

VILLAGE LIBRARY MANAGEMENT CAPACITY IMPROVEMENT IN LENGKONG VILLAGE TO REALIZE A LITERACY VILLAGE

Anastasia Erna Rochiyati Sudarmaningtyas¹⁾, Agus Sariono²⁾, Kusnadi³⁾

^{1,3)} Indonesian Literature Study Program, University of Jember

²⁾ Master of Linguistics Study Program, University of Jember

Email: ernarochiyati.sastra@unej.ac.id

ABSTRACT

Sustainable village development does not only rely on infrastructure aspects, but also requires strengthening the quality of human resources (HR) through increasing community literacy. This community service activity aims to increase the capacity of library managers in realizing a literate village. The results of this community service activity are as follows. Officers who understand and master administrative work greatly determine the sustainability of library operations. With this ability, these officers are very receptive to village library training materials and are able to carry out training materials well. She became the Chairperson of the Lengkong Village Library Management and was able to lead other officers in implementing library operations. From his leadership, the Lengkong Village library has started operating. The Village Head and Secretary of Lengkong Village are two leaders who have a great commitment to realizing the Lengkong Village Library program.

Keywords: *human resources, literate village, village library, training, practice.*

1. INTRODUCTION

1.1 Background

Sustainable village development not only relies on infrastructure aspects but also requires strengthening the quality of human resources (HR) by increasing community literacy. Literacy, as the ability to read, write, and understand information critically, plays a strategic role in empowering village communities to face the challenges of globalization and digital transformation (Efendi and Wijayanti, 2019; Jalil, Fuadi, Nuringsih, and Salmiati, 2024; Arifin and Astinawaty, 2024). According to the Unesco report (2020), increasing community literacy can increase job opportunities by up to 20% and strengthen individuals' ability to participate in local community development actively.

Village libraries are one of the important instruments in supporting community literacy. However, various challenges are still faced, such as the lack of competent management staff, limited collections of relevant books, and low levels of community involvement in literacy programs. Data from the National Library of the Republic of Indonesia (Perpusnas, 2021) shows that out of 80,000 villages in Indonesia, only around 30% have libraries with managers who meet standard qualifications. In addition, Saepudin, Damayani, dan Rusmana (2025) noted that the lack of training for library managers is one of the causes of the low effectiveness of village libraries in attracting public interest in reading.

This is reinforced by Kurniawan's statement (2024), who found that the development of village libraries faces many obstacles. These obstacles are budget and resource limitations, technological infrastructure limitations, lack of training and professional development, and limited community interest and participation.

To overcome these challenges, increasing the capacity of village library managers is very important (Prasyesti, at.al., 2021). Competent managers are not only able to manage library collections and administration effectively but are also able to initiate innovative literacy programs (Retnaningtyas and Sandra, 2024; Krisdiantoro, Rangkuti, and Maryani, 2022; Widodo, 2021). A study by the International Federation of Library Associations and Institutions (IFLA, 2019) stated that well-managed community-based libraries can increase community literacy participation by up to 40% through information and communication technology (ICT)-based activities.

In the context of developing community literacy, the task of the library is to provide information services for the benefit of the community, both the scientific community (students, students, teachers, lecturers, and researchers) and the wider community around them. According to experts, reading is a form of non-formal education for individuals that provides valuable social benefits (Sitorus & Hutasoit, 2021). In an academic environment, reading integrates various fields of science into the reader's knowledge, ultimately improving the reader's abilities and expertise (Abidin et al., 2021). Reading and writing skills, often referred to as literacy, are the initial stage in efforts to improve community education (Masitoh, 2018). Literacy activities are one of the activities that individuals continue to do throughout their lives (Fadhli, 2021). The functions of libraries are very many and varied, but in general, the functions of libraries are educational, informative functions, research functions, cultural functions, and recreational functions (Vellania, Hanum, and Madeten, 2023; Aini, 2022). All library tasks and functions can run well, in harmony, and harmoniously if there is full support from all related parties, such as the government, library managers, and the community.

Jember Regency is an area located in the South-East of East Java, consisting of 31 sub-districts and 248 villages. One of the sub-districts in Jember Regency is Mumbulsari District which is located in the southern region. The distance from Mumbulsari District to Jember is 12 km. One of the villages in Mumbulsari District is Lengkong Village.

