










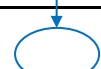


MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY  
UNIVERSITAS PADJADJARAN  
FACULTY OF MATHEMATICS AND NATURAL SCIENCES  
QUALITY ASSURANCE UNIT

SOP Number	006/UPM-FMIPA/2021
Date of Preparation	13 Juli 2020
Date of Revision	20 Juli 2021
Effective Date	20 Juli 2021
Endorsed by	Dean of FMIPA Unpad  Prof. Dr. Iman Rahayu, M. Si NIP. 19680208 199412 1 001
SOP Name	PROCEDURE FOR REGISTERING/ ENTERING BOOK DATA IN THE LIBRARY

<b>Legal Basis</b> 1. Law Number 4 of 1990, concerning Handover of Printed and Recorded Works (State Gazette of the Republic of Indonesia of 1990 Number 48, Supplement to the State Gazette of the Republic of Indonesia Number 3418 2. Padjadjaran University Chancellor's Decree Number 3301.a/UN6.RKT/PP/2012 Concerning Submission of Student Scientific Work to the Padjadjaran University Library in Electronic Form	<b>Implementer</b> 1. Library Officer 2. Students
<b>Linkage</b> 1. Academic Guideline	<b>Tools/equipment</b> 1. Academic Guideline 2. Internet, Computer, Printer 3. Stationary
<b>Notice</b> This SOP is a reference for entering book data in the library	<b>Recording and Data Collection</b>

**PROCEDURE FOR REGISTERING/ENTERING BOOK DATA IN THE LIBRARY**

No	Activity	Implementer		Quality Standar			Description
		Library Officer	Library Officer2	Tools	Time	Output	
1	Start						
2	The officer takes the book to be registered on the Lib.unpad.ac.id application			Book	2-5 minutes		
3	Open the lib.unpad.ac.id application then click on the librarian area then fill in your username and password then click on book bibliographic data			Book, Computer/Laptop, Internet	2-5 minutes		
4	Check whether the book's bibliographic data is already in the application or not			Book, Computer/Laptop, Internet	2-5 minutes	Bibliografi Book Data	
4.1	If it already exists then click add new copy and generate the barcode number, location and availability of the book			Computer/Laptop, Internet	2-5 minutes		
4.2	If it doesn't exist, then repeat the procedure click add new bibliography			Handphone/Computer/Laptop, Internet	2-5 minutes		
5	Click edit, then type title, author, ISBN, publisher, year of publication, place of publication, physical description, classification, call number, keywords, language, abstract/notes, and book cover image			Computer/Laptop, Internet	5-10 minutes		
6	Data Save			Stationary, Computer/Laptop, Internet	<1 day	Bibliografi Book Data	
7	Finish			Stationary, Computer/Laptop, Internet	3 minutes		