

Theory and Methodology of Document Flow Research

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Abstract.

The life of modern society is very much connected with communication systems. In the framework of this system, large-scale works are being carried out in the field of meeting the information needs of the society. From a professional point of view, various social institutions participate in this process, whose main function is to conduct purposeful work with documents. Scientific organizations, including library-information centers and other bodies deal with the creation and efficient dissemination of useful information.

Historically, libraries are considered to be ancient institutes that fully fulfill their mission in the field of document processing, preservation, and efficient organization of their public use. Over the centuries, it was the libraries that ensured the public use of all the written resources created by mankind. During this period, libraries have done a large amount of scientific-methodical work in order to characterize their type composition and characteristics in order to effectively work with documents. Thus, libraries are by their very nature related to documents. It cannot be otherwise. The material form of the information carrier, the technology of writing and presenting the information is not so fundamentally important, as the socially important information created for the organization of their storage and use in accordance with the interests of the society is the basis of the document concept. It is as a result of this that the science of documentation as a system of scientific-methodical knowledge was born. The importance of document studies is related to the mass production and consumption of documentary information in all areas of social life. Document studies studies any document that stores information as a material object.

Documentary studies, like all sciences, has its own object, methods and means of learning. They depend on the development dynamics of the document flow, the processing and search of necessary documents, the level of development of social institutions involved in the creation and use of documentary information, and other factors. The technology of document studies includes means of information reflection. The main feature of the work of a professional bibliographer, information engineer, and information analyst is that the subject of their professional activity is the world information flow.

In this context, the emergence of the term document studies, the formation of the theory about the document, the modern state of document flow and electronic information resources, their evolution and characteristics are comprehensively analyzed in the article.

Keywords: library, documentation, document flow, theory, methodology, bibliographic information analyzer, semantic structure, axiological structure

Теорія та методологія дослідження документообігу

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Анотація.

Життя сучасного суспільства дуже сильно пов'язане з системами зв'язку. В рамках цього ведуться масштабні роботи в галузі задоволення інформаційних потреб суспільства. З професійної точки зору в цьому процесі беруть участь різноманітні соціальні інститути, основна функція яких полягає у веденні цілеспрямованої роботи з документами. Створенням та ефективним розповсюдженням корисної інформації займаються наукові організації, у тому числі бібліотечно-інформаційні центри та інші органи.

Історично бібліотеки вважаються давніми інститутами, які повною мірою виконують свою місію в галузі обробки документів, їх збереження та ефективної організації їх суспільного використання. Протягом століть саме бібліотеки забезпечували публічне використання всіх писемних ресурсів, створених людством. За цей період бібліотеками виконано великий обсяг науково-методичної роботи щодо характеристики їх типового складу та характеристик з метою ефективної роботи з документами. Отже, бібліотеки за своєю природою пов'язані з документами. Інакше бути не може. Не настільки принципово важлива матеріальна форма носія інформації, технологія запису та подання інформації, оскільки в основі документа лежить суспільно важлива інформація, створена для організації їх зберігання та використання відповідно до інтересів суспільства. Саме в результаті цього зародилася наука про документацию як система науково-методичних знань. Важливість документознавства пов'язана з масовим виробництвом і споживанням документної інформації в усіх сферах суспільного життя. Документознавство вивчає будь-який документ, який зберігає інформацію як матеріальний об'єкт.

Документознавство, як і всі науки, має свій об'єкт, методи і засоби навчання. Вони залежать від динаміки розвитку документообігу, обробки та пошуку необхідних документів, рівня розвитку соціальних інститутів, що займаються створенням і використанням документної інформації, та інших факторів. Технологія документознавства включає засоби відображення інформації. Основною особливістю роботи професійного бібліографа, інженера-інформатика, інформаційного аналітика є те, що предметом їх професійної діяльності є світовий інформаційний потік.

У цьому контексті у статті всебічно проаналізовано виникнення терміна документознавство, становлення теорії про документ, сучасний стан документообігу та електронних інформаційних ресурсів, їх еволюцію та характеристики.

Ключові слова: бібліотека, документация, документообіг, теорія, методологія, аналізатор бібліографічної інформації, семантична структура, аксіологічна структура

Introduction.

