

MAIN DIRECTIONS OF CREATION OF ELECTRONIC CATALOGUES IN LIBRARIES IN THE INFORMATION SOCIETY

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Abstract: The article analyzes the state and directions of the organization of electronic catalogues in the system of libraries, and shows the scientific-theoretical basis and methodology for the creation of electronic catalogues. The article also focuses on improving the efficiency of library services, the directions and principles of its improvement, and the optimal use of modern catalogue was noted. The article comparatively analyzes the methods used in the world practice and shows the methodological basis for the application of the innovations. In addition, at the modern era it outlines the automation of libraries, the creation of electronic catalogues, and in general problems of cataloguing, the role of libraries in providing access to documentary and database users who have access to various libraries around the world and in the country. The author concludes that

the work done on the organization of electronic catalogues in our country contributes to the effective organization of the inquiry-information the process in the libraries of the Republic, accelerates access to the most valuable documents and facilitates world integration.

Keywords: Information society, libraries, electronic catalogue, the main directions

Introduction

Among the characteristic trends of information technology of the XXI century play an important role on the development, systematization, protection and use of electronic media that protect various types, kinds and contents, and remote access in network mode. All these directions are expressed in complex creation of electronic libraries and organization of electronic library and information support. Existing

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traditional libraries have always been an open network document-information system in terms of interlibrary subscription, domestic and international book exchange, and several forms of personal service. Electronic libraries are super-open information systems created by various social institutions, including traditional libraries, and greatly expand networking capabilities. They are the logical continuation of historically existing network libraries-information services in terms of new methods, tools and technologies.

In the independent Republic of Azerbaijan, confidently moving on the path of building a democratic, secular, legal state, a private economic system based on various forms of ownership is being developed and the market economy is based on integration into the world economy. The process of major changes in the socio-economic life of the country deeply affects science, education and culture. All of this is reflected in "About Education", "About Culture", "About Library", "About Publishing", "About Mass Media" and other important laws.

These laws impose many important tasks on the independent state

of Azerbaijan. Great work is being done to solve these problems and successfully complete them. Extensive contacts with the world states in the field of education, science and culture began to emerge. Many talented young people from Azerbaijan study in foreign universities and work in science. They learn human knowledge and best practices. There is a great need for the use of media - books, periodicals, libraries, and more. As always, the libraries' bibliographic survey devices play an important role in fulfilling these tasks.

As a result of important reforms in the market economy, the improvement of libraries, the enrichment of the book fund, the implementation of modern bibliographic survey devices, including electronic libraries with access to the world-wide Internet, establishing links with libraries of the developed countries, ensuring the use of readers' book funds and surveys, is of great importance. In this connection, there was a great need for expert readers to organize the library service in accordance with the new requirements, automate library work, and create electronic catalogues.

The main purpose of the article is to identify the main trends in the

creation of electronic catalogues in libraries in the information society, to demonstrate the practical importance of using innovative methods available in the world, and to highlight the importance of the use of electronic catalogues in libraries.

Research Methods

The survey used survey techniques to analyze reader feedback, as well as analysis of activity products, methods of comparison of different systems, and analytical analysis. The research is based on the most general-theoretical provisions and ideas of modern librarianship and the organization of electronic catalogues.

Development

In the modern world of literature, the concept of "Electronic library" is used as a synonym for the concept of "virtual library", "digital library", "network library", "library without walls", "hybrid library". But the concept of "hybrid library" is not in place here. So, the hybrid is something to do with something. It seems that traditional libraries are one thing and electronic libraries are another. In terms of library

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work, a traditional library is different from an electronic library solely for information carriers and processing technologies, and there is no independent electronic library in the world. It is a section of the library that extends some of the most important and difficult to maintain and service functions of the traditional library, that is, the library within the library. There is no scientific evidence for those who categorically call them hybrids.

Increasing the efficiency of the library service, its improvement requires the creative use of scientific innovations and best practices in the organization of library processes. Because most of the methods of spiritual service are no longer meeting the needs of today's readers. That is why in the modern world the problems of automation of libraries, creation of electronic catalogues and, in general, the problems of cataloguing have become the focus of attention of all world experts. Thus, the development of computer technology depends directly on the solution of the information exchange. This problem has been widely discussed at the international conference "International and National Cataloguing:

Today and Future", held in April 1999. (Gribov V.T., 1998).

