

**ANALYSIS OF THE DIGITIZATION'S PROCEDURE OF ANCIENT
MANUSCRIPTS AT BALAI PELESTARIAN KEBUDAYAAN WILAYAH
X UNIT JAYADIPURAN YOGYAKARTA**

THESIS

Submitted to the Library Science Department, Faculty of Adab and Cultural Sciences, State
Islamic University Sunan Kalijaga Yogyakarta to Fulfill One of the Requirements for
Obtaining the Bachelor Degree in Library Science



Rahmat Khoirul Imam

20101040086

**LIBRARY SCIENCE DEPARTMENT
FACULTY OF ADAB AND CULTURAL SCIENCES
STATE ISLAMIC UNIVERSITY OF SUNAN KALIJAGA
YOGYAKARTA**

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APPROVAL SHEET



KEMENTERIAN AGAMA
UNIVERSITAS ISLAM NEGERI SUNAN KALIJAGA
FAKULTAS ADAB DAN ILMU BUDAYA

Jl. Marsda Adisucipto Telp. (0274) 513949 Fax. (0274) 552883 Yogyakarta 55281

PENGESAHAN TUGAS AKHIR

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yang dipersiapkan dan disusun oleh:

Nama : RAHMAT KHOIRUL IMAM
Nomor Induk Mahasiswa : 20101040086
Telah diujikan pada : Senin, 06 Januari 2025
Nilai ujian Tugas Akhir : A

dinyatakan telah diterima oleh Fakultas Adab dan Ilmu Budaya UIN Sunan Kalijaga Yogyakarta

TIM UJIAN TUGAS AKHIR



Ketua Sidang
Muhammad Solihin Arianto, S.Ag., S.S., M.LIS.
SIGNED

Valid ID: 679c8e6d84b4e



Penguji I
Marwiyah, S.Ag., S.S., M.LIS.
SIGNED

Valid ID: 67547d31e5190



Penguji II
Muhammad Bagus Febriyanto, M.Hum.
SIGNED

Valid ID: 679ae08ace454



Yogyakarta, 06 Januari 2025
UIN Sunan Kalijaga
Dekan Fakultas Adab dan Ilmu Budaya
Prof. Dr. Nurdin, S.Ag., S.S., M.A.
SIGNED

Valid ID: 67abec475357

STATEMENT OF ORIGINALITY

STATEMENT OF ORIGINALITY

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The undersigned, I am:

Name : Rahmat Khoirul Imam
Student Number : 20101040086
Study Program : Library Science
Faculty : Adab and Cultural Science

Stating that the thesis entitled "Analysis of The Digitization's Procedure of Ancient Manuscripts at Balai Pelestarian Kebudayaan Wilayah X Unit Jayadipuran Yogyakarta" is the work of the researcher himself and not plagiarized from the work of others, except in writing cited following scientific standards and procedures listed in the bibliography. If in the future it is proven that it is plagiarized from the work of others, then all responsibility lies with the researcher himself.

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Declare,



Rahmat Khoirul Imam

NIM. 20101040086

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OFFICIAL NOTE

Muhammad Solihin Arianto, S.Ag., S.S., MLIS.
Lecturer of Library Science Study Program Faculty of Adab and Cultural Science
State Islamic University Sunan Kalijaga Yogyakarta

OFFICIAL NOTE

Subject : Thesis
Attachment : 1 (one) copy

Dear Sir :
Dean of the Faculty of Adab and Cultural Science
State Islamic University Sunan Kalijaga Yogyakarta

Assalamu 'alaikum Wr. Wb.

After reading, correcting, and suggesting improvements as necessary, I, as the supervisor, am of the opinion that his thesis:


Name : Rahmat Khoirul Imam
Student Number : 20101040086
Study Program : Library Science
Faculty : Adab dan Cultural Science
Title : Analysis of The Digitization's Procedure of Ancient Manuscripts at Balai Pelestarian Kebudayaan Wilayah X Unit Jayadipuran Yogyakarta

Can be submitted as one of the requirements to obtain an undergraduate degree in the Library Science Study Program, Faculty of Adab and Cultural Science, State Islamic University Sunan Kalijaga Yogyakarta. Based on this, I hope that his thesis above can be immediately approved and presented in the *munaqosyah*.

Therefore, thank you for your attention.

Wassalamu 'alaikum Wr. Wb.

