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The Role of Presidential Libraries in Providing Information to Public Servants in Azerbaijan

Abstract

Preference should be given to the comprehensive study of this phenomenon through the analysis of the civil service itself and its information provision. This involves the practical implementation, support and provision of certain conditions of highly effective and socially active behavior of any human activity and allows civil servants to approach library and information service work comprehensively. Based on this approach, it seems that the library-information service can be characterized as a dynamic tool that organizes management work, a system of regulated processes, with the aim of providing information to officials. All this allows to characterize the nature of information and the information provision of the public service, the flow of information between the state body and the external information environment. The article talks about the importance, goals and tasks of the establishment of the Presidential Library of the Presidential Affairs Department of the Republic of Azerbaijan. Here, are studied the issues of the formation of the material and technical base of the library, the library and periodical press

fund. The article are studied also mentions the state care for library work. In the library, directions for the application of new information technologies.

Keywords: *Presidential library, service to readers, library fund, periodical press fund, IRBIS-64*

Azerbaycan'da Kamu Görevlilerine İnformasyon Verilmesinde Başbakanlık Liberallerinin Rolü

Öz

Bu olgunun, kamu hizmetinin kendisinin ve bilgi sunumunun analizi yoluyla kapsamlı bir şekilde incelenmesi tercih edilmelidir. Bu, herhangi bir insan faaliyetinin son derece etkili ve sosyal olarak aktif davranışının belirli koşullarının pratik olarak uygulanmasını, desteklenmesini ve sağlanmasını içerir ve memurların kütüphane ve bilgi hizmeti çalışmalarına kapsamlı bir şekilde yaklaşımlarını sağlar. Bu yaklaşıma dayanarak, kütüphane-bilgi hizmetinin, yetkililere bilgi sağlamak amacıyla yönetim çalışmalarını düzenleyen dinamik bir araç, düzenlenmiş süreçler sistemi olarak nitelendirilebileceği görülmektedir. Tüm bunlar, bilginin doğasını ve kamu hizmetinin bilgi sunumunu, devlet organı ile dış bilgi ortamı arasındaki bilgi akışını karakterize etmeyi sağlar. Makalede Azerbaycan Cumhuriyeti Cumhurbaşkanlığı İşleri Dairesi Başkanlığına bağlı Cumhurbaşkanlığı Kütüphanesinin kurulmasının önemi, amaçları ve görevlerinden bahsedilmekte, kütüphanenin maddi ve teknik temelini oluşturulması, kütüphane ve periyodik basın fonu konuları incelenmekte, ayrıca kütüphane çalışmaları için devlet bakımından bahsedilmektedir. Kütüphanede, yeni bilgi teknolojilerinin uygulanması için yönler.

Anahtar Kelimeler: *Cumhurbaşkanlığı kütüphanesi, okuyucuya hizmet, kütüphane fonu, süreli yayın fonu, IRBIS-64*

Introduction

The wealth of the library, consisting of stone and clay tablets, parchment writings, scrolls, scrolls, which existed from the most ancient times, was later enriched with printed works, other information carriers, and types of documents, and became a valuable treasure containing knowledge about all areas of human life in the modern era. (Kazimi, 2021). Knowledge, information and the documents that contain them, first of all books, are an invaluable tool and a rich source of information for all areas of human life and social activity. The availability of such information provision is one of the important conditions for the implementation of state administration. (Kazimi, 2011). In all periods of Azerbaijan's history, document funds and libraries serving the state administration existed in our country.

Main part

Historical sources indicate that during the Nizami Ganjavi period, the "Darul kutub" library was operated in Ganja, in the thirteenth century, there was a library in the palace of the Shirvanshahs in Shamakhi, and in Tabriz, one of the richest libraries of its time was established by the order of Ghazan Khan. In 1494, the Aggoyunlu ruler Uzun Hassan decreed the creation of a palace library in Tabriz, Karagoyunlu ruler Gara Yusif had a rich library in his palaces in Tabriz and Diyarbakir, Shah Ismayil Safavi decreed the creation of a palace library in 1521, the great painter and calligrapher Kamaladdin Behzad of that time appointment of the director of the library, other facts about the creation and operation of the palace libraries in Azerbaijan have been brought down to our time.

