

REGENCY GOVERNMENT OF GRESIK

REGIONAL REGULATION OF THE REGENCY OF GRESIK

NUMBER 14 OF 1994

ON

THE FORMATION OF THE ORGANIZATION AND WORK PROCEDURES
OF THE REGIONAL PUBLIC LIBRARY OF THE REGENCY OF GRESIK

BY THE BLESSINGS OF ALMIGHTY GOD

THE REGENT OF GRESIK

Considering: a. That in order to improve the smooth implementation of tasks in the field of government, development and community that are effective and efficient, and to improve the development of libraries within the Gresik Regency Government, it is necessary to form a separate institution.

b. That to implement the intention as referred to in letter a of this consideration, it is necessary to incorporate it into a Regional Regulation.

Considering: 1. Law Number 5 of 1974 on the Principles of Regional Government;

2. Law Number 12 of 1950 on the Formation of Regencies within the Province of East Java, juncto Law Number 2 of 1965 on the Change of the Border Area of Surabaya Municipality and Regency of Surabaya;

3. Law Number 8 of 1974 on the Principles of Personnel Management;

4. Law Number 2 of 1989 on the National Education System;

5. Law Number 4 of 1990 on the Deposit of Printed and Recorded Works;

6. Government Regulation Number 38 of 1974 on the Change of Name of Surabaya Regency to Gresik Regency;

7. Presidential Decree Number 11 of 1989 on the National Library;

8. Decree of the Minister of State for Apparatus Utilization Number 18/MENPAN/1988 on the Credit Score of the Functional Position of Librarians;
9. Joint Decree of the Minister of Home Affairs and the Head of the National Library dated February 8, 1993 Number 4 of 1993 - Number 002 of 1993 on Guidelines for the Formation, Management, Development and Development of Libraries in the Ministry of Home Affairs;
10. Decree of the Minister of Home Affairs Number 97 of 1994 on the Organizational Pattern of Regional Governments and Regions;
11. Decree of the Minister of Home Affairs Number 56 of 1994 on Guidelines for the Organization and Work Procedures of Public Libraries in Regencies/Municipalities;
12. Decree of the Minister of State Apparatus Utilization Number 108 of 1994 on the Change of Structural Positions of Eselon III and below in Appendices I and IV of Presidential Decree Number 9 of 1985 on Rank Levels and Allowances for Structural Positions as last amended by Presidential Decree Number 35 of 1994.

With the Approval of

THE REGIONAL HOUSE OF REPRESENTATIVES OF REGENCY OF GRESIK

DECIDES

To enact: REGIONAL REGULATION OF THE REGENCY OF GRESIK
ON THE FORMATION OF THE ORGANIZATION AND WORK PROCEDURES
OF THE REGIONAL PUBLIC LIBRARY OF THE REGENCY OF GRESIK.

CHAPTER I

GENERAL PROVISIONS

Article 1

In this Regional Regulation:

- a. Regional Government means the Regency Government of Gresik;

- b. Regent means the Regent of Gresik;
- c. Regional Secretary means the Regional Secretary of Gresik;
- d. Regional Public Library means the Regional Public Library of the Regency of Gresik;
- e. Head of the Regional Public Library means the Head of the Regional Public Library of the Regency of Gresik.

CHAPTER II

FORMATION

Article 2

By this Regional Regulation, the Regional Public Library of the Regency of Gresik is formed with the organizational structure and work procedures as stipulated in this Regional Regulation.

CHAPTER III

POSITION, TASKS AND FUNCTIONS

Article 3

- (1) The Regional Public Library is a Regional Implementing Unit (UPD) in the field of Libraries.
- (2) The Regional Public Library is headed by a Head of the Regional Public Library who is administratively under and accountable to the Regent.

Article 4

The Regional Public Library has the task of serving the general public in the field of Library and Information within the Regional Government.

Article 5

To carry out the tasks referred to in Article 4 of this Regional Regulation, the Regional Public Library has the following functions:

- a. Procurement, collection, processing, storage, maintenance, and presentation of printed and recorded library materials;
- b. Organizing library cooperation with other agencies within the Regional Government;
- c. Organizing cooperation with other Regional Libraries;
- d. Implementation of Administrative and Housekeeping Procedures.

CHAPTER IV

ORGANIZATIONAL STRUCTURE

Article 6

The organizational structure of the Regional Public Library consists of:

- a. Leadership element, namely the Head of the Library;
- b. Assistant Leadership element, namely the Sub-Section;
- c. Implementing element, namely the Section;
- d. Group of Functional Positions.

Article 7

(1) The Sub-Section and Section referred to in section 6 letters b and c of this Regional Regulation are:

- a. Sub-Section of Administration;
- b. Section of Acquisition and Processing.

(2) The Sub-Section and Section referred to in section (1) of this Article, are each headed by a Head of Sub-Section and Head of Section who are under and accountable to the Head of the Library.

Article 8

The Organizational Structure Chart and Work Procedures of the Regional Public Library of the Regency of Gresik as contained in the Appendix to this Regional Regulation are an inseparable part of this Regional Regulation.

CHAPTER V

DESCRIPTION OF DUTIES

Article 9

The Head of the Regional Public Library has the following duties:

- a. To lead the Regional Public Library in accordance with the tasks and functions of the Public Library to be effective and efficient;
- b. To conduct inter-library cooperation both within and outside the Regency of Gresik;
- c. To carry out other tasks assigned by the Regent.

