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Electronic Information Resources as a Main Component of Determining Digital Document Flow in Library-Information Institutions

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ABSTRACT: The article examines the role of electronic information resources in modern library and information institutions. During the study, it was determined that digital document flow is one of the main mechanisms for increasing the efficiency of not only information exchange, but also document management. Electronic information resources act in this process as both an information carrier and a development of document flow. The article analyzes the methods, technological approaches and structural elements used in organizing digital document flow based on the experience of various library systems. Based on the conceptual approach proposed by the author, a model of integration of electronic resources into document flow was developed and its functional advantages were substantiated.

The conducted analyses show that the correct selection, systematization and management of electronic information resources is of decisive importance for more efficient organization of document circulation in a digital environment. The article once again highlights the relevance and practical importance of digital transformation in the library and information field.

1. INTRODUCTION

Libraries, as organizations that are inseparable and organically connected with the processes of creating, collecting and storing information, are at the forefront of the application of new technologies. Moreover, the problem of “getting used to” the application of such technologies is one of the most important issues for libraries.

In recent years, a radical change has also occurred in the structure of library information resources, which includes many organizational, methodological and technological problems. Currently, these include both traditional (manuscripts, printed publications, audio and video recordings, photographic documents, card catalogs and card files, published and unpublished bibliographic materials, etc.), and electronic components (electronic publications, local and global databases, electronic catalogs, electronic libraries, etc.). Thus, a new information environment is being formed in libraries, combining two heterogeneous systems, which raises the problem of communication in library service. This problem is especially relevant for universal scientific libraries with large document funds. Depending on a number of objective and subjective reasons, universal scientific libraries continue to supplement their funds mainly with printed publications and present them to their users, focusing on traditional technologies. Automation of technological processes is used in this type of libraries mainly in the field of cataloging and query-bibliographic service, and the main part of the information resources that provide

them are electronic catalogs, bibliographic databases, etc.

Development

Scientific novelty of the article. For the first time, information sources of universal scientific libraries were involved in the analysis. Also, the type composition, current state and development prospects of traditional and electronic components of library resources were considered. The theoretical provisions of “electronic library information resources” were studied, the

theoretical essence of the definitions given to library-information resources in international and local literature was interpreted. In addition, the essence of various types of technological processes was revealed, the dependence of the library on the composition of information resources was revealed, and the ratio of traditional and automated operations in the technological processes of library services was determined.

2. METHODOLOGY.

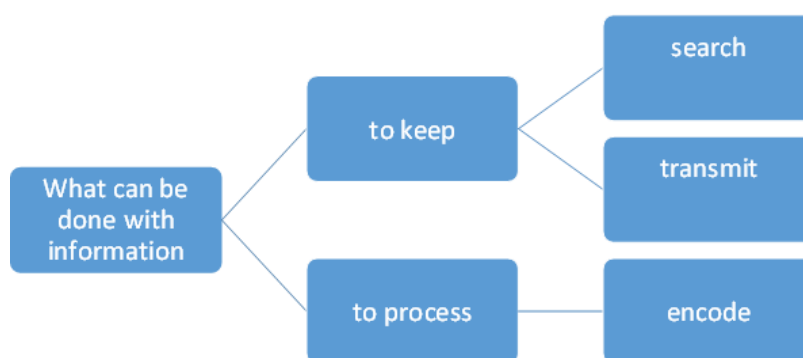
A complex methodological approach was used in the research work. During the writing of the article, the method of scientific-theoretical analysis was applied at the initial stage, existing literature, normative documents and international practices were studied. In order to determine the characteristics of the digital document flow and the role of electronic information resources, analyses were carried out based on a systematic approach and a structural-analytical method. Based on practical examples of the activities of library-information institutions, the real situation was studied through empirical observation, survey and interview methods. A comparative analysis method was applied to assess the factors affecting the digital document flow, and the approaches applied in different library systems were compared. In addition, functional modeling and analytical generalization methods were used to substantiate the effectiveness of the proposed approach model. Through these methods, the theoretical foundations and practical application possibilities of integrating electronic information resources into the document flow were determined.

3.RESULTS.

3.1.Library - information activity

Library - information activity is today recognized as an important factor in improving the quality of life and harmonizing social relations, a guarantee of dynamic socio-economic development, preservation of a single information and cultural space.

