

# COVID-19, WFH AND NEW NORMAL: THE IMPACT ON UNNES LIBRARY SERVICES

M.Z. Eko Handoyo – Unnes Library  
Semarang 26<sup>th</sup> June, 2020

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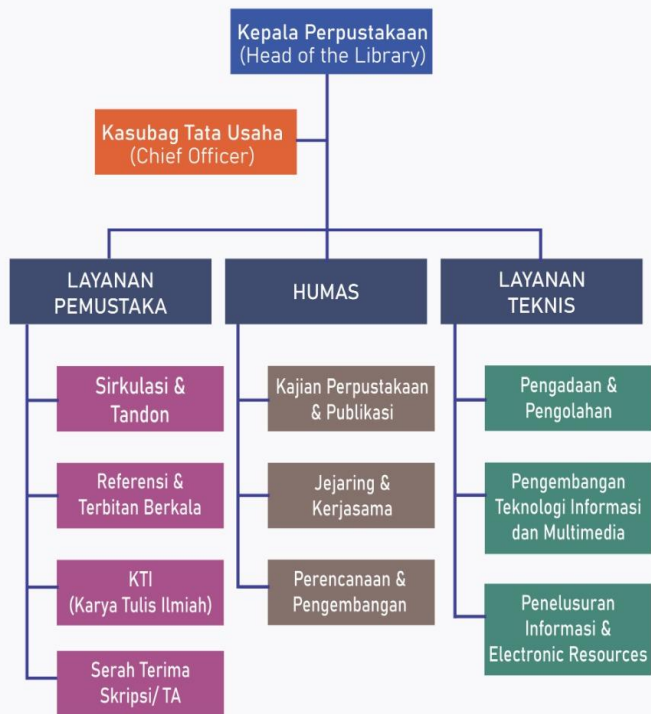
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**STRUKTUR ORGANISASI  
UPT PERPUSTAKAAN  
UNIVERSITAS NEGERI SEMARANG**



## UNNES LIBRARY ORGANIZATIONAL STRUCTURE

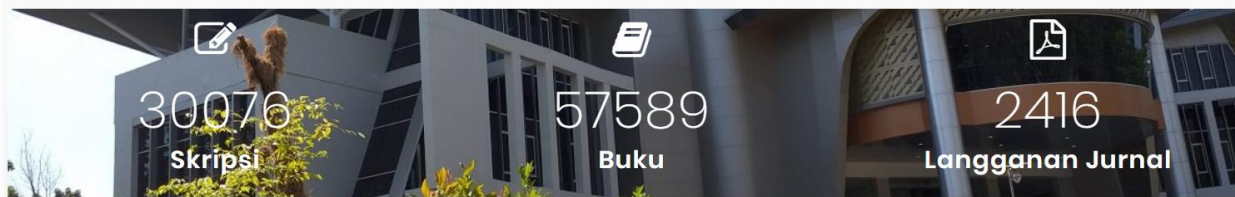
### Human Resources:

- 21 person/staff
- 3 Main Services/Division
- 10 Branch Library Services

### Library Resources:

- 30.076 Thesis and Dissertation
- 57.598 Books
- 2.416 Subscribed e-Journals

<http://library.unnes.ac.id>



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# UNNES LIBRARY: Before the C19Pandemic



The NORMAL LIFE

- Covid-19 was detected in Indonesia in early March 2020
- Announced by Covid19 Eradication Task Force: 3 sufferers detected in Jakarta.
- Panic buying occurred in some areas which caused unrest the society
- These situation has an impact on campus life, including the Semarang State University/UNNES.
- University took action to prevent the spread the pandemic.
- Campus held Distance Learning for their students.
- University applied Work from Home for their employees

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# UNNES LIBRARY: Before the C19Pandemic

The NORMAL LIFE



# UNNES LIBRARY Before the C-19 Pandemic

NORMAL LIFE in UNNES Library





KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN  
UNIVERSITAS NEGERI SEMARANG  
Gedung H Kampus Sekeloa Gunungpati Semarang - 50229  
Telepon: +6224-8508081 Fax: +6224-8508082  
Laman: <http://www.unnes.ac.id>, email: [unnes@mail.unnes.ac.id](mailto:unnes@mail.unnes.ac.id)

SURAT EDARAN  
NOMOR: B/1957/UN37/TU/2020

TENTANG  
PENYESUAIAN SISTEM KERJA LAYANAN UMUM BAGI PEGAWAI UNNES  
DALAM MASA KEWASPADAAN DAN PENCEGAHAN PENYEBARAN INFEKSI  
COVID-19

Yth. Pimpinan Unit  
Di lingkungan Universitas Negeri Semarang

A. Dasar

1. Surat Edaran Menteri Pendayagunaan Aparatur Negara dan Reformasi Birokrasi Republik Indonesia nomor 50 Tahun 2020 tentang Perubahan Kedua atas Surat Edaran Menteri Pendayagunaan Aparatur Negara dan Reformasi Birokrasi Republik Indonesia nomor 19 Tahun 2020 Tentang Sistem Penyesuaian Kinerja Aparatur Sipil Negara dalam Upaya Pencegahan Penyebaran Covid-19 di Lingkungan Instansi Pemerintah;
2. Surat Edaran Rektor nomor: B/1502/UN37/WS/2020 tentang Pengaturan Kerja Pegawai Dalam Rangka Pencegahan Penyebaran COVID-19 (*CORONA VIRUS DISEASE - 19*) di lingkungan UNNES;
3. Surat Edaran Rektor Nomor B/1738/UN37/TU/2020 tentang Perpanjangan Layanan Akademik dan Umum Masa Kewaspadaan Dan Pencegahan Penyebaran Infeksi COVID-19.

B. Layanan Umum

1. Pengaturan *Work From Home* (WFH) tetap mengikuti Surat Edaran Rektor nomor: B/1502/UN37/WS/2020 tentang Pengaturan Kerja Pegawai Dalam Rangka Pencegahan Penyebaran COVID-19 (*CORONA VIRUS DISEASE - 19*) di lingkungan UNNES.
2. Waktu *Work From Home* (WFH) diperpanjang sampai dengan tanggal 13 Mei 2020 dan/atau mengikuti kebijakan pemerintah.

Dengan terbitnya surat edaran ini, maka Surat Edaran Rektor Nomor: B/1502/UN37/WS/2020 tentang Pengaturan Kerja Pegawai Dalam Rangka Pencegahan Penyebaran COVID-19 (*CORONA VIRUS DISEASE - 19*) dan Surat Edaran Rektor Nomor B/1738/UN37/TU/2020 tentang Perpanjangan Layanan Akademik dan Umum Masa Kewaspadaan dan Pencegahan Penyebaran Infeksi COVID-19 di lingkungan UNNES tetap dijadikan pedoman sepanjang tidak bertentangan dengan surat edaran ini.

Demikian surat edaran ini dibuat untuk dapat diperhatikan. Selamat melaksanakan kerja dari rumah, belajar dari rumah dan beribadah dari rumah. Semoga Allah SWT, Tuhan Yang Maha Esa memberikan kesehatan dan keselamatan bagi kita semua dan semoga pandemi COVID-19 ini segera berakhir.

Semarang, 20 April 2020  
a.n. Rektor  
Wakil Rektor Bidang Umum dan Keuangan,



Tembusan:  
Rektor  
Universitas Negeri Semarang

## Tahapan 1 Penyerahan File Skripsi dan Bebas Perpustakaan

Layanan bebas perpustakaan online

Sebelum mengisi form pastikan :

1. Tidak ada tanggungan buku yang masih dipinjam.
2. File skripsi sudah lengkap ( file word dan .pdf).
3. Tanda tangan lembar pengesahan dan pernyataan keaslian harus lengkap dan discan satu halaman.
4. Tata penulisan sudah sesuai buku pedoman

Langkah penggunaan :

1. Login dengan menggunakan akun email masing - masing
2. Isi form dengan benar
3. Konfirmasi hasil bebas perpustakaan akan dikirim ke email masing - masing.

Pelayanan online di hari dan jam kerja.