Different aspects of the concept of "electronic library" are not fundamentally different in modern times from each other. For example, the world-renowned expert on electronic information, V. Arms has given such a definition to the electronic library. (Arms V., 2002): "The electronic library is a systematic and manageable collection of information that is digitally protected". According to the author, the word "managed" in this definition is a basic concept; thus, the flow of information from an artificial satellite is not yet the information provided by the electronic library; the organization and management of that information in a particular system is already an electronic library; the electronic library is a library that has a specific system, management structure and information collection for many users' appeals. Another American expert, David Wright, calls the electronic library a "digital library," giving it the following definition: "Digital libraries are funds created by institutions and their professional specialists to ensure the selection, processing, intellectual processing of documents, with the aim of

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providing easy and convenient access to a wide range of digital libraries, agencies that provide the interpretation, distribution, and storage of documents, as well as the completeness and protection of information" (Arms V., 2002).

Apparently, the conceptual differences between the two definitions are small. At the same time, both definitions include features that are typical for traditional libraries (document processing, systematization, storage, search, etc.). Only methods, ways and technologies can be distinguished here. Social and information functions are the same for both libraries.

"In the concept of "Electronic library", the word "library" is conventional. Thus, electronic libraries are created by publishing houses, archives, research institutions, large businesses and, of course, existing (traditional) libraries (Arms V., 2002). Regardless of their big and little size, they have the following in common:

- 1) Electronic libraries have hardware and software tools, exchange protocols available for corporate,

national, transnational and global networks;

2) The documents have a structured form and a search procedure;

3) It is hosted on the server of the affiliated organization and is used remotely over the network;

4) They operate based on Web technologies and online regime (Vershinin M.I., Masevich A.I., 2002).

Currently, there are continental (for example: Europe), national (country) and local (corporate) electronic libraries, geographically. In addition, there are electronic library projects and real-time electronic libraries on subject areas (for example: humanities and technical sciences), types of publication (for example: periodicals, rare books, illustrations etc.) and problem directions (for example: intellectual property, digital technology). (Vershinin M.I., Masevich A.I., 2002). There are several objective reasons for the creation of electronic libraries:

1) The user can directly access the electronic resources of the library, regardless of their location in any geographical area without coming to the library;

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2) It is much more convenient and comfortable to read printed works anywhere (at home, outdoors, transport, etc.). However, searching for them in a wide geographical location and finding and acquiring them can take a long time, and getting them to read depends on the rules of service adopted in a particular library. For example, a library does not give a book unless being a member as a reader, or it is difficult for those outside the library of a particular institution or office to receive books by subscription; periodicals and other similar editions are generally not provided for at-home use and so on. In recent years, small, lightweight portable (pocket) apparatus and their special software have been developed for reading at home electronic libraries and other types of electronic publications. These include Peanut Reader, Soft Book Reader, Netlibrary and other mobile reading tools (Gribov V.T., 1998).

3) In order to use the most valuable and rare literature, you have to go to a library in a specific country, or, if possible, take a photo or a photocopy of it. And when you have an electronic library, there is no need for it. Because

the electronic resources of the existing libraries (electronic libraries) are for protecting this literature firstly;

4) Electronic libraries are never closed. A recent study at the British University showed that 49-50% of those who apply to the electronic library of that university are those readers who apply for it after the library is closed (Arms V., 2002). Unlike traditional libraries, (electronic) the bookstore cannot be simply a document that is cannot be found and handed to the reader because of books that are "available" for other readers to use, or books that are physically old-fashioned as "unsuitable for use", they are not put on the shelf or on the catalogue.

Any document in any library in the world can be easily found and used, as in a local library.

Certainly, the advantages of this are not to say that the electronic library is more reliable than a traditional library. In the electronic library, the computer system may stop working, the communication line may be slow and unreliable, the virus may be affected, and so on. However, unlike traditional libraries, the electronic library is open and accessible all day long for any user,

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regardless of geographical location. Because the servers (computers) where the electronic documents are protected work seamlessly. This process is typical for all providers and nodes of the global network;

5) Neither the printed works, nor the libraries in which they are stored, nor their social information functions, will never change regardless of the electronic libraries. As information carriers, clay plates are replaced with papyrus, the latter with parchment, parchment paper, and paper with partial microforms. Electronic media is developing in parallel with printed works. They are currently about 20% of the total document information product; in 2000, the world consumed 315 million tons of paper. The OCLC catalogue contains bibliographic data of 43 million titles. If we count all of them on average 300, then 13 billion pages will be printed (Gribov V.T., 1998).