The problems identified in modern socio-cultural conditions require libraries to monitor and analyze their goals and objectives, promptly respond to the current situation and direct their activities to the dynamically developing needs of readers, and as the learning needs of library users change, the library's relationship with readers becomes even more important. Developments in information technologies require libraries to be creative and user-oriented. Libraries provide proactive support to users, and many of them are focused on providing access to information sources, rather than obtaining information using all currently available appropriate technologies.



The number of electronic publications that do not have printed analogues is increasing, and universal scientific libraries, since they perform the main document storage function of the region, are forced to include such documents in their funds and organize library-information service through them. It should be noted that the rapid development of modern information and communication technologies has also led to the emergence of new formats in the field of publishing. In this regard, electronic publications that do not have printed analogues are of particular relevance. Such publications are available only in electronic format and do not have a traditional printed version. This phenomenon, being a product of the modern digital environment, represents a qualitatively new stage in the methods of information presentation and dissemination.

The concept of electronic publications without print counterparts primarily involves the use of electronic technologies in the creation and presentation of content. Such publications are available only in PDF, EPUB, HTML or interactive multimedia formats.



Figure-1. Information mechanism

They are not produced in pre-print stages, but directly for the electronic environment, and therefore do not have the traditional form of a book or magazine. As a result, these publications are presented only in digital media - websites, mobile applications, e-book platforms and other digital sources.

The concept of electronic publications without print counterparts refers to content that is created, published, and distributed exclusively in digital formats, without any physical (printed) version. These types of publications rely entirely on electronic technologies for both their creation and consumption.

They are typically available in formats such as:

- PDF (Portable Document Format),
- EPUB (Electronic Publication),
- HTML (Hypertext Markup Language for web-based content), or
- Interactive multimedia formats, which may include audio, video, animations, and interactive elements.

Because these publications exist only in digital form, they are often more flexible, accessible, and cost-effective than traditional print media. They can be easily shared, updated, and accessed on various electronic devices like computers, tablets, e-readers, and smartphones.

- Accessibility and global Distribution Electronic publications provide access to a wide audience via the internet.
- Since per is not used, the environmental burden resulting from the printing process is minimized.
- Low environmental impact

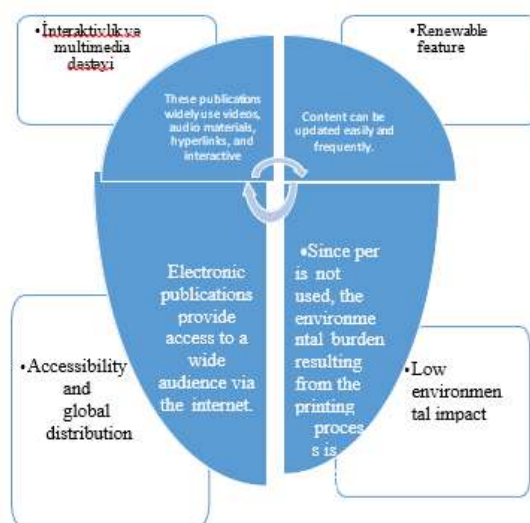


figure 2. Features of electronic publications that have no print counterparts

As can be seen from the above scheme, electronic publications that do not have print counterparts have a number of distinctive features:

- **Interactivity and multimedia support:** These publications widely use videos, audio materials, hyperlinks and interactive elements. This feature fundamentally distinguishes them from print versions.
- **Updateability:** Content can be updated easily and frequently. This provides a more flexible and up-to-date information flow for authors and users.
- **Accessibility and global distribution:** Electronic publications provide access to a wide audience via the Internet. Readers can easily access these publications regardless of geographical and physical restrictions.
- **Low environmental impact:** Since paper is not used, the environmental burden resulting from the printing process is minimized.

