

## TRAINING OF LIBRARIANS AND THEIR ACTIVITIES

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### **Abstract**

*This article analyzes the work of the employees of the National Library of the Republic of Uzbekistan and regional libraries and issues related to their professional development on a scientific basis.*

### **Абстрактный**

*В данной статье на научной основе анализируется работа сотрудников Национальной библиотеки Республики Узбекистан и областных библиотек и вопросы, связанные с их профессиональным развитием.*

### **Annotatsiya**

*Mazkur maqolada O'zbekiston respublikasi Milliy kutubxonasi va viloyat kutubxonalari xodimlarining ish faoliyati va ularning mutahassislik bo'yicha malaka oshirishlari to'g'risidagi maslalar ilmiy asosda tahlil etilgan.*

### **Key words**

*library, staff, books, publication, press, reader, information, bibliography, catalog, culture, society.*

### **Ключевые слова**

*библиотека, сотрудники, книги, издание, пресса, читатель, информация, библиография, каталог, культура, общество.*

### **Kalit so'zlar**

*kutubxona, hodimlar, kitoblar, nashr, matbuot, kitobxon, axborot, bibliografiya, katalog, madaniyat, jamiyat.*

Despite a number of difficulties in the implementation of the decision of the Ministry of Culture of the Republic of Uzbekistan dated December 22, 1992 No. 9 "On the establishment of the library fund and librarian personnel", the perfect material and technical base We know that the library workers served the readers in difficult conditions, let alone the lack of normal working conditions. The management of the library, highly qualified library staff did everything in their power to ensure that the aforementioned difficulties did not affect the speed and quality of the cultural service provided to the readers. Today's library life is not boring. The rapidly changing time does not allow rest and presents more

unexpected events, which forces not only to think, but also to introduce innovations into the daily activities of the city library.

In the absence of specialized library staff, it is difficult to maintain continuity, but there is always a solution. Therefore, our Library has the task of establishing a system of improving the qualifications of working specialists. In addition, professional development means expansion and deepening of existing knowledge, as well as acquisition and development of new skills and work methods. The following requirements are imposed on the system of measures to improve the qualifications of library specialists:

In 2006, in Khorezm and in 2008, together with the National Library, the IV-V International Conference was held on the basis of the National Library of Fergana region, and in 2008, 2 international seminar-trainings were held for library staff with the participation of specialists of the National Library of Russia in St. Petersburg. Regular regional seminars were held in 2006-2009. In 2008-2009, library directors participated in the XV-XVI Crimean Conference [1.19].

This system includes: distance education in specialized secondary and higher educational institutions; training in regional training courses; business trips; multi-level program "Professional librarian", "Modern librarian school", "MBUK" central city hospital's computer literacy improvement project; Specialist days; contests; preparation and publication of methodological manuals; use of modern information technologies (presentations, provision of information in the "Professional" section on the library's website, publication of the "Bibliographer Professional" newsletter). Changes in the conditions of library activity make the task of replacing the previous traditional labor techniques with mechanization and automation urgent.

Modern technology frees the librarian from manual labor and allows him to devote more time to his main task - conducting cultural and educational work with readers. The largest libraries in the world: the US Library of Congress (Washington), the British Library (London); The national libraries of France, Austria, Sweden, Japan and other countries, the Russian State Library (Moscow), the Russian National Library (St. Petersburg) and others, the National Library of Uzbekistan in Uzbekistan, the Main Library of the Academy of Sciences of Uzbekistan, the Main Library of the National University of Uzbekistan, " "Turon" library and other educational institutions are managed by management [2.180]. The management is the director or manager of the IKM, the deputy director for librarianship, the deputy director for general affairs and economic affairs, the

personnel department, the accounting department, the trade union department of the organization.

