

REGENT OF GRESIK  
EAST JAVA PROVINCE

REGULATION OF THE REGENT OF GRESIK  
NUMBER 48 OF 2019

ON

THE POSITION, ORGANIZATIONAL STRUCTURE, DUTIES, FUNCTIONS,  
AND WORK PROCEDURES OF THE LIBRARY AND ARCHIVES OFFICE  
OF THE REGENCY OF GRESIK

BY THE BLESSINGS OF ALMIGHTY GOD

THE REGENT OF GRESIK,

Considering: a. that based on the results of the evaluation of Regional Apparatus and alignment with the Gresik Regency Medium-Term Development Plan from 2016 to 2021, as has been stipulated by Regional Regulation of Gresik Regency Number 10 of 2017 concerning Amendments to Regional Regulation of Gresik Regency Number 9 of 2016 concerning the Medium-Term Development Plan of Gresik Regency from 2016 to 2021, it is necessary to make adjustments to the Position, Organizational Structure, Duties, Functions, and Work Procedures of the Library and Archives Office of the Regency of Gresik;

b. that based on the considerations referred to in point a, it is necessary to issue a Regulation of the Regent on the Position, Organizational Structure, Duties, Functions, and Work Procedures of the Library and Archives Office of the Regency of Gresik;

Considering: 1. Law Number 12 of 1950 on the Formation of Regions within the Province of East Java (State Gazette of the Republic of Indonesia of 1950 Number 19, Supplement to the State Gazette of the Republic of Indonesia Number 2930) as amended several times, lastly by Law Number 2 of 1965 on the Amendment to the Boundary Area of Surabaya City and Surabaya Regency (State Gazette of the Republic of Indonesia of 1965 Number 19, Supplement to the State Gazette of the Republic of Indonesia Number 2730);

2. Law Number 12 of 2011 on the Formation of Legislation (State Gazette of the Republic of Indonesia of 2011 Number 82, Supplement to the State Gazette of the Republic of Indonesia Number 5234);

3. Law Number 5 of 2014 on State Civil Apparatus (State Gazette of the Republic of Indonesia of 2014 Number 6, Supplement to the State Gazette of the Republic of Indonesia Number 5494);

4. Law Number 23 of 2014 on Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587) as amended several times, lastly by Law Number 9 of 2015 concerning the Second Amendment to Law Number 23 of 2014 on Regional Government (State Gazette of the Republic of Indonesia of 2015 Number 58, Supplement to the State Gazette of the Republic of Indonesia Number 5679);

5. Government Regulation Number 38 of 1974 on the Change of Name of Surabaya Regency (State Gazette of the Republic of Indonesia of 1974 Number 52, Supplement to the State Gazette of the Republic of Indonesia Number 3038);

6. Government Regulation Number 18 of 2016 on Regional Apparatus as amended by Government Regulation Number 72 of 2019 concerning Amendments to Government Regulation Number 18 of 2016 on Regional Apparatus (State Gazette of the Republic of Indonesia of 2019 Number

187, Supplement to the State Gazette of the Republic of Indonesia of 2019 Number 6402);

7. Government Regulation Number 12 of 2017 on Guidance and Supervision of Regional Government Administration (State Gazette of the Republic of Indonesia of 2017 Number 165, Supplement to the State Gazette of the Republic of Indonesia Number 736041);

8. Regulation of the Minister of Home Affairs Number 80 of 2015 on the Formation of Regional Legal Products (State News of the Republic of Indonesia of 2015 Number 2036) as amended by Regulation of the Minister of Home Affairs Number 120 of 2018 concerning amendments to Regulation of the Minister of Home Affairs Number 80 of 2015 on the Formation of Regional Legal Products (State News of the Republic of Indonesia of 2018 Number 157);

9. Regulation of the Minister of Home Affairs Number 99 of 2018 on Guidance and Control of the Arrangement of Regional Apparatus (State News of the Republic of Indonesia of 2018 Number 1539);

10. Regional Regulation of Gresik Regency Number 12 of 2016 on the Formation of Regional Apparatus of Gresik Regency (Regional Gazette of Gresik Regency of 2016 Number 18);

