



## Website-based Gray Literature Collection Management Darmajaya Repository (Case Study at IIB Darmajaya Library UPT)

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### ABSTRACT

**Background:** College libraries not only provide printed collections such as books for lecture materials, but some of them provide collections not published to the public, usually called Gray Literature. The Gray Literature Collection is one of the main factors to consider when assessing a university library. The Gray Literature Collection contains various research results that the library/user needs. The Repository is an archival storage place designed to collect, preserve, and disseminate digital copies, especially the Darmajaya Repository Gray Literature Collection..

**Purpose:** This research aims to describe how the Repository is managed at the IIB Darmajaya Library and the obstacles librarians face during the management stage.

**Design and methods:** This research uses a qualitative descriptive method using case study research. Data collection uses observation and interviews. Data analysis in this research includes data reduction, data presentation, and conclusion, while a triangulation approach is used to measure validity.

**Results:** Based on the findings of this research, Repository management at the IIB Darmajaya Library is carried out by determining management policies, preparing hardware and software, Human Resources, and procedures for receiving collections. The final stage is uploading files into the Darmajaya Repository system. Problems are faced in managing the Darmajaya Repository because it is still in the development process, so there are still areas for improvement in management, implementation, and presentation.

**Keywords:** Gray Literature Collection, Repository, Repo.Darmajaya

### Introduction

Information technology is currently an essential component in all fields. One of the fields whose development is supported by technology is libraries. Information technology in libraries is often an essential assessment in assessing whether the library has experienced progress and modernization in library management and service. This certainly cannot be denied, considering society's demands for information technology (Asmiyanto et al., 2016).

The library is a central source of information, science, technology, and culture. Apart from that, the library also functions as a vehicle for education, research, preservation, information, and recreation to brighten the life of the Indonesian nation. Libraries must be able to keep up with developments in information technology. Day by day, they are increasingly moving forward. Progress within the scope of the library sector. All of this must be supported by developments in information technology within the scope of the library, and its use can be applied to various fields within the scope of the library. The use and development of information technology in libraries is the primary assessment in measuring the development and progress of a library (Junaeti & Agus, 2016).

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Law No. 43 of 2007 concerning Libraries explains that University Libraries develop technology and information-based library services. In tertiary institutions, libraries act as a unit of academic equipment for tertiary institutions to support the implementation of education through the information services provided, including information collection, management, and dissemination of information. Meanwhile, in supporting community service, university libraries preserve the results of scientific research as materials that the wider community can utilize.

University libraries not only provide collections of printed library materials such as lecture material books but also provide collections not published to the public, usually called Gray Literature. The Gray Literature collection is one of the main factors that must be considered in assessing the quality of a university library. The Gray Literature Collection cannot be bought and sold because it contains various research results recognized by the higher education academic community. Undoubtedly, the contents of the Gray Literature Collection are needed by readers/users. The form of Gray Literature includes theses, archives, seminar results produced by students, and scientific work in the form of studies, papers, workshop seminars, and research reports.

The Gray Literature / Scientific Work collection stored in a library is an intellectual property that can be used as a source of information to support the learning and research process. Several universities have different management of Gray Literature / Scientific Work collections according to the policies of their respective libraries. Some collections' publications can be accessed online, but some still need to be published in print. With the development of adequate information technology, in the future, all types of Gray Literature/Scientific Works collections can be accessed online.

One of the software that is usually used to store Gray Literature Collections/scientific works online is the Repository. Repository refers to collecting and preserving digital collections resulting from intellectual work from a particular community, thus showing that the digital material collected is closely related to the institution that created it (Pendit, 2008). The Repository is a place to store archives/collections of library materials in the form of an online Gray Literature collection to collect, preserve, and disseminate digital copies. With the Repository, it is hoped that it will facilitate the academic community of a higher education institution to access the information needed.

The IIB Darmajaya Library UPT is an absolute facility that all educational institutions must have to support the teaching and learning process, research, and development, including IIB Darmajaya. The IIB Darmajaya Library is an integrated information network with universities in Indonesia and also from information centers spread throughout the world. There are more than 20,000 copies of library materials in the form of books, journals, computer magazines, tutorial software, internet for searching and downloading, which can be accessed by lecturers and students.

