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The importance of Scientific Research on Document Management

Abstract

The latest innovations in science and technology have created new perspectives for information and document management, as in many other areas. One of the most distinctive features of our time is the growing importance of information as a means of world social, economic, technical and cultural development. This article explains the general importance of the concepts of information and document. Brief information about the history of the Faculty of Information and Document Management of BSU is provided. The article briefly discusses the renaming of the Faculty of Library Science. At the same time, scientific research conducted on document management is discussed, and the importance of scientific research is emphasized.

Keywords: *knowledge, document, document management, document flow, scientific research*

Belge Yönetiminde Bilimsel Araştırmaların Önemi

Öz

Bilim ve teknolojideki son yenilikler, diğer birçok alanda olduğu gibi bilgi ve belge yönetimi için de yeni perspektifler yaratmıştır. Çağımızın en belirgin özelliklerinden biri, dünyanın sosyal, ekonomik, teknik ve kültürel gelişiminin bir aracı olarak bilginin artan önemidir. Bu makalede bilgi ve belge kavramlarının genel önemi açıklanmaktadır. BSU Bilgi ve Belge Yönetimi Fakültesi'nin tarihçesi hakkında kısa bilgi verilmektedir. Makale, Kütüphane Bilimleri Fakültesi'nin yeniden adlandırılmasını kısaca tartışmaktadır.



<https://dergipark.org.tr/tr/pub/atdd>

Aynı zamanda belge yönetimi konusunda yapılan bilimsel arařtırmalar ele alınmakta ve bilimsel arařtırmaların önemi vurgulanmaktadır.

Anahtar Kelimeler: Bilgi, Belge, Belge Yönetimi, Belge Akışı, Bilimsel Arařtırma

Introduction

Millions of new data are produced in the world every second. The size of data and information is increasing, and it is becoming more and more difficult to manage them. There are faculties that train professionals to classify, organize, obtain, publish, verify this information, and ensure that all these processes continue uninterrupted. Nowadays, these faculties operate under the name of the Faculty of Information and Document Management in many universities around the world. In our country, since 2023, the Faculty of Librarianship and Information at Baku State University has been renamed to Information and Document Management. Accessing the most accurate information, through the most accurate channel, in the fastest way, and at the same time correctly interpreting, analyzing, synthesizing, and presenting this information has stopped every activity in history. Libraries have performed this function throughout history and continue to perform it. Just as libraries have an important place in world history, so too has librarianship education. The foundations of librarianship education have been laid in our country since 1920, and since the 1947-48 academic year, with the opening of the Librarianship Department at BSU, high-level personnel have officially begun to be trained, and today it continues to train specialists at bachelor's, master's, and doctoral levels under the Department of Information and Document Management.

The concept of “information” is the basis of information and document management. Although there are assumptions that with the widespread development of the Internet there will be no need for librarianship and information services, we continue to develop in order to achieve mature work to solve “information problems” and develop these methods (Ismailov & Mamedov, 2023). A document is the main way in which information can be presented in any modern enterprise. The concept of “document” is a fundamental concept of bibliology, library science, bibliographic science, computer science, document science, and other scientific fields. This concept expresses the characteristics of real-life objects. The concept of a document serves as the main object of practical activity, serving the preparation, collection, analytical-synthetic processing, search, restoration, and implementation of processes of documentary information. The concept of “document” is used in all areas of public activity. On an international scale, the most

common characteristic of a document is characterized as a unit of written information used in the document-information process. This remarkable commonality has been adopted by international organizations—ISO, IFLA, International Federation of Archival Studies, International Council on Archives, and others (Khalafova & Ismailov, 2024).

1. Discussion of the issue

Fundamental research of world documents and document management is carried out in the fields of theoretical information, the theory of bibliography, the theory of modern perception, and information communications. The decisive moments in the acquisition and management of documents in the world are studied: the results of the acquisition of documents and their management, their properties and structures, the regularities of their development, and the use of documents in different historical periods are studied. The role of document flow in human history, the growth rate of world documents, and the organizational aspects of document management are studied (Irada, 2022). Applied research is aimed at solving specific practical problems. Its management depends on the solution of many methodological issues. In order to master the main stages of research, it is necessary to implement such an object that it is necessary to understand, be interesting, visual, and use in practice. The concept of science is based on the activities of people, institutions, and organizations, devices and equipment, and scientific research works, which are associated with the acquisition of scientific knowledge. The main goal of a person engaged in science is to obtain objective knowledge on the one hand and to maintain it in the system of theoretical profit on the other. In general, science is a moral activity of people, which depends on obtaining knowledge about the environment as well as studying real facts and the information existing between them and discovering new regularities. The main goal of science is to describe the truth theoretically with regularities. Scientific knowledge is acquired through the scientific research process. Research work is the main driving force of knowledge production. In this regard, it is important to closely study the structure of scientific research activity. The main organizers of scientific research activity include the subject, object, and tool. In this case, the epistemological system called “subject-object” is specified and takes the following form: “researcher-research tool-research object.” In modern society, the subject exists on three planes that interact with each other. The object of scientific activity is formed during the active material-practical and theoretical activity of the researcher. While the studied components of scientific activity reveal its structure, the structural analysis of the activity serves to clarify the stages of scientific research. Scientific