Lengkong Village is located at the southern tip of Jember Regency with an area of approximately 379,966 Ha. Lengkong Village borders Jenggawah Village, Jenggawah District to the west, Wirowongso Village to the north, Kawangrejo Village to the south, and Mumbulsari Village to the east. Lengkong Village consists of 4 hamlets, namely Krajan, Bulangan, Peji, and Jambesari Hamlets, with 10 RW and 59 RT.

Based on the information obtained, Lengkong Village already has a reading room facility or what is often called the Village Library. About this information, an initial observation was conducted in Lengkong Village, and in fact, the reading room facilities were already available. The availability of the Village Library aims to foster a culture of literacy. In addition, it is also to divert the attention of children who tend to be more inclined to gadgets than to study or read, so that children's interest in reading increases and children tend to study and read to increase their knowledge. However, when viewed from the management aspect, it turns out that the management is limited to teachers and only a few so additional Village Library managers are needed by involving youth organizations. In addition, the management is also not by the actual library management/not yet professional (not yet carried out by library management guidelines, book classification, and cataloging). Based on these conditions, in Lengkong Village it is necessary to increase the potential/capacity and number/addition of Village Library managers through the implementation of community service at this time. The partner for this Community Service activity is the Lengkong Village Government, Mumbulsari District, Jember Regency. Based on information the Village Library Manager is only a few teachers, so it is necessary to add managers from youth organizations. For this reason, the participants in this community service activity are managers and prospective managers (Karang Taruna) totaling 20 participants.

Community service in the form of this training can support the perfection of the Village Library to strengthen and increase children's interest in reading as a means to increase and develop their knowledge. In addition, from the management aspect, it will produce skilled and professional Village Library managers so that Lengkong Village can be realized as a Literacy Village

1.2 Partner Problems

Based on initial observations to Lengkong Village, it turned out that there was once a reading room facility or 'Village Library' and initially the village library was in demand by the community, especially children. Children's interest in reading increased and children tended to be active in learning and reading to increase their knowledge. This has a positive impact on children. The development of information technology has encouraged an increase in the use of gadgets in children. With the existence of this village library, the tendency to use gadgets has decreased.

On the other hand, the managers of this village library do not master library management. They do not understand the principles of library collection management. They do not understand library operational management. They also do not understand the strategies to increase the community's interest in reading. Therefore, the existence of this village library did not last long.

1.3 Purpose and Benefits of Community Service

The context of implementing community service this time is towards Lengkong Village, Mumbulsari District as a literacy village. The implementation of community service this time is one step towards this main goal. The objectives of implementing community service this time are as follows.

1. For the Lengkong Village government: this activity is a collaboration between the Lengkong Village government and universities (University of Jember-LP2M) in the context of realizing Lengkong Village as a literacy village.

2. For the target audience: the implementation of community service this time is aimed at developing human resources for managing the Lengkong Village library. Human resource development includes (1) developing aspects of library collection management and development, (2) developing aspects of operational management of the Lengkong Village library.
3. For the Implementation Team: the implementation of community service this time is a form of implementing the community service dharma. This activity is a form of applying the knowledge possessed by the Team for the benefit of the community. This activity is a synergy between the Team (under the auspices of LP2M University of Jember) and the Lengkong Village Government, Mumbulsari District in increasing the capacity of the Lengkong Village library towards a literacy village. This synergy brings universities closer to the community; a step mandated by the tridharma of higher education.

The benefits of implementing community service this time are also related to the context of developing Lengkong Village, Mumbulsari District into a literacy village. Human resources whose abilities and skills are increasingly increasing are expected to be able to increase/attract the community's interest in reading. The literacy village is realized gradually in line with the increase in community literacy in many aspects. In turn, increasing community literacy is the beginning of progress in various aspects of life

2. IMPLEMENTATION METHOD

Several strategies methods techniques or tricks can be given to Library Managers or Partners 'Reading Corners' in Lengkong Village so that they are able and skilled in managing libraries or 'Reading Corners'. Interviews show that Partner Village Library Managers are not yet very capable and skilled in managing village libraries. When handling village libraries, they only do what they can and as best they can, not by the correct management guidelines. Village Library Managers should understand the theory and be skilled in managing libraries according to the steps that must be taken, for example regarding book classification techniques and cataloging. Therefore, the selection and addition of this target audience is considered appropriate.