Such libraries also existed during the Soviet period. Thus, in 1920, the Central Party Library of the Central Committee of the C(b)P of Azerbaijan was established. In the following years, the fund of the Central Party Library was regularly enriched and its activities improved. Until the abolition of the Communist Party of Azerbaijan, this library functioned as the library of the House of Education named after S.M. Kirov.

In the 20th century, a whole network of libraries serving employees of higher authorities, including civil servants, was formed in the Republic. These libraries can be grouped as follows:

1. Presidential Library serving the supreme executive power;
2. The Library of the Milli Majlis serving the supreme legislative power;
3. Libraries serving the Supreme Court;
4. Libraries of a number of ministries and committees, which are the next level of executive power.

Among these libraries, the Presidential Library of the Affairs Department of the President of the Republic of Azerbaijan ranks first in terms of its activity. (Mammadov) After the restoration of Azerbaijan's state independence, fundamental changes took place in the library field as well as in several fields of public activity.

Taking into account the need to ensure the activities of the Presidential Office, which is the highest executive body of the state, with documents and library services, the Library of the Political Education House named after S.M. Kirov, whose activity was suspended in January 1992, was transferred to the Affairs Department of the President of the Republic of Azerbaijan, and the supreme executive authority of the country, as well as began to serve specialists of other state institutions.

On January 23, 2003, by the order of the President of the Republic of Azerbaijan, Heydar Aliyev, this library was reorganized as the Library of the Affairs Department of the President of the Republic of Azerbaijan with a higher status. In order to ensure a wider organization of the library's activities, the fund of the Central city library was also given to the Library of the Office of the President. Thus, the Presidential Library was created on the basis of two rich libraries. One of them used to be the Library of the House of Political Education named after S.M. Kirov of the Central Committee of the Communist Party of Azerbaijan, and the second was the Central City Library. In the years of independence, the fund of the Library of the House of Political Education named after S.M. Kirov reached 150,000 copies, most of which consisted of literature on party and state building, social and political sciences. In the library, were formed rich collections of inquiry publications and periodicals.

The library was used not only by the Central Committee of the Communist Party of Azerbaijan, but also by employees of other state bodies, students and researchers of the University of Marxism-Leninism, the Higher Party School. The Central City Library has been one of the public libraries of Baku with a rich history, and its operation dates back to 1870. During the Soviet period, this library was transformed into the Central Library by the decree of the Baku Department of Public Education. After the death of V. I. Lenin, the library was named after him. This library was distinguished by its high level of library-bibliography service and its activity in the field of public events. In 1988, the collection of the Library contained various publications with about half a million storage units. The number of readers exceeded 30 thousand.

The Library of the Affairs Department of the President of the Republic of Azerbaijan, which was created on the basis of the foundation of the Library of the Political Education House named after S.M. Kirov and the Central City Library, continuing the best traditions of those libraries, in a short period of time began to provide high-quality library bibliography and information services to its customers. After major reconstruction and restoration of the building of the Central city library, which is a historical architectural monument, the Library of the Department of Works started serving readers in this building in January 2004.

On December 17, 2004, the First Lady of the Republic of Azerbaijan, the President of the Heydar Aliyev Foundation, Mehriban Aliyeva, visited the library, was interested in the work done there and gave valuable recommendations to the employees. On December 9, 2005, by the decree of the President of the Republic of Azerbaijan, the library was given

the status of the Department of Affairs. Since that time, all employees of the Library are civil servants.

During the past period, the Presidential Library of the Affairs Department of the President of the Republic of Azerbaijan has been continuously improving all areas of activity, the material and technical base has been strengthened, new methods and technologies have been mastered, and measures have been taken to improve the knowledge and professional skills of personnel.

On June 27, 2006, he came to the Library and familiarized himself with its activities, was interested in the application of modern information technologies to library work, and gave tasks related to further enrichment of the fund and strengthening of the material and technical base of the Library. According to these tasks, the Library has the most modern personal computers and other computing devices, network equipment, printing equipment, etc. equipped. The library has been operating as the Presidential Library since January 9, 2007. According to the motto of the library, excellent library-bibliography service is one of the main factors of excellent management. The mission of the Presidential Library is to provide an excellent library-bibliography service to civil servants working in higher state bodies and other executive institutions, as well as to provide excellent library-bibliographic services with documents whose information interests match the profile of the library, with various primary documents and bibliographic information resources created here.

