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LIBRARY CATALOGS: EXISTENCE AND EVOLUTION FORMS

Introduction. Any form of mental work is related to information search. There is no need to prove that this search is increasingly difficult. Because the search engine itself is becoming increasingly complicated and gradually becomes a field of special knowledge. Seamless search always takes a lot of time and does not guarantee its completeness. However, it is not surprising that even experienced professionals are often hesitant about the extent to which their methods are rational in search of the necessary information.

The purpose and conditions of the search of document information sources are so diverse that there cannot be a single scheme in this regard. For example, if a complete list of relevant literature is needed for a specific subject matter, only modern or essential publications are relevant to the other topic; while it is desirable to access the primary sources of information for an investigation, the information from the second source for another is sufficient.

It is possible to draw a schematic of search of documentary information sources without difficulty using library catalogs, card indexes and bibliographical indicators, to compile it according to its purposes.

The word “catalog” is simply a Greek word, meaning a list. This term was used as the first library catheters formed in the Ancient World, a collection of manuscripts collected in palaces and religious temples before our era. Although the catalog term is used in modern times, library catalogs are multifunctional information-search systems, without a list of literature fundamentals.

Catalogs open a library fund and play a special role in promoting it, providing readers with a choice of literature, and directing readings, as well as providing information about library resources. More precisely, as a key element of library work, library catalogs serve as a basis for library activities and have a decisive impact on the operational and quality of its most important functions. The library directory is a list of works that are in the fund of one or a group of libraries and compiled on a given principle. The main function of the catalog and card system is to ensure the fulfillment of science, education, upbringing, cultural-educational and information tasks facing libraries. Catalogs and cards are the most important tool in promoting literature.

Depending on the content of the library, its profile and circle of readers are formed. Readers are provided with service catalogs based on their readership request. Readers’ requests are multidimensional. Library experience proves that all readers’ requests cannot be fully satisfied with a single catalog type. Full payment for the reader’s demand is possible when the library has a different organizational and purpose directory system. For this reason, several types of catalogs are used, taking into account the purpose directions, the content of the fund, the structural features, and the types of literature.

Period of existence of library catalogs. Historical development of library catalogs over the last 100 years allows them to distinguish between several forms and periods of existence:

- 1) the late 19th and early 20th centuries – print catalogs in book forms;
- 2) the 1920–1930s – development of card form of catalogs;
- 3) the 1940s and the 1950s – the preparation and development of printing catalogs and photocopying machines;

- 4) the 1960s and 1980s – the first electronic catalogs;
- 5) the 1990 s – Large-scale application of electronic catalogs;

6) early 21st Century – Integration of electronic catalogs with other search engines (including the Internet).

It is understood that library catalogs are mainly divided into types, such as books, cards, electronics, or machine readings forms.

Forms of development of library catalogs. The forms of library catalogs are the product of the material and social conditions of society. Each catalog form has a history of its creation and development, as well as widely used in world libraries. At some stages of society’s development, the physical forms of catalogs have been shifted. Some experts note that the main reason for the creation and dissemination of new forms of library catalogs is economic. One of the necessary conditions for changing the forms of library catalogs is the level of technology and technical development at that stage.

Library catalogs can be classified by the following parameters.

1. *By Forms.* There are catalogs with posters, panorama, tourniquet, books, notebooks, cards and machine-based catalogs. Poster shaped catalogs are a simple catalog form consisting of poster lists of books, magazines and newspapers. Tourniquet catalogs have been used in small libraries of foreign countries and mostly in children’s libraries. The descriptions of the books in the turret catalog are placed on separate boards, fastened to the rotary circle.

In the panoramic catalogs of libraries, the description of the literature is reflected in the ribbons, and it lasts for the “infinite belt” principle. The notebook catalogs are based on the consolidation of separate sheets of thick paper reflecting a list of literature by means of special fittings.

The most common forms of catalogs are books and cartographic catalogs. The book-shaped catalog was widely used for a long time in all world libraries and began to replace carton catalog only at the end of the 19th century and at the beginning of the twentieth century. The main feature of the catalog is that bibliographic information about print jobs is written in separate cards and is placed in special boxes according to standard rules.