Terimakasih

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not [ehandoyolib@mail.unnes.ac.id](mailto:ehandoyolib@mail.unnes.ac.id)? [Switch account](#)

\* Required

Email address \*

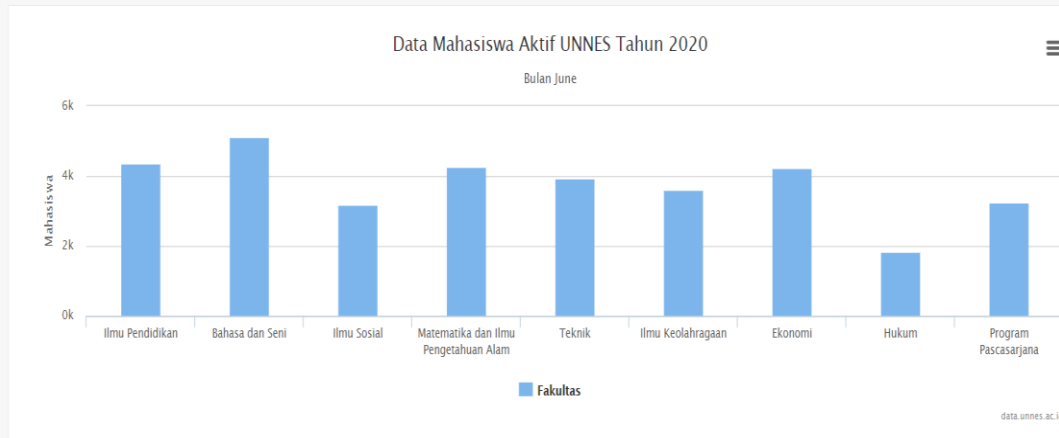
Your email

! This is a required question

Next

# UNNES Students: 33.729 (in 2020)

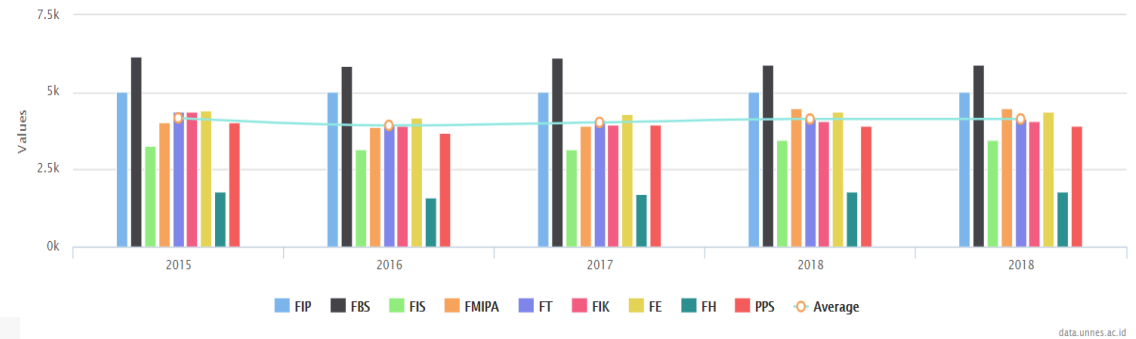
Data Mahasiswa Aktif tahun 2020



<http://data.unnes.ac.id/index.php/mhs/aktif>

Jumlah Mahasiswa Aktif

Dari Tahun 2015 – 2020



Data Mahasiswa Aktif UNNES Tahun 2020

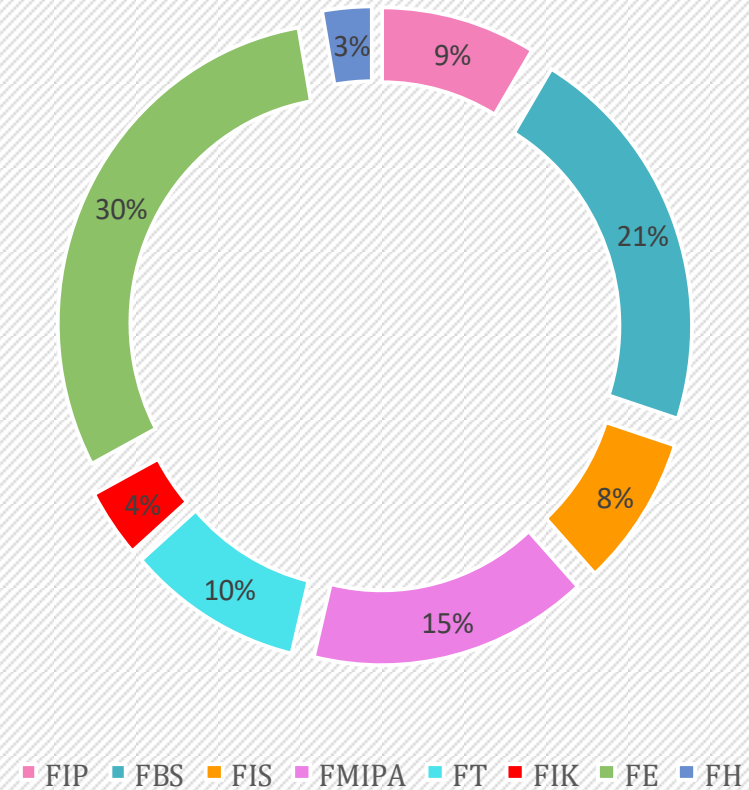
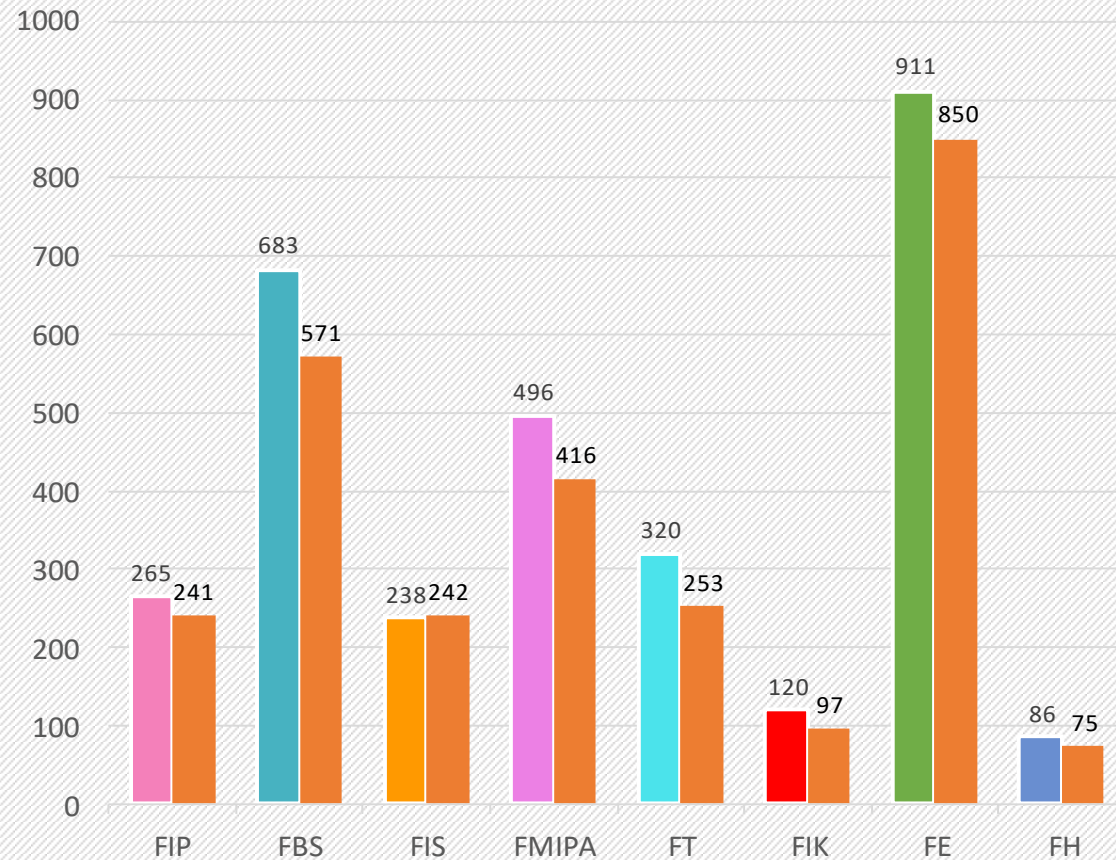
Jumlah Total: 33729

Data Mahasiswa Aktif tahun 2020 (Bulan June)

#	Fakultas	Laki-Laki	Perempuan	Total
1	Ilmu Pendidikan	843	3502	4345
2	Bahasa dan Seni	1588	3515	5103
3	Ilmu Sosial	1155	2017	3172
4	Matematika dan Ilmu Pengetahuan Alam	1083	3166	4249
5	Teknik	2165	1779	3944
6	Ilmu Keolahragaan	1954	1668	3622
7	Ekonomi	1145	3090	4235
8	Hukum	821	1011	1832
9	Program Pascasarjana	1440	1787	3227
<b>Jumlah</b>		<b>12194</b>	<b>21535</b>	<b>33729</b>