This type of publication is especially reflected in scientific articles, digital textbooks, wiki-based knowledge bases, online magazines, blogs, web-novels and comics, digital archives and other similar platforms. Educational materials presented in electronic education systems (Moodle, Coursera, EdX, etc.) also often act as examples of publications that do not have print analogues. As a result, electronic publications that do not have print analogues are formed in accordance with the dynamics of the information society and act as an alternative to the traditional publishing model. Their emergence and widespread distribution are a clear example of the transformations taking place in the process of knowledge production and sharing in the modern era. Thus, the electronic component is gradually increasing in the composition of information sources, and this is beginning to have a greater impact on the content of library activities. Ongoing changes pose the problem of finding the optimal combination of traditional and electronic information resources in library services for universal scientific libraries, and libraries of this type, adapting to the modern information environment, create new structural units that provide services only on the basis of electronic resources, and at the same time provide services to users using traditional library technologies. However, in some cases this leads to duplication of functions that complicate the user's activities in a particular library and information space. Under the influence of informatization, new library services are being formed, and the ratio of traditional and automated operations within the library is changing, so the technological processes of library services are gradually undergoing changes. The current situation leads to the emergence of organizational and methodological problems, which, as a result, negatively affects the quality of library services. In connection with the increase in the flow of information, the problem of finding information becomes especially acute. The active use of electronic sources significantly expands the funds and the query-bibliographic apparatus of universal scientific libraries. Along with the constant increase in the number of electronic resources in the library fund, it has brought to the agenda the criteria according to which these sources should be selected. It is envisaged that the selection criteria for traditional publications will also be applied to electronic sources. However, since electronic resources have their own characteristics in terms of both creation and existence, new criteria have been added to these criteria. In particular, six main criteria have been identified to select the necessary resource from electronic resources with different characteristics. These include the criteria of composition, content, functionality, finance, license and technical characteristics. When analyzing electronic resources, issues such as the topics and disciplines in which the sources are located, the extent of the areas of concentration, the formats in which the information is available in these sources, and the types of sources are investigated. At the same time, it is also necessary to determine whether the content of the source meets the needs of users (Khalafova et al., 2022). If the electronic resource is in another database, its degree of originality should be determined. At the same time, when choosing a source in both traditional and electronic form, libraries should take into account its degree of use and financial issues. When hyperlinks are created to other sources to obtain more detailed information about the information contained in the source, the relevance, reliability and degree of updating of both information that are linked should be examined. When deciding on the composition of an electronic resource during the formation of the library's electronic fund, several methods have been identified (Rzayeva et al., 2022).

- ✓ Selecting broad-based electronic resources that cover several disciplines;
- ✓ Selecting specialized electronic resources that contain different information on certain disciplines;

- ✓ Identifying critical user groups that are the main component of library users and selecting broad-based sources that can meet the needs of these users .
- ✓ Although the title and preface in traditional publications provide information about the content of that publication, there are other features that need to be examined in electronic resources. The presence of information media in the form of drawings, graphics, and video images, especially in electronic resources, has significantly affected the quality and efficiency of use of the resource.

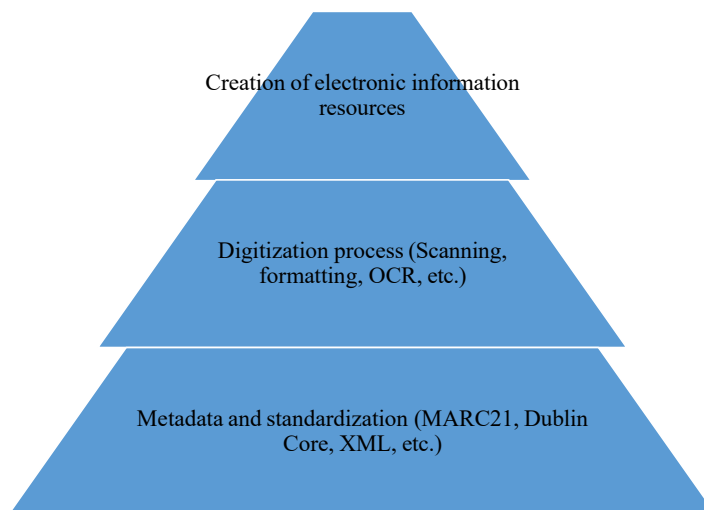


Figure 3-Digital document flow main components model

When analyzing electronic resources from the perspective of the source, the issues of authenticity, authority, and updating also came to the fore. In addition to the accuracy and reliability of the information provided in the resource, it is also important that the author, publisher, and editor are individuals with specific authority in their fields. Due to the specific features of electronic resources, the composition of the persons responsible for those publications can be expanded. Thus, this includes sales and manufacturing companies, software developers, graphic designers, in short, anyone responsible for the preparation of an electronic resource. When an electronic environment is created for an electronic resource, its reliability should be taken into account in the organizations that create the market for the electronic resource (Ismayilov et al., 2023).

