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Compilation of document-information resources in libraries (Based on the work experience of the National Library named after M.F. Akhundov)

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Abstract. In the article, the concept of assembly is explained scientifically and theoretically. The article also analyzed the quantitative indicators of the information resources in the fund of the National Library named after Akhundov for different years. Brief information about the history of the Akhundov National Library was given, the general methodology of the collection of library collections was shown, and the layout forms used in the library collection were noted.

Keywords. library, library funds, document-information resources, compilation methodology

Introduction

In modern times, libraries play an important role as an institution that fulfills the function of meeting the document-information needs of society. In the conditions of Azerbaijan's independence, as there has been progressing in some fields, the modern era, which has been observed in the rise of the cultural, educational, and scientific level of our people, coincides with the age of informatization, so libraries must meet the society's demand for science and knowledge, and for researchers to comprehensively study the issues of library-information resource assembling, set the tasks of comprehensive learning of the library's resource base and providing a higher level of service to readers.

Completing and organizing library-information resources, providing and recommending literature to readers, along with the traditional method of promoting library-bibliographic knowledge, revealing electronic resources, accounting, and tracking changes in them, is considered a form of organizing self-service to users.

In general, the directions of activity of the library and information institutions operating in the republic consist of the formation of document and information funds, the general collection and protection of the fund and the provision of these documents to legal and physical persons, and the creation of a single information space that allows the exchange of information sources collected and stored in libraries. The National Library of Azerbaijan named after M.F. Akhundov is of great importance due to the richness of the developing information resources of the library area of the Republic, which determines the intellectual development potential and

moral values of the developing modern society. Before moving on to the main topic in the article, let's briefly mention the history of the National Library. As we know, the library was established in 1922 and was officially opened on May 23, 1923. In addition to improving the library service to the population of the country, the establishment of the library, as a scientific-methodical center of library work, gave a great impetus to the further development of scientific progress due to the richness of the information resources of the republic [2].

The purpose of the research

The main goal of the research is to scientifically, theoretically, and empirically explain the compilation of document-information resources based on a specific library example. Investigating the existing problems in this area and finding solutions are among the main issues of the research.

Ways to solve the problem

Completion of library-information resources should first all be carried out following the economic, cultural, and reader profile of the libraries operating in the country. The compilation of library-information resources is not enough to be a part of its formation, it is also the basis of the organization of the entire library process. To solve the existing problems in this field, the works of local and foreign authors are referred to. Common ideas and considerations are shown.

The Result of the research

Research scientist, professor A.A. Khalafov notes that when the National Library named after M.F. Akhundov was founded, the library of the Baku branch of the Imperial Technical Society donated about 5,000 books to the library. The library had a total document resource of 20,441 copies at the beginning of its operation. Since its inception, the library began to perform two important functions and, fulfilling the duty of the state bookkeeper as the richest library of the republic, began to receive free compulsory copies both from the Book Chamber of the USSR and from republican publishing houses.

The following was also mentioned in his textbook "History of library work in Azerbaijan":

The establishment of the Azerbaijan State Publishing House in 1924, the Azerbaijan State Book Chamber, and the "International Book Society" in 1925 laid the foundation for further improvement of the document-information resources of our libraries.

According to historical statistical indicators of 1929, the total number of books imported into the republic is 47,095 copies, and the number of books exported, that is, sent, is 52,085 copies. In the fund of the National Library named after M.F. Akhundov, there were 5,000 copies in 1927, 64,700 copies in the 1930s, and 987,559 copies in the 1990s [2]. The immediate main reason for this is the acquisition of documents carried out by the assembling and bookkeeping department. As a result of all these mentioned historical facts, it became known that the resource capabilities of the existing library networks in the country have been developed by being dynamically integrated with local and foreign publications as a continuous process. Following the profile of the National Library named after M.F. Akhundov, the bibliography and compilation department handles the literature received in the library scientifically and technically and hands it over to the service department to fully complement the fund with new literature. At the same time, the department completes the fund with document-informational resources related to scientific-methodical, educational, pedagogical, social-political, and other documents published in our country and foreign countries. In particular, a survey apparatus is organized to help the compilation work, a general and individual accounting of printed

publications is organized, and literature is processed scientifically and technically. The dynamic development of the library fund has led to the improvement of both the quantity and quality of service to readers and the circle of readers has expanded considerably. We witness this when we look at the statistical indicators of the reports of different years.