A manager working with employees must first of all have professional qualifications and theoretical and practical knowledge, culture of working with employees, ethical skills, ability to make decisions, solve problems in stressful situations, be hardworking, hardworking, humane. must be. It is necessary to be familiar with the Laws of the Republic of Uzbekistan, relevant Presidential Decrees, Instructions, Decrees, and documents of the Cabinet of Ministers related to their activities, and organize work based on them. Able to control and strictly demand the full and correct implementation of the collective agreement, rules on internal discipline, work together with the trade union, supervise the correct execution of accounting work able to do and demand, finance, control moral stimulation activities, control the organization of moral and educational activities, labor activity, moral and educational activities of each employee, working conditions must be informed. It is necessary to work with other organizations, libraries, and sponsors, and libraries should be able to attract sponsors to their activities. When working with employees, he should follow democratic principles and be able to organize a sincere relationship between the manager and the employee. It is necessary to manage and control the activities of improving the skills and retraining of employees. As the requirements of the times are changing, the demand for the skills and knowledge of the employees is also increasing. As specified in the "National Program of Personnel Training" and the Law "On Education", the cultivation of mature, qualified specialists who will ensure the future of Uzbekistan is primarily related to the skills, knowledge, and education of the employees of information-library and institutions. depends on ability. Achievements, best practices, and development of the librarian's field of work depend on potential personnel, and elimination of its shortcomings and mistakes also depends on them.

Therefore, since 1958, Kokan Pedagogical Institute, TDPU named after Nizami since 1960, and Tashkent State Institute of Culture, which was specially established since 1974, have been engaged in training highly qualified librarians. After the decision No. 381 of 2006, the department of "Information and library science" was established at the Tashkent University of Information Technologies, and in 2012, the faculty of "Information and library management" at the Institute of Culture was completed and joined TATU and "Information-library systems" " department began training highly educated personnel. In the 1930s, the training of personnel with secondary special education was carried out in small training courses and clubs.

Tashkent culture, Nukus culture, Bukhara culture, Namangan culture, Karshi culture established in our country since 1937 were prepared in secondary special educational institutions, and later on the districts, shahars, regions of the Republic organized art, pedagogy in the center began to be prepared in the directions of information-library science within the colleges [3.12-13].

In the 1930s, the training of personnel with secondary special education was carried out in small training courses and groups. Tashkent culture, Nukus culture, Bukhara culture, Namangan culture, Karshi culture, which have been established in our country since 1937, were prepared in secondary special educational institutions. informatization-library studies in art, pedagogic colleges established in the center of the regions. The improvement of the qualifications of the library staff was also approached differently in different periods. Until 1978, he worked at the faculty of "Librarianship" under the Institute of the State Technical University of Ukraine and the Ministry of Culture, then at the Institute of Professional Development of Cultural Institutions under the Ministry of Culture, and then at the Faculty of Professional Development of the Tashkent State Institute of Culture named after Abdulla Qadiri until 2012.

After the President's Resolutions No. 1487 of February 23, 2011 and No. 1729 of March 20, 2012, the system of training and retraining of employees working in private enterprises of our country was revised [4.180]. The training and retraining of the staff of the Alisher Navoi National Library of Uzbekistan, all libraries in the regions were attached to the regional libraries. Now, according to the charter of the Central Committee, the Central Committee regularly conducts training and retraining activities. Seminars for employees in various directions, seminars with the participation of experts from foreign countries, training sessions, creative and professional trips to the libraries of foreign countries, seminars and trainings on improving information-library activities, exchange of experience were organized. Every two years, holding of the Central Asian International Conference on "Using the Internet and Information-Library Resources in Science, Education, Business" is the best way to improve international skills. Advanced libraries and experts from Europe, the Middle East, the East, the USA, Central Asia will participate with their experiences and achievements, a presentation of various printed and electronic resources will be held, for mutual cooperation, a new an opportunity will be created to earn points.

In 2012, in cooperation with the Legislative Chamber of the Oliy Majlis, a seminar was held on the issue of ensuring the implementation of the Law "On Information-Library Activities" [5]. On February 24, 2012, a seminar for trade union



libraries, on March 14, at a seminar on the topic "The role of AJCMs in the year of a strong family", increasing the role of the family through books, forming a spiritual worldview, a trip to the MK of library staff belonging to various institutions, getting acquainted, On September 25, the active participation of republican libraries in the International Summit on information and communication technologies, the organization of international studies on information technology literacy, the scientific-practical conference on the topic "One step to the user" with the participation of library staff, the international community, libraries of foreign countries, roundtable discussions on the topic of "Future-oriented library", training seminars on information library activities for system libraries of FA AK, seminars on the organization of corporate library networks, Republican children's library, Republican scientific pedagogy library, the Republican scientific medical library, the training institute of the center of secondary special and vocational education, the library, the seminars, training sessions, performances of various purposes held by the library of the Republican library for readers with disabilities. It is important to increase their skills and responsibilities. International seminars and various international projects held regularly with the Goethe Institute are important.