Now we are not simple, we are very complex, difficult and at the same time honourable and powerful profession. Without the necessary resources, no production and turnover are possible. Rich information resources are only available in libraries. Thus, most

libraries have the right to own most components of the database. Libraries should be better equipped with new, high technology, methods and tools. In this regard, the role and importance of electronic libraries are very important.

Scientific ideas about electronic libraries have emerged in recent years. Even in the 50s of the XX century, V. Bush set out the general outlines of electronic libraries in his "How We Think" article, the first open-world idea in the world by Y. Liklayder, in the book "Libraries of the Future". The problems of the creation of electronic libraries in connection with the transition to the qualitatively new stage of information technology (CD-ROMs, personal computers, the Internet and etc.) from the beginning of the 1980s have again become relevant. Since that time, national and transnational software projects have been developed for the creation and practical implementation of electronic libraries, and since the early 1990s, those libraries began to operate. Their quantity and resources are growing rapidly. (The European project of electronic libraries, 2002).

Several national and regional projects and programs for the creation of

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electronic libraries in Russia have been developed, and some of them have been implemented in practice. Examples include the Russian State Science and Technology Program, "the creation of a national computer telecommunication network for science and education", Russian electronic libraries, a subprogram of the Russian Ministry of Culture (2001-2005) "Electronic Libraries of the Federal Program of Russian Culture". At present, the global state program "Russian Electronic Libraries" has been launched. The program is attended by 11 ministries, the "Soros" Foundation, the Federal Science and Technology Fund. For example, at the expense of the "Soros" Foundation, an electronic version of 14 thousand scientific and technical journals was developed. In general, in the first phase, a national database of 80 million titles will be created in Russia. The second phase of the program should be completed by 2010. This stage has global parameters (for example, creating a network of electronic libraries based on document arrays that are actively used in all administrative-territorial divisions of the country, including more than 1500 MKS, information exchange with

electronic libraries of foreign countries (the great seven), creation of Russian national electronic depository and network electronic catalogue, national information space, electronic document delivery etc.).

Transnational programs and projects for the creation of electronic libraries have also been developed. These include "Biblioteca Universalis", seven of the European Commission's members, including Russia, "the European Union's Telematics Library", "CANDEL" (Controlled access network of European electronic libraries), "DECOMATE" (Controlled access network of electronic libraries in Europe), "DIEPER" (European electronic periodicals), "Miracle" (music catalogue for the blind) and many others. The latter project provides for the creation of a multimedia electronic library centre for the blind in Europe and the use of Braille music in digital form. The central coordinator of this project is the National Library of the Netherlands for the Blind. The UK, Italy, Switzerland and Spain are participating in the project. This project has been implemented since 2003.

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Creation of electronic libraries is a complex scientific and technical problem. It requires large financial resources and high staff. Like traditional libraries and their function as a subsystem, it is constantly evolving. There are many organizational, technical, technological and regulatory problems in its creation and use.

It is well known that the rules of cataloguing are the main normative document in all countries and constitute an important part of the formation of bibliographic records. Currently, the CIS countries have a difficult situation: they also faced two choices because they did not have independent national cataloguing rules. As such, they must either follow the Russian rules they have begun cataloguing or adopt the English-American rules. The same applies to libraries of our republic.

The creation of electronic catalogues in the modern world is very relevant. In this area, electronic catalogues play an important role in the creation and use of inter-library automated communications as one of the diversity of information systems. Thus, the use of electronic catalogues on the Internet is not just about obtaining

bibliographic information at any time, anywhere, but at the same time familiar with a large number of valuable publications available in various libraries.

In modern times, libraries are becoming a centre for the protection of the cultural, scientific heritage of mankind, and most importantly, a direct link with the world information space. An information-driven civil society, a new type of society, wants to see the future libraries not only as suppliers of various types of print products, but also as an information enterprise that can provide readers with local and Online (from a distance) services by integrating automated service components (2-3). In order to meet this requirement and keep up with the existing competition in the global information market, libraries need to make changes in their business principles, learn and apply the innovations of the modern era. The application of these innovations and achievements to libraries should provide readers with an enhanced level of library-information services, and the provision of prompt, comprehensive information services. Libraries should have a rich audiovisual background and

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an electronic catalogue system that, in addition to the traditional fund, will meet the requirements of the modern era to ensure full and complete readers' inquiries (Arms V., 2002).