The IIB Darmajaya Library uses a computerized system in the service, processing, and cataloging processes. Currently, the Darmajaya Library has an e-library service. With this e-library, the academic community can connect with libraries from leading universities in Indonesia to fulfill their information needs regarding educational books. In other words, "Knowledge Resources are Never Lacking".

UPT IIB College Library (Institute of Informatics & Business) Darmajaya Bandar Lampung is one of the universities that manages the Gray Literature Collection. IIB Darmajaya Library UPT is located at Jl. Zainal Abidin Pagar Alam No.93 Bandar Lampung. IIB Darmajaya Library UPT has kept up with the times and information technology regarding management, procurement, and library services. Proven by the use of the Repository in Managing the Gray Literature Collection.

In 2019, the IIB Darmajaya Library UPT implemented a Repository to Help Manage the Gray Literature Collection, accessed online via page <https://repo.darmajaya.ac.id/>. The Gray Literature collection in the UPT IIB Darmajaya Library includes practical work reports, PKPM (Community et al.), final assignments, and theses. The gray literature collection is available in three forms: printed (hard file), CD (soft file), and electronic on the repo. Darmajaya website. Repository-based Gray Literature Collection management is carried out by librarians and library management staff and assisted by the IIB Darmajaya ICT team if there are problems with the website, such as problems/errors and internet network problems. Librarians receive Gray Literature collection files/CDs.

Then, check the contents of the Gray Literature collection again to see whether it is complete and suitable for uploading to Repo. Darmajaya, after that, the process of managing and collecting data on the collection to repo. Darmajaya, if it has been recorded, the librarian will upload the collection. After it is uploaded on the web, the librarian will re-register the data to be recorded in the KKI catalog and given an inventory number to facilitate retrieval. Repository-Based Gray Literature Collection Management (repo. darmajaya). It is still in development, so there are still areas for improvement in its processing, application, and presentation. A buildup of student CD collections of scientific work (grey literature) still needs to be uploaded to the Darmajaya Repository. One of the inhibiting factors in managing the Gray Literature Collection is the need for more human resources to carry out the Gray Literature Collection Management process.

The aim of writing this scientific work is to find out how Repository-based Gray Literature is managed from the beginning when students submit their collection of scientific works (Grey Literature) to the library up to the librarian's process of managing and uploading it.

Collection of scientific papers to the Repo.darmajaya website system. Based on the introduction above, the researcher was interested in conducting research and took the title "Darmajaya Repository-Based Gray Literature Collection Management Case Study: at the IIB Darmajaya Library UPT".

## Methods

This research uses a qualitative approach with a case study type. The data in this research explains how the Darmajaya repository is managed. Furthermore, information on data sources was obtained through joint interviews with the Head of the IIB Darmajaya Library, the Librarian, and the IIB Darmajaya ICT Team. The data source for this research was obtained through a case study in the form of direct observation at the IIB Darmajaya Library UPT. The author also interviewed five sources: the Head of the Library, the Librarian, and the Management Staff. This type of qualitative research provides an overview of the Repository-based management of the Gray Literature Collection at the IIB Darmajaya Library UPT from the beginning when students submit their scientific work collections to the Library to the process of librarians managing and uploading the Gray Literature Collection to the Darmajaya Repository website.

## Findings & Discussion

College libraries not only provide printed collections, such as books on lecture material, but some of them provide collections not published to the public, usually called Gray Literature collections. The Gray Literature collection is one of the main factors to consider when assessing a library. The Gray Literature collection is not for sale because it contains various research results needed by readers/users.

(Prasetyo, 2008, p. 65) States that Kolekis Gray's Literature is library material not available in the line of books for sale in non-commercial printed materials, physical outer cover, printing, and binding. Gray literature collections are created for particular purposes or specific groups. Examples are theses, theses, proceedings, reports, and so on. Gray Literature is only owned by an institution and is not for commercial publication. “The forms of Gray Literature documents often encountered are conference proceedings, seminars, workshops; theses, theses and dissertations; report annual; progress report (progress report); interim report; datasheet, manual; government publication”. (Ernawati, 2006 , p. 152).