Yogyakarta, 20 December 2024
Supervisor,


Muhammad Solihin Arianto, S.Ag., S.S., M.LIS.
NIP. 19700906 199903

MOTTO

“So truly where there is hardship there is also ease; truly where there is hardship there is also ease.”

(QS. Al-Insyirah: 5–6)

"Do not grieve, Allah is with us".

(QS. At-Taubah: 40)

“God will raise up, by many degrees, those of you who believe and those who have been given knowledge: He is fully aware of what you do”

(QS. Al-Mujadalah: 11)



DEDICATION

I dedicate this thesis to;

Allah Subhanahu wa Ta'ala, for His blessings, grace, and ease bestowed throughout
this journey.

Prophet Muhammad Shalallahu'alaihi wa Sallam

My father, Gunadi.

My mother, Suratmini.

My siblings, Fika Dian Ratnasari and Arif Fikri Anshori.

Library Science Department, Faculty of Adab and Cultural Sciences, State Islamic
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Balai Pelestarian Kebudayaan Wilayah X.

My fellow friends of the Library Science Study Program, Batch of 2020, especially
my friends from International Class A.

Myself, Rahmat Khoirul Imam

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**ANALYSIS OF THE DIGITIZATION'S PROCEDURE OF ANCIENT
MANUSCRIPTS AT BALAI PELESTARIAN KEBUDAYAAN WILAYAH X
UNIT JAYADIPURAN YOGYAKARTA**

ABSTRACT

Rahmat Khoirul Imam

20101040086

This study aims to find out the digitization process of ancient manuscripts at Balai Pelestarian Kebudayaan Wilayah X Unit Jayadipuran and to examine the compliance of the digitization process of ancient manuscripts at Balai Pelestarian Kebudayaan Wilayah X Unit Jayadipuran with the IFLA guidelines for digitization of ancient manuscripts. This study used a qualitative research method with a descriptive approach. Data was collected through documentation, interview and observation methods. This study used data analysis techniques from the Miles and Huberman model, which consisted of data reduction, data presentation, and drawing conclusions. The data validity test used a credibility test namely triangulation and increasing persistence. The results of this study are that the procedure of digitization of ancient manuscripts in Balai Pelestarian Kebudayaan Wilayah X includes pre-digitization to post-digitization stages. The procedure is written in several documents. Based on the analysis of the compliance with the IFLA Ancient Manuscript Digitization Procedure, the Ancient Manuscript Digitization Procedure at the Balai Pelestarian Kebudayaan Wilayah X has fulfilled the aspects of project design, selection of originals, digitization workflow and evaluation. However, the process has not complied with the aspects of metadata, display, dissemination and long-term digital preservation.

Keywords: Ancient Manuscripts, Digitization Procedures, Preservation, BPK Wilayah X

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Finally, the author expresses sincere gratitude and prays that Allah Subhanahu wa Ta'ala rewards all the kindness received. The author acknowledges that this thesis proposal is far from perfect and therefore welcomes constructive criticism and suggestions to improve its quality. It is hoped that this proposal will be well-crafted, benefit its readers, and contribute to the research in the field of Library Science.

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Yogyakarta, 20 December 2024