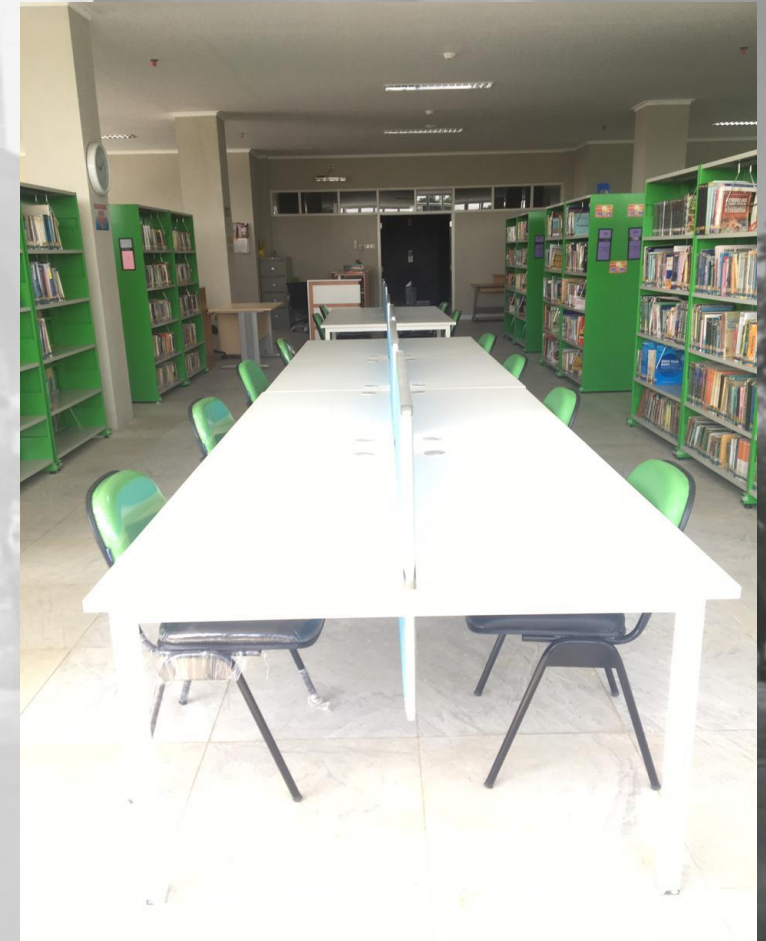
# UNNES LIBRARY USER BEFORE C-19

January - March 2020  
5864 Circulation Books (Borrowing & Returning by Faculty)





# UNNES LIBRARY Situation during C-19 Pandemic



# Strategies of UNNES LIBRARY

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- Working Day Schedule for staffs in Work from home/WFH scheme.
- WFH for staffs was held in a periodic basis every week.
- The library opens online service for electronic resources access; e-books, e-journals, repository.
- Closes Book borrowing service. However, book return services still be received via postal carrier/packet.

# Strategies During C-19 Pandemic

## LIBRARIANS and WORKING from HOME

### JADWAL PIKET LAYANAN PERPUSTAKAAN UNNES SELAMA PEMBERLAKUAN KULIAH DARING TANGGAL 22 APRIL s.d 13 MEI 2020

Hari, Tgl	Anggota			Koordinator
Rabu, 22 April '20	Budi Santoso, A. Ma.	Annisa Dwi C., S.Hum.	Dina Nurcahyani K., S. Hum.	Aris Setiono, S. Pd.
Kamis, 23 April '20	Sri Yuniati, A. Ma.	Kharisma Adhiarva, S. Hum.	Maharizq H.A., S. Sos	Dra. Tutty Ganewati
Jum'at, 24 April '20	Abdul Hakim, S. Pd.	Dwi Setyo H., S.S.	Urip Wachyuni	Drs. Murgono, S. IP
LIBUR AKHIR PEKAN				
Senin, 27 April '20	Danang Prasetyo	Retma Inayati F., S.S.	Dina Nurcahyani K., S. Hum.	M.Z. Eko Handoyo, S. S
Selasa, 28 April '20	Indah Tri P., S.S.	Kharisma Adhiarva, S. Hum.	Budi Santoso, A. Ma.	Dra. Tutty Ganewati
Rabu, 29 April '20	Khrisna, A. Md.	Annisa Dwi C., S.Hum	Dwi Setyo H., S.S.	Aris Setiono, S. Pd.
Kamis, 30 April '20	Sri Yuniati, A. Ma.	Sony Hermawan, A. Md.	Abdul Hakim, S. Pd.	Dra. Dedeh Mulyati
LIBUR HARI BURUH & AKHIR PEKAN				
Senin, 4 Mei '20	Indah Tri P., S.S.	Khrisna, A. Md.	Urip Wachyuni	M.Z. Eko Handoyo, S. S
Selasa, 5 Mei '20	Danang Prasetyo	Annisa Dwi C., S. Hum.	Retma Inayati F., S.S.	Drs. Murgono, S. IP
Rabu, 6 Mei '20	Sri Yuniati, A. Ma.	Sony Hermawan, A. Md.	Setyarini, A. Md.	Dra. Tutty Ganewati
LIBUR HARI WAISAK				
Jum'at, 8 Mei '20	Kharisma Adhiarva, S. Hum.	Annisa Dwi C., S.Hum	Maharizq H.A., S.Sos	Dra. Dedeh Mulyati
LIBUR AKHIR PEKAN				
Senin, 11 Mei '20	Abdul Hakim, S. Pd.	Dwi Setyo H., S.S.	Urip Wachyuni	M.Z. Eko Handoyo, S. S
Selasa, 12 Mei '20	Indah Tri P., S.S.	Khrisna, A. Md.	Setyarini, A. Md.	Drs. Murgono, S. IP
Rabu, 13 Mei '20	Sri Yuniati, A. Ma.	Sony Hermawan, A. Md.	Budi Santoso, A. Ma.	Dra. Tutty Ganewati


#### Catatan:

- Jadwal menujok pada Surat Edaran No.B/1957/UN37/ TU/2020 tanggal 20 April 2020, tentang Penyesuaian Sistem Kerja & Masa Kewaspadaan Covid-19.
- Tugas dilaksanakan di kantor (sesuai jadwal piket) ataupun di rumah (WFH).

Semarang, 20 April 2020  
Kepala UPT Perpustakaan  
  
M.Z. Eko Handoyo, S.S  
NNIP. 197403282001121001

### JADWAL PIKET LAYANAN PERPUSTAKAAN UNNES SEMASA PEMBERLAKUAN NEW NORMAL Tanggal 8 s.d 19 Juni 2020

Hari, Tgl	Nama Petugas			
Senin, 8 Juni '20	Sri Yuniati, A.Ma Danang Prasetyo Kharisma Adhiarva, S.Hum	Setyarini, A.Md Dwi Setyo H., S.S. Abdul Hakim, S.Pd	Drs. Murgono, S.IP Budi Santoso, A.Ma Dina Nurcahyani K., S.Hum.	M.Z. Eko Handoyo, S.S Urip Wachyuni Aris Setiono, S.Pd
Selasa, 9 Juni '20	Indah Tri P., S.S. Danang Prasetyo Khrisna, A.Md	Retma Inayati F., S.S Sony Hermawan, A.Md Maria Ayu P., S.Hum	Dra. Dedeh Mulyati M. Hapsoro Adhi, S.Sos Annisa Dwi C., S.Hum	M.Z. Eko Handoyo, S.S Aris Setiono, S.Pd Dra. Tutty Ganewati
Rabu, 10 Juni '20	Indah Tri P., S.S. Danang Prasetyo Kharisma Adhiarva, S.Hum	Dwi Setyo H., S.S. Retma Inayati F., S.S Abdul Hakim, S.Pd	Drs. Murgono, S.IP Dina Nurcahyani K., S.Hum. Sony Hermawan, A.Md	M.Z. Eko Handoyo, S.S Dra. Tutty Ganewati Urip Wachyuni
Kamis, 11 Juni '20	Sri Yuniati, A.Ma Indah Tri P., S.S. Khrisna, A. Md.	Retma Inayati F., S.S Setyarini, A.Md Sony Hermawan, A.Md	Budi Santoso, A. Ma. M. Hapsoro Adhi, S.Sos Annisa Dwi C., S.Hum	Drs. Murgono, S.IP Dra. Dedeh Mulyati Urip Wachyuni
Jum at, 12 Juni '20	Sri Yuniati, A.Ma Kharisma Adhiarva, S.Hum Khrisna, A. Md.	Dwi Setyo H., S.S. Setyarini, A.Md Maria Ayu P., S.Hum	M. Hapsoro Adhi, S.Sos Dina Nurcahyani K., S.Hum. Annisa Dwi C., S.Hum	Dra. Tutty Ganewati Aris Setiono, S.Pd Dra. Dedeh Mulyati
Libur Akhir Pekan				
Senin, 15 Juni '20	Sri Yuniati, A.Ma Danang Prasetyo Kharisma Adhiarva, S.Hum	Setyarini, A.Md Dwi Setyo H., S.S. Abdul Hakim, S.Pd	Drs. Murgono, S.IP Budi Santoso, A.Ma Dina Nurcahyani K., S.Hum.	M.Z. Eko Handoyo, S.S Urip Wachyuni Aris Setiono, S.Pd
Selasa, 16 Juni '20	Indah Tri P., S.S. Danang Prasetyo Khrisna, A.Md	Retma Inayati F., S.S Sony Hermawan, A.Md Maria Ayu P., S.Hum	Dra. Dedeh Mulyati M. Hapsoro Adhi, S.Sos Annisa Dwi C., S.Hum	M.Z. Eko Handoyo, S.S Aris Setiono, S.Pd Dra. Tutty Ganewati
Rabu, 17 Juni '20	Indah Tri P., S.S. Danang Prasetyo Kharisma Adhiarva, S.Hum	Dwi Setyo H., S.S. Retma Inayati F., S.S Abdul Hakim, S.Pd	Drs. Murgono, S.IP Dina Nurcahyani K., S.Hum. Sony Hermawan, A.Md	M.Z. Eko Handoyo, S.S Dra. Tutty Ganewati Urip Wachyuni
Kamis, 18 Juni '20	Sri Yuniati, A.Ma Indah Tri P., S.S. Khrisna, A. Md.	Retma Inayati F., S.S Setyarini, A.Md Sony Hermawan, A.Md	Budi Santoso, A. Ma. M. Hapsoro Adhi, S.Sos Annisa Dwi C., S.Hum	Drs. Murgono, S.IP Dra. Dedeh Mulyati Urip Wachyuni
Jum at, 19 Juni '20	Sri Yuniati, A.Ma Kharisma Adhiarva, S.Hum Khrisna, A. Md.	Dwi Setyo H., S.S. Setyarini, A.Md Maria Ayu P., S.Hum	M. Hapsoro Adhi, S.Sos Dina Nurcahyani K., S.Hum. Annisa Dwi C., S.Hum	Dra. Tutty Ganewati Aris Setiono, S.Pd Dra. Dedeh Mulyati