In 2014, representatives of the republic's libraries will participate in international conferences held in a number of European cities, as well as in the annual Crimean conference. On the basis of the Law "On Information-Library Activities" and Resolution No. 1729, the state requirements (DT) for the improvement and retraining of employees of the National Library of Ukraine have been developed. Its components are as follows:

1. General rules. It shows the nature of the DT and the obligations to fulfill it.
2. Field of application. It is used in ICMs, the directions it determines are given (legal documents of the system, structure, management system, main goals and tasks, volume of training sessions, general requirements for its content and quality, procedure).
3. Legal documents of the qualification improvement and retraining system.
4. The structure and management of the system of professional development and retraining (the management body of the Inter-Departmental Council, the role and tasks of the RUK in the system, the tasks of various ministries, the tasks of the Regional National Library, the tasks of the National Library are highlighted).
5. Forms and types of professional development and retraining (purpose, forms of retraining, room specialty, professional specialty, general and thematic training systems - internship, distance learning, exchange of experience, seminar,

participation in conferences, narrow topics and such as professional development in the field).

6. Volume of the educational load.
7. General requirements for quality and content of training and retraining.
8. Documents about education.
9. The procedure for improving the qualifications of the heads of private enterprises.
10. Assessment and control of the quality of training and retraining of the employees of the EKM.
11. Education-advisory course of training and retraining of employees of the National Academy of Sciences, professors and teachers.

A training center equipped with modern computer equipment was established at TATU as part of the "New Master's Program in Library and Information Sciences" project of the "TEMPUS" program. The project consists in creating a master's program for a new master's specialty at the university and further improving it in cooperation with a number of European countries in information and library sciences. Another goal of the opening of the training center equipped with the latest computers, scanners and printers made in the USA is to train highly qualified personnel for the information and library institutions of our country using advanced methods and tools of education and distance learning. consists of developing and implementing effective educational programs of retraining.<sup>1</sup>

It is also planned to organize an English language course. European universities organize training courses for our students. Different competitions have a great role in improving the qualifications of the employees of the Ministry of Education and Culture. Competitions such as "The Best Reader", "The Best Reader Family" of RBK, which have been held in a traditional style since 1967, and "The Year of the Year", which have been held since 2006 by the Center for Secondary Special Vocational Education the best ARMi" competitions are among them. Many libraries also hold contests such as "Connoisseur of President's works". Whether such contests are between readers or library employees, the librarian has a great role in organizing, preparing and holding them.

Such choices, first of all, increase the responsibility of the library employee, his work ethic, entrepreneurship, theoretical and practical knowledge, skills, awareness of new information, the ability to work with readers, the ability to express himself, himself, the library to many. , the ability to deliver work, achievements, feedback, advertising. Since the end of the 20th century, concepts

such as "management", "marketing", "fundraising", "public relations", and "image" have entered the activities of libraries.

The changing and developing political, economic, and social conditions made it difficult for libraries not only to depend on the funds provided by the state, but also to find other means that influence the development of library activities. This aroused great interest in marketing and fundraising. Analyzing the process of introducing marketing into the activities of libraries, we can see that the concepts of "market", "marketing", "commercialization" and libraries are supported in a wide range from very large discussions about how to coordinate with each other. It is possible to see the emergence of theoretical, methodological and practical developments of strengthening, bringing it and fundraising into the activities of libraries.

This means that marketing is becoming one of the main elements for library activities. In library marketing, two-fold interest is noticeable, firstly, it requires a thorough study of the interest, demands and needs of users, providing appropriate information-library services and directing them to the target reader, and secondly, the formation of needs, service "Fundraising" concept is composed of two English words, fund-raising: the first means financing, turning funds into securities, and the second means raising, Stirish means raising (increasing) one's own funds. In the vocabulary of economics, "fundraising" - fund-raising improves proper organization.

In conclusion, it should be mentioned that as the requirements of the times are changing, the demand for the skills and knowledge of the employees is also increasing. As defined in the "National Program of Personnel Training" and the Law "On Education", the cultivation of mature, qualified specialists who will ensure the future of Uzbekistan depends primarily on the skills, knowledge, and ability of the employees of information and library institutions to educate young people. depends. Achievements, best practices, and development of the field of librarianship depend on potential personnel, and elimination of its shortcomings and mistakes also depends on them.

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