Design and Build IT-Based Libraries in Manufacturing Companies.

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- **Abstract:** Every company or agency that carries out business activities cannot be separated from recording/documenting a document. Documents are created to record everything related to various activity data ranging from attendance data, order data, sales data, financial data, audit data, training data and others. To do the storage and maintenance of documents required good documentation. With good documentation management, ideas, ideas and thoughts that have been carried out previously will be stored properly as well. Currently, with the rapid development of information technology, document storage can be overcome by changing the form of paper documents into digital/file forms. Documents are converted into a digital form and stored on storage media. In manufacturing companies, currently there are still many companies that do not integrated document archiving, documents are still stored in their respective departments so that the availability of shelves in that department increases and this will have an effect on the availability of space. In order for document access to be done in an integrated manner, archiving is needed like a library. Documents that need to be documented in manufacturing companies include product data, product sample testing data, ISO documents, ISO audit results documents, customer audit results documents, supplier audit results documents, training data, book/reference data, borrowing and returning book.