The task of the Presidential Library is to form a complete library fund that allows to fully meet the needs of the users it serves, to provide the users with traditional and new information services that meet modern requirements, to provide bibliographic materials with various topics and purposes, and to provide rich document resources on the topics that the main groups of users request more often, covering projects, electronic document collections, creation of thematic sites, organization of document-information service to users both in the Library building and remotely.

At present, the Presidential Library has organized excellent services in all areas of modern library-bibliography and information services. This service is used not only by the employees of the Office of the Presidential Administration and other higher state institutions, but also by a wide readership. In addition to the traditional subscription, inquiry-bibliographic service, various types of bibliographic information service based on modern technologies, electronic delivery of full texts of documents are also implemented here. The Presidential Library, which has gained a leading position in the republic in the field of the application of many new library technologies and the creation of new types of

information resources, maintains this position over the years of its existence and creatively develops the achieved achievements. On July 22, 2009, by the decree of the President of the Republic of Azerbaijan, the Presidential Library was given the status of a department of the Affairs Department of the President of the Republic of Azerbaijan.

Depending on the duties performed by the Presidential Library, an appropriate organizational management structure has been formed. According to this structure, the management of the Library was carried out by the director. In this work, he is assisted by the deputy director and scientific secretary. The organizational-management structure of the library includes 5 functional departments and 7 divisions within them. Another department deals with the operation of the Library's engineering and technical facilities, logistics and other technical issues, while the remaining departments perform work related to library technologies and processes.

The main directions of the library's activity are to create information resources by forming funds on books and other types of documents, to protect them, to apply the perfect traditional and electronic catalog-card index and bibliographic resources system that includes those funds, and to make these funds available to readers by constantly developing them. (Kazimi, 2021, s. 28). The collection of the library contains rare examples of literature in different languages published in the 16th - 19th centuries and at the beginning of the 20th century. Literature on economics, politics, state building, law, philosophy, statistics, history, literary studies and linguistics is predominant in the fund.

The periodical press fund of the library includes 250 magazines, newspapers and other periodicals published in our republic and other countries. Currently, the Library is paying special attention to the area of complementing the fund with electronic publications. Special importance is attached to the application of modern information technologies in the library. A local computer network has been established in the library, and access to the Internet is provided. Readers with portable computers can also connect to the Internet from the library's reading room via a wireless connection system.

The full set of the latest version of the IRBIS Library Automation System (IRBIS 64) has been implemented in the library. This system ensures the automation of all library processes, from collection of the fund to book delivery. (Kazimi, Gurbanov, 2022). The system also allows readers to access the full-text database. In addition, every Internet user can use the Library's Electronic catalog and other electronic resources through its Web page. An alphabetical and systematic catalog of literature in Azerbaijani, Russian and other languages has been prepared in the library.

Since 2003, information about all the books received by the Library is included in the Electronic catalog (EC). Since 2004, bibliographic descriptions of the most important materials in the periodicals included in the fund are included in a separate database within the EC. The library also compiles and publishes bibliographic materials for various purposes. EC and electronic versions of bibliographic materials can also be used through the Library's Web page. (Kazimi, 2021). The library provides a full range of inquiry-bibliography and bibliographic information services to its users. Bibliographic information service is also provided to special groups of readers through electronic mail (e-mail).

The Presidential Library consistently prefers to use new forms and methods of modern library-information services to improve service to readers. New methods are tested in practice, the best ones are selected and applied to library work.

Conclusion

The Presidential Library was implemented by various libraries regardless of the information provision profile of civil servants in Azerbaijan until the period when it started its operation. Thus, when we turn to history, it becomes clear that the palace libraries should be considered as the historical form of modern presidential libraries, as they provide information to the people engaged in state administration.

In modern times, the Presidential Library ranks first among the libraries that provide library and information services to public servants, due to the fact that it has implemented the organization of library and information services in a more perfect way. In addition to this library, the Parliamentary Library serving the supreme legislative power, the libraries serving the supreme judicial power, and the libraries of a number of ministries and committees, which are the next level of the executive power, play an important role in providing information to civil servants.

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