TRAINING OF LIBRARY STAFF AND THEIR ACTIVITY

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Abstract: This article talks about the issue of librarian personnel in the republic during the years of independence. Also, the conditions created for the librarian personnel and the issues of their training are analyzed scientifically.

Key words: library, reader, personnel, book, fund, culture, enlightenment, employee.

Despite a number of difficulties in the implementation of the decision No. 9 of the Ministry of Culture of the Republic of Uzbekistan dated December 22, 1999 "On the establishment of the library fund and librarian personnel", the material and technical base is not perfect, let alone the lack of normal working conditions, we know how the library workers served the readers in difficult conditions. The management of the library, highly qualified library staff, did everything in their power to ensure that the above-mentioned 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.

Today, the government finally turned its attention to the problems of the library. It gives us hope for the future. But at the same time, the requirements for libraries have increased many times. To survive today, we need to become mobile information and social hubs rather than document repositories. We need to be claimed by society. It's no secret that today the workforce is aging and the rate of replacement is high, especially among the newly arrived young employees. The ongoing "washing" of library specialists leads to teachers occupying the main place of the library cohort, continuity in the main activities of libraries. On the other hand, against the backdrop of a rapidly developing society, the requirements for the competencies of modern librarians are constantly increasing. Today, they should not only know the basics of their profession and library funds, but also thoroughly master modern information technologies used in library practice. Today, there is no need to prove to anyone that people are the main source of all resources. You can't force or force an employee to reach their full potential for the success of the organization. Self-sacrifice of employees, willingness of people to make maximum contribution to the work of the library is determined by their desire to work in full heat, attitude to high-quality work. Vocational training and retraining of employees plays an important role in this. After all, the more fully an employee can realize his professional potential in the interests of the organization, the higher his efficiency and therefore the whole organization will be.

The administration of our library has always been interested in having highly skilled and qualified personnel who can ensure the high efficiency of the entire organization. Librarians and pedagogues form the main group of library employees. Practice shows that professors quickly adapt to the library, acquire the necessary knowledge and skills, and have the opportunity to build a successful career. This can be explained by the fact that the professional qualities and personal abilities of a librarian and a teacher coincide in many ways. There is no need to wait for changes in the personnel situation in the near future, which means that the Central City Library will need qualified catalogers, systematizers, and bibliographers in the future.

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 skills of working specialists. In addition, professional development means expanding and deepening existing knowledge, as well as acquiring and developing new skills and work methods. The following

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requirements are imposed on the system of measures to improve the qualifications of library specialists:

Full coverage of all employees (every employee must improve his professional level after a certain time) Differentiated approach to different categories of employees (depending on education, work experience, position) Continuity of the process (professional development is ongoing) Consistency and consistency of measures for improving the qualifications of employees (planning of this activity) Our library has established a specific system for improving the professional level of specialists adapted to the requirements of the times. We ask that the employees of the State Library look for financial incentives (a monetary reward is provided). During the past year, the work of establishing the financial and economic sector was carried out continuously. Based on the measures taken by the head of the library and the orders issued by the Ministry of Cultural Affairs of the Republic of Uzbekistan, since the library is a scientific and methodical center of the republic, the salaries of the employees were equal to the salaries of employees of 4 levels, establishment, organization and provision of consulting services, creation of information-library resources, use of the Internet, organization of courses for readers and specialists on the introduction of information and communication technologies, rights and obligations of the library, its management, the rules for determining the structures and states, property, financial issues, organization, distribution, and reorganization of the library are given. In 2006-2009, 400 out of a total of 550 library employees attended training courses [1.19]. In 2006 and 2008, the 4th and 5th International Conferences were held jointly with the National Library on the basis of the Khorezm and Fergana Region Regional Educational Institutions. Regular regional seminars were held in 2006-2009. In 2008-2009, the directors of the Library participated in the 15th-16th Crimean conference [2.23]. This system includes: distance education in specialized secondary and higher educational institutions; training in regional training courses; business trips; multi-stage program "Professional librarian", "School of modern librarians", project to increase computer literacy of employees of the central city hospital "MBUK"; 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 information newspaper "Bibliography Professional"). Changes in the conditions of library activity make the task of replacing the previous traditional labor techniques with mechanization and automation urgent. Since the 50s and 60s, the provision of libraries with equipment has grown somewhat. Some internal processes of the Library (moving a lot of books in large libraries) are carried out with the help of conveyors and elevators, use of modern methods in joint use of book funds, use of the latest technology (including EHM) and others are used. The new library equipment ensures efficient use of space, increases the productivity of the librarian's work, helps readers to work on literature, and fully meets the requirements of production aesthetics. 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 Rossii State Library in Russia (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, "The management manages the activities of the Turon" library and other educational institutions [3.180]. 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. Each of them works with employees within the scope of their authority. The management of the library hires an employee on the basis of an employment contract. In doing so, within the requirements of the job description, the employee's special education, work experience,