Article 10

The Sub-Section of Administration has the task of carrying out personnel administration, finance, equipment, correspondence, and housekeeping matters.

Article 11

The Section of Acquisition and Processing has the task of carrying out the procurement, processing, and maintenance of library materials.

Article 12

The group of functional positions of librarians and other functional positions are regulated based on applicable laws and regulations.

Article 13

The group of librarians has the task of providing library materials and information services, as well as conducting library outreach and professional development.

Article 14

1. A group of senior functional positions appointed from among library staff;
2. The number of holders of functional positions as referred to in section (1) of this Article is

determined based on needs and workload;

3. The type and rank of functional positions as referred to in section (1) of this Article are regulated based on applicable laws and regulations.

CHAPTER VI

WORK PROCEDURES

Article 15

In carrying out their duties, the Head of the Regional Public Library, Head of Section, Head of Sub-Section, and Group of Librarians must apply the principles of coordination, integration, and synchronization vertically and horizontally within the Public Library and related agencies in accordance with their respective fields of duty.

Article 16

Each head of an organizational unit is obliged to supervise their respective subordinates, and if any deviations occur, to take the necessary steps in accordance with applicable laws and regulations.

Article 17

(1) Each head of an organizational unit within the Regional Public Library is responsible for leading and coordinating their respective subordinates and providing guidance and instructions for the implementation of their subordinates tasks;

(2) Each head of an organizational unit must follow and comply with instructions and is accountable to the Head of the Library, as well as preparing and submitting periodic reports on time;

(3) Each report received from subordinate organizational units must be processed and used as material for preparing the report of the Head of the Regional Public Library.

Article 18

The Head of the Sub-Section of Administration, Head of Section, and Group of Librarians report to the Head of the Regional Public Library.

Article 19

In carrying out their duties, each head of an organizational unit is assisted by their subordinate work units, and in order to provide guidance to their respective subordinates, they hold regular meetings.

Article 20

The Regional Public Library receives technical guidance from the National Library.

CHAPTER VII

APPOINTMENT AND DISMISSAL FROM OFFICE

Article 21

- (1) The Head of the Regional Public Library is appointed and dismissed by the Regent after obtaining the approval of the Governor of East Java;
- (2) The Head of Sub-Section and Head of Section are appointed and dismissed by the Regent upon the proposal of the Head of the Regional Public Library;
- (3) The group of functional positions are appointed and dismissed based on applicable laws and regulations.

CHAPTER VIII

OTHER PROVISIONS

Article 22

With the enactment of this Regional Regulation, all previously enacted provisions that contradict this Regional Regulation are declared null and void.

Article 23

Matters not yet regulated in this Regional Regulation, as far as their implementation is concerned,

will be further regulated by the Regent.

This Regional Regulation shall come into force on the date of its promulgation. In order that everyone may be aware of it, the promulgation of this Regional Regulation is ordered by placing it in the Regional Gazette of the Regency of Gresik.

Gresik, November 2, 1994

THE REGIONAL HOUSE OF REPRESENTATIVES OF THE REGENCY OF GRESIK THE
REGENT OF GRESIK

Deputy Chairperson

[signature] [signature]

ACHSAN SUBAGYO A. SOEWARSO

Ratified by the Decree of the Governor of East Java dated May 26, 1995

Number: 308/P Year 1995.

On behalf of the GOVERNOR OF EAST JAVA

Assistant for Regional Administration

[signature]

PUTU SETIAWAN, SH

Supervisor

NIP. 510 057 151

Promulgated in the Regional Gazette of the Regency of Gresik on June 5, 1995

number 6 year 1995 series C

On behalf of THE REGENT OF GRESIK

Regional Secretary

[signature]

SOEHARMANTO, SH

Supervisor

NIP. 010 069 894

True Copy

Certified by

On behalf of THE REGIONAL SECRETARY OF GRESIK

Head of Legal Division

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ARSADI, SH

Arranger

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EXPLANATION

OF THE REGIONAL REGULATION OF THE REGENCY OF GRESIK

NUMBER 14 OF 1994

ON

THE FORMATION OF THE ORGANIZATION AND WORK PROCEDURES

OF THE REGIONAL PUBLIC LIBRARY OF THE REGENCY OF GRESIK

I. GENERAL EXPLANATION

That in an effort to improve the smooth implementation of government, development, and community tasks in an effective and efficient manner, especially to improve library development within the Gresik Regency Government, and as an implementation of the Decree of the Minister of Home Affairs Number 56 of 1994 on Guidelines for the Organization and Work Procedures of Public

Libraries in Regencies/Municipalities, based on the provisions mentioned above, it is necessary to form the Regional Public Library of Gresik Regency as a Regional Implementing Unit (UPD), by incorporating it into a Regional Regulation of the Regency of Gresik.

II. EXPLANATION ARTICLE BY ARTICLE

Article 1: Sufficiently clear.

Article 2: The formation of the Regional Public Library of the Regency of Gresik with the Regional Regulation of the Regency of Gresik is based on the Decree of the Minister of Home Affairs Number 56 of 1994 on Guidelines for the Organization and Work Procedures of Public Libraries in Regencies/Municipalities.

Article 23 and 24: Sufficiently clear.