

REGULATION OF THE PROVINCE OF LAMPUNG  
NUMBER 2 OF 2024

ON

ADMINISTRATION OF ELECTRONIC LIBRARIES AND ARCHIVES

BY THE BLESSINGS OF ALMIGHTY GOD

GOVERNOR OF LAMPUNG,

- Considering : a. that electronic libraries and archives are a means for learning, research, a source of information and knowledge in order to increase the intelligent life of the nation as well as a vehicle for preserving the nation's cultural wealth to preserve the cultural results of mankind in the form of written works, printed works and/or recorded works;
- b. that based on provision in Article 52 of Regulation of the Province of Lampung Number 16 of 2019 on Administration of Library mandated for make regional regulation;
- c. that based on the considerations as referred to in point a and point b, it is necessary to issue Regional Regulation on Administration of Electronic Libraries and Archives;
- Observing : 1. Article 18 section (6) of the 1945 Constitution of the Republic of Indonesia;
2. Law Number 14 of 1964 on Enactment of Government Regulation in Lieu of Law Number 3 of 1964 on Formation of Lampung Level I Region with Amendment of Law Number 25 of 1959 on Formation of the South Sumatra Level I Region (State Gazette of the Republic of Indonesia of 1964 Number 8) to Become Law ( State Gazette of the Republic of Indonesia of 1964 Number 95, Supplement to the State Gazette of the Republic of Indonesia Number 2688) ;
3. Law Number 20 of 2003 on National Education System (State Gazette of the Republic of Indonesia of 2003 Number 78, Supplement to the State Gazette of the Republic of Indonesia Number 4301) as amended by Law Number 1 of 2023 on Criminal Code (State Gazette of the Republic of Indonesia 2023 Number 1, Supplement to the State Gazette of the Republic of Indonesia Number 6842);

4. Law Number 43 of 2007 on Libraries (State Gazette of the Republic of Indonesia of 2007 Number 129, Supplement to the State Gazette of the Republic of Indonesia Number 4774);
5. Law Number 11 of 2008 on Information and Electronic Transactions (State Gazette of the Republic of Indonesia of 2008 Number 58, Supplement to the State Gazette of the Republic of Indonesia Number 4843), as amended by Law Number 19 of 2016 on Amendment to Law Number 11 of 2008 on Information and Electronic Transactions (State Gazette of the Republic of Indonesia of 2016 Number 251, Supplement to the State Gazette of the Republic of Indonesia Number 5952);
6. Law Number 43 of 2009 on Archives (State Gazette of the Republic of Indonesia of 2009 Number 152, Supplement to the State Gazette of the Republic of Indonesia Number 5071);
7. Law Number 12 of 2011 on Legislation Making (State Gazette of the Republic of Indonesia of 2011 Number 82, Supplement to the State Gazette of the Republic of Indonesia Number 5234) as amended by Law Number 13 of 2022 on Amendment to Law Number 12 of 2011 on Legislation Making (State Gazette of the Republic of Indonesia of 2022 Number 143, Supplement to the State Gazette of the Republic of Indonesia Number 6801);
8. Law Number 23 of 2014 on Local 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 by Law Number 6 of 2023 on Enactment of Government Regulations in Lieu of Law Number 2 of 2022 on Job Creation to Become Law (State Gazette of the Republic of Indonesia of 2023 Number 238, Supplement to the State Gazette of the Republic of Indonesia Number 6841);
9. Law Number 13 of 2018 on Handover of Savings Work Print and Work Record (State Gazette of the Republic of Indonesia 2018 Number 265, Supplement to the State Gazette of the Republic of Indonesia Number 6 of 291 ) ;
10. Government Regulation Number 28 of 2012 on Implementation of Law Number 43 of 2009 on Archives (State Gazette of the Republic of Indonesia of 2012 Number 53, Supplement to the State Gazette of the Republic of Indonesia Number 5286);
11. Government Regulation Number 24 of 2014 on Implementation of Law Number 43 of 2007 on Libraries (State Gazette of the Republic of Indonesia of 2014 Number 76 Supplement to the State Gazette of the Republic of Indonesia Number 5531);
12. Government Regulation Number 71 of 2019 on Implementation of Electronic Systems and Transactions (State Gazette of the Republic of Indonesia of 2019 Number 185, Supplement to the State Gazette of the Republic of Indonesia Number 6400);
13. Government Regulation Number 55 of 2021 on Implementing Regulation of Law Number 13 of 2018 on

