



Formation of Information-Library Fund

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Abstract: This article discussed the content and purpose of forming the information library fund.

Keywords: Information-library, user, reader, demand, formation, fund, employees, documents, factors.

Library fund serve as the main source that satisfies the information needs of users. Information libraries form their fund taking into account the interest and demand of different types of readers. The main goal of creating a library fund is to convey the knowledge created by mankind to the next generation, as well as to fully satisfy the needs and demands of users.

The word "foundation" is actually derived from German, "der Gond" means the foundation of something, the general basis. The word "fund" entered the field of librarianship in the 20s of the 20th century, and in the 30s, the term "funds" began to be used in our country. The term document entered the field of librarianship in the 90s of the 20th century. Documents can be on paper, on tape, on discs, or in electronic form. These resources are definitely a part of the library fund and are kept in their funds.

When building each information-library fund, the librarian selects documents (books) taking into account the needs and interests of users. The world of books, which is constantly growing and developing, has a great influence on the choice of documents. A factor that makes it difficult to select documents is their diversity in terms of content and form. Forming a library fund requires the librarian to be qualified and capable, to be able to choose the books according to the needs and demands of the readers.

In the formation of the library fund, the necessary documents are carefully selected. The goal is to provide users with the necessary literature and organize an effective service and to complete the information library fund based on the request of all users.

Stocking means acquiring and constantly updating books that match the needs and interests of readers and the mission of the library. Collection is the basis of the formation of the library fund, and it begins with the acquisition of books in the library. Newly acquired books are taken from a collector or store and documented.

Maintenance of library funds is also a very important issue. Because the library funds also contain literature with rare spiritual and material wealth. Therefore, one of the main tasks of the library is to preserve the book treasures collected over the centuries in their original condition for a long time and pass them on to future generations.

Preservation of book wealth is of great socio-cultural importance for all peoples of the world. In 1954, an intergovernmental conference convened in The Hague at the initiative of UNESCO adopted the Convention on the Protection of Cultural Property. In accordance with this Convention, library

funds, along with other cultural assets, are subject to international protection in cases where there is a risk of their loss or illegal appropriation in any form.

The integrity of funds is achieved through their preservation, proper storage and elimination of damage factors.

Librarians and users should be educated about the responsibility for the preservation of library funds, and social factors should be formed in them. In this case, the task of an information-library institution employee is to explain to users the social importance of library funds, to teach them the rules of using the library and books, and to help them acquire the appropriate skills, skills and habits in dealing with books.

In addition, it is important to timely eliminate the loss of mechanical, optical, chemical properties of prints, for example, embrittlement, thinning, yellowing and other reasons for the preservation of funds. The mechanical strength of the materials from which the books in the fund are made is achieved by careful treatment during their use and familiarization. In the background, the entrance of the light falling through the window should be limited and low heat lamps should be used. These are physical and chemical factors of storage of funds.

Biological factors are also very important in keeping funds. Biological factors of decay of documents stored in the fund include damage to the fund by microorganisms (bacteria, fungi), insects, rodents. Information carriers, documents are organic according to their chemical composition. Bacteria and fungi settled on paper and book cover material, breaking the structure of the substances that make them up and changing them chemically. It is possible to eliminate the harmful effects of microorganisms by keeping the documents in a normal sanitary condition and climatic condition. For this purpose, information library staff should carry out disinfection of the library with the help of special staff. In addition, it is necessary to coordinate the amount of moisture in the fund and take measures to protect against fire.

Formation of the information-library fund - the process ends with the removal of the document from the fund. The process of entering and exiting documents to the fund is called the process of fund formation. The formation of the information-library fund is considered a continuous process, and this process will continue until the library completes its work. As the number of funds increases, the process of formation becomes more complicated, as a result, departments that perform some technological processes are created. More importance is given to the formation of the information-library fund, because the well-organized fund is considered the basis of the development of the library work.

In conclusion, the main tasks of information and library institutions are to preserve the rare spiritual and material wealth stored in the library fund, the wealth of books and books accumulated over the centuries in their original form for a long time and pass it on to generations. It is also important to satisfy the need of users for information, to provide quality and fast service to readers by creating innovations, forming a colorful, subject-oriented bookcase dividers with a new approach to the location of funds. It is especially desirable to organize exhibitions in the school library using brightly colored books and magazines, decorated with wise words, aphorisms spoken by great personalities about reading and the book.

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