This means that the Gray Literature Collection is a term that refers to reports, research notes, or documents that are published by academic institutions or government institutions and are distributed. This research was conducted to determine the management of the gray literature collection through repo. Darmajaya. Apart from that, it will explain the obstacles found in its management. It can be used as an illustration for other university libraries that still need to implement repository services for the IIB Darmajaya Library. This research is expected to become a material consideration and evaluation in implementing repository management in the future.

Repository as a storage place for digital materials produced by a higher education institution is closely related to changes in the management of information resources in libraries. Various paper-based information resources, which have been the prima donna of traditional libraries, are now widely available in digital format (Foundara, 2016, p. 3). Repository is a software that will be used to automate the process of managing Repository contents. Repository systems have various types, including Greenstone, Ganesa Digital Library, EPrints, and Dscape. (Agustiawan, 2016, p. 3).

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UPT IIB Darmajaya Library is one of the academic support work units at IIB Darmajaya College, which helps speed up the process of retrieving information needed by the academic community. Apart from that, the library disseminates information and is a means of storing intellectual works. Produced by the academic community to store the intellectual work of the IIB Darmajaya academic community.

UPT IIB Darmajaya Library has a particular task in managing intellectual work results by receiving and compiling gray literature collections such as journals, practical work reports, final assignments, theses, theses, dissertations and research reports produced by the academic community, storing them, and providing access to meetings. Return to the gray literature collection that has been produced. Before the gray literature collection can be accessed and used by users, the IIB Darmajaya Library UPT must first carry out management so that the gray literature collection is more accessible to inventory and find again when users need the information.

The IIB Darmajaya Repository is a place to store archives/collections of library materials in the form of online Gray Literature collections to collect, preserve, and disseminate digital copies. The existence of the Repository will make it easier for the IIB Darmajaya academic community to access the information they need. However, the Darmajaya Repository is relatively new/starting and still needs to be developed to improve; there are shortcomings in its processing, presentation, and use.

Initially, gray literature collections sourced from students and lecturers were not managed electronically or digitally, resulting in a buildup of collections in libraries, and the allocation of storage locations for gray literature collections increased. Then, in 2019, the IIB Darmajaya Library UPT issued a policy for students to collect gray literature collection soft files. Specifically, printed gray literature/complex files are still stored and available from 2008-2018 at the IIB Darmajaya Library UPT.

Then, in 2019, the IIB Darmajaya Library UPT implemented a repository to help manage the gray literature collection, accessed online via the page <https://repo.darmajaya.ac.id/>. The gray literature collection at the UPT IIB Darmajaya Library includes practical work reports, PKPM (community service), final assignments, theses, and theses. The gray literature collection managed and stored by the UPT Library is available in three forms: printed (complex file), CD (soft file), and digital, accessed at repo. Darmajaya.

The system/software used is E-Prints. Choosing E-Prints because generally/familiarly, the average institution/university uses E-Prints in terms of Repository management, and the system is sound because it is easy, familiar, and does not require too much capacity. A large memory means universities, especially private universities like IIB Darmajaya, can afford it.

Repository-based Gray Literature Collection management is carried out by librarians and library management staff and assisted by the IIB Darmajaya ICT team if there are problems with the website, such as problems/errors and internet network problems. The following are the results of an interview with Mrs. Shela Safitri S.I.Pust regarding Human Resources involved in managing the Repository. "The human resources involved in managing the UPT Repository of the IIB Darmajaya Library consist of 6 people. The person responsible is the Head of the IIB Darmajaya Library UPT, namely Mrs. Dr. Wasilah., S.Kom., M.T and three people from the library staff, Mr. Abdurahim., S.Kom., M.Pdi and Mrs. Meliza., S.Kom, M.Ti and the librarian, namely myself. In managing the repository, library staff and librarians are assisted by two IIB Darmajaya ICT team members if there are problems with the website, such as problems/errors and internet network problems."

From the explanation above, it can be seen that there are six human resources involved in managing the repository, who are responsible for the Head of the IIB Darmajaya Library UPT. HR education that manages the average IT (Information Technology) background is suitable for managing software/applications, especially Repositories. However, according to the author, it is necessary to add several human resources with a Library and Information Science background because, at the IIB Darmajaya Library UPT, there is only one librarian who has an educational background in library and information science.