11. Regional Regulation of Gresik Regency Number 9 of 2016 concerning the Medium-Term Development Plan of Gresik Regency from 2016 to 2021 (Regional Gazette of Gresik Regency of 2016 Number 18) as amended by Regional Regulation of Gresik Regency Number 10 of 2017 concerning Amendments to Regional Regulation of Gresik Regency Number 9 of 2016 concerning the Medium-Term Development Plan of Gresik Regency from 2016 to 2021 (Regional Gazette of Gresik Regency of 2017 Number 10);

DECIDES:

To stipulate: REGULATION OF THE REGENT ON THE POSITION, ORGANIZATIONAL STRUCTURE, DUTIES, FUNCTIONS AND WORK PROCEDURES OF THE LIBRARY AND ARCHIVES OFFICE OF THE REGENCY OF GRESIK.

## CHAPTER I

### GENERAL PROVISIONS

#### Article 1

In this Regents Regulation:

1. Region means the Regency of Gresik.
2. Regional Government means the Gresik Regency Government.
3. Regent means the Regent of Gresik.
4. Office means the Library and Archives Office of the Regency of Gresik.
5. Head of Office means the Head of the Library and Archives Office of the Regency of Gresik.
6. Secretary means the Secretary of the Library and Archives Office of the Regency of Gresik.

## CHAPTER II

### POSITION

#### Article 2

- (1) The Office is headed by a Head of Office who is positioned under and responsible to the Regent through the Secretary of the Regency.
- (2) In its capacity as a Regional Apparatus, the Office is an implementing element of regional government affairs in the field of Library and Archives.

## CHAPTER III

### ORGANIZATIONAL STRUCTURE

## Article 3

(1) The organizational structure of the Office consists of:

1. Head of Office;
2. Secretariat, consisting of:
  - a. General and Personnel Sub-section; and
  - b. Finance, Program and Reporting Sub-section.
3. Division of Reading Interest Development, consisting of:
  - a. Section of Service and Reading Interest Improvement; and
  - b. Section of Processing and Development of Library Materials.
4. Division of Library Development and Guidance, consisting of:
  - a. Section of Guidance and Development of School Libraries; and
  - b. Section of Guidance and Empowerment of Village, Public and Special Libraries.
5. Archives Division, consisting of:
  - a. Section of Archives Guidance and Supervision;
  - b. Section of Archives Acquisition and Preservation; and
  - c. Section of Archives Services and Dissemination.
6. Group of Functional Positions.

(2) The Organizational Structure Chart of the Office is as contained in the Appendix, which is an inseparable part of this Regents Regulation.

## CHAPTER IV

### DETAIL OF DUTIES AND FUNCTIONS

#### Section One

##### Head of Office

## Article 4

The Head of Office has the duty to assist the Regent in implementing

government policies in the field of library and archival affairs.

## Article 5

In carrying out the duties referred to in Article 4, the Head of Office performs the following functions:

- a. coordination of the preparation of policies and programs for library and archival affairs;
- b. coordination of the implementation of policies in the field of library and archival affairs;
- c. coordination of the implementation of administrative services of the Office in the field of library and archival affairs;
- d. coordination of the implementation of guidance and facilitation of affairs in the field of library and archival affairs;
- e. coordination of the implementation of monitoring, evaluation, follow-up and reporting of the implementation of the Offices technical policies; and
- f. other official duties assigned by the Regent in accordance with his/her field of duty.

## Section Two

### Secretariat

## Article 6

(1) The Secretariat has the duty to carry out the management of correspondence, archiving, personnel administration, finance, equipment and office housekeeping, as well as the coordination of the preparation of program plans, evaluation and reporting.

(2) The Secretariat is headed by a Secretary who is under and responsible to the Head of Office.

