

Document Location and Its Classification in Social Information-Communication System

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DOI: <https://doi.org/10.15421/1723111>**Yusifova Gulnare**Ph.D., Assoc. Prof., <https://orcid.org/0000-0003-0822-0254>, g_y_m65@gmail.com**Guliyev Oruj**Ph.D., <https://orcid.org/0000-0002-2966-1800>, Oruj_guliyev@gmail.com*Baku State University (Baku, Azerbaijan)*

Abstract

The concept of a document is a fundamental concept of book studies, library studies, bibliography, informatics, and other scientific fields of document studies. This concept expresses the characteristics of real objects. They are the main objects of experimental activity and serve to implement the processes of preparation, collection, analytical-synthetic processing, search, distribution and use of documentary information. The concept of "document" is used in all spheres of public activity. In each field of knowledge related to documents, the concept of "document" has one or more meaning versions. For example, document understanding is used in informatics, library science, bibliographic science, museology, archival science, bibliography, practical spheres of these fields - library work, museum work, etc. understood from different aspects. From here, it is a real fact that the concept of "document" is multi-meaningful and creates difficulty in the exchange of opinions of specialists working in the document-communication sphere. In this context, systematic analyzes were carried out in the article. Classification of documents is their distribution by classes in order to reflect the relationships between documents and to draw up a classification scheme.

Classification is a system of tools used to determine subordinate relationships between classes of documents and to determine their diversity. Usually, the structure of the classification is drawn up in the form of a table or scheme. The following rules should be followed for the classification. The sign on which the division is made is called the basis of division, and the received concepts form the basis of division. Each division must be made on the same basis. All distribution thresholds must be equal to the total volume of the division, that is, the division must be carried out in full; Division limits must mutually complement each other. Division members must be close to the concept being divided and must not pass to subclasses below and above their rank (requirement of continuity).

Keywords: document understanding, classification, mass promotion, sign tools

Місце документа та його класифікація у соціальній інформаційно-комунікаційній системі

Юсіфова Гульнаре, Гулієв Орудж*Бакинський державний університет (Баку, Азербайджан)*

Анотація

Поняття документа є фундаментальним поняттям книгознавства, бібліотекознавства, бібліографознавства, інформатики та інших наукових галузей документознавства. Це поняття виражає ознаки реальних об'єктів. Вони є основними об'єктами експериментальної діяльності та слугують для реалізації процесів підготовки, збору, аналітико-синтетичної обробки, пошуку, розповсюдження та використання документної інформації. Поняття «документ» вживається в усіх сферах суспільної діяльності. У кожній галузі знань, пов'язаних з документами, поняття "документ" має один або кілька варіантів значення. Наприклад, розуміння документа використовується в інформатиці, бібліотекознавстві, бібліографознавстві, музеєзнавстві, архівознавстві, бібліографії, практичних сферах цих галузей - бібліотечній справі, музейній справі тощо, що розуміються з різних сторін. Звідси фактом є те, що поняття «документ» є багатозначним і створює труднощі в обміні думками спеціалістів, які працюють у документно-комунікаційній сфері. У цьому контексті в статті проведено системний аналіз. Класифікація документів – це розподіл їх за класами з метою відображення зв'язків між документами та складання схеми класифікації.

Класифікація це система засобів, що використовуються для визначення підпорядкованих зв'язків між класами документів та визначення їх різноманітності. Зазвичай структуру класифікації оформляють у вигляді таблиці або схеми. Для класифікації слід керуватися такими правилами: Ознака, за якою проводиться поділ, називається основою поділу, а отримані поняття складають основу поділу. Кожне поділ має здійснюватися на одній основі. Усі порогові розподілу повинні дорівнювати загальному об'єму поділу, тобто поділ має бути здійснений повністю; Межі поділу повинні взаємно доповнювати один одного. Члени підрозділу мають бути близькі до концепції, що розділяється, і не повинні переходити до підкласів нижче та вище за їхній ранг (вимога безперервності).

Ключові слова: розуміння документа, класифікація, масове просування, знакові засоби

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Introduction.

Development of the general classification of documents is one of the less studied directions of informatics and bibliography. The concept of "classification" is understood in the sense of process and result, that is, both grouping and the resulting scheme (Table 1).

Table 1.

Sphere of social activity and type of social information

Sphere of social activity 1	Type of social information 2
Science	Scientific information
Industrial and agricultural production	Production, technical information
Art and artistic creativity	Aesthetic information
Sports	Sports information
Politics	Political information
Mass propaganda	Mass journalistic information
Education	Pedagogical information
Management, household	Management information
	Household information

Classifying documents is their graded division by genus, species, subspecies and multispecies. According to the rules of classification logic, documents are divided into 4 parts: the unity of the basis of division, the division of division members to the same extent (соразмерность пленов деления), their mutual exclusion, continuity of division. Among them, the unity of the basis of division means that the volume of the concept of "document" should be divided based on each of the many signs. Because of these characteristics, each distribution threshold must have a new basis. Thus, classification is the differentiation of documents on the most important, significant features. These documents are collectively grouped by type on certain characteristics (İsmayilov, & Khalafova, 2022a).