The reliability of the information contained in an electronic resource allows us to determine whether the resource is authoritative or not.

3.2. One of the advantages of electronic resources

One of the advantages of electronic resources over traditional publications is that they can be updated over time. In order to ensure the highest level of user use of electronic resources, their usability must also be convenient. In this regard, functionality is considered one of the important criteria determined in the selection of electronic resources. Because if technological barriers to the use of a resource are a topic of discussion or if there are problems in obtaining graphs and tables available in electronic resources, then there can be no talk of resource functionality. The more choices a user is given during access to electronic resources, the more comfortable an electronic environment will be created from the user's perspective. Accessibility methods for electronic resources are considered important in this regard. Although the search method added to some electronic resources during the logical grouping of information available in an electronic resource is considered easy for professional librarians, these search methods, which are difficult for users, can cause them to fall into chaos. The financial indicators of electronic resources are subject to change due to the application of information technologies. At the same time, the financial indicators of the resource can also be determined by the number of users using the resource. The difficulties that arise when determining the budget for electronic resources are related to a number of factors. The use of an electronic resource by a library is allowed only if its fund has the traditional form of that resource; An electronic resource in a different format can be sold at different prices. For example, the CD version of a publication may be sold at a separate price, the online version at a separate

price, and the print version at a separate price. Electronic resources that include full-text publications may be priced differently than electronic resources that include only a portion of full-text publications. In some cases, libraries may be forced to purchase the entire package even if they do not need any documents within it. Depending on the year, place, type, type and content of electronic resources, their price may also vary. The price of an electronic resource may also vary depending on the number of users. In some cases, additional fees may be required when printing a certain part of an electronic resource or transferring it to any physical medium. Resources acquired within a consortium may have different prices depending on the consortium. In addition, libraries can create a consortium among themselves to purchase electronic resources and simultaneously place the resources they acquire on a local network. In this case, the equal division of financial costs determined in connection with the price of an electronic resource among libraries can lead to budget savings (Ismayilov et al., 2024).

When acquiring electronic resources, libraries are required to conclude a license agreement with their producers. License agreements create certain restrictions when using resources and prevent abuse. The main purpose of license agreements is as follows:

To provide information about the volume and content of purchased or accessible electronic resources;

To determine who will use the resource;

To determine for what purposes the resource will be used.

During the conducted research, it is found that the interest of library users in e-content is increasing day by day. This is considered one of the main factors

affecting the activities of universal scientific libraries. Therefore, libraries are obliged to promptly establish technological infrastructure for the inclusion of such publications in the library fund and provision of services.

Regardless of which models they choose when subscribing to e-resources, libraries should know that each document or each organization has its own unique license model (Ismayilov et al., 2024). Big deal: When libraries subscribe, producers provide e-resources to the library in a package without distinction. In this case, the lack of choice for libraries and the library paying for unused sources is considered one of the shortcomings. Tiered model: It is a price determined according to the characteristics of the users of the organization on which the library depends (number, age, regular readers). The basis of this model is the idea that large companies pay more and small companies pay less. Consortial pricing: It is considered the most superior model that can be applied to all other methods. Patron driven acquisition: In this case, the publisher sends bibliographic descriptions of the publications it produces to libraries and then sells them individually according to the source chosen by the user. Pay-per view: Producers provide bibliographic descriptions and annotations, and table of contents of publications to libraries, and libraries make this information available for public use. The reader who uses this information can use the document by paying for the part he needs.

Table 1. Statistical indicators of the National Library's electronic publication fund by place of publication

Place of publication	Number	Place of publication	Number	Place of publication	Number
Azerbaijan	1196	Belarus	126	Turkey	28
Ukraine	392	Uzbekistan	46	Germany	20
Lithuania	16	Kazakhstan	16	Moldova	13
Latvia	10	USA	9	France	7
Hungary	5	Kyrgyzstan	5	Tajikistan	5

India	3	Iran	3	Poland	3
Belgium	2	New York	2	Austria	1
Bulgaria	1	Ilgiler	1	Estonia	1
Israel	1	Massachusetts	1	Netherlands	1
Romania	1	Spain	1	Egypt	1

The table was compiled by the author.