- Handover of Savings Work Print and Work Record (State Gazette of 2021 Number 77, Supplement to the State Gazette of the Republic of Indonesia 6667);
14. Regulation of the Head of the National Library of the Republic of Indonesia Number 10 of 2016 on Guidelines for Nomenclature of Regional Library Services (State Gazette of the Republic of Indonesia of 2016 Number 1385);
  15. Regulation of the Head of the National Library of the Republic of Indonesia Number 9 of 2017 on National Standards for Provincial Libraries (State Gazette of the Republic of Indonesia of 2017 Number 700);
  16. Regulation of the Province of Lampung Number 16 of 2019 on Library Administration (Regional Gazette of the Province of Lampung of 2019 Number 16);
  17. Regulation of the Province of Lampung Number 4 of 2021 on Maintenance of Archives (Regional Gazette of the Province of Lampung of 2021 Number 4);

With the Joint Approval of

REGIONAL HOUSE OF REPRESENTATIVES OF THE PROVINCE OF LAMPUNG  
and  
GOVERNOR OF LAMPUNG

HAS DECIDED:

To issue : REGIONAL REGULATION ON ADMINISTRATION OF  
ELECTRONIC LIBRARIES AND ARCHIVES.

## CHAPTER I GENERAL REQUIREMENTS

### Article 1

In this Regional Regulation:

1. Region means the Province of Lampung.
2. Local Government means the Governor as the organizing element of Local Government who leads the implementation of government affairs which are the authority of the Government of the Province of Lampung.
3. Governor means the Governor of Lampung.
4. Office means a Regional Apparatus of the Province of Lampung administering government affairs in the field of libraries and archives.
5. Regional Apparatus means the supporting element of the Governor and the Regional House of Representatives in the administration of Government Affairs which fall under the authority of the Region.
6. Library means an institution that manages collection of written works, printed works, and/or recorded works professionally with a standard system to meet the needs of education, research, preservation, information, and recreation of library users, including reading parks and reading corners.
7. Digital Library means a library that provides access to information in electronic form and all services are provided

online.

8. Regional Library means a Regional Apparatus within the Local Government of the Province of Lampung administering government affairs in the field of library.
9. Regency/Municipal Library means a regional library that functions as a supervisory library, reference library, research library and preservation library located in the regency/municipal capital.
10. School Library means a library organized by an educational unit whose services are referred to for students, teaching staff and parties with an interest in the educational unit concerned.
11. Public Libraries means a library intended for the public as a means of lifelong learning without distinction between age, gender, ethnicity, race, religion and socio-economic status.
12. Special Library means a library that is intended on a limited basis for users within government institutions, community institutions, religious educational institutions, places of worship or other organizations.
13. Library materials mean all written works, printed works, and/or recorded works.
14. Library collections mean all information in the form of written works, printed works, and/or recorded works in various media that have educational value, which are collected, processed, and provided to the Community.
15. Librarians means a library user, namely individual, group of people, community or institution that use library service facilities.
16. Digitization means the conversion of analog data into digital format.
17. Innovation means all forms of renewal in Library Administration.
18. Bibliography description means a description of a collection that contains brief information about the collection.
19. Cataloguing means a process of creating a bibliography of a collection.
20. Classification means a systematic arrangement of books and other library materials to facilitate the search for information based on subject.
21. Regional Archives Institution (*Lembaga Kearsipan Daerah*) hereafter referred to as LKD means an institution that has functions, duties and responsibilities in the Field Management Archives in Active, Static Archives, and Construction Record management.
22. Maintenance of Archives means whole activity covers policy, coaching archiving and management files in something system Regional archives supported by human resources, facilities and infrastructure, organization archives and funding.
23. Management of Electronic Archives means a process of controlling Electronic Records efficiently, effectively and systematically which includes creation, receipt, use, storage, maintenance, transfer of media, depreciation, acquisition, description, processing, preservation, access and utilization.
24. Archive means a record of activities or events in various

forms and media in accordance with developments in information and communication technology created and accepted by state institutions, local governments, educational institutions, companies, political organizations, community organizations and individuals in the implementation of social, national and social life patriotic.

25. Electronic Archive means a created Archive that is, namely created and received in electronic format or archives resulting from media transfer.
26. Dynamic Archive means an Archive that is used directly in the activities of the Archive Creator and are stored for a certain period of time.
27. Community means every person, group of people or institution domiciled in a region that has an interest and role in the library sector.

#### Article 2

The operation of Electronic Libraries and maintenance of Archives are based on the principles of:

- a. lifelong learning;
- b. democracy;
- c. justice;
- d. professionalism;
- e. openness;
- f. measurability;
- g. benefit;
- h. partnership; and
- i. local wisdom.

### CHAPTER II PURPOSE AND OBJECTIVES

#### Article 3

Regional Regulation regarding Administration of Electronic Libraries and Archives is intended to increase quality, intelligence, and well-being public in a way integrated and sustainable.