The catalogs of books and cards each have their own advantages and disadvantages. Book-illustrated catalog is more compact. For example, it is possible to easily depict a book fund of 10 thousand copies on the 500–600 page of the medium format book. The 14–16 catalog boxes and cabinets are used to reflect the number of books in catalog catalogs, which is 1 sq. m. up to and including the field. The book-illustrated catalog of the content also draws attention of the readers. Copies of book-printed catalogs in libraries can be several copies. This also allows the use of a large number of readers in the catalog and allows replacing obsolete copies of these catalogs with new ones. However, despite these advantages, catalog cards significantly restricted the activity of book-cataloged catalogs. This would suggest that book-cataloged catalogs do not have the ability to accurately reflect a particular library’s fund. Thus, when the print directory is published in the printing house, the library receives new literature.

The book catalogs could not have reflected these changes even when they were published. This forces the libraries to make supplements to print cartridges periodically. But these too soon became outdated. In addition, the design of book-cataloged catalogs was much more expensive than compiling catalog cards.

Card catalogs, spreading reasons and initial conditions. Libraries have faced serious financial and labor problems when preparing their book-catalog printing catalogs. In the form of booklets, printing catalogs did not meet the changing conditions of books activity. For this reason, libraries needed a new catalog that quickly reflected the new books and did not require high cost. This form has become a directory catalog.

The mass application of the card catalog in the library practice dates back to the late 19th century. The card catalog was definitely applied much later. A comprehensive transition from book-catalog printing catalogs to cards in libraries took place in the 20's of the 20th century. This transition was gradual rather than evolutionary, and a fantastic short term – ended in a few years. The cause of such a leap was the heavy economic situation of all the world's libraries after the First World War. It was during this period that the issue of establishing centralized cataloging bodies in a number of countries (Austria, Russia, Germany, USA) to liberate libraries from significant costs was discussed. This cataloging method has been made easier by using cards that reflect the contents of the library.

Beginning in the nineteenth century, the library cards were subject to varying views in terms of size and sequence of information about the book. Different forms and types of cards were used in separate libraries. In 1876, at the founding congress of the American Library Association, a standard catalog carton was adopted by 7.5×12.5 cm processed by M. Dyuy. This form gradually spread to other countries and gained an international status.

The card catalog was the main and widely used form of the library catalog for many years due to its compactness and efficiency. But replacing a book-form catalog with a card catalog in the early 1920s did not mean that the first was completely eliminated.

In order to ease the shortcomings of the cards, libraries were also widely used in the book-catalog printing catalog. Thus, in 1946, the Library catalog of the Congressional Library was published in 167 volumes. Printing catalogs are currently available on different carriers. However, cartographic catalogs were more effective than book-format printing catalogs and responded to the requirements of the times. A catalog system has been developed that allows search of documents on different signs (author, title, subject index, classification index etc.).

Catalog cards reflect the existing contents of the library fund. Catalog cards allow you to quickly retrieve new books without losing any time, to remove carts from bookshelves from catalog boxes, and to avoid any changes to the cataloging rules. Catalog cards provide organization of centralized cataloging. Catalog cards allow you to print, print, and print cards for books and other documents in methodical centers. These positives have opened up opportunities for catalog cards and have become a leading form of catalog organization.

In modern library practice, catalog cards are mounted in the boxes one after the other and fastened to the reader. This makes it possible for the reader to make the catalog descriptions without having to compromise the rules of the catalog. In the library practice, the mechanized form of these catalogs is also used. Here, the reader will be able to get the necessary images soon. However, such catalogs and cards take a lot of space.

Depending on the thickness of the carton used for the design of the cartons, up to 800 cartridges are placed in the boxes. Separators are used to separate carts. Separators have a number of bibliographic descriptive elements: the field of knowledge, the subject's name, and so on. Separators make it easy to divide and use card-shaped catalogs. Separators are po-

litical, scientific, and so on. differentiates literatures from one another. Card-shaped catalogs use different forms of separators: a) side dividers; b) central dividers. Separators are made of solid cardboard or plastic material. The boxes are placed on the catalog shelves with cards, and the number is displayed on each box.