It is well known that the library catalogue opens the contents of each library's literature fund and guides readers in the service process. Readers' service and all other activities of the library are built on it. The rapid growth and obsolescence of information in modern times dictate that electronic library catalogues are replacing traditional libraries today, with its emphasis on providing readers with operational and geographical distance. The electronic catalogue enables readers to get acquainted with the contents of the library's literature fund through the network, to respond to their inquiries from a distance, without the help of an operative and librarian bibliographer, and to order literature from a distance. For libraries, the electronic catalogue enables real-time online booking, library statistics, readers' statistics, defining areas of interest, tracking and compiling the book fund in accordance with the readers' inquiries (for example, who owns the literature, when it is returned,

the time it takes, etc.) and providing readers with a modern Online service (e-mailing to readers and libraries, methodical guidance, etc.).

Globalization, a key attribute of an informed society, is clearly a problem that libraries cannot ignore. That is, libraries can carry out their functions according to modern requirements by establishing creative links with other consortiums or other libraries. Mutual relations and mutual interests are based on electronic information exchange. Electronic information exchange is possible only through the catalogue. The electronic catalogue also provides efficient use of the library's human resources and resources by automating cataloguing and bibliographic work. This is one of the most important factors for Azerbaijani libraries living in transition. On the other hand, the electronic catalogue requires librarians to learn modern librarian-information technologies, thus stimulating the librarians to raise their intellectual level.

One of the main advantages of the electron catalogue from the traditional library catalogue is that it has a more complete implementation of reader surveys. Thus, the electronic

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catalogue provides using of the Author's articles. The description of the literature can be based on a wider bibliographic element. Today, the development of digital technology, the reader who uses an electronic catalogue as the information on paper allows to be converted into an electronic form in addition to obtaining bibliographic information about the availability of the literature in the library online as appropriate, it can also obtain an electronic version. The electronic catalogue provides more reliable protection of bibliographic information about the library's resources in contrast the traditional catalogue. Thus, unlike a traditional catalogue, information about that literature is lost by the destruction of catalogue cards. The recovery of lost information requires additional time and financial resources, depending on its discovery. This process is very difficult, especially in libraries with multimillion backgrounds. Regular, problems of systematic diagnostic and preventive measures on the technical support of electronic catalogue, maintenance of backup speed, storage of electronic bibliographic databases on computers - servers, "privileged" mode of access to

information and maintenance of electronic catalogue have been solved in electronic catalogue. The use of the electronic catalogue makes it possible to achieve real accounting of the library stock, and it also enables to effectively fight against "undisciplined" readers (those who do not return the literature in time, lose it, cause injury, etc.). As a result, the rights of other readers to use literature are protected.

Discussions

The organization of the electronic catalogue is implemented based on the UNIMARC format (Arms V., 2002), which is used all over the world today and is the basis of modern library and information technology. UNIMARC format that readable with machine provides the preparing the bibliographic writing in coded form. This ensures the achievement of some valuable results in the performance of the electronic catalogue's core function as a result of the reader inquiries. Encoded information also helps eliminating orthographic mistakes that may occur when accessing information. As a result, it increases much more the chances of implementation of readers' surveys.

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The most important aspect of the UNIMARC format application is provided of the integration of each library's electronic catalogue into the global bibliographic library-information space. As a result, the library can exchange the bibliographic information without any restrictions. If the right management policy is pursued, the scientific library will be able to generate additional and substantial financial incomes. (Arms V., 2002).

Since UNIMARC has a wider range of descriptive elements, the electronic catalogue provides users with a wider range of search capabilities in contrast to the traditional catalogue. As a result, readers' surveys are fulfilled operative and exactly. New service methods are being formed that will increase the library's contingent and readers' attendance by increasing the image of the library.

Database of the electronic catalogue should be created in the automated workplace cataloging through the Automated Library-Information Management System (for example, MARC SQL 1.5 in BSU (Gribov V.T., 1998). The database must be located on servers allocated for a specific library.

The following measures should be taken regularly for information security:

- unauthorized use of information by outsiders;
- struggle against virus;
- purchasing of the automatic backup copy with mirroring reflection principle and so on. (Gribov V.T., 1998).