#### Article 4

Arrangement Administration of Electronic Libraries and Archives aims for:

- a. providing Electronic Library and Archive services to the public quickly and precisely;
- b. realizing the sustainable management and development of Libraries and Electronic Archives in the Region as a vehicle for education, research, a source of information, science, technology, arts, a vehicle for preserving Regional culture and recreation, in accordance with the characteristics of Regional culture;
- c. ensuring availability authentic and trustworthy archives \_ in frame protection interest region and the public through activity utilization archives;
- d. ensuring safety assets and culture area; and
- e. carrying out the cultivation of a love of reading and broaden insight and knowledge, in order to make people's lives more

intelligent.

### CHAPTER III POLICIES AND RESPONSIBILITIES

#### Article 5

Administration of Electronic Libraries and Archives are the responsibility of the Local Government.

#### Article 6

- (1) Local Government determines policies for the Administration of Electronic Libraries and Archives.
- (2) The Administration of Electronic Libraries and Archives as referred to in section (1) include:
  - a. guaranteeing the availability of electronic libraries and archive services evenly on a digital basis;
  - b. ensuring excellent management and services of electronic libraries and archives;
  - c. ensuring the sustainability of the management of electronic libraries and archives as a center for information resources and people's skills development; and
  - d. operating and develop electronic libraries and archives based on regional characteristics as research and reference centers on regional cultural riches.

#### Article 7

To guarantee the administration of electronic libraries and archives as referred to in Article 5, the Office is authorized to:

- a. regulate, develop, supervise and evaluate the implementation and management of electronic libraries and archives;
- b. developing human resources; and
- c. building cooperation between libraries and stakeholders.

### CHAPTER I V ELECTRONIC LIBRARIES

#### Part One Electronic Library Administrators

#### Article 8

- (1) Regional Libraries organize Electronic Libraries.
- (2) Apart from Regional Libraries as referred to in section (1), Electronic Libraries can be organized by other Electronic Library organizers consisting of:
  - a. school;
  - b. regency/municipality;
  - c. sub-district;
  - d. village / sub- district;
  - e. government agencies / private sector; and
  - f. higher education institutions.

#### Article 9

- (1) The Regional Libraries as referred to in Article 8 section (1) organize Electronic Libraries:

- a. service information and typing; and
- b. development and processing material libraries.
- (2) The Electronic Libraries at the Service as referred to in section (1) point a, includes:
  - a. regional libraries;
  - b. reading corner digital;
  - c. reading point/ reading monument;
  - d. library network documentation and information of law; and
  - e. mobile libraries.
- (3) The Library network Documentation and Legal Information as referred to in section (2) point d are managed in a way specifically by UPT below Regional Apparatus in charge libraries and archives.
- (4) The UPT as referred to in section (3) is formed not later than 1 (one) year since the issuance of this Regional Regulation.

Part Two  
Types of Electronic Libraries

Paragraph 1  
General

Article 10

- (1) Types of Electronic Libraries include:
  - a. application-based libraries;
  - b. website-based libraries; and
  - c. libraries accessed via computer hardware.
- (2) The Library Administrators as referred to in Article 8 may operate types of Electronic Libraries according to needs and capabilities.

Paragraph 2  
Application Based Electronic Library

Article 11

- (1) The application-based Electronic Libraries as referred to in Article 10 section (1) point a are Electronic Libraries whose management and services use applications installed in certain operating systems.
- (2) The application Based Electronic Library as referred to in section (1) can be accessed via various types of hardware (multi device) and software (multi-platform).
- (3) The application Based Electronic Library as referred to in section (1), includes:
  - a. electronic reading media (e-reader);
  - b. feature; And
  - c. electronic rights management.

Paragraph 3  
Website-Based Electronic Library

Article 12

- (1) The website-based Electronic Library as referred to in Article 10 section (1) point b is an Electronic Library whose management and services use an internet hyperlink network.
- (2) The website-based Electronic Library as referred to in section (1) can be accessed using the internet or intranet.
- (3) The website-based Electronic Library as referred to in section (1), includes the use of:
  - a. browser; and
  - b. Internet.

Paragraph 4  
Electronic Libraries Accessed Through Computer Hardware

Article 13

- (1) The library accessed via computer hardware as referred to in Article 10 section (1) point c is an Electronic Library whose management and services use applications via computer hardware that can only be accessed locally.
- (2) The Libraries that are accessed via computer hardware as referred to in section (1) can only be accessed offline.
- (3) The Libraries accessed via computer hardware as referred to in section (1) include the use of:
  - a. e-readers; and
  - b. operating system.