professional qualification, work activity at the previous place of work, achievements there, reasons for leaving that place, work ability are taken into account and hired without departing from the legislation of the Republic of Uzbekistan. [5.12-13].

The management (administration office) of the ICS is managed by the management (administration) of the ICS director or manager, the deputy director for library work, the deputy director for general affairs and economic affairs, the personnel department, accounting department, union of the organization there is. Each of them works with employees within the scope of their authority. The head of the library hires an employee on the basis of an employment contract. In this case, within the requirements of the job description, the employee's special education, work experience, professional qualification, work activity at the previous place of work, achievements there, reasons for leaving that place, work ability are taken into account and accepted for work without departing from the legislation of the Republic of Uzbekistan [6.17].

The requirements of the public contract, the requirements of internal labor discipline are explained to him. If the employee agrees to the conditions specified in the employment contract, he will be given the right to work in a specified manner and will be hired for a trial period of 2 months. If the employee does not meet the requirements during the trial period, he may be fired or not hired permanently. After his approval, the personnel department prepares the relevant documents, prepares an employment order, and confirms it with the signature of the manager. The deputy director of library work is responsible for the quality organization and implementation of all information and library services in the organization, for the quality and efficiency of the created electronic catalog and electronic resources, other libraries and the international book exchange system, and the organization of paid services, methodological, participates in the organization of bibliographic activities, controls, checks. It is the duty of the employee to demand work on librarianship, to control the implementation of job instructions, to accept and control work plans and reports of departments. The director of general affairs works with all employees of the economic department, technicians, participates in their hiring and dismissal, manages and supervises the work of strengthening the material and technical base of the library. has the right to request and control work within the guidelines. First of all, a manager working with employees must have professional qualifications and theoretical and practical knowledge, work with employees, have ethical skills, be able to make decisions, solve problems in stressful situations, be diligent, hardworking, must be humane. It is necessary to be familiar with the Laws of the Republic of Uzbekistan, relevant Presidential Decisions, Instructions, Decrees, and documents of the Cabinet of Ministers related to their activities, and organize work based on them. To be able to make and strictly demand the complete and correct implementation of the collective agreement, internal discipline, to work together with the trade union, to control the correct execution of accounting work and be able to demand, finance, control the activities of moral stimulation, moral control, control the organization of educational events, be aware of the labor activity, moral, educational activity, working conditions of each employee must be. It is necessary to be able to work with other organizations, libraries, patrons, to attract patrons to the activities of the library. To work with employees, to follow democratic principles, to be able to organize a sincere relationship between the leader and the employee, to be able to organize a situation of mutual respect. [7.] It is necessary to manage and control the activities of upgrading and retraining of employees. Therefore, since 1958, Kokan Pedagogical Institute, TDPU named after Nizami, since 1974, Tashkent State Institute of Culture has been engaged in the training of 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-library management" at the Institute of Culture was completed, joined TATU, and became the department of "Information-library systems" higher educated personnel began to be trained. In the 1930s, the training of personnel with secondary special education was carried out in small training courses and