Generally, the electronic catalogue should operate based on the client-server architecture. Entry and editing of information, formation of readers' surveys is implemented on client computer and in relevant automated workplaces. In the creation of an electronic catalogue, modern Web technology should be used in conjunction with traditional programming tools. So, the formation of readers' surveys should be provided through the Web site (European Project of Electronic Libraries, 2002). Transferring to the server by converting it to Structured Query Language (SQL) and delivering the result back to the reader by searching the bibliographic database of the electronic catalogue of that survey is accomplished by CGI technology. Information search is implemented based on indexed special

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dictionaries (author, title, subject, keywords, etc.) that are automatically generated when creating a database. As a result, unlike other systems, time that spent searching for information is minimized. The advantage of CGI technology over other Web technologies is that the information search algorithm for users remains confidential. As a result, in other non-legal entities, it is not possible to use the system. On the other hand, as information is presented to readers and users only for review, the probability of changing the information is equal to zero.

Based on these principles, the creation of an electronic catalogue, namely "Computerization of Libraries", was carried out at the Scientific Research Laboratory under the guidance of Professor A. Khalaphov, Honored Scientist at the Baku State University, Doctor of Historical Sciences, Academician of the International Academy of Informatization under the UN. Laboratory Collaborators soon began to create electronic database of periodical press, literary fund in foreign, Russian and Azerbaijani languages, rare books and dissertation funds (Khalaphov A., 2003).

Currently, the process of creating an electronic database at the Baku State University Scientific Library is in progress. We hope that this process will be completed in the near future and that the Baku State University Scientific Library will develop to a great extent comparable to that of libraries in many countries. It would be expedient for other libraries of Azerbaijan to benefit from this experience.

A number of traditions of electronic catalogue development have been considered in world practice: it includes here increasing the number of different types of search, unlimited using of indexing files (indexing all articles), formation of the establishing normative files and international links in this area, converting traditional catalogues into machine-readable forms, and practically, giving of all catalogues to the Internet and searching and using of it in various networks. Collection of information about documents in electronic catalogues, the necessary information about any document is provided delivering to the consumer as required.

Electronic catalogues are the main source of information for worldwide libraries. The character of all

works applied in any computer-based in the library without an electronic catalogue is a carrier of narrow meanings. A library with an electronic catalogue can reflect its fund more broadly, can reach the attention of a wide range of readers, and can actively influence the overall level and quality of the library system as a whole. It should also be noted that electronic catalogues do not limit search within a single library worldwide. The reader-consumer can also search for the information he or she needs in connection with other libraries, get the material he or she wants, and creates reading completeness. So, there is an important need to create electronic catalogues in our country. More precisely, electronic catalogues should be established in addition to traditional catalogues, its unified system should be created and shaped, and should cover the entire area, even the whole country libraries, and should introduce them to the Internet. Here, the organisation of batch electronic catalogues plays a special role. Batch electronic catalogues are considered the richest surveys, search, information sources that contain a large number of documents at the specific region, district, city, Republic

scale. Considering the modern technical support of batch electronic catalogues, they are of the highest operativeness character and optimize the service of the library, which is one of the main duties of the library, and provide the operative using of the library stock. That is why the creation of batch electronic catalogues in libraries of our republic is one of the most important duties. With creation in cooperative form and using of batch electronic catalogues played an important role in increasing the opportunity of inter-libraries in our country, formed a single information scale.

Generally, the creation of batch electronic catalogues also create essential conditions for maximum satisfaction of information needs and effective provision of the modern society as a whole and its individual members. Through batch electronic catalogues, the reader-consumer can access the information he or she needs from each library. In addition, batch electronic catalogues are used in related type cataloging of documents, in mutual complementation of funds, in assessing the thematic direction of specific

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libraries, and in eliminating of re-acquisition of foreign publications.

System of creation of single (on the republic) batch electronic catalogues and organization of compact optical disks will fully reflect the library funds in the region. The batch electronic catalogue system plays an important role in library service area, as well as in information bibliography work, and has a major impact on delivering to readers-consumers the most relevant literature available within the country and abroad (Evstingeva G.A., Zemskov A.A., 2003).