Part Two  
Electronic Library Development

Paragraph One  
General

Article 14

- (1) Libraries and other Electronic Library Administrators as referred to in Article 8 may develop Electronic Libraries.
- (2) The scope of development of the Electronic Library includes:
  - a. planning for the administration of an Electronic Library;
  - b. digital collection development;
  - c. digital collection processing;
  - d. digital collection services corner digital reading;
  - e. cooperation in operating Electronic Libraries;
  - f. innovation; and/or
  - g. promotion.

Paragraph 2  
Electronic Library Administration Planning

Article 15

- (1) The planning for the development of the Electronic Library as referred to in Article 14 section (2) point a administer by



the Regional Library is prepared based on the Regional development plan which consists of:

- a. short term work plan; and
  - b. medium term work plan.
- (2) The short-term work plan as referred to in section (1) point a is prepared in accordance with the annual work program of the Electronic Library administrators.
  - (3) The medium-term work plan as referred to in section (1) point b is prepared in accordance with the 5 (five) annual work program of Electronic Library service providers.
  - (4) The short-term work plan and medium-term work plan as referred to in section (1) include:
    - a. procurement of professional human resources in the field of digital services;
    - b. improving the quality of human resources in the digital services sector;
    - c. developing human resource capacity in the field of digital services; and
    - d. procurement of facilities and infrastructure to support digital services by following the latest technological developments.
  - (5) Electronic Library development planning carried out by other Electronic Library administrators can carry out Electronic Library development planning in accordance with the needs and/or provisions of legislation.

Paragraph 3  
Digital Collection Development

Article 16

- (1) The development of digital collections as referred to in Article 14 section (2) point b is carried out on collections owned by libraries.
- (2) The development of digital collections as referred to in section (1) is carried out by taking into account:
  - a. characteristics;
  - b. function;
  - c. library objectives; and
  - d. User information needs.
- (3) Digital collection development is carried out through:
  - a. acquisition; and/or
  - b. Digitization.
- (4) The acquisition as referred to in section (3) point a can be carried out through:
  - a. purchase;
  - b. grant;
  - c. cooperation; and/or
  - d. partnership.
- (5) The digitization as referred to in section (3) point b is carried out through transferring analogue form Library Collection media into digital form.
- (6) The development of digital collections as referred to in section (1) to section (5) must meet the requirements which include:

- a. material containing history and culture in the Region;
- b. is a rare or unique collection; and/or
- c. does not conflict with applicable legislation.

Paragraph 4  
Digital Collection Processing

Article 17

- (1) The processing of digital collections as referred to in Article 14 section (2) point c is carried out on Electronic Library Materials which will be used as Library Collections.
- (2) The processing of digital collections as referred to in section (1) uses a standard system that applies nationally and internationally.
- (3) The processing of digital collections as referred to in section (1) is carried out by:
  - a. Classification;
  - b. Cataloguing/manufacturing Bibliographic Description; and
  - c. Digital collection bibliographic data entry into the application.
- (4) The classification of digital collection processing as referred to in section (3) point a is carried out by grouping Library Materials based on subject matter.
- (5) The cataloguing/creation of bibliographic descriptions as referred to in section (3) point b is carried out by taking into account:
  - a. title;
  - b. author;
  - c. publishing;
  - d. number of pages;
  - e. information; and
  - f. Standard International Book Numbers.
- (6) The entry of digital collection bibliographic data into the application as referred to in section (3) point c is carried out by taking into account:
  - a. Applicable Metadata Standards; and
  - b. data exchange opportunities.

Paragraph 5  
Digital Collection Services

Article 18

- (1) The Digital Collection Services as referred to in Article 14 section (2) point d include:
  - a. technical services; and
  - b. user service.
- (2) The Technical services as referred to in section (1) point a is services that support the internal management of the Electronic Library in order to improve performance and services.
- (3) The library service as referred to in section (1) point b is an Electronic Library service referred to for the wider community in the context of implementing public services.

Article 19

- (1) The Electronic Library services intended for the public in the context of implementing public services as referred to in Article 18 section (3) include:
  - a. applications built by the Office;
  - b. web-based Electronic Library services;
  - c. Electronic Library services accessed via computer hardware; and
  - d. network of working partners.
- (2) The *iLampung* application as referred to in section (1) point a is an application-based library that can collect digital collections from various libraries in the region.
- (3) The web-based Electronic Library service as referred to in section (1) point c is an Electronic Library that is served online and can be accessed globally via the internet network.
- (4) The Electronic Library services that are accessed via computer hardware as referred to in section (1) point d is Electronic Libraries that are served offline via computer hardware that can only be accessed locally.
- (5) The work partner network as referred to in section (1) point e is a web-based Electronic Library which contains links to Electronic Library work partners.