Table-1/ National Library named after M.F. Akhundov for different years quantitative indicators of information resources (2003-2012)

Years	The total amount of literature included in the fund
2003	11840
2004	12997
2005	11222
2006	11361
2007	26010
2008	24707
2009	15134
2010	16900
2011	17631
2012	19786

Note. The statistical indicators mentioned in the table were prepared based on the reports of the National Library named after M.F.Akhundov for different years (2003-2012).

As can be seen from the table, the growth statistics of documents for years are observed. This process can be cited as an example of the growth of the library's resource potential. In general, let's note that the library resource, which has about 7 million copies, is mainly placed in the following layout forms. Here:

- systematic layout;
- alphabetical-chronological arrangement;
- inventory arrangement;
- format arrangement;
- chronological arrangement, etc. is attributed.

The general mass of documents is arranged systematically mainly in the Azerbaijani, Russian and English languages.

The decree of the President of the Republic of Azerbaijan Mr. Ilham Aliyev dated January 12, 2004 "On the implementation of mass publications in the Azerbaijani language with Latin script" played an invaluable role in the development and enrichment of the national literature resource with Latin script of the Azerbaijani libraries, including the National Library named after M. F. Akhundov. According to this order, more than 600 books, including more than 100 publications from the "Library of World Literature" series, were printed and sent to various libraries in the country free of charge.

The collection sources of the National Library named after M. F. Akhundov are as follows:

- Republic publishing houses - (Mandatory copies);
- Domestic book exchange;

- International book exchange;
- Republic bookstores;
- Higher Attestation Commission;
- Heydar Aliyev Foundation;
- By subscription;
- Through donated books;
- Through various embassies, international organizations, scientific-research institutes, etc.

In general, the methodology of assembly is based on the principle of theory and a systematic approach. The higher the intensity of use by subscribers, the more valuable and efficient a library resource can be. The general methodology of assembly consists of several sequential specific operations, taking into account the dual nature of the technology process. These operations are divided into stock supply and cleaning, as well as assembly. These are the following:

1. Study of external information flows for the initial selection of documents in the library fund. A detailed study of the system of its enterprises based on the distribution of documents;
 2. Initial selection of documents - that is, initial selection in the external flow of those necessary for obtaining documents;
 3. Preliminary order of documents purchased for acquisition;
 4. Using the system of supplying libraries with documents;
 5. Control of the current composition of the fund. Acceptance of new entries;
- The operations that ensure the cleaning of the fund directly ensure the elimination of gaps in it. These include:
6. Studying the library's funds to reveal gaps (gaps) and removing unused documents;
 7. The second selection of documents - removals carried out in the library's fund according to the results of the study of its composition and use to complete and free from non-profiled and outdated documents;
 8. Compilation of lists of documents and card files issued before the completion of the fund;
 9. Removal of unnecessary documents from the fund;
 10. Control of additional completion as a result of obtaining new documents utilizing complexing the fund

When we talk about the current state of the subject, we can note that the assembly of library resources is a part of its formation and consists of the organization of the entire automated library process. Collection and organization of library resources, distribution of literature to readers and rules, the method of developing library-bibliography knowledge, along with the acquisition of automated electronic resources, control over the implementation of the accounting process, and monumental organization of the funds used in the field of obtaining the user information form is made. As the main requirement of the Egyptian era, most libraries of the Republic plan to establish all information exchange based on advanced technologies. For this purpose, in addition to the advanced rules of data collection and storage, search systems, and information transmission, the automated system of the library - information and internet users should be in a uniform format.