The purpose of the research.

Today, scientific institutions need to be based on specific research for effective functioning. It is important to analyze the future achievements of the document flow, to predict the main directions, trends and development prospects, and to evaluate the scientific potential. In this regard, the study of methods and methods in scientific research on document flow reflects the main essence of the article.

The methods of the research:

In general, the concept of document management, its place and role in various scientific fields are comprehensively presented in many works (İsmayilov, & Khalafova, 2022b; İsmayilov, & Sadigova, 2022; İsmayilov, & Aliyeva, 2023; İsmayilov, Mahammadli, & Khudiyeva, 2022; İsmayilov, Pirəliyeva, & Şadlinski, 2022).

In the article, the place and importance of documents in the document communications system, types and types of documents, document flow, document mass, published and unpublished documents, the concept of publication, document requisites, electronic documents, business documents, notes and cartographic publications, document flow development regularities, document

issues such as properties and functions are reflected. The article is comprehensively explained using the methods of analysis, synthesis and comparative analysis (İsmayilov, & Bayramova, 2022).

Main part.

Typing is a special case of document classification and is related to the conformity of documents to a generalized model called a type. As a typological feature, the functional purpose designation, the reader address of the document, the nature of the information contained in it (scientific, scientific-mass, production, inquiry, information, etc.) are taken as the basis. Sometimes the basis of typification is the content of the document, the internal structure of the publication, the expression (style) characteristics of the material, that is, the genre criterion (Mammadov, & İsmayilov, 2023).

Thus, a typological scheme and a classification scheme are created on the basis of different logical processes. Their construction methodology and grouping methods are also different. If the classification is based on the signs of differentiation, then the typification is based on the signs of integration (Bayramov, İsmayilov, & Kazimi, 2023).

The classification line is built as follows: type of document - publication, subtype - book publication, different type - title - electronic book. In typological order, it will be as follows: document type-scientific document, subtype-scientific-research document, variety-monography.

Historical development of information resources.

The historical development of information resources, as mentioned above, consists of 6 main interrelated stages (İsmayilov, Mahammadli, & Gasimli, 2023):

1. In the first stage, the information experience was evaluated, its transmission from generation to generation, exchange, and also the foundation of the meta system, which will be possible in the future, was initially formed. The formed first stage played the role of a base for the subsequent stages.

2. In the second stage of information resources, a document is a component of a system that leads to communication between people, exchange of knowledge, and finally information exchange, and includes both printed analog and oral ideas. Of course, in order to transform information into information, it is necessary to use the document correctly. That is why the collection of data that appeared during the use of documents gave us information. The biggest task of the second stage is to include this information in which information resources.

3. The third stage of the dynamic development of information resources from the aspect of history, until the middle of the 16th century, i.e., the emergence of book printing, and here the idea that the book is a document carrier was professionally analyzed and the analysis of the collected sources in a general and special form. These formed information resources improved the general level of human information demand, and led to a proportional

increase in the flow of information. It is from the third stage that the path of development to the future was laid, rather than stagnation.

4. In the fourth stage, information resources were presented as the initial embryo of ICT innovations that are currently used, using communication tools that were considered the highest level of technique and technology for that time, and are presented as ordinary, primitive rules in modern times. This includes the telegraph, telephone, radio, and television, which were of great importance in information exchange. From the historical point of view, 1900-1950, 1950-1970 and 1970-1990, this fourth stage can be characterized for three separate periods. If we consider the industrial revolution that took place in 1900 and 1950 as the initial beginning and stage of the information revolution, the 1950-70s were considered the development period, and the 1970-90s were considered the highest level of achievements for that period. In these years, the emergence of 10,000 journals containing all the knowledge, hundreds of thousands, millions of scientific articles and dissertations in 60 years, enables libraries to act not only as the custodians of these document collections, but also as an exchange center. From the middle of the 80s of the 20th century, the presentation of information resources was of great importance. The reason for this is the creation of machine-readable writing formats in the US library of congress in 1966, and the introduction of machine-readable formats to the whole world. Different inventions from ordinary computers to supercomputers, all these processes have already shown the beginning of a new era in information resources, which was electronic information resources. From a historical point of view, the introduction of MARC formats to the whole world, and the formation of a machine-readable writing format, that is, an electronic resource, led the whole world to familiarity with remotely controlled information resources, in addition to the knowledge presented mechanically on an ordinary paper carrier, which is a print analogue.