Paragraph 6

Cooperation in the Administration of Electronic Libraries

Article 20

- (1) The cooperation in the administration of Electronic Libraries as referred to in Article 14 section (2) point e is carried out by utilizing a library network system based on information and communication technology.
- (2) The forms of cooperation in the administration of Electronic Libraries as referred to in section (1) include:
  - a. integration of catalogue and e-resource data;
  - b. cross borrowing; and/or
  - c. cross service.
- (3) The integration of catalogue data and e-resources as referred to in section (2) point a is a collaboration in providing joint catalogue access between libraries.
- (4) The cross-borrowing as referred to in section (2) point b is cooperation in borrowing collections between libraries.
- (5) The cross-service as referred to in section (2) point c is cooperation in the utilization of service facilities between libraries.
- (6) The implementation of cooperation as referred to in section (1) can be carried out by:
  - a. Regency/Municipal libraries;
  - b. Rural/Urban Village libraries;
  - c. Vertical institution libraries;
  - d. business worlds;
  - e. higher education institutions; and/or
  - f. other parties in the management and utilization of the Electronic Libraries.

- (7) In carrying out collaboration, the Regional Library coordinates with Regional Apparatus administering government affairs in the field of communications and informatics and/or related Regional Apparatus.

#### Article 21

The procedures for cooperation as referred to in article 20 are carried out in accordance with the provisions of legislation.

#### Paragraph 7 Innovation

#### Article 22

- (1) The Electronic Library Innovation as referred to in Article 14 section (2) point f is implemented in an adaptive, sustainable manner and oriented towards improving service quality.
- (2) The Electronic Library Innovation as referred to in section (1) can take the form of:
  - a. Governance innovation;
  - b. Public service innovation; and/or
  - c. Other Electronic Library innovations are in accordance with the capabilities and interests of development of library provider service.
- (3) The governance innovation as referred to in section (2) point a is an innovation in the implementation of Electronic Library management which includes internal governance in management functions and management of management elements.
- (4) The public service innovation as referred to in section (2) point b is innovation in providing services to the public which includes the process of:
  - a. provision of public goods/services; And
  - b. Innovation in types and forms of public goods/services.
- (5) The other Electronic Library Innovations as referred to in section (2) point c are all forms of Innovation in the development of Electronic Libraries other than as referred to in section (3) and section (4).

#### Article 23

The Electronic Library Innovation Criteria as referred to in Article 22 include:

- a. containing updates to all or part of the elements of the Innovation;
- b. providing benefits to the Region and/or public;
- c. being replicable;
- d. does not result in burdens and/or restrictions on society; and
- e. does not conflict with the provisions of legislation.

#### Paragraph 8 Promotion

#### Article 24

The promotion as referred to in Article 14 section (2) point g aims to:

- a. improve the image of the Libraries;
- b. improve access to services;
- c. increase your love of reading;
- d. encourage public interest in using the Electronic Libraries;
- e. provide awareness to the public about Electronic Libraries services; and
- f. develop public understanding to support library activities.

#### Article 25

- (1) The implementation of promotions as referred to in Article 24 is carried out through:
  - a. print media;
  - b. electronic media;
  - c. network media;
  - d. outdoor media;
  - e. face to face; and/or
  - f. other media that does not conflict with the provisions of legislation.
- (2) The promotion as referred to in section (1) is carried out in a planned, continuous manner and in collaboration with other parties.

#### Part Three

#### Electronic Library Security

#### Paragraph 1

#### General

#### Article 26

Regional Libraries and Regional Apparatus which carry out government affairs in the field of communications and information technology carry out security for Electronic Libraries which includes:

- a. digital device security; and
- b. Electronic Library data protection.

#### Article 27

- (1) The security of digital devices as referred to in Article 26 point a can be done by:
  - a. planned and continuous data backup;
  - b. regular replacement of storage media according to the latest technology;
  - c. checking the quality of digital files regularly;
  - d. planned, regular and continuous application updates;
  - e. checking equipment on the server periodically; and/or
  - f. planning regular updates.
- (2) The protection as referred to in Article 26 point b can be implemented by:
  - a. regulation of intellectual rights for access to digital collections;
  - b. online access settings;
  - c. offline access settings; and/or
  - d. intranet access.