Document flow is a set of documents operating in society and connected to each other in terms of content. The process of forming a theory about a document is a process of a number of sciences, including library studies, bibliography, document studies, informatics, jurisprudence, source studies, archival studies, literary studies and journalism, management, etc. developed in direct parallel with the general theory.

Document studies as a generalized term was coined in 1940 to replace the term "diplomacy" as a concept of historical acts and documents as the study of documents. Since the second half of the last century, using the achievements of documentation and archival studies, the term documentation has been strengthened against the background of actualization of the theoretical issues of business document circulation in management theory. The process of formation of fairly independent directions of document studies led to a change in knowledge about the structure of document studies as a science. In modern times, document studies is considered a science complex full of interdisciplinary features. Specifically, determining the place of documentary studies in the system of sciences has been controversial for a long time, and this issue has practically not been definitively resolved. Due to its complex nature, the initiatives to attribute documentary studies to the system of sociological and social communication sciences as a whole are still relevant today. Experts suggest that document studies is a part of the sciences dealing with documents - bibliography, library science, archival science, journalism, etc. should be related to the composition of scientific subjects. They believe that these fields of knowledge deal with close objects in terms of professional activity, and therefore together they can independently create a field of document-information science in the social communication system. According to its social nature, the scientific discipline that is considered document studies today has been able to take its place at the intersection of document, document communication, and library-bibliography sciences. Document studies is a complex scientific-practical direction that studies the diversity of documents, the means and methods of presenting social information. This field of science studies the regularities of the creation and operation of documents, methods and methods of analysis of the mass of documents. Thus, the object of documentary studies is documents and the flow of documents, and its subject is the features of its functioning in the social environment.

Source Science Base of Research.

It should be noted that fundamental studies were conducted by various researchers on the traditional aspects of document flow in various fields of science and published in international journals (Ismayilov, 2022; Ismayilov, & Khalafova, 2022a; Ismayilov, & Khalafova, 2022b; Ismayilov, & Bayramova, 2022; Ismayilov, Pirəliyeva, & Şadlinski, 2022; Ismayilov, & Sadigova, 2022; Ismayilov, & Ganbarova, 2022; Ismayilov, & Guliyev, 2022). The

electronic aspects of the document flow in various fields of science have been comprehensively analyzed in the articles mentioned (Ismayilov, & Khalafova, 2022c; Ismayilov, & Khudiyeva, 2022; Ismayilov, & Khalafova, 2023).

Document studies, as a generalized term, was used in 1940 as the study of documents, instead of the term "diplomacy", which is the concept of historical acts and documents. Since the second half of the last century, using the achievements of documentation and archival studies, the term documentation studies has been strengthened against the background of the actualization of the theoretical issues of business document circulation in management theory. The process of formation of fairly independent directions of document studies led to a change in knowledge about the structure of document studies as a science. In modern times, document studies is considered a science complex with an interdisciplinary character (Ismayilov, 2022).

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The novelty of the research.

The scientific novelty of the research includes the following:

1. Determination of information demand in the information field of librarianship in Azerbaijan;
2. Analysis of indicators in this field in the Republic of Azerbaijan;
3. The development of library education in Azerbaijan from the past to the present;
4. Current state of document flow and electronic information resources, their evolution and characteristics.

Chronological limits of the research: The research mainly covers the period after the beginning of the 20th century and the modern period.

Research methods: historical logical approach, analysis, scientific abstraction, induction and deduction methods were used during the research.

Research goals and objectives.

The main goal of the research is to solve the problem of information search in modern times, including the current state of document flow in this area, and to a lesser extent, with the help of information and communication technologies, information resources of the Internet. Despite the dynamic growth of electronic information resources, the problem of satisfying society's information needs cannot be considered completely solved today. Because in information networks, especially on the Internet, the values of the criteria of completeness, accuracy and reality of information are not always positive. In scientific literature, the term "information retrieval" was first used in English in 1952 by Kelvin Meyers.