Rahmat Khoirul Imam

NIM: 20101040086



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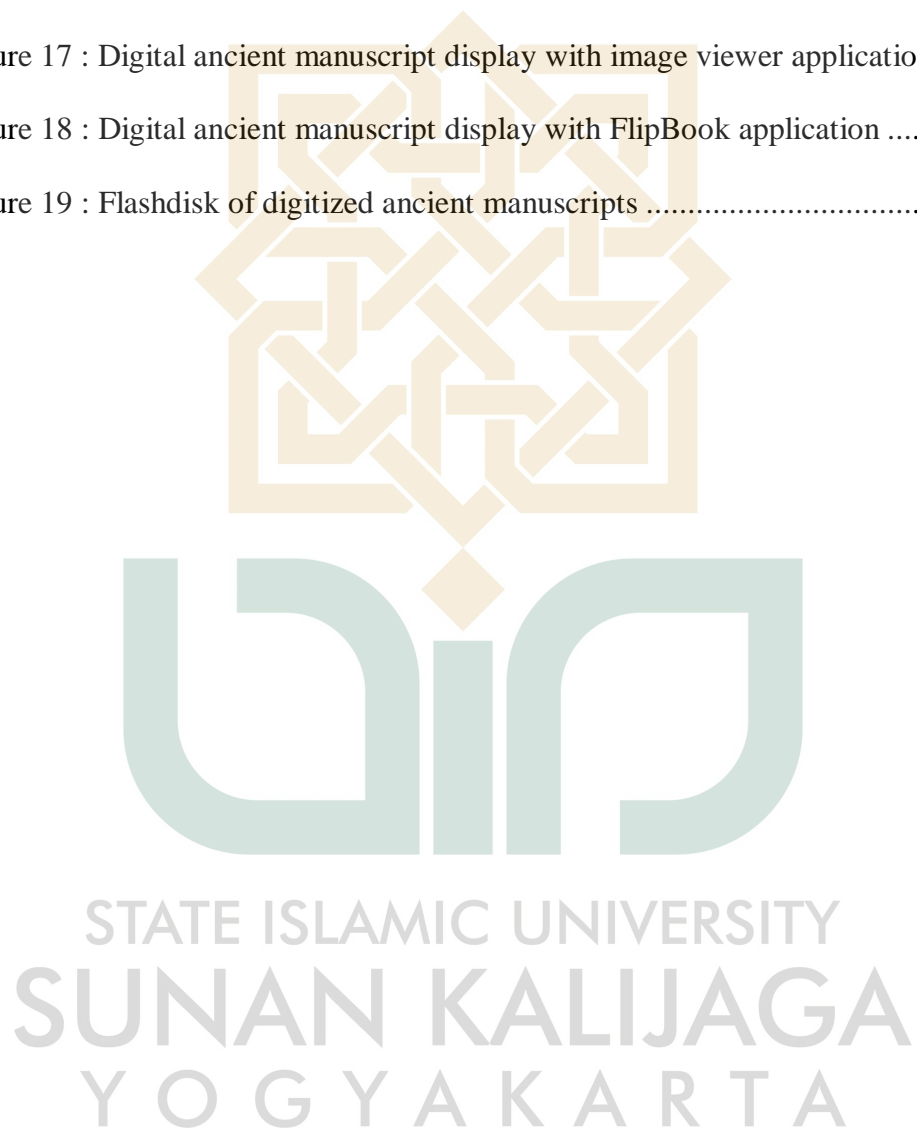
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CHAPTER I

INTRODUCTION

1.1 Background

Ancient manuscripts are handwritten works written on paper or palm leaves that can be seen and held, which contain expressions of thoughts and feelings as a result of the nation's culture in the past and are invaluable (Baried et al., 1985, p. 54). The handwriting is written in local script and language. Ancient manuscripts contain values passed down by ancestors from one generation to the next. In Indonesia, ancient manuscripts are found in many regions, namely Aceh, Malay, Java, Sunda, Madura, Bali, Makassar, and Bugis (Robson in Baried, 1985, p. vii)

Ancient manuscripts as one of the cultural heritage and library materials contain information about science, history, genealogy, art, and religion that are useful to the community. Because they contain invaluable information, ancient manuscripts require preservation efforts so that the information they contain and their physical form can be used from one generation to the next (Mumfangati, 2013, p. 1).

Preservation is the activity of preserving library materials so that the physical form of the library materials and the information value contained in them can be maintained (Lasa, 2009, p. 287). This is in accordance with the explanation of Article 7 paragraph 1 letter i of Law of the Republic of Indonesia No. 43 of 2007 on Libraries which states that "ancient manuscripts contain the cultural heritage of the intellectual work of the Indonesian people which is very valuable and until now is

still dispersed in the community and to preserve it requires government participation". The government has made efforts to preserve ancient manuscripts through several institutions under it. One of the institutions which are active in preserving ancient manuscripts is Balai Pelestarian Kebudayaan Wilayah X.

Balai Pelestarian Kebudayaan Wilayah X is a technical service unit under the Ministry of Culture that is responsible for carrying out the preservation of cultural heritage and objects of cultural promotion in the Special Region of Yogyakarta and Central Java. This institution was established in 2022 and has three office units as it was formed from the merger of BPNB and BPCB in the region. Of the three BPK Wilayah X office units, the unit that stores and preserves ancient manuscripts is the BPK Wilayah X Unit Jayadipuran or former BPNB DIY. The ancient manuscripts are stored and preserved at the BPK Wilayah X Unit Jayadipuran Library, which has 673 rare collections.

The development and use of information technology have led to one method of preserving library materials, namely the digitization method. Digitization is the activity of converting printed documents into digital documents (Mustofa, 2018, p. 62). Digitization efforts can be carried out on various forms of library materials, such as maps, ancient manuscripts, photographs, sculptural works of art, audiovisuals, paintings, and so on.

