan yang ada berjumlah banyak, namun tidak diimbangi dengan tenaga ahli yang ada untuk mengelola teks unggulan. Selain dari SDMnya, tempat penyimpanannya belum memadai.

Kata kunci : Preservasi, arsip

ABSTRACT

THE PRESERVATION OF TEKS UNGGULAN ARCHIVES IN KOLEKSI LANGKA BADAN ARSIP DAN PERPUSTAKAA DAERAH ISTIMEWA YOGYAKARTA

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This final report was conducted to determine and increase knowledge about archival preservation text. The purpose of this report is to multiply more about the superior text archive preservation. Moreover, it can also see the preservation of the state of implementation of the theory in the field. Discussion at the beginning of this final report processing preservation checking the list archives, archives of physical condition, condition of disk space and processing archival records featured text. Processing begins unggulan text archive of records, identification list archives, perform preventive preservation and preservation curative methods of making and frudal flip. The last stage of the post-preservation archival storage.

The methods used in the preparation of this report the data acquisition is the observation method, interview method was used to obtain data from informants who are competent in the processing of the text files featured. The final method used is a method that aims to explore literature written .Preservation in Regional Library and Archives Related Area Yogyakarta sources as references or comparisons to obtain data library materials in accordance with the theory and practice of the field. preservation services using both methods, preventive and curative treatment. Important element in the preservation activities HR (Human Resources), Mechanical (support equipment), and methods. Elements are related to each other without any one element of preservation activities will not run smoothly.

The conclusion of this final report, based on the numbers of archives they had is not balance with the HR. The storage not supported with those numbers of archives.

Keywords : Preservation, archives