CHAPTER V  
ELECTRONIC ARCHIVES

Part One  
Types of Electronic Archives

Article 28

- (1) Types of Electronic Archives include:
  - a. official archives;
  - b. archives generated from business information systems;
  - c. archives located in a network or web-based environment; and
  - d. electronic messages from communication systems.
- (2) The official records as referred to in section (1) point a, include but are not limited to:
  - a. archives generated from word processing applications (word documents);
  - b. archives generated from spread sheet applications;
  - c. archives generated from presentation applications; and
  - d. archive generated from the desktop application.
- (3) The archives produced from the business information system in section (1) point b, include but are not limited to:
  - a. database;
  - b. geospatial data systems;
  - c. personnel system;
  - d. financial system;
  - e. workflow systems;
  - f. client management system;
  - g. customer relationship management system;
  - h. systems built in-house; and
  - i. content management system.
- (4) The archives located in a network or web-based environment as referred to in section (1) point c, include but are not limited to:
  - a. intranet;
  - b. extranets;
  - c. website; and
  - d. Archives resulting from activities/transactions on the network.
- (5) The electronic messages from the communication system as referred to in section (1) point d, include but are not limited to:
  - a. electronic mail;
  - b. short message service;
  - c. multimedia messaging services;
  - d. electronic data exchange;
  - e. electronic document exchange;
  - f. instant messaging;
  - g. ems (enhanced messaging service); and
  - h. multimedia communications.

Part Two  
Management of Electronic Archives

Article 29

- (1) Management of Electronic Archives aims to provide a reference for Archive Creators and Archives Institutions in managing Electronic Archives.
- (2) In addition to the purposes as referred to in section (1), Management of Electronic Archives is used in the context of:
  - a. increasing transparency and accountability as well as effective policy formulation;
  - b. availability of information as material for decision making and improving the quality of risk management and sustainability when a disaster occurs;
  - c. protection and support of litigation as well as compliance with legislation;
  - d. increasing organizational accountability and financing efficiency;
  - e. protection of intellectual property rights and implementation of evidence-based research and development activities; And
  - f. the formation of work, personal and cultural identities and the protection of the collective memory of individuals, organizations and nations.

Article 30

- (1) Management of Electronic Archives is carried out with the principles:
  - a. authenticity;
  - b. reliability;
  - c. wholeness; and
  - d. usability.
- (2) The principle of authenticity as referred to in section (1) point a, is a description of the characteristics of Electronic Archives which can prove that when they were created or sent, they were carried out by the correct party who created or sent them according to their purpose.
- (3) The principle of reliability as referred to in section (1) point b, is a description of the characteristics of Electronic Archives whose contents are believed to provide a complete and accurate picture of the transactions, activities or facts stated and can be relied upon for subsequent transactions or activities.
- (4) The principle of integrity as referred to in section (1) point c, is a description of the characteristics of Electronic Archives that are complete and unaltered and protected from unauthorized alteration.
- (5) The principle of usability as referred to in section (1) point d, is a description of the characteristics of Electronic Archives that can be located, rediscovered, presented and interpreted in a time deemed appropriate by stakeholders and connected to work processes or transactions.

Part Three  
Metadata and Aggregation

Paragraph One  
Metadata

Article 31

- (1) Metadata is information about the origin, structure, characteristics of a set of data in the creation, management and use of Archives over time across domains.
- (2) The metadata as referred to in section (1) aims to guarantee the authenticity, reliability, usability and integrity of Archives at all times.

Article 32

The metadata as referred to in Article 31, contains information that records:

- a. description of the contents of the Electronic Archives;
- b. the structure of Electronic Archives which includes the form, format and relationship between the components that make up the Archives;
- c. the work context in which the Electronic Archives were created or received and used;
- d. relationships with other Electronic Archives and other metadata;
- e. other information necessary to find and present the Electronic Archives; and
- f. work actions and events involving Electronic Archives, including the date and time of actions or changes to metadata.

Article 33

The metadata as referred to in Article 3 2 contains at least:

- a. unique code;
- b. Processing unit;
- c. file number;
- d. Archive number;
- e. classification code;
- f. description of Archive information;
- g. period;
- h. amount; and
- i. information.

Paragraph 2  
Aggregation

Article 3 4

- (1) Aggregation is a collection of series files from various creators that have a common theme.
- (2) The aggregation as referred to in section (1) must be in a permanent state and maintained at all times.
- (3) Changes to an Electronic Archives aggregation as referred to in section (1) must be recorded.



Part Four  
Stages of Management of Electronic Archive

Article 35

- (1) Management of Electronic Archives is carried out in the following stages of:
  - a. creation and receipt of Electronic Archives;
  - b. Electronic Archives usage;
  - c. Electronic Archive storage;
  - d. maintenance and transfer of archive media Electronic;
  - e. Electronic Archives shrinkage;
  - f. Electronic Archives acquisition;
  - g. description and processing Archives Electronic;
  - h. preservation and Digital; and
  - i. access and utilization Archives Electronic.
- (2) The management of Electronic Archives as referred to in section (1) is carried out efficiently, effectively and systematically.
- (3) Further provisions regarding Management of Electronic Archives stages are regulated in Legislation.