Before it was formed into BPK Wilayah X, Balai Pelestarian Nilai Budaya Daerah Istimewa Yogyakarta (BPNB DIY) had digitized a number of ancient manuscripts since 2011. In order to implement the digitization of ancient manuscripts

in accordance with the wanted concept, BPK Wilayah X Unit Jayadipuran or the former BPNB DIY compiled digitization procedures contained in workflow documents, standard operating procedures, and work agreement letters with third parties. Based on an interview with one of the staff involved in the digitization of ancient manuscripts in March 2023, it was stated that the procedure was prepared based on the digitization methods commonly carried out by this institution, Sonobudoyo Museum, and the Regional Library and Archives Office. Both institutions compiled digitization policies based on Law of the Republic of Indonesia No. 43 of 2007 concerning Libraries, DIY Governor Regulation No. 54 of 2008, and Law of the Republic of Indonesia No. 75 of 2008 on Procedures for Processing and Development of Cultural Heritage Areas and Cultural Heritage Objects (Putriani, 2012; Manan, 2015). However, the procedure for digitization of ancient manuscripts at BPK Wilayah Unit X Jayadipuran or the former BPNB DIY has not been examined for suitability with the concept of digitization of ancient manuscripts from a digitization standard or guideline.

In the effort to digitize collections, there have been a number of standards or guidelines prepared by international and national institutions. Among these are standards from the Digital Library Federation, *Guidelines for Planning the Digitization of Rare Book and Manuscript Collections* by IFLA, *Guidelines for E-Book Creation and Media Transfer Standards* by the National Library, and *Technical Guidelines for Digitizing Cultural Heritage Materials* by the Federal Agencies Digital Guidelines Initiative (FADGI). All of these standards or guidelines explain

technical matters for digitizing collections, except for the guidelines prepared by IFLA which explains more about the concept of digitizing special and rare collections, such as ancient manuscripts.

Based on the background, evaluation of the digitization procedures of ancient manuscripts at BPK Wilayah X Unit Jayadipuran or the former BPNB DIY has not been evaluated, especially its suitability with the concept of digitizing ancient manuscripts. These problems encourage researchers to analyze the suitability of ancient manuscript digitization procedures at BPK Wilayah X Unit Jayadipuran with the concept of digitizing ancient manuscripts from digitization standards or guidelines. Hence, this study aims to find out the digitization procedure of ancient manuscripts at Balai Pelestarian Kebudayaan Wilayah X Unit Jayadipuran. And examine the compliance with the IFLA guidelines for digitization of ancient manuscripts. This study will evaluate the digitization procedure of ancient manuscripts at BPK Wilayah X because as a cultural preservation institution formed by the merger of three cultural preservation agencies and collected about 673 ancient manuscripts, it is necessary to evaluate the digitization activities of ancient manuscripts so that further ancient manuscript digitization activities can produce better results. The concept of digitization of ancient manuscripts that researchers will use to analyze the digitization procedures of these ancient manuscripts comes from the IFLA digitization guidelines. This guideline was chosen because it specifically explains the concept of digitization of ancient manuscripts.

1.2 Research Questions

Based on the problems contained in the background, the research questions in this study include:

- a. What is the procedure for digitizing ancient manuscripts at Balai Pelestarian Kebudayaan Wilayah X Unit Jayadipuran?
- b. How does the procedure for digitizing ancient manuscripts at Balai Pelestarian Kebudayaan Wilayah X Jayadipuran Unit meet the IFLA guidelines for digitization of ancient manuscripts?

1.3 Research Objectives and Benefits

1.3.1 Research objectives

- a. To find out the digitization procedure of ancient manuscripts at Balai Pelestarian Kebudayaan Wilayah X Unit Jayadipuran.
- b. To address the compliance of the digitization procedures of ancient manuscripts at Balai Pelestarian Kebudayaan Wilayah X Unit Jayadipuran with the IFLA guidelines for digitization of ancient manuscripts.

1.3.2 Research benefits

The benefits that can be obtained in this research are divided into 2, namely theoretical benefits and practical benefits.

- a. Theoretical benefits
 - 1) This research is expected to expand the scientific discourse in the field of libraries, especially regarding efforts to digitize ancient manuscripts.

b. Practical benefits

- 1) For Balai Pelestarian Kebudayaan Wilayah X, can provide an evaluation of the digitization procedures of ancient manuscripts.
- 2) For Academics, can be a means to add insight and knowledge in the field of library science. As well as being a reference material for further research that examines similar fields.
- 3) For Readers, as a means to add insight and knowledge related to ancient manuscript digitization procedures..