2. According to the grouping of bibliographic descriptions. Bibliographic descriptions play a major role in designing catalogs and cards. This grouping is derived directly from the nature of reader surveys. By cataloging features of bibliographic descriptions, catalogs can be divided into three types: a) Alphabet; b) Systematic; c) Subject.

The description of the literature in the alphabetical catalog is reflected in the author's surname, name of the organization and organization and the title of the document. The alphabetical catalog allows you to define whether or not the author's works are in the fund required by the reader.

The systematic catalog is fundamentally composed of library funded by science and provides the search for literature in scientific directions. The systematic catalog is aimed at targeted propaganda of literature, readership management, and comprehensive needs of readers on various issues. On the other hand, the systematic catalog expands the reader's interest and generates new surveys.

The Subject catalog is based on the content of the literature as a systematic catalog. However, bibliographic descriptions are based on alphabetical ordering rather than systematic catalogs, rather than knowledge fields.

Considering the nature of the publications and the specific features of individual libraries, catalogs can be grouped as follows: geographical catalog; chronological catalog; dictionary directory.

The number plate is based on the sequential numbering of documents. This layout is used in more scientific and technical libraries in the description of standards, inventions and patents. The geographical location of the documents is taken into consideration. In the chronological catalog, the documents are grouped by date of publication. Such catalogs are mainly organized in publishing libraries. This catalog allows you to accurately define the books that have been published in specific periods. All cataloged and authorless books in the Dictionary directory, as well as bibliographic descriptions given to the subject, are sorted alphabetically. Because of the complexity of the dictionary directory structure, there are many difficulties in its use.

3. According to the purpose direction. The purpose of the catalog can be divided into two types: 1) reader, 2) service directory.

The service catalog is fully reflected in the library fund. It is placed in a private room and used for library internal services purposes, for example, to determine whether the literature included in the compilation is in the stock and how many copies are available. Service catalogs ensure that books that are of little interest are important for the outdated and narrow readerships in the scientific library funds.

The reader directory is a directory oriented to a reader survey. Here, mostly less demanded literature is presented, the most recent and content of literature, the most perfect publication in terms of polygraphed design. Readers and service catalogs can then be created in a library, where readers and service catalogs are independently organized.

4. According to the publication type of documents. As a result of differentiation of documents by type of publications in libraries, books, periodicals, cartographical, memorandum and technical documents, recording catalogs operate. The organization of such catalogs has resulted from the need to execute a reader survey promptly and to free a number of methodological and technological difficulties encountered during the whole reflection of bibliographic descriptions covering all types of publications in a catalog.

5. According to coverage area. Depending on coverage, catalogs are divided into major catalogs and catalogs of the contents of the library fund. As is known from the main directory

name, it is based on the bibliographic information of the library fund as a whole. When the catalog contains different catalogs according to the type of publication, the main directory covers only books and provides maximum coverage. The main catalog can be used both as a reader and a service catalog, and can be alphabetically, systematically and predetermined according to its structure. In addition to the main catalog of libraries, the catalogs cover the parts of the book fund, such as abonomer, reading room, rare and educational literature funds.

In addition to the listed catalogs, bulk catalogs are also used. These catalogs are created in a central library by library basics or corporate formats. These catalogs contain the bibliographic information resources of libraries, members of the foundation, funds of the main funds and branches of the central library

Starting from the end of last century, due to the rapid flow of information and documents, the problem of search operations in the catalog system required the use of technical tools in the organization and management of the catalog system. A new era of computerization of the cataloging process has begun in the history of libraries development. As a result, machine catalogs or electronic catalogs were created. Electronic catalogs have enabled libraries to provide on-line service, rich, library-information resources rich and efficient, as well as globalization and integration of information resources.

Electronic catalogs, creation and formation. After the 1950's, the catalogs of the catalogs were uploaded to the e-catalog, and the first thing to do was to get it started. The content of this directory has been significantly different than other forms. As part of the search engine, the team was moved to the catalog library catalog. This happened in the mid-1990s. Let's view stages of the formation of electronic catalog:

I generation electronic catalogs. The first electronic catalogs of libraries in the mid-1960s, the structure of the bibliographic writing, its contents and collection of search elements has been shaped by the cartographic catalog model. Search engines and search interfaces were identified by the capabilities of automated search engines. There were two different approaches in the search field: search model of search and model of search using logical operators. Search models in these models were restricted to key elements of the bibliographic description – there was a search of author, title, and article control number. The first electronic catalogs were used to search only through separate words, and Multilanguage searches were conducted only for accurate determination of the combination of words only with logical operators. The search result was presented in the short list of bibliographic records. In the 1960s, electronic catalogs of the 1960s were often unable to navigate through cartoons on search opportunities.