## Article 7

In carrying out the duties referred to in section (1) of Article 6, the Secretariat performs the following functions:

- a. coordination of the preparation of program plans and activities;
- b. general administrative services, office administration, archiving and documentation in order to support the smooth implementation of tasks;
- c. management of financial administration and personnel affairs;
- d. management of housekeeping, equipment and office inventory;
- e. administrative services for official travel;
- f. coordination of the divisions within the Office;
- g. coordination and preparation of reports on the implementation of policies, programs and activities; and
- h. other official duties assigned by the Head of Office in accordance with his/her field of duty.

#### Article 8

(1) The Secretariat consists of:

- a. General and Personnel Sub-section; and
- b. Finance, Program and Reporting Sub-section.

(2) The Sub-sections referred to in section (1), points a and b, are headed by a Sub-section Head who is under and responsible to the Secretary.

#### Article 9

(1) The Head of the General and Personnel Sub-section, as referred to in section (1), point a, of Article 8, has the following duties:

- a. implementing general and office administration services;
- b. managing orderly office administration and archiving;
- c. preparing the leaders activity agenda and protocol;
- d. handling housekeeping, office security and preparing office facilities and infrastructure;
- e. managing financial and travel administration for the leader;

- f. procuring and maintaining office inventory;
- g. implementing personnel administration, employee discipline and employee competency development; and
- h. carrying out other official duties assigned by the Secretary in accordance with his/her field of duty.

(2) The Head of the Finance, Program and Reporting Sub-section, as referred to in section (1), point b, of Article 8, has the following duties:

- a. preparing proposed budget needs, program preparation and reporting;
- b. preparing, collecting and preparing complete financial administration, strategic program planning and reporting;
- c. managing bookkeeping, treasury and the Offices annual work plan;
- d. verifying the completeness of supporting financial, program and reporting documents;
- e. preparing a recapitulation of financial absorption as material for evaluating financial performance, programs and reporting;
- f. managing orderly financial administration, programs and reporting;
- g. implementing monitoring, evaluation and reporting of the implementation of financial administration, programs and reports; and
- h. carrying out other official duties assigned by the Secretary in accordance with his/her field of duty.

### Section Three

#### Division of Reading Interest Development

#### Article 10

(1) The Division of Reading Interest Development has the duty to carry out part of the Head of Offices duties in carrying out government affairs in the field of reading interest development.

(2) The Division of Reading Interest Development is headed by a Head of Division who is under and responsible to the Head of Office.



## Article 11

In carrying out the duties referred to in section (1) of Article 10, the Head of the Division of Reading Interest Development performs the following functions:

- a. coordination of the preparation of policy materials and program planning in the field of reading interest development;
- b. coordination and synchronization of programs and policies in the field of reading interest development;
- c. coordination of the preparation of technical instructions and program implementation guidelines in the field of reading interest development;
- d. coordination of program administration services in the field of reading interest development;
- e. implementation of programs and control of activities in the field of reading interest development;
- f. coordination, guidance and facilitation of programs in the field of reading interest development;
- g. coordination of monitoring, evaluation, and reporting of program implementation in the field of reading interest development; and
- h. other official duties assigned by the Head of Office in accordance with his/her field of duty.

## Article 12

(1) The Division of Reading Interest Development consists of:

- a. Section of Service and Reading Interest Improvement; and
- b. Section of Processing and Development of Library Materials.

(2) The Sections referred to in section (1), points a and b, are headed by a Head of Section who is under and responsible to the Head of the Division of Reading Interest Development.

## Article 13

(1) The Head of the Section of Service and Reading Interest Improvement, as referred to in section (1), point a, of Article 12, has the following duties:

- a. preparing the activity plan for the Section of Service and Reading Interest Improvement;
- b. formulating and facilitating the implementation of services and reading interest improvement;
- c. preparing technical instructions and implementation guidelines for service and reading interest improvement activities;
- d. implementing policies, norms, standards, procedures and criteria for service and reading interest improvement activities;
- e. providing automation services, circulation services, information services, reference services, inter-library loan services, both manually and digitally;
- f. providing extension/mobile library services;
- g. managing the administration of service, information, cooperation and reading interest or literacy improvement activities;
- h. implementing technical policies and activities related to service, information, cooperation and reading interest or literacy improvement;
- i. coordinating, guiding and facilitating service, information, cooperation and reading interest or literacy improvement activities;
- j. monitoring, evaluating and reporting on the implementation of technical activities and policies related to service and reading interest improvement;
- k. conducting research on public reading interest; and
- l. carrying out other official duties assigned by the Head of the Division of Reading Interest Development.