The study of document flow in the field of library and bibliography becomes the object of scientific research in the following areas (Ismayilov, & Khudiyeva, 2022):

- compilation of a list of actual thematic problems;
- identification of authors and collective authors directly related to the development of the field;
- assessment of the development speed of the document flow in certain scientific directions;
- determination of the level of development of individual scientific activity of individual scientists, scientific organizations and enterprises engaged in the development of a certain problem;
- assessment of the role of specific specialists, research groups and organizations in solving scientific problems;
- forecasting the development trends of the studied area; (Ismayilov, Mahammadli, & Khudiyeva, 2022, p. 297);
- Document. Today we can say that as a result of the efforts of a number of scientists in the local bibliography, the essence of the document has been confirmed as one of the more general (initial) and fundamental concepts. First of all, it is necessary to consider two sides of the document - its ideal content and its material form.

Both sides are necessary within the framework of bibliographic terminology, so both of them should be present in the designation of the document. In other words, there is a need to give two definitions of the same meaning of the document: first, in terms of the content of the document, and second, in terms of form. These promotions are as follows:

1. In terms of content: a document is certain social information fixed (fixed) by a person in a certain material carrier for the purpose of protection, dissemination and use.

2. From the point of view of form: a document is a certain material carrier on which some social information is fixed (fixed) by a person for the purpose of protection, dissemination and use.

Taking into account all the mentioned, the interest of specialists in the system of terminological derivatives consisting of the word "document" is completely clear. Therefore, there are different points of view. For example, the famous librarian Y.N. Stolyarov proposes to make a decision to propose the use of two main terminological derivatives of the word document (consisting of

documents) and documentary (based on documents or based on documents) (Ismayilov, & Khalafova, 2022b).

Documentary studies, like all sciences, has a certain structure. Document flow is one of the main objects studied by document studies. A document stream is a set of content-related, continuously evolving documents. The concept of document flow entered the science of bibliography in the 60s of the 20th century. The analysis of the quantitative and qualitative characteristics of the flow of documents allows to show the results of social activity in a static and dynamic way.

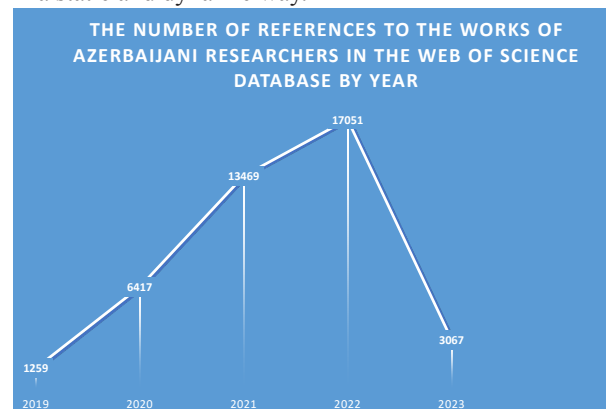


Figure 1.

There are some reasons why document flow is the object of library-bibliography activity.

A. The existence of a common semantic relationship between documents is the basis for the functioning of the document flow. Document - event, process, object, etc. of research. It is the result of people's thoughts and ideas about the galaxy as a whole, understanding of the world. All objects in the universe are connected and ordered. There is no document in the world that is not related to others due to its subject, the object it reflects, the system of rents used or the object of study, and the research methods used.

The fundamental issue in the flow of documents is the content of documents, the existence of relations between its elements. At the same time, the fact that the documents have an interaction with each other is the main condition for the existence of the flow.

B. A document flow is a set of evolving elements. One of the main constraints for the development of the flow is its regular enrichment with new documents.

The bibliographic information analyst must constantly monitor the changes in the document flow within the scope of his functional duties (Ismayilov, 2022).

For the development of the document flow, it is necessary to constantly enrich it with new content and balanced (discrete) development. A long-term break in the flow of documents disrupts its structure and creates interruptions in the transmission of new information. In the last twenty years, the number of scientific workers in the world has increased 1.5 times. This is an indicator of the normal development of the document flow.

C. Movement is the main form of existence of document flow.

Movement is used in the same sense as the terms change, renewal, and development. Change is the transition of an object from one state to a qualitatively new one.

The elements of the flow change the previous form-chemical composition of the document as a result of mechanical movement, in the process of use, etc. The stream increases in volume, changes in value, becomes obsolete in terms of semantic meaning over time.

