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SUMMARY

This job training report is entitled “*Creating an Informational Booklet About Banyumas Regional Library*.” The activities were carried out on August 26 - December 27, 2024, at *Dinas Arsip dan Perpustakaan Daerah Banyumas*. This job training seeks to describe the implementation of job training, creating a booklet to provide information about the Banyumas Regional Library and to find out the obstacles and solutions to attract the interest of visitors, so that more and more people visit the Regional Library. The were collected using observation, interviews, and literature review methods in this job training.

The first step was conducting an observation at the Regional Archives and Library Office, which included searching for information through the website as well as observing the facilities, services, visitor activities, and existing promotions. During the process of preparing the booklet, several challenges were encountered, such as limited references, adjusting the available design to the theme, and selecting the appropriate type of paper. The solutions were to seek additional references from the internet and to regularly consult with the supervisor so that the content and design of the booklet could be optimized and aligned with its objectives.

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RINGKASAN

Laporan pelatihan kerja ini berjudul “Pembuatan Booklet Untuk Memberikan Informasi Tentang Perpustakaan Daerah Banyumas”, kegiatan pelatihan kerja ini dilaksanakan pada tanggal 26 Agustus - 27 Desember 2024 di Dinas Arsip dan Perpustakaan Daerah Banyumas. Pelatihan kerja ini berusaha mendeskripsikan pelaksanaan pelatihan kerja membuat booklet untuk memberikan informasi tentang perpustakaan daerah banyumas dan untuk mengetahui kendala dan solusi untuk menarik minat pengunjung agar semakin banyak yang berkunjung ke perpustakaan daerah. Data dikumpulkan dengan menggunakan metode observasi, wawancara, dan studi pustaka dalam pelatihan kerja ini.

Langkah awal dilakukan dengan observasi di Dinas Arsip dan Perpustakaan Daerah, meliputi penelusuran informasi melalui website serta pengamatan fasilitas, layanan, aktivitas pengunjung, dan promosi yang ada. Dalam proses penyusunan booklet ditemukan kendala seperti keterbatasan referensi, penyesuaian desain yang sudah tersedia dengan tema, serta pemilihan jenis kertas. Solusi yang dilakukan adalah mencari referensi tambahan dari internet serta rutin berkonsultasi dengan pembimbing agar isi dan desain booklet dapat maksimal dan sesuai tujuan.