(2) The Head of the Section of Processing and Development of Library Materials, as referred to in section (1), point b, of Article 12, has the following duties:

- a. preparing the activity plan for the Section of Processing and Development of Library Materials;
- b. formulating and facilitating the implementation of policies related to the

processing and development of library materials;

c. preparing technical instructions and implementation guidelines for the

processing and development of library materials;

d. coordinating/disseminating information on activities related to the processing and development of library materials;

e. managing the administration of activities related to the processing and development of library materials;

f. implementing technical policies and activities in the field of processing and development of library materials, including manual, digital, ancient manuscripts and local content;

g. monitoring, evaluating and reporting on the implementation of technical activities and policies related to the processing and development of library materials;

m. carrying out other official duties assigned by the Head of the Division of Reading Interest Development.

## Section Four

### Division of Library Development and Guidance

#### Article 14

(1) The Division of Library Development and Guidance has the duty to carry out part of the Head of Offices duties in carrying out government affairs in the field of library development and guidance.

(2) The Division of Library Development and Guidance is headed by a Head of Division who is under and responsible to the Head of Office.

#### Article 15

In carrying out the duties referred to in section (1) of Article 14, the Division of Library Development and Guidance performs the following functions:

a. coordination of the preparation of policy materials and program planning in

the field of library development and guidance;

b. coordination and synchronization of programs and policies in the field of library development and guidance;

c. coordination of the preparation of technical instructions and program implementation guidelines in the field of library development and guidance;

d. coordination of program administration services in the field of library development and guidance;

e. implementation of programs and control of activities in the field of library development and guidance;

f. coordination, guidance and facilitation of programs in the field of library development and guidance;

g. coordination of monitoring, evaluation, and reporting in the field of library development and guidance; and

h. other official duties assigned by the Head of Office in accordance with his/her field of duty.

## Article 16

(1) The Division of Library Development and Guidance consists of:

a. Section of Guidance and Development of School Libraries; and

b. Section of Guidance and Empowerment of Village, Public and Special Libraries.

(2) The Sections referred to in section (1), points a and b, are headed by a Head of Section who is under and responsible to the Head of the Division of Library Development and Guidance.

## Article 17

(1) The Head of the Section of Guidance and Development of School Libraries, as referred to in section (1), point a, of Article 16, has the following duties:

a. preparing program plans and evaluating the implementation of tasks in the Section of Guidance and Development of School Libraries;

- b. formulating targets for the implementation of guidance and development tasks for school libraries;
- c. collecting data, formulating technical operational policies for the guidance and development of school libraries;
- d. preparing norms, standards, procedures, and methods for the guidance and development of school libraries;
- e. providing guidance and consultation, mentoring, monitoring, assistance, and facilitation for the implementation of guidance and development of school libraries;
- f. enhancing the capacity of human resources managing school libraries;
- g. implementing guidance, development and accreditation of school libraries;
- h. monitoring, evaluating and reporting on the implementation of technical activities and policies related to the guidance and development of school libraries; and
- i. carrying out other official duties assigned by the Head of the Division of Library Development and Guidance.

(2) The Head of the Section of Guidance and Empowerment of Village, Public and Special Libraries, as referred to in section (1), point b, of Article 16, has the following duties:

- a. preparing program and activity plans for the Section of Guidance and Empowerment of Village, Public and Special Libraries;
- b. formulating targets for the implementation of guidance and empowerment tasks for village, public and special libraries;
- c. collecting data, mapping and formulating technical operational policies for the guidance and empowerment of village, public and special libraries;
- d. preparing norms, standards, procedures, and methods for the guidance and empowerment of village, public and special libraries;
- e. providing guidance and consultation, mentoring, monitoring, assistance and facilitation, guidance and empowerment of village, public and special libraries;

- f. enhancing the capacity of human resources managing village, public and special libraries;
- g. implementing guidance and development and accreditation of village, public and special libraries;
- h. monitoring, evaluating and reporting on the implementation of technical activities and policies related to the guidance and empowerment of village, public and special libraries; and
- i. carrying out other official duties assigned by the Head of the Division of Library Development and Guidance.