In modern times, the quality of book processing, indexing skills, and optimality of record keeping is taken as the basis for determining the main directions in this field and general management of library resources. The efficiency of the librarian compiler, the speed of document processing, and the quality of encryption are determined by the purposeful delivery

of their resources to the structural units. Employees of the collection department in libraries should get used to the principle of collective work and achieve monumental fulfillment of all mutual work processes.

Table-2. Statistical indicators of general document-information resources reflected in the electronic catalog system of the National Library named after M.F. Akhundov for the years 2015-2019

Years	Books	Articles	Cartographic materials	Periodical press	Notes	Handwritten notes	Bibliographic indicators
2019	2335	32739	1647	89	33	21	33
2018	4589	30237	303	22	25	10	49
2017	4724	27082	237	26	49	8	46
2016	5701	31842	493	23	26	5	47
2015	5846	31683	427	38	36	3	48

Note: The information reflected in the table was compiled on the basis of the electronic database of the National Library named after M.F. Akhundov.

In general, let's look at the quantitative indicator of the literature related to various fields of science during the compilation based on the example of the National Library named after M.F. Akhundov, which is considered one of the largest libraries and information institutions of the Republic.

Table-3 The volume of literature in different fields of science reflected in the fund of the National Library named after M.F. Akhundov (2015-2020)

Science fields	Volume of general literature (copy)
In natural sciences	295
On technique	432
On agriculture	382
On healthcare	385
Social and humanitarian sciences	5403
On culture, science, education	2670
On philology	2930
In Art	905
On bibliographic resources	3245

Note. The statistical indicators mentioned in the table were compiled based on the reports of the National Library named after M.F. Akhundov for the years 2010-2015 [8].

The legal implementation of all processes during the assembly of libraries is based on the normative and legal acts adopted in the field of library work. It is known from the Law of the Republic of Azerbaijan "On Library Work" that the creation and development of the library fund is one of the important areas of the formation of science, information, culture, education, and upbringing in people. Without knowing the essence of the fund, it is impossible to determine its practical importance, specify the direction of its formation, and specify the development directions. A systemic approach to the library fund plays an important role in solving these characteristics. The systematic approach allows to characterize the basic quality, importance, content, principles of creation, and elements of the organization of the fund. One of the most

important articles of the Law on Library Work of the Republic is Article 15, which is called "Supplying Libraries with Free Compulsory Copies". Following the mentioned article, 4 free mandatory copies of printed products issued by state and non-state publishing houses, polygraphic enterprises engaged in publishing, and other legal and natural persons, and 2 mandatory copies of newspapers, magazines, and other continuing publication components to the National Library is intended [1].

According to the theory, in Y.N. Stolyarov's 1991 and 2015 improved editions called "Library fund", the technological system of library fund formation is divided into the following processes:

- 1) Modeling of library funds;
- 2) Completing the fund;
- 3) Accounting of documents;
- 4) Processing of documents;
- 5) Placement of documents;
- 6) Ensuring the protection of documents;
- 7) Delivery of documents;
- 8) Analysis of information.

Although the followers of the researcher Y.V. Grigori agreed with him, they rejected the idea of dividing the above-mentioned fund formation process into stages. In general, the concept of "Organization" includes all these mentioned stages: both assembly and management must be organized.

Conclusion:

Summarizing the results of the research conducted on the theme of "modern problems of the library-information resources of the Republic", it can be concluded that the historical roots of the library-information resources in our country meant "donating books" in ancient times.

The foundation of the National Library named after M.F. Akhundov was formed through various sources.

Even during the years of Soviet rule, the collection of the fund was carried out from the following sources: State Book Chamber of the USSR; Azerbaijan Publishing House; Library Collector; international exchanges; bookstores; historical manuscripts, and other sources.

Some of the mentioned sources have not lost their relevance even today. Some sources have now lost their depository function. An example of this is the USSR State Library Chamber, which has ceased its activity.

The following are the main sources of library fund formation in recent years: Heydar Aliyev Foundation; Higher Attestation Commission Republican bookstores; Republican publishing houses; Scientific Research Institutes; embassies; foreign organizations; domestic exchange; international exchange; donations to the library, etc. The books received as a gift also play no small role in the formation of the fund.

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