II generation electronic catalogs. The emergence of the second-generation electronic catalog dates back to the 1980s. In this period, the search capabilities of electronic catalogs were compared with the capabilities of the cartoons catalog. The two search models of the 1st generation electronic catalogs were combined with the 2nd generation electronic catalogs. The new model has increased the number of search engines, expanded search and information access. There were also opportunities to search not only with basic and optional elements of bibliographic descriptions, but also with the type of publication language, publication type. Searching for separate keywords was possible with keywords combined with words.

The important peculiarity of EE generation electronic catalogs was the function of looking at the results of the search. Interfaces were oriented towards the level of computer and information skills of new and experienced users. Experimentally, generation systems were popularized on-line public access (as opposed to on-line card catalogs) and were directed to common access to mass users.

III generation electronic catalogs. The third generation stage of electronic catalogs (late 1990s) and the emergence of auxiliary agents for automated search are characteristic. These tools open up access to search, review, selection, and result.

IV generation electronic catalogs. Modern-day electronic catalogs are characterized by networking. From the time of the formation of the first electronic catalogs, electronic catalogs with cartographic catalogs are compared in the bibliographic writing plan, or in the search engagement. From this point of view, let's try to define what the electronic catalog contains with the card catalog.

The card catalog is a regular sequence of catalog alphabetical titles, titles (alphabetical catalogs), subject matter sub-categories (index catalog) or classification indexes (systematic catalog). A document is compiled in several charts to ensure that documents are searched on different criteria (name, title, subject matter, classification index). One of them reflects the "main picture" in the alphabetical catalog. The main description performs two functions. First, it allows you to gather together one another's works (for example, one author's works under one name). Secondly, the main description provides the link between the card catalogs by showing subject categories and classification indices inside the system.

Unlike the card catalogs of electronic catalogs, it represents an array of structured bibliographic records. The software allows you to search for documents on any item defined in the bibliographic article.

The search results may be presented in the form of linear (regular) sequences of certain elements of the article, the number of the sorted and found documents in accordance with the terms of the search. In this case, it is possible to talk about the analogy of some types of traditional catalog depending on which search item is taken as the basis of the search results. For example, if the search is carried out on a subdivision, we get a comparable analogue of the system catalog, if the analogue of the alphabet catalog is based on the classification index. The creation of an electronic catalog cannot be considered separately from other processes of library technology. Because the electronic catalog without them will only repeat the catalog of traditional cards.

First and foremost, these are the technological processes listed below: packaging (analysis of users' information needs and published literature), ordering, controlling and processing of existing receipts (cataloging, systematization, defining the location of the document in the fund, organizing the questionnaire), library and student bibliographic service, preparation of various information publications related to library funds, accounting and control of the status of library funds, control of circulation of documents, provision of library internal technological processes (forming of readers' demand, ordering, etc.), accounting and statistics maintenance, document processing and service technological processes control. In order to formulate the concept of "electronic catalog" it is necessary to define its structure in terms of content and action. The overall structure of the catalog is primarily defined by the internal structure of separate writings. The catalog of electronic catalogs is an array of machine-readable bibliographic records. These bibliographic records are as follows in the traditional catalog: 1) *bibliographic description*; 2) *search points*; 3) *copies and location information*.

In the electronic catalog, the document will be included once, with all necessary indications (even if they are hundreds). But you can search for all of these traits. If you are able to search a single-spaced, that is only one mark (author or any subject) in the cards catalog, the electronic catalog is multi-stop system. The document is inserted into the computer once and is searched repeatedly by using various features (author, title, keyword, serial number, etc.).