Semarang, 8 Juni 2020  
Kepala UPT Perpustakaan  
  
M.Z. Eko Handoyo, S.S

# LIBRARY Services During C-19

- 
- Work form home (WFH) and work from office (WFO) for librarian and staff.
  - Librarian and staff having picket day in each week ( 2 – 3 times in the office)
  - Librarian disseminate e-resources through social media or library website.
  - Librarian upload thesis or student's final assignment in repository by online.
  - Librarian provides online tutorials, such as Check plagiarism, Accessing e-journal from remotes area, and Library Free Acknowledgement (Bebas Perpustakaan) for final-year student.

# Online Services during C-19



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Whatsapp

0819-0183-3926



**REPOSITORY**

Kumpulan file karya tulis mahasiswa.



**JURNAL UNNES**

Akses jurnal yang dilanggan.



**REMOTEXs**

Akses jurnal dari luar jaringan unnes



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Pencarian buku

Dalam rangka meningkatkan kewaspadaan terhadap resiko penyebaran COVID-19 di lingkungan Universitas Negeri Semarang maka

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# Online Services during C-19

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Dalam rangka meningkatkan kewaspadaan terhadap resiko penyebaran COVID-19 di lingkungan Universitas Negeri Semarang maka

LAYANAN UPT PERPUSTAKAAN  
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Dalam rangka meningkatkan kewaspadaan terhadap resiko penyebaran COVID-19 di lingkungan Universitas Negeri Semarang maka

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menggunakan Mendeley  
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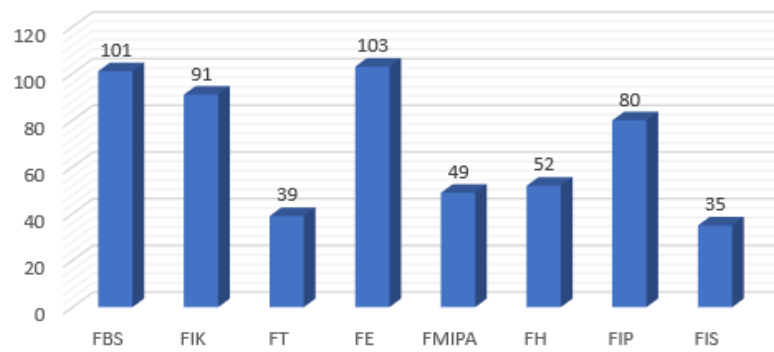
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Retma +62 815 7715 343  
b. Konsultasi  
seputar bebas perpus & denda buku  
Indah +62 856 4017 7333



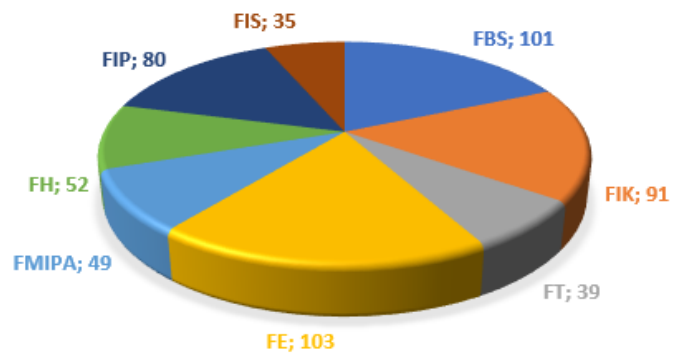


# Online Services during C-19

DATA BEBAS PERPUS (ONLINE)



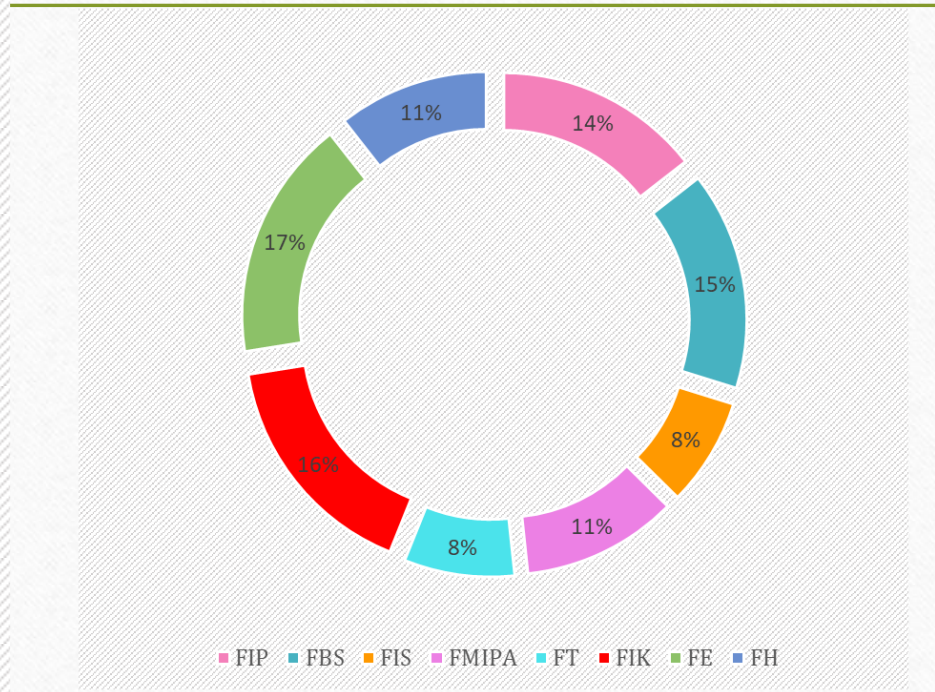
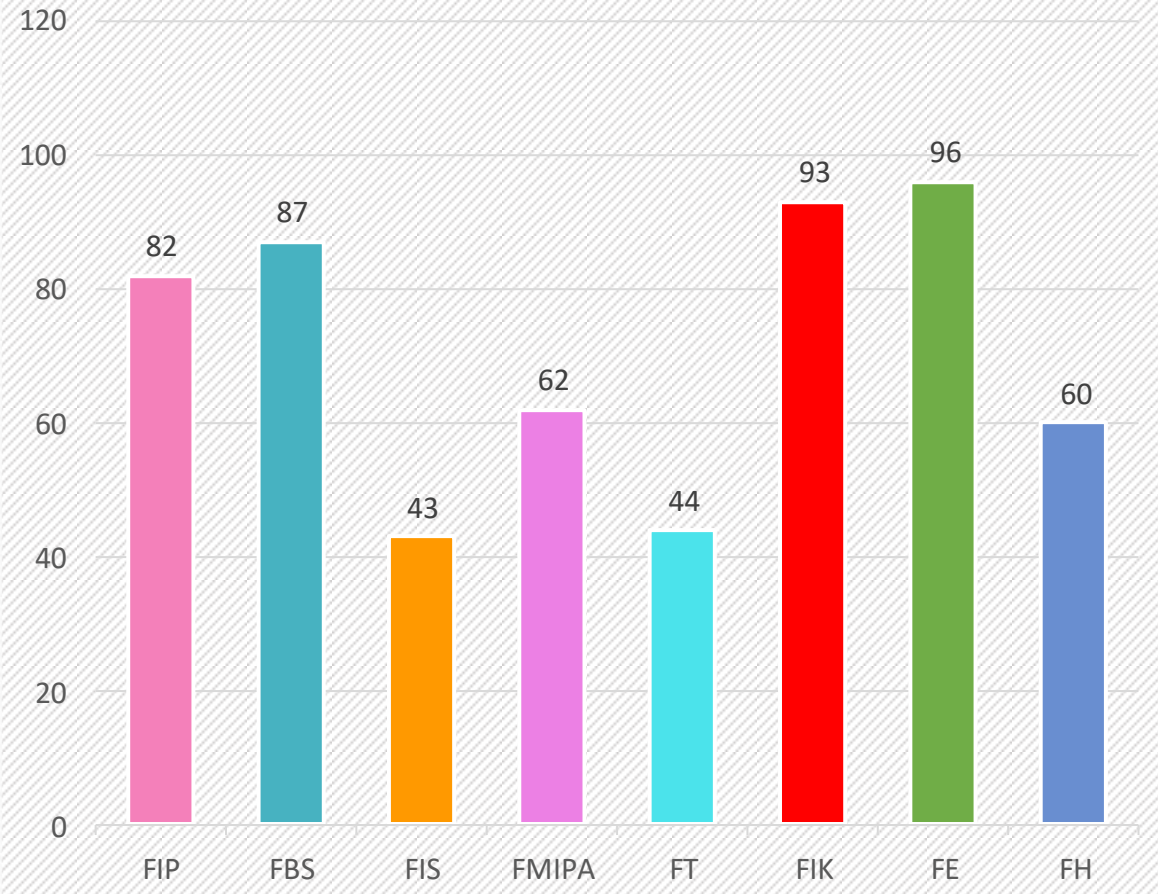
DATA BEBAS PERPUS (ONLINE)