According to the data, the majority of publications – more than 73 percent of the total number – were carried out in Russia. Russia clearly dominates in this field with 8,591 publications. This indicator indicates either the activity of the Russian press and publishing houses, or the fact that publications on the topic are mainly concentrated in this country. Azerbaijan is in second place – with 1,196 publications, it constitutes about 10 percent of the total share. This also indicates the importance that Azerbaijan attaches to this field, or the relevance of the topic for the country.

Ukraine is in third place (392 publications), followed by Georgia (191), Belarus (126), and Uzbekistan (46). Most of these countries belong to the former USSR, and this fact indicates that publications are concentrated on the basis of linguistic, cultural and historical proximity. This also indicates that intellectual and scientific ties between post-Soviet countries still continue. In other countries – including Western countries – the number of publications is relatively small. For example, 20 publications were recorded in Germany, 7 in France, and only 9 in the USA. The number of publications in Turkey is 28, which is a relatively low figure despite the geographical and cultural proximity. This low figure may be due either to the lack of data recording or to the relatively low level of research in this field in Turkic-speaking countries. The 30 publications listed in the table under the heading “Unknown” represent documents for which the country of publication is not specified. This indicates inaccuracy or non-standard coding in the data collection.

The separate listing of specific US states such as “New York” and “Massachusetts” in the database, the presence of incomplete place names such as “Uzbek”, as well as the very low representation of some countries (1 or 2 publications) indicate a lack of systematicity in data recording. For example, only 1 publication was recorded in each of countries such as Austria, Bulgaria, Estonia, Egypt, Spain, and Israel.

Table 2. Statistical indicators of the National Library's electronic publication fund by year of publication

Year of publication	Number	Year of publication	Number
1760-1769	1	1900-1909	104
1770-1779	2	1910-1919	121
1790-1799	1	1920-1929	117
1800-1809	2	1930-1939	234
1810-1819	2	1940-1949	312
1830-1839	10	1950-1959	547
1840-1849	16	1960-1969	1161

1850-1859	18	1970-1979	1589
1860-1869	22	1980-1989	3104
1870-1879	40	1990-1999	1555
1880-1889	74	2000-2009	683
1890-1899	93	2010-2019	842

The table was compiled by the author.

4.DISCUSSION.

As can be seen from the table above, the number of publications gradually increased during the period 1760–2019, and in some periods, serious leaps were recorded. In the earliest periods, namely in the 18th century (1760–1799), publishing activity was quite limited, with only 4 publications recorded during this period. This is due to the weakness of technological capabilities of the period, the limited spread of education, and the lack of organization of the publishing sector (Ismayilov et al., 2024).

A certain increase in the number of publications is observed in the 19th century. During this period, especially after 1830, a revival in printing activity is noticeable. Towards the end of the century, namely in 1880–1899, the number of publications begins to increase, reaching 74 and 93. This increase can be explained by the industrial revolution, the enlightenment movement, and the expansion of education. The 20th century is the period when publishing activity rapidly increased and the highest indicators were observed. Although the number of publications was relatively small at the beginning of the century (an average of 100-120 per year between 1900 and 1929), starting from the 1930s, there was a consistent increase in the number of publications. This increase was especially noticeable between 1940 and 1980. In the 1950s, 547 publications were recorded, in the 1960s 1161, in the 1970s 1589 and finally in the 1980s 3104 publications were recorded. This is the highest figure recorded in almost two centuries and can be assessed as a result of the ideological, scientific and cultural publication policy of the Soviet era.

Since the 1990s were accompanied by the collapse of the USSR, a relative decrease in publishing activity was also felt. During that period, the number of

publications decreased to 1555. Since this period was characterized by a period of political and economic transition, there was also a certain process of disintegration and restructuring in the publishing systems.

With the transition to the 21st century, the number of publications stabilized, but remained at a low level compared to the peak in the 1980s. In 2000–2009, 683 publications were recorded, and in 2010–2019, 842. The development of digital technologies, the increase in online publishing opportunities, and the withdrawal of traditional publications in some areas are notable factors during this period (Ismayilov et al., 2024).