research results are purposeful understanding that appears in the form of a system of concepts, laws, and theories. Scientific research includes activities related to scientific searches, studies, and experiments carried out to expand existing knowledge and acquire new ones, verify scientific hypotheses, identify patterns that appear in nature and society, and scientifically substantiate scientific generalizations and projects.

In recent times, serious scientific research work has been carried out in such directions as librarianship, archival work and document studies, document management with the help of the Azerbaijani library, and the bibliography field. Researchers ensure the worldwide dissemination of scientific research and studies both online and in print. Scientists pay attention to the publication of the results of this research in internationally recognized international scientometric databases. This purpose is to conduct fundamental, applied, and exploratory research. (Ismayilov & Khudiyeva, 2022). The tendency to approach scientific research creatively has been a relevant way of thinking for all times. It is measured by the fact that scientific research is the basis of potentially sustainable development. The scientific research structure is connected with the optimality of the economic, social, and cultural structural areas in which it is built, and this is manifested in the practice of librarianship, information science, and bibliographic science (Ismayilov & Khudiyeva, 2023). In recent times, the demand for scientific research has increased in accordance with the general development potential of our country and has led to the emergence of new applied works. Achievements have been achieved in the methodology of scientific research in librarianship in this field and in the field of training young national personnel. Currently, it is necessary to emphasize the value of scientific and methodological work carried out to determine its optimal research areas in information and document management. In this regard, the monograph “Formation, development, and modern state of document flow in the field of librarianship-bibliography in Azerbaijan” by Doctor of Philosophy in Pedagogy, Associate Professor Nadir Ismayilov, and Doctor of Philosophy in History, Associate Professor Zahida Rzayeva, has special scientific importance and relevance for young researchers. The monograph is dedicated to the analysis of document flow in the field of librarianship-bibliography in Azerbaijan. For the first time, librarianship and bibliographic activity, which is an integral part of our national and spiritual values, was examined in the context of document studies—document flow. The stages of development of document flow in the field, development trends, and document plume in relevant

fields were studied, and the formation of the scientific community and the role of individual prominent individuals and institutions in this process were determined. At the same time, the monograph involved bibliometric analysis of the structure of document flow in the field of librarianship and bibliography in the modern era, as well as book studies.

Issues such as libraries and bibliographic resources in Azerbaijan, their creation and formation, the status of resource location and their use, the current state of document flow in the field of librarianship and bibliography, traditional and electronic library and bibliographic resources, and scientometric analysis of document flow have been specifically investigated by Associate Professor Nadir Ismayilov, and the research results have been published in prestigious local and foreign scientific journals and are being disseminated on international platforms (Irada, 2022). The main scientific works published in this direction include the following:

1. Methodology of Research and Study of Document Flow in the Field of Tourism (Based on Experience from Local Libraries (Ismayilov & Bayramova, 2022).
2. General Characteristics of Local Lore Documental Network Resources of the Libraries of Azerbaijan (Based on library collection) (Nadir & Sevda, 2022).
3. Library resources: allocation and usage problems (comparative analysis of the world and regional practice (Ismayilov, 2022).
4. Traditional and electronic information resources of the National Archives Administration of the Republic of Azerbaijan (Khalafova & Ismayilov, 2024).
5. Development stages of documentary resources from language studies in Azerbaijan
6. New types of bibliographic resources in the electronic environment (Ismayilov & Khalilova, 2023).
7. Creation and Formation of Document Flow in the Field of Library-Bibliography (on the Basis of Tazkiras)
8. Library information services in academic libraries of Azerbaijan: a comparative study (Ismayilov & Mammadova, 2019).

Conclusion

The field of information and document management has been reshaped by recent developments and changes, and the direction of research in this field has changed depending on these developments. The field is located at the intersection of librarianship, archival work, bibliography, and information; as the importance of information increases and the information

society begins to take shape, the importance of document management is becoming increasingly apparent. The aim of the research conducted in this context is to present current problems and research related to the field. In addition to resources related to librarianship and bibliography, these studies also reflect the latest technologies and research in the field of archives. It is hoped that the research conducted will shed light on the field of document management and lay the foundation for new research. In general, in scientific research on information and document management issues in Azerbaijan, it is necessary to emphasize the activities of the staff of the Faculty of Information and Document Management of BSU. Their research results are available to all researchers and scholars, both in print and online platforms. Such research results are especially accessible in the Google Scholar search engine.

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