## Section Five

### Archives Division

#### Article 18

- (1) The Archives Division has the duty to carry out part of the Head of Offices duties in carrying out government affairs in the field of archives.
- (2) The Archives Division is headed by a Head of Division who is under and responsible to the Head of Office.

#### Article 19

In carrying out the duties referred to in section (1) of Article 18, the Archives Division performs the following functions:

- a. coordination of the preparation of policy materials and program planning in the field of archives;
- b. coordination and synchronization of programs and policies in the field of archives;
- c. coordination of the preparation of technical instructions and program implementation guidelines in the field of archives;
- d. coordination of program administration services in the field of archives;
- e. implementation of programs and control of activities in the field of archives;

- f. coordination, guidance and facilitation of programs in the field of archives;
- g. coordination of monitoring, evaluation, and reporting in the field of archives;
- and
- h. other official duties assigned by the Head of Office in accordance with his/her field of duty.

## Article 20

(1) The Archives Division consists of:

- a. Section of Archives Guidance and Supervision;
- b. Section of Archives Acquisition and Preservation; and
- c. Section of Archives Services and Dissemination.

(2) The Sections referred to in section (1), points a, b, and c, are headed by a Head of Section who is under and responsible to the Head of the Archives Division.

## Article 21

(1) The Head of the Section of Archives Guidance and Supervision, as referred to in section (1), point a, of Article 20, has the following duties:

- a. preparing program and activity plans for the Section of Archives Guidance and Supervision;
- b. formulating targets for the implementation of archival guidance and supervision tasks;
- c. collecting data, formulating technical operational policies for archival guidance and supervision;
- d. preparing norms, standards, procedures, and methods for archival guidance and supervision;
- e. preparing and implementing Standard Operating Procedures (SOPs) for archival guidance and supervision;
- f. conducting socialization, coordination, cooperation and partnerships with Regional Apparatus and/or government and non-governmental institutions/

agencies regarding archival guidance and supervision;

g. providing guidance and consultation, archival socialization, monitoring, assistance, facilitation, supervision and evaluation of archival supervision to regional apparatus, regional companies, and community organizations

that receive assistance from the regional government;

h. providing guidance and consultation on human resources for archives, data management, evaluation of functions and duties of functional archivist positions;

i. conducting archival supervision, archival audits, assessment of supervision results, and follow-up on the results of supervision of archival management to Regional Apparatus, companies and community organizations that receive assistance from the Regional Government; and

j. carrying out other official duties assigned by the Head of the Archives Division.

(2) The Head of the Section of Acquisition and Preservation, as referred to in section (1), point b, of Article 20, has the following duties:

a. preparing the activity plan for the Section of Acquisition and Preservation;

b. preparing materials for the guidance and facilitation of the implementation of archives acquisition and preservation activities;

c. preparing guidelines, technical instructions and implementation guidelines for the guidance and facilitation of archives acquisition and preservation activities;

d. managing the administration of archives acquisition and preservation activities;

e. implementing technical policies and activities in the field of archives acquisition and preservation, including reception, acquisition, inventory, management, storage, maintenance, preservation, service and information networks, assessment and destruction of archives;

f. coordinating, guiding and facilitating the implementation of technical activities and policies in the field of archives acquisition and preservation;

g. monitoring, evaluating and reporting on the implementation of technical activities and policies related to archives acquisition and preservation; and



h. carrying out other official duties assigned by the Head of the Archives Division.