CHAPTER VI  
COOPERATION

Article 36

- (1) In the context of Administration of Electronic Libraries and Archives, Local Government can make cooperation.
- (2) The cooperation as referred to in section (1) is carried out by:
  - a. other regions;
  - b. third parties; and/or
  - c. institutions and/or local government in foreign country in accordance with legislation.
- (3) The collaboration as referred to in section (1), can be carried out by utilizing an electronic library and archive network system based on information and communication technology.
- (4) The cooperation as referred to in section (1) is carried out in accordance with the provisions of legislation.

CHAPTER VII  
PUBLIC ROLE AND PARTICIPATION

Article 37

- (1) The public can participate in the development of digital-based Electronic Libraries and Archives.
- (2) The public participation as referred to in section (1), is carried out by:
  - a. forming and establishing electronic libraries and archives in the community;
  - b. ensuring the sustainability of the management of electronic libraries and archives as a source of public information;
  - c. disseminating electronic libraries and archives; and/or
  - d. assisting in the development of electronic libraries and

archives.

- (3) In administration of electronic libraries and archives, the public can participate actively.
- (4) The public participation as referred to in section (1) can be realized in the forms of:
  - a. management of existing electronic libraries and archives;
  - b. utilization and use of electronic libraries and archives;
  - c. provision of supporting resources;
  - d. provision of education and training in the field of electronic libraries and archives;
  - e. socialization of electronic libraries and archives;
  - f. raises and/or donate funds for the administration of electronic libraries and archives;
  - g. establishing a community communication forum in the field of electronic libraries and archives;
  - h. saving electronic libraries and archives from natural disasters, social disasters, war, sabotage, espionage and terrorism through coordination with related institutions;
  - i. hand over archives of high use value held to LKD;
  - j. report to LKD if they become aware of sales, destruction, falsification and alteration of records without going through procedures permitted by legislation;
  - k. become a volunteer in the management and administration of electronic libraries and archives in accordance with their competencies; and
  - l. conveying aspirations.

## CHAPTER VIII GUIDANCE AND SUPERVISION

### Article 38

- (1) The Governor provides guidance on library administration and maintenance of archives electronically.
- (2) The guidance as referred to in section (1), is carried out by Regional Apparatus which carries out library and archives affairs.
- (3) Regional Apparatus carries out Guidance as referred to in section (2) towards:
  - a. Archives Creator in the Province according to their area of authority;
  - b. Regency/Municipal Regional Apparatus that handles library and archives affairs; and
  - c. educational institutions, archival professional organizations, community organizations, political organizations, BUMD, Private Companies, the public and individuals in the Region.
- (4) The guidance as referred to in section (1) includes:
  - a. providing guidelines for the Administration of Electronic Libraries and Archives;
  - b. coordination of the administration of electronic libraries and archives;
  - c. supervision;

- d. dissemination;
  - e. education and training;
  - f. technical guidance and consultation;
  - g. performance assessment;
  - h. research, assessment and development; and
  - i. planning, monitoring and evaluation.
- (5) In carrying out coaching as referred to in section (4), you can collaborate with other related agencies.

#### Article 39

- (1) The Local Government supervises the administration of electronic libraries and archives.
- (2) The implementation of supervision as referred to in section (1), is carried out by Regional Apparatus that carries out Library and Archives affairs.
- (3) The supervision as referred to in section (1), is carried out in the form of:
  - a. monitoring; and
  - b. evaluation.
- (4) The results of the supervision as referred to in section (3), are reported annually to the Governor.
- (5) Further provisions regarding procedures for implementing supervision are carried out in accordance with the provisions of legislation.

### CHAPTER IX FUNDING

#### Article 40

Funding for the administration and development of electronic libraries and archives comes from:

- a. local budget; and
- b. other sources that are not binding and valid in accordance with legislation.

### CHAPTER X TRANSITIONAL PROVISION

#### Article 41

In the event that there is a change in organizational nomenclature as a result of changes to higher level legislation, the implementation remains attached to the relevant Regional Apparatus in accordance with its main duties and functions.

### CHAPTER X I CLOSING PROVISION

#### Article 42

Implementing regulation for this Regional Regulation is issued not later than 1 (one) year as of the date of the promulgation of this Regional Regulation.

#### Article 43

This Regional Regulation comes into force on the date of its promulgation.