5. The fifth stage can be characterized as a revolutionary transition in the development of information resources. It was during this revolutionary transition that different information technologies came into existence, which led to the beginning of a new era. If we consider the 5th stage as a new period, we will see a certain hierarchic structure related to each other. The replacement of mechanical and automatic means of information processing with electronic resources, the creation of machines, devices and nodes, as well as centers based on certain inventions, not with computing devices anymore, but from human thinking, human invention, that is, the existence of dependent elements, the creation of tools controlled by certain programs, as well as the development of computing and communication tools. computer networks and finally the emergence of the Internet, which we cannot imagine the whole world at the moment, was the most obvious example of this.

As you can see, the modern era is not possible without mobile communication and internet connection. But by the time we get to this point, we've considered information resources in 5 interrelated stages. At the end of the 20th century, at the beginning of the 21st century, this growth took the form of a high jump and entered the library science literature under the name of the information revolution (İsmayilov, & Khalafova, 2022).

6. The character of the sixth stage information resources as modern era and perspectives it is done. Because modern libraries cannot function without electronic information resources. One of the methods of mobile promotion and relevant acquisition of any information, that is, according to the requirements of the modern era, the first one is electronic information resources. When presenting the bibliographic description of the documents, the presentation of the electronic form of the document as the main material and not as an additional material, and as a result, the development and evolution of information resources led to the complete use of electronic information resources.

Now let's give the facet-block scheme of document classification: Classification of documents according to information content:

Block-facet 1. Document types according to the means of marking.

- Text 1.1.
- Iconography 1.2.
- Ideographic 1.3,
- Voiced 1.4.
- Matrix 1.5.
- Complex 1.6.

Block-facet 2. Types of documents according to the size limit of writing information.

- One-dimensional 2.1.
- Two-dimensional 2.2.
- Three-dimensional 2.3.

Block-facet 3. Types of documents according to the purpose of perception.

- 3.1 read with normal eyes (naturally).
- Machine readable 3.2.

Block-facet 4. Classification of documents according to channels of understanding

- Visual 4.1.
- Tactile 4.2.
- Audial 4.3.
- Audiovisual 4.4.

Block-facet 5. Classification of documents according to the degree of distribution.

- Published 5.1.
- Unpublished 5.2.

Block facet 6. Classification of documents according to documentation methods.

- Manuscript 6.1.
- Mechanical 6.3.
- Magnet 6.4.
- Photographic 6.5.

- Optical 6.6.

- Laser 6.7.

- Electronic 6.8.

Block-facet 7. Classification of documents according to the level of generalization of information.

- First type documents 7.1.

- Second type of documents 7.2.

Block-facet 8. Classification of documents according to material information carrier.

- Paper 8.1.

- Film 8.2.

- Plastic mass 8.3.

Block-facet 9. Classification of documents according to material construction.

- Sheet 9.1.

- Codex 9.2.

- Card 9.3.

- Tape 9.4.

- Disk 9.5.

- Combined 3.6.

The role of documents in management.

Documents are of great importance in management (İsmayilov, & Khudiyeva, 2022).

1. Documents are important for the state, that is, documents strengthen social relations, state structure, the nature of state institutions, their mutual relations and reflect relations. Officials of state bodies study the documents, develop the country's domestic and foreign policy, and directly implement the work process with the documents.

2. The document is legally significant, that is, the rights of departments, enterprises, and citizens are formalized and regulated by documents. When using documents, officials of state enterprises protect the rights of citizens guaranteed by the constitution.

3. The document is economically important, that is, the economic activity of the state is shown through the documents. The document plays the role of organizing business activities with documents and formalizes the work processes of all enterprises.

4. Document history is important, that is, through documents, historical facts are investigated, and historical information is stored (Kazimi, İsmayilov, & Rzayeva, 2023).

Conclusions.

The place of the document in the social document communication system is justified by the function of its transmission from the communicator (author) to the user (respondent). As an element of document communication, each document can be characterized by the following formula: "who, what, through which channel, to whom and with what effect gives information." This list of questions has received the name "Laswell's formula" in informatics. In some cases, they abbreviate this formula and write it in the form of "who, about what, to whom" questions (İsmayilov, & Khudiyeva, 2022). The above-mentioned questions characterize the communication process: Who is the communicator; what is the information it provides; through which channel the information is given, i.e. the characteristics of the material carrier and sign system; for which user group the information is calculated; what are the purpose and conditions of the communication (from where and when the information was sent); Finally, the last question, that is, the question "with what effect", should show whether the communication process was really received, that is, whether the information was received by the user, how was it evaluated? So, is it effective? Thus, if the document is viewed as an element of the communication process as a whole, it can be characterized as a channel for providing information, and if viewed from the position of the user (respondent), it can be characterized as an information carrier. Library, information, archive and store funds complement each other in the document-communication system. It fulfills the various information needs of society. Currently, the creation of a single document fund coordination and management system is of particular importance in the Republic of Azerbaijan (İsmayilov, Mahammadli, & Gasimli, 2023).

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