Table 3. Development dynamics of the electronic catalog at the National Library

By years	Electronic bibliographic description	By years	Electronic bibliographic description
2006	21000	2013	81108
2007	33369	2014	107922
2008	26960	2015	68790
2009	32986	2016	26831

2010	50226	2017	28066
2011	24784	2018	53354
2012	83022	2019	72463
2020	74567	2023	78345
2021	76876	2024	79854
2022	77986		

The table was compiled by the author

As can be seen from the table, the statistics of electronic bibliographic descriptions for the period 2006–2024 show that this area is experiencing consistent development and a steady growth trend over time. Electronic bibliographic descriptions refer to brief information about books, articles, archival documents and other publications recorded and classified in a digital environment (Ismayilov et al., 2022).

In 2006, a total of 21,000 descriptions were recorded in this area. In the following years, rapid growth occurred, and in 2007 this figure reached 33,369, and in 2010 it reached 50,226. This period — that is, 2006–2010 — can be considered as the stage when digital archiving took shape and electronic databases began to be systematically built.

Although there was a slight decrease in 2011 (24,784 images), an extraordinary jump occurred in 2012, when 83,022 images were registered. This growth continued in 2013 and 2014, with 107,922 electronic bibliographic images being added to the digital database in 2014, the highest figure for the period under review. These years are considered to be the peak of digitization activity, and this development was most likely due to large-scale digital projects implemented by state, scientific and educational institutions.

In 2015–2017, there was a decrease in the number of electronic images. In 2016 and 2017, these figures amounted to 26,831 and 28,066, respectively. However, since 2018, the situation has stabilized again, and in 2019, the number of images reached 72,463. This stage can be considered a recovery stage after a period of some decline.

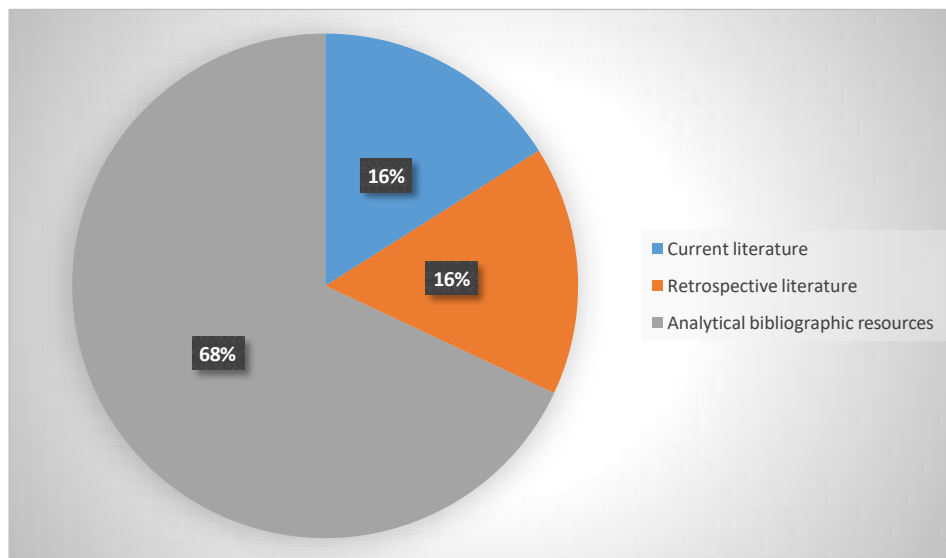
During the years 2020–2024, a steady and consistent increase in the number of electronic images is observed. Annual figures in these years vary between approximately 74,000–79,000. Especially since the need and interest in digital platforms has increased after 2020, these figures indicate an increase in both technological capabilities and user needs. In 2024, 79,854 electronic bibliographic images were added to the system, which proves that the field has already entered a settled and continuously developing phase.