The techniques/tricks carried out in this community service activity are as follows.

Trick 1: Basic material training on Library Management

This training material includes: understanding libraries, management techniques, book classification, and cataloging along with examples using lecture methods, questions and answers, and discussions.

The 1st trick is aimed at the Village Library Managers who are not yet skilled in library management by providing theories on Library Management which include: understanding libraries, management techniques, book classification, and cataloging along with examples. In this case, the Managers must be willing and able to learn these theories. The community service team has created Library Management materials which include: understanding libraries, management techniques, book classification, and cataloging along with examples through videos. This is done so that the Village Library Managers know the theories which they are then able to apply in managing the library.

2nd Trick: Practice and Improvement of Library Management Mastery

The 2nd trick is carried out in 2 activities, namely: (1) practical activities/performances of the three materials above, then evaluation or assessment is carried out; and (2) activity development activities (1) by guiding the library management process in an activity that involves students as borrowers and teachers and youth organizations as library officers or managers. After that, the resource persons assess the practices, then evaluate them, and provide additional theories and examples to improve their skills in managing libraries.

The 2nd trick is implemented after 2 weeks of the implementation of the 1st trick with the hope that the village library managers have done and or prepared themselves to face this 2nd trick.

The final stage of the training is monitoring and evaluation. The results of the monitoring will be evaluated and the results of the evaluation will be submitted to the Village Partner Apparatus as material for continuous improvement in the future.

3. RESULTS AND DISCUSSION

3.1 Community Service Results

3.1.1 Preparation Stage

The implementation of community service this time is planned in the form of training and practice. In the first meeting, the training focused on explaining aspects of library collection management and library operational management. Before the implementation of the two core activities, the activity began with a preparatory meeting.

Preparation for the implementation of community service this time was carried out on Tuesday, July 2, 2024, starting at 09.00. The meeting was held at the Lengkong Village office. The team met with the village head and village secretary to plan the implementation of this community service. At that time, the participants were determined to include the Lengkong Village library manager who had been handling library operations, representatives of the youth organization, and PKK cadres who were estimated to have the potential and were willing to be involved in developing the village library. From the youth organization representatives, ten prospective participants were obtained and likewise, from the PKK cadres, ten prospective participants were also obtained. There are two existing library managers. The total number of prospective participants is 22 people.

The Village Apparatus is tasked with distributing invitations to all prospective participants. Village officials are also tasked with motivating prospective participants to be willing to attend the planned activities. Village officials are also tasked with preparing the place: room, tables and chairs, and viewers.

The team is tasked with preparing invitations, materials and presenters, participant supplies, and refreshments. The materials are prepared in two forms, namely printout and softcopy.

3.1.2 Stage 1 Training

The first stage of training was held on Tuesday, July 16, 2024, starting at 19.00-21.00. The choice of evening time was based on consideration of opportunity. During the day, participants generally have to work. The evening is free time for participants.

The training began with an introduction from the Team Leader and the Village Officials. The Team Leader explained the purpose of implementing community service this time. Gratitude and appreciation were expressed to all, especially to the presenters and participants who were willing to take part in this training. The welcoming speech from the village officials was represented by the Village Secretary, Mr. Santos. The Village Secretary told the story of the formation of the Lengkong Village Library in 2020 until now. The village library has been legally established, based on the Decree on the Establishment of the Lengkong Village Library by the Village Head. Along the way, this library could not last long. The cause was poor management. What was left was the room, bookshelves, and the Decree of Establishment. However, the issue of the Lengkong Village Library has always been a topic of discussion in the preparation of the village work program.

The speakers were three Jember University Library Officers. These three officers are professionals in the field of library management. By involving professional library personnel, it is hoped that the material presented is truly correct knowledge. The materials provided include:

1. Definition, types, and criteria of libraries
2. Library management
3. Library operational management

The presentation of training materials began at 19.30. Each material was delivered by a speaker for approximately 20 minutes. Each session was accompanied by spontaneous questions and answers between participants and speakers. The material was delivered in simple language and accompanied by case examples and various images. In this way, participants found it easier to accept and understand the material. The questions and answers were quite interactive. Participants were quite enthusiastic in participating in the lecture and Q&A sessions. Practically, the presentation stage of the material and Q&A takes 1 hour and 15 minutes.