# ONLINE - end users library administration

January - May 2020  
567 end users library administration



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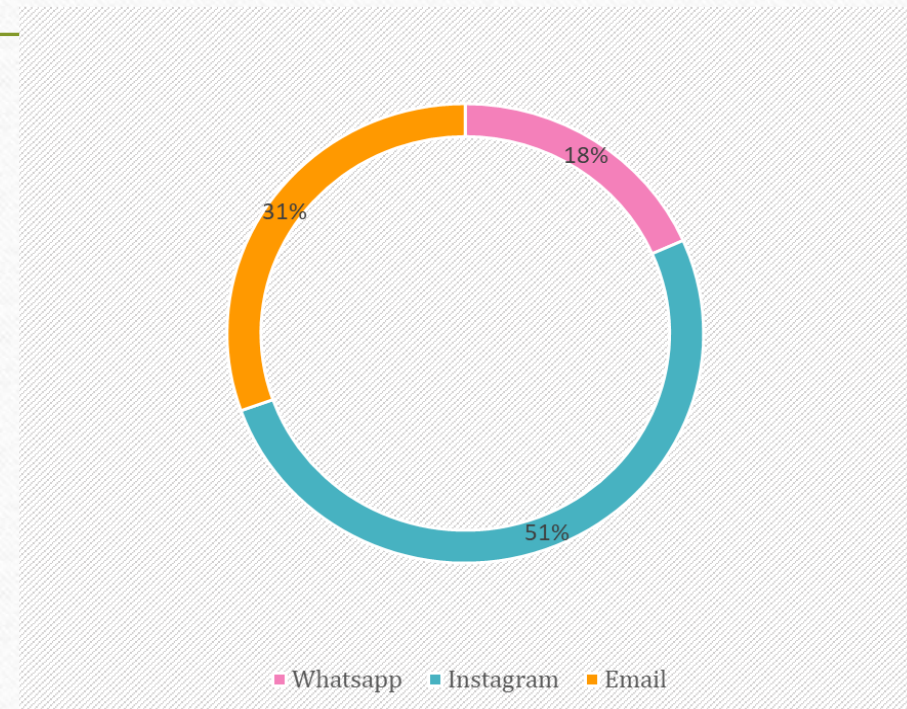
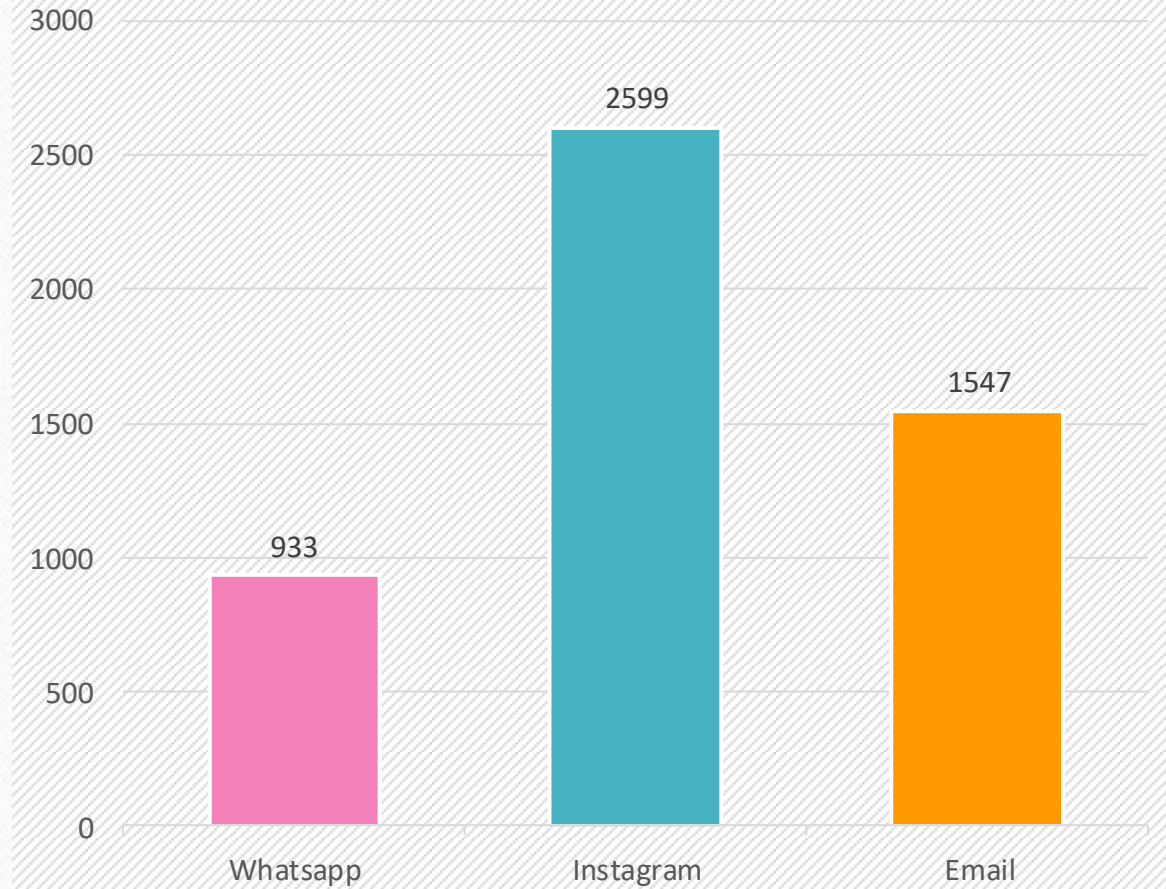
# Online Services during covid



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# Online Services during C-19