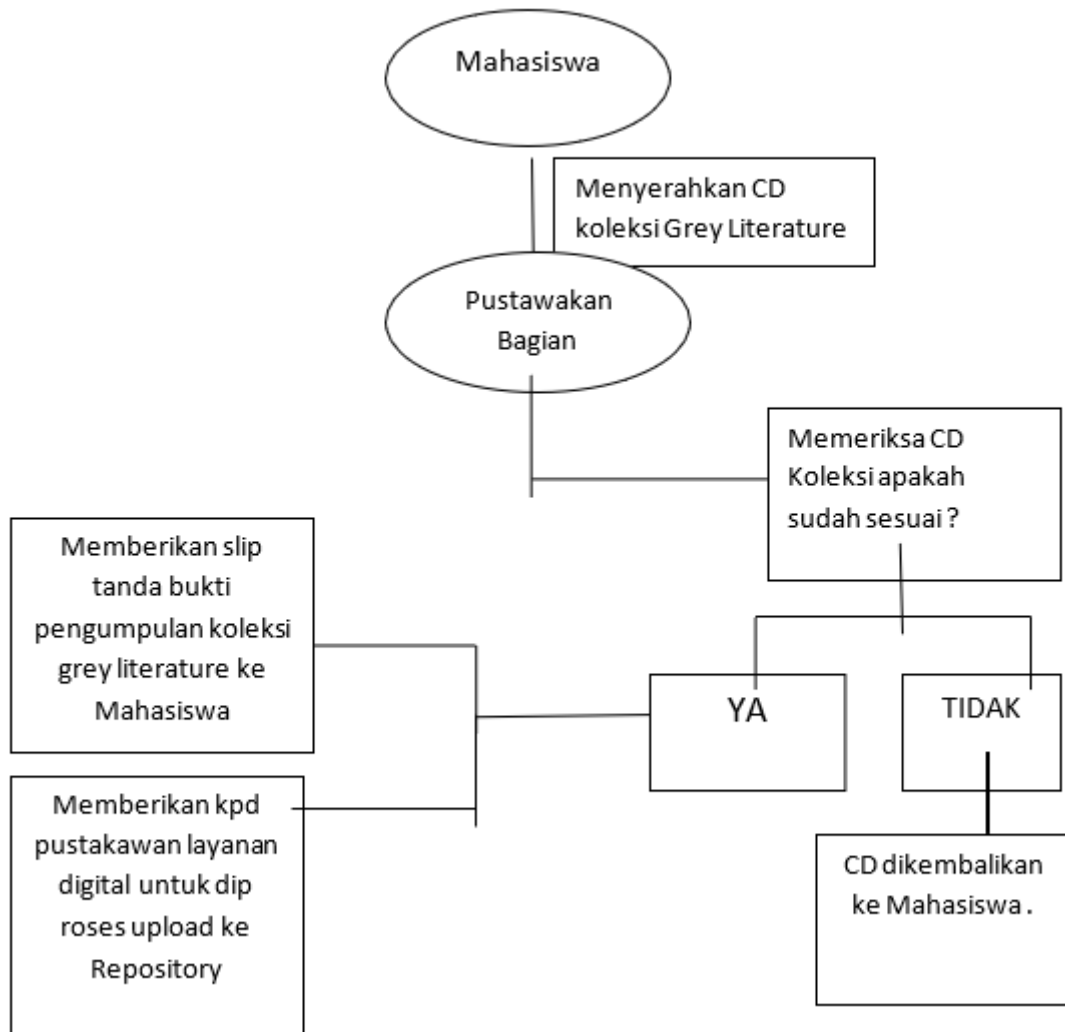
With the lack of human resources to manage the Gray Literature Collection at the IIB Darmajaya Library UPT, the library has a solution, namely planning to develop a new policy in the future so that students are given access to upload their Gray Literature Collection independently wherever and whenever, thus doing the work of librarians/staff library management can be reduced. However, this plan must be reviewed to reconsider whether it is practical, appropriate, and safe if implemented at the IIB Darmajaya Library UPT.