Figure 1. Training stage 1.

There are 30 minutes left. According to the original plan, the next stage is a question-and-answer session and concrete examples of the implementation of village libraries. The examples presented include administrative equipment, library collection circulation administration, completeness of collection identity, room arrangement, and library collections. The

dialogue between participants and speakers was quite intensive. Many things were discussed in each question and answer session that occurred, including how to classify books, how to identify books, types of administrative books, and how to increase library visitors. Questions generally revolved around practical matters of library management.

3.1.3 Stage 2 Training

The second stage of training was held on Sunday, September 29, 2024, starting at 10:00 to 13:00. The second training was deliberately held on Sunday because the participants in this training were only for Lengkong Village Library officers by the Decree issued by the Head of Lengkong Village. In the Decree, the number of officers was determined to be 4 people, namely 2 people from Lengkong Village employees/Apparatus and 2 others from teachers in Lengkong Village.

This second stage of training was conducted to truly practice the duties of a library officer, based on the theory that had been given in the first training. Before starting the practice of managing the library, the Community Service Team handed over donations of books for children, teenagers, adults, and parents which included: stories for children, science for mothers, cooking recipes, animal husbandry, agriculture, and entrepreneurship.



Figure 2. Handing over donated books.

After the books were handed over, the practice of managing library books began by opening the books from their plastic covers, and then the practice of managing the library began. The practice began with the management of library collections as follows.

1) Creating and filling in the Book List

The Book List is made in a folio-sized notebook with columns consisting of: Serial Number, Title, Author, Edition, ISBN, Publisher, Year, City of Publication, Physical Description, Classification Number, Call Number, Subject, and Number of Books. Library Managers are also asked to create this Book List in the folio-sized book that has been provided. 2) Creating Book Classification Numbers

Book Classification Numbers are made on paper measuring 6 x 5 cm and then attached to the bottom spine of the book (2.5 cm from the bottom). The team created some book classification numbers as examples. Then the library staff were taught how to create classification numbers based on Dewey Decimal Classification (DDC) using artificial intelligence (AI), especially using the application/site: chat.openai.com. The staff were given an example of a prompt to request a classification number. The prompt created is as follows: Please create a book classification number based on Dewey Decimal Classification for a library book entitled [...]. By using the prompt on the chat.openai.com site, the site will provide an answer in the form of a book classification number along with the book's theme. The staff who also serve as administrative staff of the Lengkong Village Office turned out to be very familiar with computer applications, so with just one direction, the staff were able to use the site: chat.openai.com to determine the DDC classification of a book.

3) Creating a Borrowing Card

The Borrowing Card is printed on 10 x 15 cm buffalo paper. The loan card is placed on the back cover of the inside of the book. The loan card only contains a column for the book return date. When a library member borrows a book, the library membership card and the loan card are kept by the library staff. The borrower's identity is on the library membership card, the loan card functions as a reminder of the return date of the borrowed book.

4) Create a Borrowing List Book in a folio-sized book.

In addition to the Borrowing Card, borrowing library collection books is also recorded in the Borrowing List Book. This book is used to create data on the number of book borrowings in a certain period. In the future, this borrowing book can be replaced with a computer application, so that officers do not need to write a list of book borrowings. With this application, officers simply click on the code/barcode on each book and borrower's membership card.



Figure 3. Stage 2 training.

The practice is continued with library management practices which include the following work.

1. Room arrangement

The room for the Lengkong Library has been provided and directed in its arrangement, but it is still temporary. The plan is to find a larger room and renovate it so that the arrangement of books is neat and attractive so that it is often visited by residents of Lengkong Village. However, the room provided is sufficient to start library operations. Room arrangement includes the arrangement of tables and chairs for officers in serving library members, the arrangement of cupboards/bookshelves along the arrangement of library collection books. Currently, there are no reading facilities in the room. If there are members who want to read books on the spot, members can do so at the Lengkong Village Hall which is located in the Lengkong Village Office complex.