(3) The Head of the Section of Archives Services and Dissemination, as referred to in section (1), point c, of Article 20, has the following duties:

- a. preparing the activity plan for the Section of Archives Services and Dissemination;
- b. preparing policy materials, guidance and facilitation of archives services and dissemination activities;
- c. preparing guidelines, technical instructions and implementation guidelines for archives services and dissemination activities;
- d. preparing Standard Operating Procedures in the implementation of archives services and dissemination tasks;
- e. managing the administration of archives services and dissemination activities;
- f. implementing technical policies and activities related to archives services and dissemination;
- g. coordinating and facilitating the implementation of archives services and dissemination activities;
- h. monitoring, evaluating and reporting on the implementation of activities and policies related to archives services and dissemination; and
- i. carrying out other official duties assigned by the Head of the Archives Division.

## Section Six

### Group of Functional Positions

#### Article 22

The Group of Functional Positions has the duty to carry out part of the Offices duties in accordance with specific expertise and/or skills and is independent in nature.

#### Article 23

(1) The Group of Functional Positions referred to in Article 22 consists of Librarians and a number of functional archivists in the functional position hierarchy, which can be divided into various groups according to their nature and expertise.

(2) Each group of functional positions referred to in section (1) is coordinated by a senior functional officer who is appointed and responsible to the Head of Office.

(3) The number of functional positions referred to in section (1) is determined based on needs and workload.

(4) Provisions regarding the type and level of functional positions and the detail of functional position duties are regulated based on legislation.

## Section Seven

### Technical Implementation Unit of the Office

#### Article 24

(1) A Technical Implementation Unit (UPTD) may be formed within the Office to carry out some technical operational and/or supporting technical activities that have a work area of one (1) or several Sub-districts.

(2) The UPTD referred to in section (1) is regulated by a separate Regents Regulation.

## CHAPTER V

### FILLING OF POSITIONS AND ESCHELON IN POSITIONS

#### Article 25

Structural positions in the Office are filled by State Civil Apparatus employees in accordance with the provisions of legislation.

#### Article 26

(1) The structural positions referred to in Article 25 are echelon positions consisting of:

- a. The Head of Office is an Echelon II/b position or a first-level high-ranking leadership position;
- b. The Secretary is a Structural Position of Echelon III/a or an Administrator position;
- c. The Head of Division is a Structural Position of Echelon III/b or an Administrator position;
- d. The Head of Sub-section is an Echelon IV/a position or a Supervisor position; and
- e. The Head of Section is an Echelon IV/a position or a Supervisor position.

(2) Details of activities from each job description in each structural position referred to in section (1) are regulated by the Regulation of the Head of Office;

(3) The details of activities referred to in section (2) are used as material in the preparation of Job Analysis, Workload Analysis, Job Evaluation and performance appraisal of Structural Officials and their supporting general functional officials.

## CHAPTER VI

### WORK PROCEDURES

#### Article 27

(1) Each leader in the Office must apply the principles of coordination, integration and synchronization both within their respective work units and between work units within the Regional Government and with vertical agencies in accordance with their respective fields of duty.

(2) Each leader is responsible for leading and coordinating his/her respective subordinates and providing guidance and direction in the implementation of subordinate tasks.

(3) Each leader must supervise the implementation of the tasks of his/her

respective subordinates and, if any deviations occur, take the necessary steps in accordance with legislation.

## CHAPTER VII

### FINAL PROVISIONS

#### Article 28

Upon the commencement of this Regents Regulation, Regents Regulation of Gresik Number 63 of 2016 on the Position, Organizational Structure, Duties, Functions, and Work Procedures of the Library and Archives Office of the Regency of Gresik (Gresik Regency Regional Gazette of 2016 Number 747) is revoked and declared null and void.

#### Article 29

This Regents Regulation shall come into force on the date of its promulgation.

In order for everyone to know this, the promulgation of this Regents Regulation is ordered by placing it in the Gresik Regency Regional Gazette.

Stipulated in Gresik

on December 30, 2019

REGENT OF GRESIK,

(Signature)

Dr. Ir. H. SAMBARI HALIM RADIANTO, S.T., M.Si.

Promulgated in Gresik

on December 30, 2019

SECRETARY OF THE REGENCY OF GRESIK,

(Signature)

ANDHY HENDRO WIJAYA, S.Sos., M.Si.

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