In order that every person may know hereof, it is ordered to promulgate this Regional Regulation by its placement in the Regional Gazette of the Province of Lampung.

Issued in Bandar Lampung  
10 January 2024  
GOVERNOR OF LAMPUNG,

ARINAL DJUNAIDI

Promulgated in Bandar Lampung  
10 January 2024  
REGIONAL SECRETARY OF LAMPUNG PROVINCE,

FAHRIZAL DARMINTO

REGIONAL GAZETTE OF THE PROVINCE OF LAMPUNG OF 2024 NUMBER 2  
REGISTER NUMBER OF REGULATION OF THE PROVINCE OF LAMPUNG (2-  
32/2024)

Jakarta,  
Has been translated as an Official Translation  
on behalf of the Minister of Law and Human Rights  
of the Republic of Indonesia  
DIRECTOR GENERAL OF LEGISLATION,

ASEP N. MULYANA

In order that every person may know hereof, it is ordered to promulgate this Regional Regulation by its placement in the Regional Gazette of the Province of Lampung.

Issued in Bandar Lampung  
10 January 2024  
GOVERNOR OF LAMPUNG,

ARINAL DJUNAI DI

Promulgated in Bandar Lampung  
10 January 2024  
REGIONAL SECRETARY OF LAMPUNG PROVINCE,

FAHRIZAL DARMINTO

REGIONAL GAZETTE OF THE PROVINCE OF LAMPUNG OF 2024 NUMBER 2  
REGISTER NUMBER OF REGULATION OF THE PROVINCE OF LAMPUNG (2-  
32/2024)

Jakarta, 3 June 2024  
Has been translated as an Official Translation  
on behalf of the Minister of Law and Human Rights  
of the Republic of Indonesia  
DIRECTOR GENERAL OF LEGISLATION,

ASEP N. MULYANA



ELUCIDATION  
OF  
REGULATION OF THE PROVINCE OF LAMPUNG  
NUMBER 2 OF 2024

ON  
ADMINISTRATION OF ELECTRONIC LIBRARIES AND ARCHIVES

I. GENERAL

Nowadays, advances in information and communication technology have developed very quickly, marked by the increasingly easy way to obtain information from various corners of the world in a matter of seconds, so that this information cannot be accommodated in one library or any documentation and information center. Apart from that, the application of information technology has now spread to almost all fields, including libraries and archives which are always related to technology.

It is known that the level of interest and passion for reading is still low and the utilization of entertainment communication media does not support the growth of people's interest in reading, as well as ensuring the existence and integrity of archives, so it is necessary to develop and utilize libraries and archives as a center for sources of information, science, technology, arts and culture based on information and communication technology. So based on these considerations, it is necessary to form a Regional Regulation which will become the legal basis and guidelines for organizing and developing electronic-based libraries and archives that are adapted to current conditions and developments in the Province of Lampung.

II. ARTICLE BY ARTICLE

Article 1

Sufficiently clear.

Article 2

Sufficiently clear.

Article 3

Sufficiently clear.

Article 4

Sufficiently clear.

Article 5

Sufficiently clear.

Article 6  
Sufficiently clear.

Article 7  
Sufficiently clear.

Article 8  
Sufficiently clear.

Article 9  
Sufficiently clear.

Article 10  
Sufficiently clear.

Article 11  
Sufficiently clear.

Article 12  
Sufficiently clear.

Article 13  
Sufficiently clear.

Article 14  
Sufficiently clear.

Article 15  
Sufficiently clear.

Article 16  
Sufficiently clear.

Article 17  
Sufficiently clear.

Article 18  
Sufficiently clear.

Article 19  
Sufficiently clear.

Article 20  
Sufficiently clear.

Article 21  
Sufficiently clear.

Article 22  
Sufficiently clear.

Article 23  
Sufficiently clear.

Article 24  
Sufficiently clear.

Article 25  
Sufficiently clear.

Article 26  
Sufficiently clear.

Article 27  
Sufficiently clear.

Article 28  
Sufficiently clear.

Article 29  
Sufficiently clear.

Article 30  
Sufficiently clear.

Article 31  
Sufficiently clear.

Article 32  
Sufficiently clear.

Article 33  
Sufficiently clear.

Article 34  
Sufficiently clear.

Article 35  
Sufficiently clear.

Article 36  
Sufficiently clear.

Article 37  
Sufficiently clear.

Article 38  
Sufficiently clear.

Article 39  
Sufficiently clear.

Article 40  
Sufficiently clear.

Article 41  
Sufficiently clear.



Article 42  
Sufficiently clear.

Article 43  
Sufficiently clear.

LAMPUNG PROVINCE REGIONAL SHEET ADDITION NUMBER...