Outstanding librarians around the world have come to the conclusion that the creation of regional (national) retrospective batch catalogues (especially rare books, manuscripts, periodicals, and continuing publications) is not only aims to expand the using scale of information resources, but also eliminates the flaws between the supply of literature and its consumer. But foreign experts believe that the creation of batch retrospective electronic catalogues is a very complex, labor-intensive process. Experience shows that the proper understanding and adopting of cataloging and ensuring the adaptation of

traditional catalogues to electronic catalogues organize the basis of the formation of direct batch electronic catalogues. Creation of high-quality retrospective electronic catalogues in each library will create important conditions for the mass organization of batch electronic catalogues in the future. Without considering this aspect, it is impossible to speak positively about the formation of batch electronic catalogues.

Organization and using of batch electronic catalogues in our republic will provide an important opportunity for successful implementation of library services. However, the effectiveness of transferring traditional catalogues to electronic catalogues is not possible without directly linking it with other libraries and without providing methodical guidance by centralized cataloging.

The emergence of new computer technology and machine-readable information in libraries has become the most powerful challenge of the modern era, this has also put serious duties before librarians. At the moment, librarians from around the world are working hard to build a closer relationship with engineers and to be

able to clearly solve the issues ahead. That is, librarians must be well-versed in their professional knowledge as well as have the ability to work with new techniques.

The approaching problem of cataloging issues of the electronic resources shows that importantly, traditional cataloging is not always possible by selecting all areas of the bibliographic description as well as its individual elements. Despite the different types of electronic resources (resources), common features that unite them. It also relates to the connections of the title of the document, the author, the publication, the date of publication, the text, the images, etc. (electron and non-electron). However, many find it difficult to obtain a bibliographic description of electronic resources. This process was difficult in the 1960-1970s in the description of audio and video material and in the traditional cataloging area. A similar situation has occurred in the recording of electronic resources. Librarians have begun to the principle of cataloging of new types of information, that is, recording electronic resources. The point here is not only to provide bibliographic information about

documents, but also to provide information about the text of the document.

The problems of cataloging of electronic resources in library networks are more complex character. It is important to take into account not only the acquisition, placement, and giving to the Internet of electronic resources, but also should be taken into account that all information is cataloged according to the volume. Without this, it would be impossible to catalogue all the documentary - information resources. This also results in a limited number of documents being processed and used. Therefore, it is necessary to take into account two aspects that can properly determine the mass of electronic information: the creation of catalogues of electronic resources and the organization of catalogues resources provided to the Internet.

According to the international standard, the bibliographic description of electronic resources is directly based on the unit methodology of documents.

The cataloging of audiovisual documents should be prepared standard for the "Internet", more depending on the external and internal design of electronic

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resources and registration objects. If the source of the description of traditional books is the title page, the source of the electronic resources description organizes its external design, which also covers all the characteristics of the electronic resources. The technical characteristics of electronic resources have many many meanings.

Conclusion

By summarizing the information we can conclude that a bibliographic description of the electron resources can be given in the common electronic catalogues. But here also takes into account the records of traditional documents. Thus, the structural records of electronic reserves correspond to the descriptive elements given in the traditional catalogues. However, the electronic libraries should have their own special catalogues, special electronic catalogues must be created in the newly created electronic libraries, and their own search systems should be organized. Without them, the use of electronic catalogues would be unfit, and could just become a collection of cards. Specific electron catalogues should be established for electron libraries. Here,

some general rules for working with electronic catalogues should be taken into account. First of all, it is good that the consumer must know the amount of database available in the library, or rather how much bibliographic records are in that database, what kind of documents they are displaying here, when the process starts, to cover all the documents included in the catalogue, how to make catalogues cards and how it works with the electronic catalogues, determining the years of use of directory cards, how to consider specific areas of knowledge or thematic sections, the types of survey information and its use in the search system.

Secondly, searches on the electronic catalogues screen are conducted sequentially and various information is provided. If the screen has the ability to list the searches, then the consumer simply selects the required option on the screen and obtains the necessary information.

Third, the support of the on-screen service key must be precisely provided up and down, with lines between scripts. It is possible to search bibliographic descriptions within any program of electronic catalogues in any

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business process. Here, it is necessary to correctly define the shelf index of the document so that the documents or manuscripts can be delivered to consumers. Along with all this, we must note that, significant works have been done in our country on the creation of electronic catalogues, and this work is currently being continued successfully, which facilitates the survey process in the libraries of the Republic, accelerates the acquisition and delivery of the most valuable documents.

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