The processing activities for the Gray Literature Collection are carried out from the moment the Gray Literature Collection CD is received into the library, including an explanation of the initial procedure for receiving the Gray Literature collection, as well as the results of an interview with Mrs. Shela Safitri., S.I.Pust

"Students - Give the Gray Literature collection (Thesis/TA/Thesis/PKPM/KP) to the circulation services librarian - Then the circulation services librarian checks the CD collection whether it is appropriate or not - If it is not appropriate then the CD collection is returned to the student - If it is appropriate, the librarian will provide a slip of proof of

collection to the student and give the CD to the librarian in the Digital Services section so that it can be uploaded to <https://repo.darmajaya.ac.id>”

Pictures of the Preliminary Procedure:



Then, the follow-up procedure for managing the collection to Repo. Darmajaya follows the results of an interview with Mrs. Meliza., S.Kom., M.TI: "Managing the collection to the Repository adapts to the SOP in the IIB Darmajaya Library UPT. After the librarian

The circulation department provides me with a digital services librarian. The following work procedure that I will do is:

- recheck the Gray Literature Collection CD.
- After that, manage and collect data on the collection at <https://repo.darmajaya.ac.id> (data collection includes title, author, year, abstract, etc.).
- Next is the file upload process to <https://repo.darmajaya.ac.id>
- Verify so that users can access it
- After it has been uploaded and published at <https://repo.darmajaya.ac.id>, the next activity is collecting data into the KKI Darmajaya catalog to facilitate retrieval.
- After that, the librarian assigns an inventory number to the collection CD Grey Literature.

- "The last activity is classifying and arranging Collection CDs according to the type of collection, whether it is a thesis, thesis, TA, PKPM and also if the collection is a thesis/thesis/TA then it will be grouped according to the major."

The contents of the Gray Literature Collection file have been uploaded to the Darmajaya Repository in the form of PDF and full-text files. Types of Gray Literature collections in the UPT Repository of the IIB Darmajaya Library. The answer was obtained based on the results of a joint interview (Mrs. et al., S.I.Pust): "The types of gray literature collections at the IIB Darmajaya Library UPT are:

- Final Assignments from 3 departments at IIB Darmajaya, namely Information Management, Accounting, and Computer Engineering Study Programs.
- Thesis from 7 majors at IIB Darmajaya. Namely Informatics Engineering, Information Systems, Computer Systems, Computer Engineering, Digital Business, Management and Accounting.
- Theses from 2 departments at IIB Darmajaya Postgraduate Management and Informatics Engineering.
- PKPM (Community Service Work Practices) is the result of students who have carried out KKN; after carrying out KKN IIB Darmajaya students are required to make PKPM.
- KP Report (Practical Work) This report is made by students who have completed PKL
- Journal and Research Results from IIB Darmajaya Lecturers.
- Campus magazines and bulletins (but not yet uploaded to the Repository)"

The results of interviews regarding the types of gray literature collections found at the IIB Darmajaya Library UPT. It follows the university library guidebook (2004:5), which states that gray literature includes all scientific works produced by universities. The types of Gray Literature collections stored by college libraries are as follows:

1. Thesis, Thesis, Dissertation;
2. Research and Community Service Reports;
3. Internal campus publications;
4. Journal articles; and
5. Campus magazines or bulletins.

There is an explanation of the stages in managing gray literature collections. The repository at the IIB Darmajaya Library UPT is as follows;

- 1) The circulation services librarian receives Gray Literature collection CDs from students
- 2) The librarian checks the contents of the CD to see whether the files contained therein comply with applicable regulations. The contents of the files collected must be in PDF format.
- 3) After checking if the file's contents are appropriate, the circulation services librarian will provide a slip/certificate of collecting the collection. If the contents are inappropriate, the CD will be returned to the student for correction.
- 4) After that, the circulation section librarian will carry out activities to classify the Gray Literature Collection CDs according to their type.
- 5) After that, the circulation services librarian gives the CD to the digital services librarian.