1.4 Research Focus

The focus of research is a research limitation so that the research conducted does not widen to other objects and symptoms. Determination of the focus of this research is based on the object to be studied. Therefore, based on the title, background, and research questions, the research focus of this study is the digitization procedure of ancient manuscripts at Balai Pelestarian Kebudayaan Wilayah X Unit Jayadipuran.

1.5 Systemization of Writing

The systematics of writing this thesis is described systematically from Chapter I to Chapter V with the explanation per chapter as follows.

CHAPTER I INTRODUCTION

This chapter contains the main thoughts of the discussion of this thesis proposal which includes the background, research question,

research objectives and benefits, research focus, and writing systematics.

CHAPTER II LITERATURE REVIEW AND THEORETICAL

FRAMEWORK

This chapter contains a literature review that shows the results of similarities and differences in previous studies and a theoretical framework that contains concepts that support and become the analysis tools of the research.

CHAPTER III RESEARCH METHODS

This chapter contains a discussion of the research type and approach, place and time of research, subjects and objects of research, research instruments, data sources, data collection techniques, data analysis techniques, and data validity testing.

CHAPTER IV RESEARCH FINDINGS AND DISCUSSIONS

This chapter contains an overview of the research location, namely Balai Pelestarian Kebudayaan Wilayah X, and there search findings and discussions.

CHAPTER V CONCLUSIONS AND SUGGESTIONS

This chapter contains conclusions from the discussions of research findings and suggestions.

CHAPTER V

CONCLUSIONS AND SUGGESTIONS

5.1 Conclusions

Based on the results of research and discussion of the digitization procedures of ancient manuscripts at Balai Pelestarian Kebudayaan (BPK) Wilayah X Unit Jayadipuran, the following conclusions are drawn in accordance with the formulation of the problem.

- a. The procedure for digitizing ancient manuscripts at BPK Wilayah X consists of several main stages which include pre-digitization, digitization process, and post-digitization. The implementation of this activity begins with planning and internal coordination involving budget preparation, selection of a technical team, and appointment of a third party to handle the digitization process. The selection of manuscript materials was based on the physical condition of the manuscripts and the urgency of their preservation, with priority given to manuscripts that were fragile or significantly damaged. The technical process of digitization is carried out by a third party with direct monitoring from the internal team. The final result of digitization is data in PDF and flipping book formats as well as physical duplicates of the manuscripts.
- b. The digitization's procedures at BPK Wilayah X Unit Jayadipuran are in line with IFLA guidelines in several aspects, such as program design, selection of materials considering physical conditions, digitization workflow, and evaluation of digitization results. Aspects of physical accessibility through permits and direct

access in the library are also in line with the standards. However, there are some that are not yet in compliance, including the aspect of metadata, which does not include complete descriptive information according to IFLA guidelines, the aspect of presentation, where digital access to most manuscripts is not available online to the public, and dissemination, which is not yet optimal. In addition, the digital preservation aspect requires additional planning for long-term maintenance so that digital results will be accessible in the future and protected from technical damage.

5.2 Suggestions

Based on the results of the research and discussion and the conclusions that have been described, here are some recommendations from researchers to improve the effectiveness and suitability of ancient manuscript digitization procedures at BPK Wilayah X with IFLA guidelines.

- a. It is recommended that BPK Wilayah X compile metadata that includes more complete information, such as the physical condition, historical description, and cultural value of each manuscript. This will enrich the data and support further scientific research, in accordance with the metadata standards recommended by IFLA.
- b. Given the importance of accessibility, BPK Wilayah X is advised to consider publishing digitized manuscripts on an online platform that is easily accessible to the public. This would not only improve compliance with IFLA in terms of

accessibility but also expand the reach of digitized manuscripts to researchers and the general public beyond the physical library.

- c. To make digital manuscripts better known to the public, BPK Wilayah X is expected to increase dissemination and promotion activities of digitized results through digital platforms and social media. This will strengthen the promotion and enable the reuse of digitized data by cultural communities and researchers in various fields.
- d. To maintain continued access to digital data, it is recommended that BPK Wilayah X create a digital preservation plan that includes regular backups and storage technology updates. With this, the risk of technical malfunction or data loss can be minimized, and the digital data of ancient manuscripts can be preserved for future generations.

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