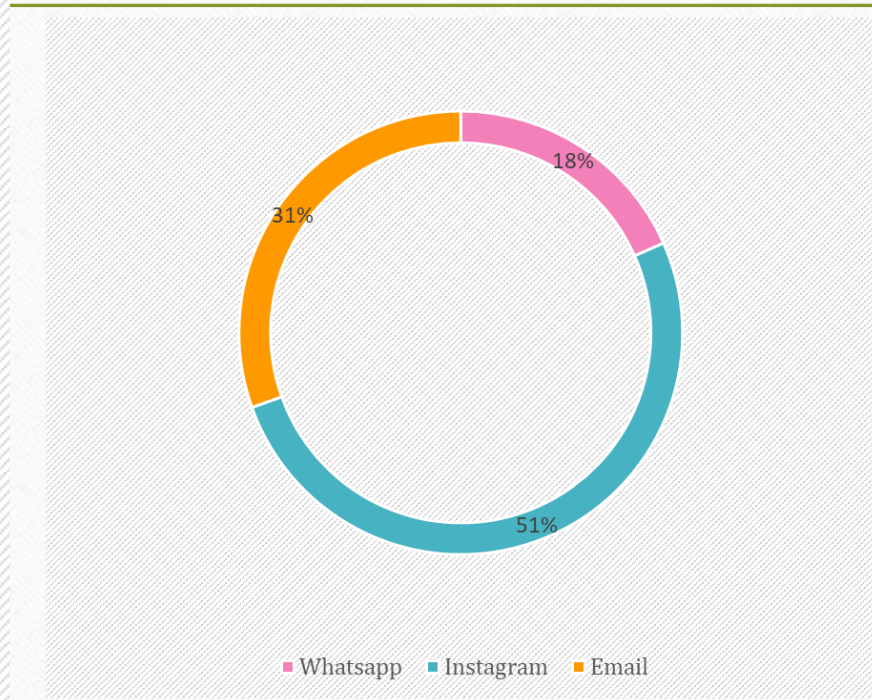
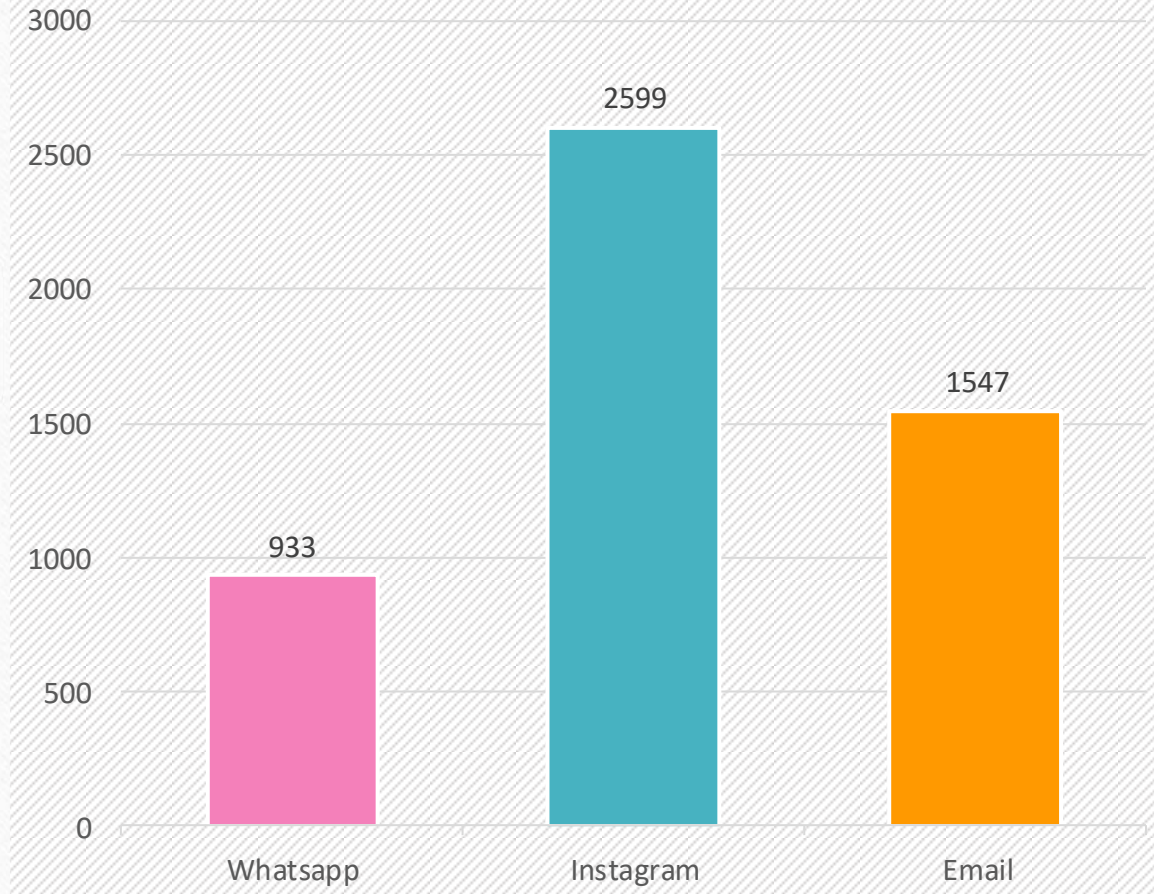
Graphic of Online Library Users March - May 2020  
5079 Users





# UNNES LIBRARY CUSTOMER SERVICES

January - May 2020  
5079 Users



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# LIBRARY Services in NEW NORMAL

- Library Services procedures are carried out according to World Health Organization/WHO Protocol.

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- The library opens services onsite 8:00 am - 12:00 am.
- Online services still run in normal working hours 08.00 am - 04.00 pm.
- Library visitors are limited to 100 people each day.
- Impact for library staff is not serious, they are able to adapt to this unusual situation.
- User has a serious impact for they cannot access library collection as well as the infrastructure available in the library; such as borrowing books, access reading room which no limited in capacity; electronic resources accessing requires additional data packages as they cannot do so freely in the library.

# UNNES LIBRARY: IN NEW NORMAL LIFE

**JADWAL PIKET LAYANAN PERPUSTAKAAN UNNES  
DIMASA PEMBERLAKUAN NEW NORMAL**  
Tahap I, 22 s.d 26 Juni 2020

Hari, Tgl	Nama Petugas			
Senin, 22 Juni '20	Indah Tri P., S.S. Setyarini, A.Md Kharisma Adhiyana, S.Hum	M. Hapsoro Adhi, S.Sos Sony Hermawan, A.Md Dina Nurcahyani K., S.Hum	Dwi Setyo H., S.S. Khrisna, A.Md Annisa Dwi C., S.Hum Abdul Hakim, S.Pd	M.Z. Eko Handoyo, S.S Aris Setiono, S.Pd Urip Wachyuni
Selasa, 23 Juni '20	Sri Yuniati, A.Ma Danang Prasetyo Kharisma Adhiyana, S.Hum	Dra. Dedeh Mulyati Retma Inyati F., S.S Maria Ayu P., S.Hum	Budi Santoso, A.Ma Dwi Setyo H., S.S. Sony Hermawan, A.Md	Dra. Tuty Ganewati Drs. Murgono, S.IP Aris Setiono, S.Pd
Rabu, 24 Juni '20	Indah Tri P., S.S. Danang Prasetyo Setyarini, A.Md	M. Hapsoro Adhi, S.Sos Maria Ayu P., S.Hum Dina Nurcahyani K., S.Hum	Budi Santoso, A.Ma Annisa Dwi C., S.Hum Khrisna, A.Md	M.Z. Eko Handoyo, S.S Dra. Dedeh Mulyati Urip Wachyuni
Kamis, 25 Juni '20	Sri Yuniati, A.Ma Setyarini, A.Md Kharisma Adhiyana, S.Hum	M. Hapsoro Adhi, S.Sos Dra. Dedeh Mulyati Retma Inyati F., S.S	Budi Santoso, A.Ma Dwi Setyo H., S.S. Abdul Hakim, S.Pd	Dra. Tuty Ganewati Drs. Murgono, S.IP Aris Setiono, S.Pd
Jum at, 26 Juni '20	Sri Yuniati, A.Ma Indah Tri P., S.S. Danang Prasetyo	Retma Inyati F., S.S Sony Hermawan, A.Md Maria Ayu P., S.Hum Dina Nurcahyani K., S.Hum	Khrisna, A.Md Annisa Dwi C., S.Hum Abdul Hakim, S.Pd	M.Z. Eko Handoyo, S.S Drs. Murgono, S.IP Dra. Tuty Ganewati Urip Wachyuni

Semarang, 19 Juni 2020  
Kepala UPT Perpustakaan



M.Z. Eko Handoyo, S.S

Catatan/Rujukan:

1. S.E Rektor UNNES No. B/2798/UN37/KP/2020 tentang Sistem Kerja Pegawai Unnes dalam Tatahan Normal Baru.
2. Semasa Pemberlakuan New Normal, Layanan Perpustakaan Unnes secara online tetap dijalankan.