- 6) The digital services librarian receives files/CDs of scientific work collections or Gray Literature Collections (KP/PKPM/TA/Thesis/Thesis) checked and accepted by the circulation services librarian.
- 7) Then, the digital services librarian double-checks by entering the file/CD into the computer and checking whether it is complete and suitable for uploading to the Darmajaya Repository.
- 8) The next activity is to upload the contents on the CD one by one into the Darmajaya Repository.
- 9) The librarian selects the type of Gray Literature Collection that will be uploaded to the Repository (Article/Book/Thesis)
- 10) The librarian then selects the type of Gray Literature Collection to be uploaded to the Repository. Afterwards, the Gray Literature Collection is selected according to the Article/Book/Thesis category. Then, the librarian uploads the soft file to the repository.
- 11) After uploading the file, the librarian records it in the system as follows;
  - a. Title of collection of scientific works (KP/PKPM/TA/Skripsi/Thesis);
  - b. Abstract ;
  - c. Author's Name and Email;
  - d. Author's Department and Faculty;
  - e. Year etc
- 12) Then, the librarian chooses the type of collection: a thesis, a PKPM report, or a final project.
- 13) Next, adjust the major from the contents of the student's file.
- 14) If you have recorded the contents of the file in the repository, then the librarian checks again whether:
  - a. Title of collection of scientific works (KP/PKPM/TA/Skripsi/Thesis);
  - b. Abstract ;
  - c. Author's Name and Email;
  - d. Author's Department and Faculty;
  - e. Year etc.

It matches the contents of the CD being uploaded. If so, the librarian clicks next to continue adjusting the subject from the Gray Literature Collection.

- 15) Then, librarians adapt the subjects of the Gray Literature collection
- 16) Then, the librarian selects the Deposit Item Now option to publish the scientific work collection in the Darmajaya Repository.
- 17) After the librarian clicks publish and deposits the item now, the gray literature collection can be accessed by library users/academic literature online on the page <https://repo.darmajaya.ac.id/>
- 18) after the librarian has recorded and uploaded the Gray Literature collection files to the Darmajaya Repository, the librarian will re-register the collection into the IIB Darmajaya Library UPT Catalog. The catalog contains data on the Author's Name, Collection Title, Year, Department, and Number. Inventory.
- 19) The next activity is the librarian assigning an inventory number to the CD collection and then classifying it according to the type of scientific work collection and department.
- 20) The IIB Darmajaya Library Repository is still in development, so there are still areas for improvement.



Based on the research results conducted by the author at UPT IIB Darmajaya Library, Repository-Based Gray Literature Collection Management (repo. Darmajaya). It is still in development, so there are still areas for improvement in its processing, application, and presentation. A buildup of student CD collections of scientific work (grey literature) still needs to be uploaded to Repo. Darmajaya. One of the inhibiting factors in managing the Gray Literature Collection is the need for more human resources to carry out the Gray Literature Collection Management process. This writing aims to find out how Repository-based scientific work collections are managed from the beginning when students submit their scientific work collections (grey literature) to the library to the process of librarians managing and uploading scientific work collections to the Repo.darmajaya website system.

## Conclusion

Referring to the discussion explained above, the author can draw the following conclusions:

1. The IIB Darmajaya Library Repository is still in the development process, so there are still shortcomings in terms of management, implementation, and presentation;
2. In managing collections, when uploading files, it is straightforward to understand because the menu options in the Darmajaya Repository system are clear or user-friendly for the officer uploading the files;
3. There are problems if the system errors in the middle of the officer's file uploading activities because they have to re-upload it from the beginning;
4. The subject menu in the Darmajaya Repository system needs to be added to adjust the type of Gray Literature collection that is owned so that it is grouped according to the subject;
5. The facts in the field are that there is a buildup of Gray Literature Collection CDs that still need to be uploaded to the Darmajaya Repository system. The buildup of Collection CDs is due to several factors, the first being a change in library staff, librarians, and the Head of UPT of the IIB Darmajaya Library, so a period of adjustment and learning is needed in managing the collection to be uploaded to the Repository. The next factor is the lack of human resources (librarians)
6. The need to update the SOP related to gray literature collection files so that they are not carried out in their entirety to avoid plagiarism;
7. It is necessary to add a watermark/mark of ownership of the IIB Darmaja Library UPT in the grey literature collection, which will be uploaded/published to the repo. Darmajaya to avoid taking the contents of the collection, especially chapter 4, by other irresponsible parties (plagiarism)

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