

CHAPTER I

INTRODUCTION

1.1 Background of On the Job Training

Library is really useful for people. It is because everyone can learn and read many kinds of books for all ages and it is the best solutions for creating Indonesian human resources quality through mass, easy and cheap reading culture. Nowadays, Libraries provide a lot of good books to offer than simply books on a shelf. It is not just about lending and borrowing books but also creative spaces, not only for individuals, but also for many people. However, in term of improving technological literacy of local society, libraries need relevant technologies.

There is a chance that the internet will one day decrease the need for local libraries. Meanwhile, the library itself provides free access to information that builds a better condition for society. These days, libraries have improved their technology quality to help themselves compete better in computer era.

Malang as a city of education has a public library as a place for the students to learn and for those who want to spend their vocation time for reading. It is located in the center of the city. The location is quite strategic.

D-III English Program, University of Merdeka Malang provides the opportunity to the students by during OJT Program. On the Job Training is a method to train their students how to compete in workfields. Therefore, the writer chooses Public Library in Malang city as the OJT place to improve the writer soft skill and get a lot of experiences. Beside that, the writer also chooses “Working as a front office staff at Public Library Malang” as the title of this Report Writing.

1.2 Targets of OJT Program

This is to report the OJT activities at Public Library as a front office staff.

1.3 Significance of OJT Program

There are three significances of OJT Program. First, it is to inform people how to work in public library especially, as a front office staff. Second, it to inform people about the required skills to work as front office staff .Third,it is expected that people know how work as tour guide in pulic library. Fourth, it expected people to know what are those rules in public library.

1.4 Procedures of OJT Program

On the Job Training Program have three procedures before it is held such as Pre- departure training, On-going process, and Final Report writing.

1.4.1 Pre-departure Training

Before doing OJT program, the writer did some observation about OJT Place. He aimed to do OJT at Public Library Malang. The writer had to do registration first, he went to the public library to ask wheter he could do OJT or not. After that, he followed some regulations required in the public library. He went to BANGKESBANGPOL (*Badan Kesatuan Bangsa Dan Politik Kota Malang*) for asking about legal permission to do OJT in Public Library.

Next step, the writer should collect two copies of senior high school certificate, two 3x3 color photographs, two 4x6 color photographs, three 3x4 black and white photographs, and three 4x6 black and white photographs. Then they searched the place for OJT Program during February until April and sent the letter to OJT place. He also attended Pre-departure training on Wednesday, 9 May 2018 at 2:30 PM by miss Widiava and miss Yasmin Farani. Finally, the writer chose to do his OJT at Public Library.

1.4.2 On-going Process

The writer did the OJT Program at Public Library of Malang city. The OJT started from May 14th to August 14th. In a week, there are six work days and one free day. From Monday to Saturday it starts from 08:00 am until 15:00 pm. The activities that the writer did during the OJT Program as a front office staff at Public Library.

1.4.3 Final Report Writing and Examination

For three months at public library, the writer had worked as front office staff. Other than as a front office staff, he also had done many things such as making ID card, re-making ID card, conducting re-registration for member, tour guide, and informant for new visitor. During the OJT program's time, the writer also wrote his final report as requirement of graduation.

The writer had to consult his final report to the advisor and submitted the weekly report. He would do some revisions if there were any mistakes in his final report. The process of that, the examination was held after completed the final report and the final report and was examined by examiners on August 24th, 2018.