Conclusions. Regardless of whether they are addressed to cards, electronic or book catalogs, library catalogs are essential elements of each library and provide the library's basic responsibilities – educational, cultural, enlightenment and informatization tasks. Catalogs are considered "mirrors" of the library. They reflect the contents of the library fund from the content and structure, propagate the fund's diverse and shaped information resources, provide multi-spot information search, and thus allow readers to use the fund's information resources.

On the basis of library catalogs, library-information activity, including the fund's fundraising and recording, is being administered to the readers and service management. Library catalogs are organized and functioning on the basis of library science and scientific information base of modern information technology. The principles of good governance, informatics and efficiency are key to the organization of library catalogs. The catalog is characterized by its openness and ease of use. The reliability of the catalog is ensured by the relationship between the elements. Informativeness of the catalogs is characterized by the full reflection of the information resources of its library fund. It should be noted that catalogs influence the emergence of new interests and inquiries, expands their knowledge of the system of knowledge, and draws attention to a broader literary environment.

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Summary

Khalafova S., Ismayilova N. Library catalogs: forms of existence and evolution. – Article.

The article reflects explanation of development forms and existence period of library catalogs from viewpoint of the history, information on creation and development of currently used at libraries – traditional card catalogs and e-catalogs. It is noted that in some periods of society's development, the physical forms of catalogs have occurred. Each catalog form has a wide application history in world libraries, and changes in catalog formats depended on the level of technology and technical development at these stages. Also in the article, library catalogs were classified according to the forms (poster, panorama, tourniquet, book, notebook, cartoon and machine catalogs), according to the grouping of bibliographic descriptions (alphabet, systematic, subject), according to the purpose (reader, service directory), according to the type of documents (books, periodicals, car-

tographical, note and technical documents, recordings, etc.) according to their coverage (main directory, subscription, reading room, rare, catalogs covering educational literature funds, collective catalog).

Key words: library catalog, forms and types of catalogs, library catalogs in Azerbaijan.

Анотація

Халафова Севда, Ісмаїлова Нігар. Библиотечні каталоги: форми існування та еволюція. – Стаття.

У статті відображено пояснення форм розвитку й періоду існування каталогів бібліотек із позиції історії, інформація про створення та розвиток сучасних бібліотек – традиційних карткових каталогів та електронних каталогів. Визначено, що в певні періоди розвитку суспільства склалися фізичні форми каталогів. Кожна форма каталогу має широку історію застосування у світових бібліотеках, а зміни форматів каталогу залежать від рівня технологій і технічного розвитку на цих етапах. Також у статті каталоги бібліотеки були класифіковані за формами (плакат, панорама, джгут, книга, блокноти, мультфільми та каталоги машин), групуванням бібліографічних описів (алфавіт, систематика, предмет), цілями (читач, каталог послуг), типом документів (книги, періодичні видання, картографічні, нотатки, технічні документи, записи тощо), їх покриттям (основний каталог, передплата, читальний зал, рідкісні каталоги, що охоплюють навчальні літературні фонди, колективний каталог).

Ключові слова: бібліотечний каталог, форми й види каталогів, бібліотечні каталоги в Азербайджані.

Аннотация

Халафова Севда, Исмаилова Нигар. Библиотечные каталоги: формы существования и эволюция. – Статья.

В статье отражены объяснения форм развития и периода существования каталогов библиотек с точки зрения истории, информация о создании и развитии современных библиотек – традиционных карточных каталогов и электронных каталогов. Отмечено, что в определенные периоды развития общества сложились физические формы каталогов. Каждая форма каталога имеет широкую историю применения в мировых библиотеках, а изменения форматов каталога зависят от уровня технологий и технического развития на этих этапах. Также в статье каталоги библиотеки были классифицированы по формам (плакат, панорама, жгут, книга, блокноты, мультфильмы и каталоги машин), группировке библиографических описаний (алфавит, систематика, предмет), целям (читатель, каталог услуг), типу документов (книги, периодические издания, картографические, заметки, технические документы, записи и так далее), их покрытию (основной каталог, подписка, читальный зал, редкие каталоги, охватывающих учебные литературные фонды, коллективный каталог).

Ключевые слова: библиотечный каталог, формы и виды каталогов, библиотечные каталоги в Азербайджане.