# Library Service Procedures



must wear a mask



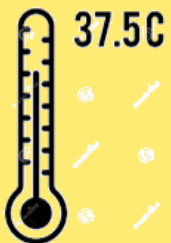
wash your hands before  
enter the room



body temperature  
measured by the  
officer



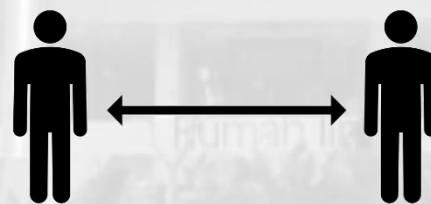
Users in the condition of the  
body is not fit (flu, cough,  
fever) is prohibited from  
entering



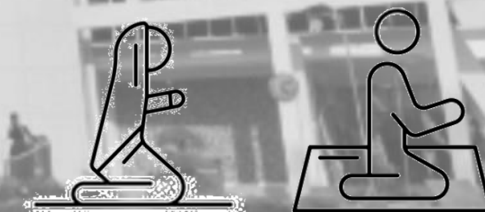
users with body  
temperature above normal  
(more than 37.50C) are  
prohibited from entering



Users with body temperature  
above normal, it is recommended  
to check themselves into the  
Public Health Service Unit



maintain a safe distance (minimum  
1 m) between officers



wearing their own prayer  
equipment



# Library Procedures in the New Normal



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# Library Procedures in the New Normal: No Shaking Hands and Keep Physical Distancing




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# FOR VISITORS: WASH YOUR HANDS



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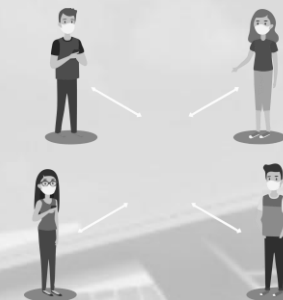
# Procedure for Utilizing Library Facilities



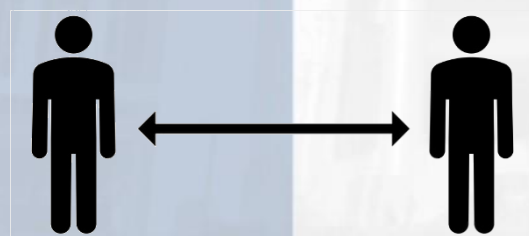
the number of visitors is limited according to the capacity of each room



The library provides hand sanitizers at each service point



users in the elevator a maximum of 4 people



users in the reading room are required to maintain a safe distance



not allowed to change the order (setting) seating

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# KEEP QUEING and safe distance



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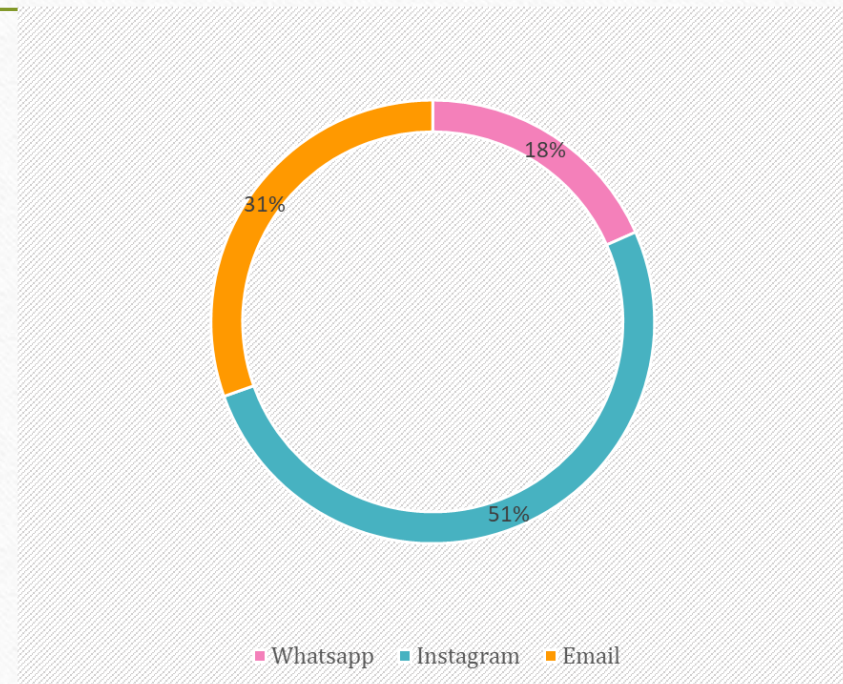
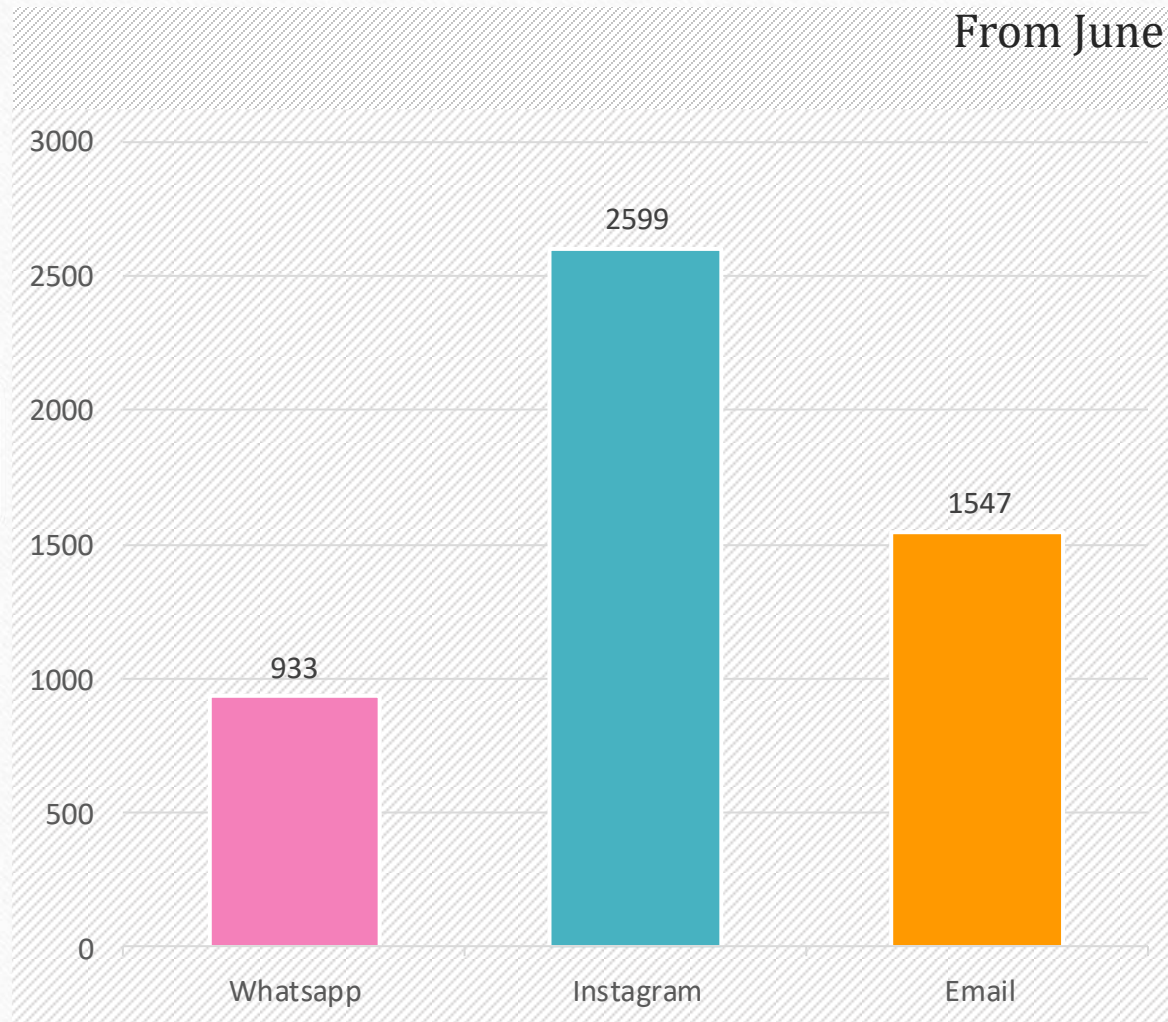
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# UNNES LIBRARY: IN NEW NORMAL LIFE