Work experience of the Azerbaijan National Library named after M. F. Akhundov (for 2024)

During the year, the Azerbaijan National Library builds its activities in accordance with the decrees and orders signed by the President of the Republic, Mr. Ilham Aliyev, on culture, science, education, information technologies and other relevant fields, decisions, instructions and tasks of the Cabinet of Ministers, the Ministry of Culture, as well as the current legislation, implements a number of important projects related to the development of science, education, culture, the promotion of our national and spiritual values, books and reading in the country, and achieves important results in promoting Azerbaijani realities in the world. On May 03, 2024, the electronic database “Solidarity for the sake of a green world” prepared by the National Library was presented to users in online mode. On September 13, 2024, the electronic database “Muhammad Fuzuli” prepared by the employees of the National Library was presented to users in online mode. On December 10, 2024, the Electronic Database “Nabi Khazri-100” was presented in virtual mode. On November 11, the presentation ceremony of the Electronic Database “Green World Solidarity Year” dedicated to the topic “Climate Change” was held. On November 16, the presentation

ceremony of the Electronic Database “Our Ancient Homeland Western Azerbaijan” and the traditional book fair were held. On November 19, the presentation ceremony of the Electronic Database “Shusha the Cultural Capital of the Islamic World” was held. On November 20, the presentation of the Electronic Database “Shusha - the pearl of Karabakh” and the traditional book fair were held.

Electronic bibliographic writing statistics



In 2024, 47,286 bibliographic entries were created in electronic form. Of these, 9,925 (16%) entries cover current literature, 9,515 (16%) entries cover retrospective literature, and 27,846 (68%) entries cover analytical bibliographic resources. At the same time, 41,274 full-text electronic resources were prepared in the library. Of these, 27,846 resources cover full-text analytical bibliographic resources, and 13,428 electronic resources cover books, dissertations, abstracts, and periodicals. Currently, there are a total of 1,682,398 electronic resources in the library's electronic database.

Also, in 2024, 31 Electronic databases and 61 virtual exhibitions were prepared and presented to users online.

5. CONCLUSIONS AND SUGGESTIONS

In the library-information activity system, information resources can be interpreted as a set of documents and documents selected in accordance with the purpose and profile of the library, intended for use and storage, as well as a set of

information organized by a computer locally and globally. Conducting a terminological analysis allows us to reveal the essence of the concept of “information resources”, which acquires a certain content in the context of the library.

The genesis of library information resources is directly related to the emergence of the library as a social institution, and their formation is carried out in accordance with the functions and tasks performed by the library at a certain stage of the historical development of society [9].

Typological analysis of the universal scientific library allows us to reveal that libraries have undergone serious transformations as a result of socio-economic and technological changes taking place in the external environment in the new information conditions. At the same time, it is observed that, along with their typological composition, the conditions for the application and technology of library processes have also changed significantly.

Suggestions

In modern times, the correct organization and management of digital document flows in library-information institutions is one of the main challenges of the information society. For the effective use, storage and distribution of electronic information resources, the following measures must be taken:

First of all, the application of modern information and communication technologies should be expanded in order to form the

technological foundations of digital document flow. In this regard, the application and continuous updating of integrated library management systems (for example, KOHA, ALMA, etc.) is important. These systems play an important role in automating document flow and correctly indexing data (Khalafova et al., 2017).

At the same time, complex measures should be taken to systematically digitize traditional paper documents. Providing digitized documents with appropriate metadata and classifying them in accordance with international standards (for example, MARC21, Dublin Core) allows for more functional management of document flow.

The legal and regulatory framework for the effective organization of digital document flow in library and information institutions should also be improved. The activities of institutions working with digital resources should be regulated by relevant legislation, and mechanisms related to copyright, data protection and digital rights management should be applied. The integration of digital signature systems that ensure the legal force of electronic documents can be an important innovation in this area (Khalafova et al., 2017).

Human resource development should also be considered as one of the main directions. Regular in-service trainings should be organized for library staff and information managers, and awareness-raising activities on digital literacy should be expanded. In addition, it is important to prepare educational programs in the field of digital document management in higher education institutions (Khalafova et al., 2022).

At the same time, strengthening local and international cooperation can accelerate the digital integration of library and information systems. It is recommended to create open databases at the national level for the collection, distribution and use of electronic information resources on a single platform. Joining international projects and benefiting from advanced practices can stimulate improvement in this area.

Increasing user accessibility in digital document flow management is also an important issue. Access to electronic resources through online catalogs and mobile applications should be expanded, and appropriate technological solutions should be provided for users with special needs. At the same time, open science and open information policies should be supported.

Finally, indicators should be determined for monitoring and evaluating digital document flow systems, and the results should be analyzed based on these indicators and appropriate improvement measures should be taken. The application of international standards for quality management can be useful in this regard.

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CONFLICT OF INTEREST

The author(s) declared no potential conflicts of interest with respect to the research, authorship,

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