The arrangement of books is based on the Dewey Decimal Classification (DDC). Books are arranged based on groups 0-99, 100-199, and so on up to 900-999. Although the number of books is not many, officers have carried out the arrangement of books by the provisions of a library. The books were then arranged in the cupboards and bookshelves that had been provided and noted by the DDC group.

2. Collection improvement

The book collection improvement was carried out because the Lengkong Village library had reading books available, but there was no book identity yet. For this reason, library officers were directed to manage the library by improving the collection of books and entering them into the Book List which then completed the management of the library until complete. This completeness was carried out on the library collection books that already existed before this training was carried out. The completeness of the books includes the classification number attached to the spine of the book and the borrowing card placed on the inside back cover.

3. Improvement of administrative books

In this second stage, the Team assisted in the form of 18 books totaling 36 copies. In this second stage of training, guidance was also provided on the Administration Management of the library so that it could be used as a step to improve the administration of both existing books and new books (additional/donations) for the Lengkong Village Library, both regarding regulations and borrowing procedures.

3.2 Monitoring and Evaluation

Monitoring-evaluation was carried out on Monday, October 13, 2024 at 10.00-11.00. Monitoring evaluation is intended to re-check the implementation of the training (Rochiyati and Sariono, 2023). The things that are evaluated include the following.

1. Library operations: whether they have been implemented according to the set schedule.
2. Human resources: whether the appointed implementing staff have worked according to the set schedule and procedures.

The existing implementing officers still serve as administrative staff at the Village Office. However, the operational implementation tasks of the library can still be carried out properly. Their daily routines include: maintaining the cleanliness of the library room and book collections, checking the arrangement of books, and tidying them up. After this routine, the library officers return to their workplaces as administrative staff at the Village Office. Every time a library member wants to borrow a book, the member meets the officer and then the book-lending service is carried out in the library room.

3. Community interest: whether the community's interest in utilizing the library is good enough or not. Up to this monitoring and evaluation stage, not many residents have utilized the Lengkong Village library. So far, new borrowers are limited to village officials, PKK administrators, and youth organizations. However, operational procedures can be said to be by library standards that have been provided in training.
4. Collection: is the library collection increasing, remaining the same, or decreasing? Up to this monitoring and evaluation stage, the book collection has increased with used school textbooks that are no longer used by the children of Lengkong Village residents. The textbooks include elementary, junior high, and high school textbooks.
5. Room arrangement: has the room arrangement made the managers and users feel comfortable or not yet. The room arrangement is more or less the same as the atmosphere during the 2nd stage of training. The additions that occurred were the addition of two chairs for members to sit on while waiting for their turn to be served by officers. Cleaning equipment has also been added to the room.

The implementation of this second stage of training has been documented in the form of a video and uploaded to the YouTube channel with the following link: <https://www.youtube.com/watch?v=6UGWdD1ZsEI>

4. CLOSING

4.1 Conclusion

After the library establishment decree is made, the first important thing to consider is the selection of library implementing officers. Officers who understand and master administrative work greatly determine the sustainability of library operations. As implemented in the Lengkong Village Office, one of the Lengkong Village library officers also serves as the administrative staff of the Lengkong Village Office. He is very proficient in administrative tasks, he also masters basic applications of Windows computer programs. With these abilities, this officer is very receptive to village library training materials and can carry out training materials well. He became the Chairperson of the Lengkong Village Library Management and can lead other officers in implementing library operations.

The Village Head and Secretary of Lengkong Village are two leaders who have a great commitment to realizing the Lengkong Village Library program. It can be said that all the facilities needed to realize this village library program are provided. The synergy between village leaders and village library officers provides optimal results in the implementation of this village library training and in realizing the Lengkong Village Library program.

4.2 Suggestions

What requires a rather long process is motivating residents to be willing to utilize the existence of the village library and to cooperate with officers and village leaders in developing the village library. The team recommends that library administrators and village leaders continue to motivate residents to be actively involved in the development and utilization of the village library through various existing village organizations, such as PKK and Karang Taruna. If possible, study groups and others can be targeted to provide the intended motivation. In this way, it is hoped that various facilities and book collections can develop more quickly so that the interest of villagers to utilize the library will also increase.

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