

## **ABSTRACT**

### ***DESIGN OF LIBRARY DEPOSIT OFFICE IN WEST JAVA PROVINCE***

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Library material is one of the state assets as wealth in the form of information contained in the library material. The storage of library materials as an asset is an important thing for any agency, both private and government, so that the information in it can be used in the long term. So the government makes regulations that can preserve these library materials, namely Law Number 13 of 2018 concerning Handover of Print and Recorded Works to oblige every publisher and producer in West Java to provide their publications to the designated library, namely the West Java Province Library and Archives Service. will be processed by a special field for processing library materials, namely library material deposits in West Java Province.

However, the result of observations, the layout of the library material deposit office does not adjust to a series of activities or user activity flow which can lead to a lack of spatial effectiveness. Space has not been optimal, including facilities that have not met several requirements stated in government regulations. Lack of effective facilities and space affects the productivity of employees so that there can be an accumulation of unprocessed library materials and does not pay attention to the beauty of the space so that the room seems untidy and boring. As well as the library material deposit office does not pay attention to the storage of library materials in accordance with the type and material of the library materials so that there is a high risk of damage to the information contained in the library material.

Keywords: Deposit, library material processing, effectiveness