



Bachelor of Library and Information Science
Faculty of Adab and Humanities
Islamic State University Syarif Hidayatullah Jakarta

MODULE HANDBOOK

Module Name	Digital Libraries and Archives
Module Level	Undergraduate
Abbreviation, if applicable	-
Sub-heading, if applicable	-
Code	FAH 6025115
Subtitle, if applicable	-
Courses, if applicable	-
Semester/term	4 th
Module Coordinator(s)	Muhammad Azwar, M.Hum
Lecturer(s)	Riyan Adi Putra, M.Hum Al Muhdil Karim, M.Hum
Language	Bahasa Indonesia
Relation to Curriculum	Compulsory Course
Teaching Methods	Lecture and Practice in Computer Lab
Workloads	1 SKS equivalent to: In Class Lectures: 50 minutes per week Independent Assignment: 60 minutes per week Structured Assignment: 60 minutes per week
Credit Point	4 SKS or 6 ECTS
Required and recommended prerequisites for joining the module	Introductory on information technology, databases, and computer networks, introduction to archives
Module objectives/intended learning outcomes	1. Demonstrate a responsible attitude towards work in their field of expertise independently (S9) 2. Master theoretical concepts and techniques in the use and development of information systems for libraries, archives, and other ICT-based information institutions (P3) 3. Developing information systems based on Information and Communication Technology (ICT) and using information technology in libraries, archives, and other information institutions based on analysis of user needs (KK3)
Content	1. Qur'anic and Hadits Values in Digital Libraries and Archives 2. Introduction to Digital Libraries 3. Digital Library Infrastructure 4. Digital Collections Development and Management 5. Digital Library Information and Metadata Organization

	6. Dissemination of Digital Library Services 7. Information Access and Digital Library User Interface 8. Digital Library Information Retrieval System 9. Digital Library Collaboration and Resource Sharing 10. Copyright and Digital Library Security 11. Archives and Archives as recorded information 12. Electronic Archives 13. Archives Automation System 14. Electronic Records Management Using Various Applications
Examination forms	Essay, Practicum
Study and examination requirements	The final mark will be weighted as follows: 1 Final Examination 40% 2 Mid-Term Examination 30% 3 Class Activities: Quiz, Homework, etc. 30%
Media employed	Board, LCD Projector, Laptop/Computer
Reading list	1. Asmiyanto, T., Wibowo, M. P., Putra, P., & Putrawan, N. A. (2015). <i>Manajemen Perpustakaan Digital: Big Data, Taksonomi, Media Sosial, Preservasi Digital, Koleksi Digital</i>. UI Press. 2. Azwar, M. (2012). MODS Metadata Alternatif dalam Pengembangan Aplikasi Perpustakaan Digital di Indonesia (Studi Kasus Senayan Library Management System). <i>PALIMPSEST Jurnal Ilmu Informasi Dan Perpustakaan</i>, 4(1), 37–42. 3. Hartono. (2017). <i>Pengetahuan Dasar Perpustakaan Digital: Konsep, Dinamika, dan Transformasi</i>. Sagung Seto. 4. Mulyadi (2016). <i>Pengelolaan Arsip Berbasis Otomasi</i>. Rajawali Pers. 5. Mulyantono, M. Imam (2019). <i>Otomasi dalam Kearsipan</i>. Universitas Terbuka 6. Muhidin, Sambas Ali (2019). <i>Teori dan Praktik Sistem Kearsipan</i>. Pustaka Setia 7. Sulistyo-Basuki (2019). <i>Pengantar Ilmu Kearsipan</i>. Universitas Terbuka 8. Dalle, J., Akrim, A., & Baharudin. (2020). <i>Pengantar teknologi informasi</i>. Rajagrafindo Persada. 9. Simamarta, J., Manuhutu, M. A., Yendrianof, D., Iskandar, A., Amin, M., Sinlae, A. A. J., Siregar, M. N. H., Hazriani, Herlinah, Sinambela, M., Negara, E. S., Jamaludin, Ardiana, D. P. Y., Rahayu, N. L.W.S (2021). <i>Pengantar teknologi informasi</i>. Yayasan Kita Menulis. 10. Kadir, A. & Triwahyuni, T. C. (2014). <i>Pengantar teknologi informasi</i>. ANDI Press. 11. Khan, S. A., & Bhatti, R. (2017). Digital competencies for developing and managing digital libraries: An investigation from university librarians in Pakistan. <i>The Electronic Library</i>, 35(3), 573–597. https://doi.org/10.1108/EL-06-2016-0133 12. Al-Khowarizmi. (2021). <i>Pengantar teknologi informasi (dalam perkembangan data science)</i>. Umsu Press.

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