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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, later in the center of districts, cities, regions across the republic (136 by 2013). began to be prepared in the fields of information-library science within the established art and pedagogic colleges. Improvement of the library staff's qualification was also made in different periods. Until 1978, he worked at the "Librarianship" faculty at the TDPU and TDMI Institute, then at the Institute for the Training of Employees of Cultural Institutions under the Ministry of Culture, and then at the Training Faculty of the Tashkent State Institute of Culture named after Abdulla Qadiri until 2012. After the Resolutions of the President 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 [8.180].

During 2014, representatives of the libraries of our republic participated in international conferences held in a number of European cities, and 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 determines its use in ICMs directions are given (legal documents of the system, structure, management system, main goals and objectives, training sessions volume, general requirements for its content and quality, procedure).
 - 3. Legal system of training and retraining documents.
- 4. The structure of the training and retraining system and management (the role of the Interdepartmental Council as a governing body, the role and functions of the RUK in the system, the functions of various ministries, the functions of the regional administrative units, and the functions 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. The quality and content of professional development and retraining general requirements.
 - 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 Institute of Education, professors and teachers.

A training center equipped with modern computer technology was established at TATU as part of the "New master's program in library and information sciences" project of the "TEMPUS" program. is to create a master's program for the specialty and to further improve it. Another goal of the opening of the educational 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. development and implementation of effective training programs [10]. The project includes University of Parma in Italy, Barcelona University in Spain, Norway, Middlesex University in Great Britain (project author), Robert Gordon University in Scotland, Rezekne Institute of Higher Education in Latvia, Main Scientific Library from Armenia, State University named after Ilya Chavchavadze from Georgia and Georgian Library Association from Europe. , as well as TATU from Uzbekistan and the Tashkent

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State Institute of Art and Culture named after Abdulla Qadiri are participating. Within the framework of the project, a group of teachers from the field of information and library science of both higher educational institutions will return to the Robert Gordon University in Scotland. Establishing a new master's specialty based on the new curriculum developed as a result of the project, organizing the exchange of experience of teachers and graduate students in partner countries, establishing Internet computer network centers that provide access to various educational materials, in partner countries and introducing mechanisms to increase the quality and effectiveness of education in order to develop librarianship and archival work in our country consists of 15 teachers from Uzbekistan, Armenia and Georgia were organized to study in European universities according to the master's program. In the future, European professors, in their turn, will conduct training in partner countries in the field, and in librarianship and archival work 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 skills of the employees of the Ministry of Education and Culture. RBC contests such as "The Best Reader", "The Best Reader Family", which have been held in the traditional style since 1967, "The Best Reader of the Year", which has been held since 2006 by the Center for Vocational Education good ARMi" examinations 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 selections, first of all, increase the responsibility of the library employee, work, entrepreneurship, theoretical and practical knowledge, the ability to communicate oneself, the library, one's work, achievements, opinions, and advertising activities to the public., "marketing", "fundraising", "public relations", "image" concepts like .The changing and developing political, economic, and social conditions made it difficult for libraries not only to rely on the funds provided by the state, but also to find other means that affect the development of library activities. This aroused great interest in marketing and fundraising. Analyzing the process of bringing 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 coordination, 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. The concept of "Fundraising" is composed of two English words, fund-raising: the first means financing, turning funds into securities, and the second means raising, growing, that is, raising one's own funds (means to increase). In the vocabulary of economics, "fundraising" - fund-raising improves proper organization. Now studying scientific heritage, socio-political activities and acquaintance youth charity of our above-stated ancestors is considered one of the main urgent objectives of the modern intellectuals.

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, progress of the field of librarianship depend on potential personnel, elimination of its shortcomings and mistakes also depends on them.

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