From June 2020





# Wearing a mask in any condition





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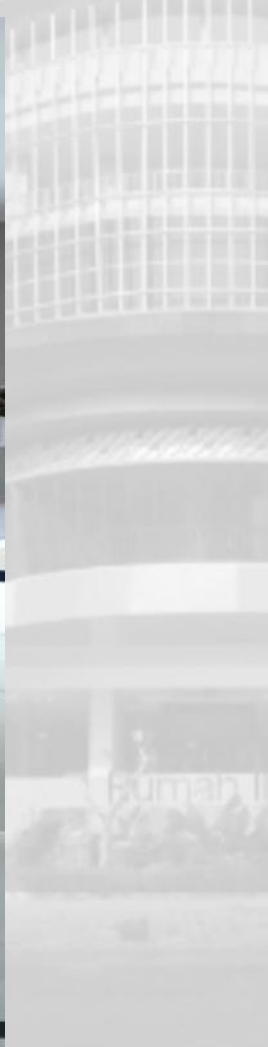
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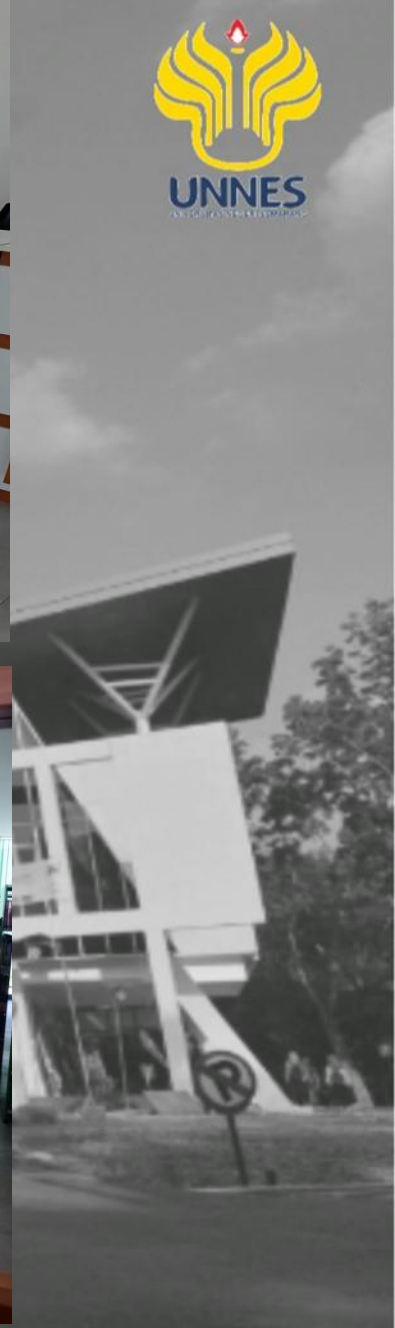
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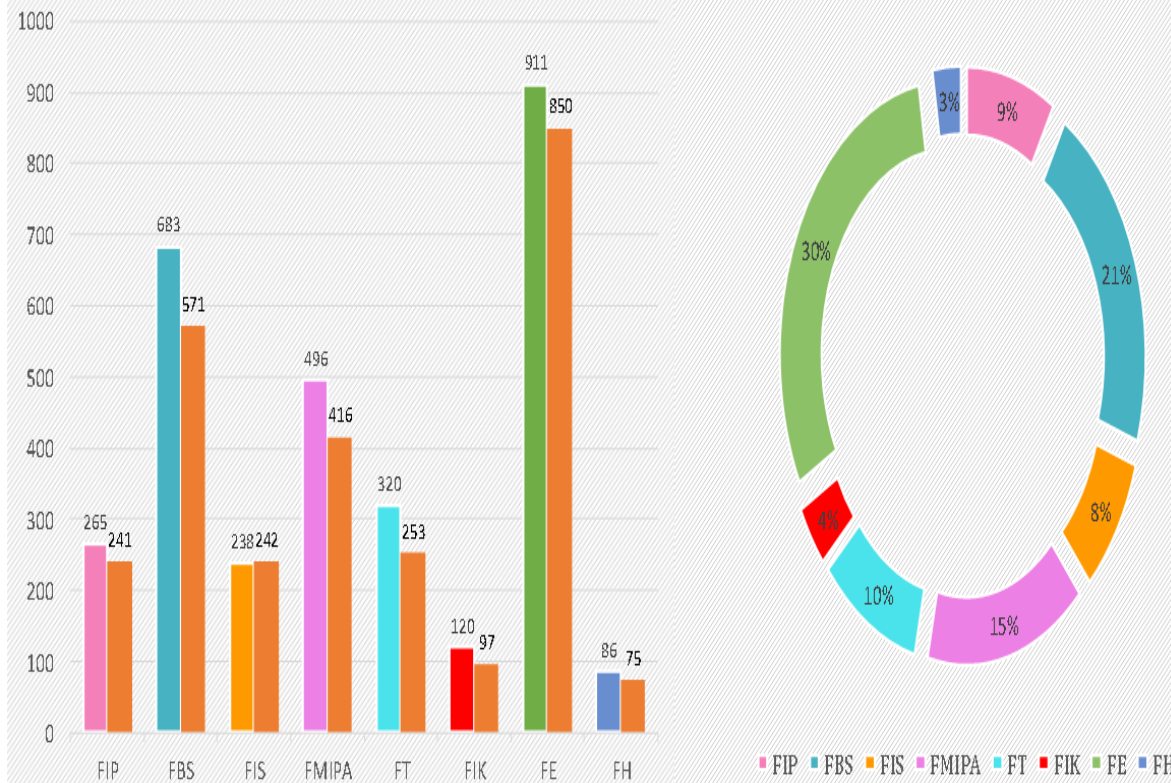
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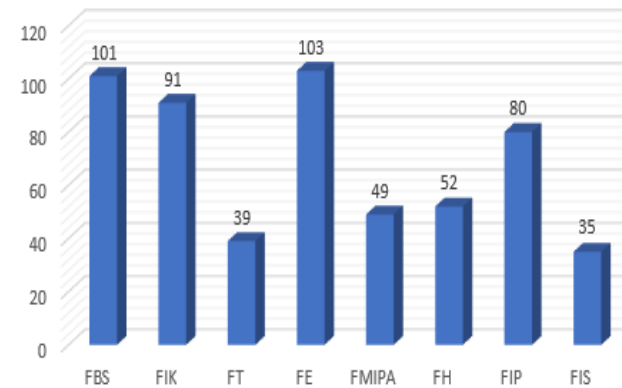
# UNNES LIBRARY USER BEFORE C-19

January - March 2020  
5864 Circulation Books (Borrowing & Returning)

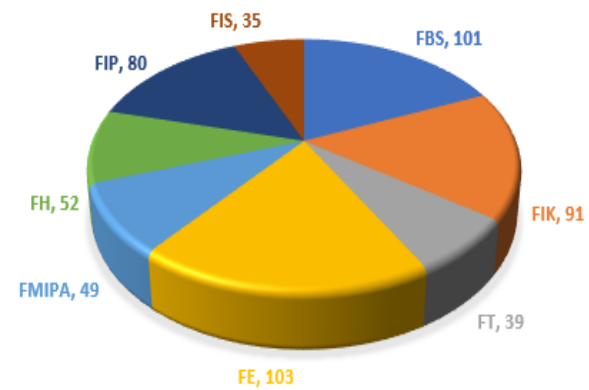


JURUSAN	FBS	FIK	FT	FE	FMIPA	FH	FIP	FIS
JUMLAH	101	91	39	103	49	52	80	35

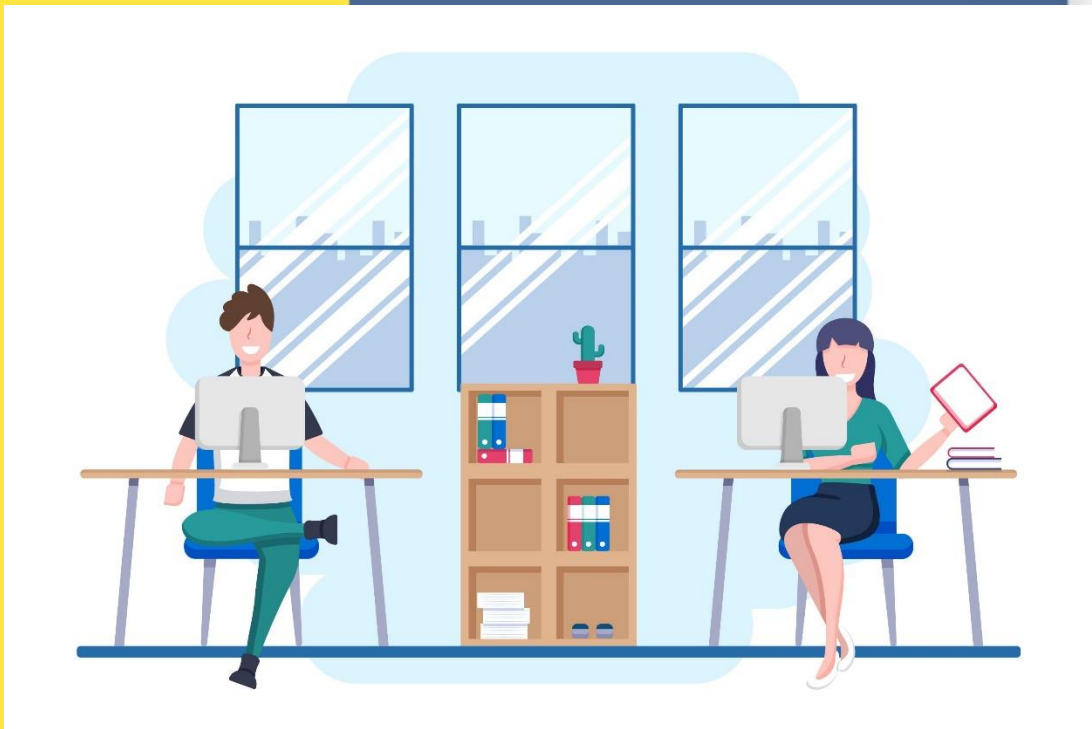
DATA BEBAS PERPUS (ONLINE)



DATA BEBAS PERPUS (ONLINE)



# KEEP A PHYSICAL DISTANCING (Minimum 1 m)



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# THANK YOU



PRESENTED IN A SHARING SESSION AMONG UiTM, UNNES, ITB LIBRARY

JUNE, 26<sup>th</sup> 2020