It has a stable content and functional relationship, it is an inseparable and real combination of elements based on one or other common characteristics.

Bibliographic sources also create a document flow module, allowing to determine its structure. The main job of a bibliographer is to know the issues related to the subject, types, purpose and purpose of documents. In the modern studies conducted by specialists in the field of literary studies, the flow of documents is distinguished according to language, chronological, type, and geographical features. The semantic structure of the document is the basis of the document flow.

The semantic structure of the document flow has gone through 4 stages.

1. Pre-writing stage
2. The stage of recording the names of the documents, studying the isnds, creating the first classifications
3. The stage of accurate and comprehensive discovery of the relevant document in accordance with the request
4. The stage of searching for knowledge about the subject

Semantic structure is the overt and hidden content relationship between documents that ensures the functioning of document flow and its active use in society.

The type structure of the document flow is the differentiation of the relationship between documents by type, genre, and type.

- Genetic structure of document flow
- Stream authoring structure
- Organization-firm structure

Geographic structure of the flow - classification of the document according to the place of its origin

- Document flow language structure
- Stream publishing structure
- Chronological structure of the flow

Axiological structure is the change of relationships of documents with the same topic in the stream according to their value characteristics.

The format for detecting content links in a stream is as follows:

1. Subject collections
2. Bookshelves
3. Bibliographic indicators, databases, summary
4. Cited literature indicators
5. Library - bibliography classification indexes
6. Subject indicators of bibliographic resources

7. Anthologies

8. Nearby sites

Document flow is considered the main element of the information society. In order to effectively solve professional issues, a specialist must know the development patterns and structure of the document flow. He should know the innovations in comparison and calculation of indicators characterizing dynamic processes in document flow. The results of document flow application studies can be used in 2 main directions: - Modernization and development of the institution, library, information service; - Carrying out inquiries of readers, internal specialists and enterprises to help their scientific and professional activities and self-education. Document flow can be studied both at the level of the world document flow, at the level of individual documents and their collection, and at the level of text fragments from documents, single concepts (keywords, subject rubrics, literature systematization scheme). Quantitative (bibliometric), content (linguistic, classification, etc.), qualitative methods of information analysis and synthesis are applied to study the flow of documents. The structure of document flow is the functional and content relationship of documentary information sources. The author, type, thematic structure of the flow is separated. It also depends on the sign of the carrier, distribution methods, circulation, volume of documents, etc. Structural relations can also be separated according to signs. During the bibliographic activity, the structure of the flow of documents according to thematic, type-type, geographical, language, publisher, organization and author characteristics is considered.

Conclusions.

In our research work, the role of libraries in the formation of document flow on librarianship-bibliography remains an undeniable fact. Because libraries are the main public institution capable of preserving historical sources as an important part of culture. Its social science allows to create and form an effective state policy. The research shows that the solution to this problem should be based on the use and processing of documents collected in the scientific-theoretical field, which requires the activation of applied research on the study of documents in the field of librarianship-bibliography, by studying the development laws of library work. This should be done by determining the conditions for the formation of scientific communities in the field of librarianship and information, as well as their mission and types. During the research, it is determined that in recent decades, communities in the librarianship-bibliography space have been characterized by specialization to study certain areas of library and information science. The scientific community of the library and bibliography is a society of people dedicated to scientific activity. It is possible to study the flow of documents on librarianship-bibliography by studying scientific communities.

Bibliography of the document flow structure and analysis during the bibliographic service allows to facilitate

the selection and search of publications. It shows which authors and author collectives, enterprises, companies, and countries should be given special attention. During bibliometric studies, the directions and state of development of scientific-practical activity are studied according to structural characteristics. The study of document flow is aimed at improving the quality of the collection of funds, improving the characteristics of the demand for created information products and services, coordinating and planning the work of information enterprises, optimal use of the intellectual and material resources of the existing

enterprise, strengthening technological control during the processing of document flow, gaining a precise position in the world information market. -allows to solve many internal issues related to conducting marketing research in modern conditions where possible. The analysis of the structure of the document flow reveals the relationships between different types and types of documents, studies the flow by the nature of publications (theoretical, applied, experimental works, the relationship between facts, methods and concepts) (Ismayilov, & Khalafova, 2022a).

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