

HISTORY AND DEVELOPMENT OF PERSONAL BIBLIOGRAPHY, COMPILATION METHOD

Malika Matmuradova Isayevna

*Senior teacher of the Department of "Library and Information
Activities" of the State Institute of Arts and Culture of Uzbekistan*

Annotatsiya: Mazkur maqolada shaxs ko'rsatkichlarning dastlabki shakllanish jarayonlari va yuzaga kelishi, shaxs bibliografik ko'rsatkichlarning tuzish uslubiyati, har bir bosqichda amalga oshiriladigan ishlarning bajarilishi haqidagi ma'lumotlar berilgan.

Kalit so'zlar: shaxs, adabiyotshunos, bibliografik ko'rsatkich, yordamchi apparat, vaqtli matbuot, prospect-rejasini, annotatsiya, tavsiya

Abstract: This article provides information on the initial formation processes and emergence of personal indicators, the methodology for compiling personal bibliographic indicators, and the work performed at each stage.

Keywords: person, literary critic, bibliographic indicator, auxiliary equipment, time press, prospect plan, annotation, recommendation

Personal bibliography reflects the works of a certain person and the works written about him. Bibliography emerged as a separate branch, field of activity, which initially existed in the form of this type of bibliography. The linguist, philosopher and literary critic Ieronim Stiridonsky, who lived in 340-420 AD, compiled the first biobibliography - "Book about Church Writers" index (dictionary). Also, Gennady Marselsky compiled the "Book about famous people" index. Isidor of Seville also compiled the "Book of Church Writers" index, and John Trittengemsky, who lived in the 15th century, also compiled an index with the same name. Until the creation of the first national bibliographic index in 1494, these bibliographic dictionaries were the only type of bibliography.

Initial, national bibliographic indexes were also compiled in more advanced forms in many countries, such as Germany, England and other countries. In Central Asia, in the 9th-10th centuries, there is information that the large libraries of Central Asia divided their collection into scientific fields and compiled a catalog that opened the collection to readers

"Bibliography" ("Fixrist" in Arabic) and "Yilnoma" dedicated to the works of Beruni Abu Bakir Muhammad Ibn Zakiri Razi. An example of the in-book bibliography in the works of "India"; Ibn Abdullah Yaqut's "Dictionary of Names and the Content of Sciences", As-Somani's "Book of Geneology of Names", Haji Khalifa's "Removal of Doubt in Books and Science in the 17th Century", list of Sheikhur-Rais's works, bibliographic index to Ibn Sina's books, Kozi Ahmed Kumi's "Treatise on Calligraphers and Painters", Alisher Navai's "Majalis -un - Nafais", "Hamsat ulmutakhair-yirin" work, Hasan Works such as "Muzakkiri Akhbob" by Hoja Nisari provide a perfect example of a person's bibliographic index. By the 20th century, if not at the beginning of the century, biobibliography developed as an independent type of bibliography. Biobibliographic indexes are dedicated to famous scientists, public and state figures, writers and poets in science,

education, and production. Such bibliographies, on the one hand, help to study the work of that person in a wide and deep way, and on the other hand, they greatly facilitate the work of those who conduct scientific research from the scientific works created by scientists in the promotion of literature. The structure of biobibliographic manuals, the method of compiling bibliographic indexes is basically the same

Compilation of a large bibliographic index and personal bibliography is carried out in 4 stages: preparation, analytical, synthetic, final stages. The person is based on the general rules and methods of creating a bibliographic guide.

Preparation stage of bibliography. This stage includes choosing a topic and studying it, developing the prospectus (plan) of the manual, identifying literature. It begins with the creation of a prospect-plan of the personal bibliography. It includes the following processes:

a) choosing a specific person and determining the level of bibliographic processing of the topic

- b) assessment of the relevance of the subject taken for the indicator,
- c) to anticipate that readers will be able to use it
- g) formation of the subject of the indicator,
- d) precise determination of the time spent on creating the indicator,
- e) drawing up a prospectus plan of the manual,
- j) determining the sequence of work processes,
- z) determining the purpose of the indicator and the scope of readership,
- i) determining the content of the manual,
- k) collecting material for the manual,
- l) determining the methods and ways of placing the materials collected on the indicator

l) determining the ways of formalizing the indicator (according to the circle of readers).

It ends with editing the indicator and writing a review of the indicator. The purpose of this is to correct and eliminate the shortcomings of compiled bibliographic manuals. The analytical (analytical) stage of working on the manual consists of working to transform the information contained in the primary document into material necessary for the next synthesizing stage. Analytical stage includes several processes that are interconnected and performed simultaneously.

They are:

- general bibliographic analysis of the document,
 - creating a bibliographic description,
 - annotating and summarizing,
 - indexing and objectification,
 - preparation of bibliographic records.

During the general bibliographic analysis of documents, the bibliographer gets acquainted with the content and form of the document in every way: determines the author's logical direction (path), the main and immediate topic of the work, its logical structure (structure), social significance (scientific, ideological and cultural), types, genres and methodological features, the purpose and range of reading, studies the quality of polygraphic decoration, distinguishes search

marks of the document, the ideological content of the manual being compiled. and evaluates it in terms of its suitability for its intended purpose.

The main purpose of the analysis is to prepare the necessary material for other analytical processes (description, annotation, indexing, objectification, creation of bibliographic records).

The main sources and tools for analysis: the document itself, its direct study, other (additional) sources about the author and the content of the document.

The bibliographic analysis of the document itself includes: title page, publication information and abstract, preface or introduction, table of contents, annotations, commentaries and, in necessary cases (when the above-mentioned sources are lacking), logical familiarization with reading through the text of the work.

Sources of other groups - critical articles, reviews, evaluations given to him in the works of other authors, materials of scientific talks, publications of spravka, prospectuses of publishers, previously published bibliographic manuals are also viewed and obtained when necessary.

The composition of the bibliographically analyzed materials will depend on the complexity of the topic of the document, the type and scope of the guide being compiled, and the number of sources. Annotation is the main method of revealing the content of documents in bibliographic manuals, especially in reference indicators. Quick, deep and comprehensive general bibliographic analysis of a document depends on the scope of important professional qualities of the bibliographer. Annotation is the main method of revealing the content of documents in bibliographic manuals, especially in reference indicators.

Annotation is a brief description of a press work, a document according to its content, purpose, form and other features.

The size, structure, content and purpose of annotations can be different. Annotations are usually classified methodically according to 2 main features: 1) according to the task and purpose, 2) according to the method of characterizing the annotated materials.

According to the first sign, i.e., according to its function and purpose, annotations are divided into instructional and recommendation annotations.

The reference annotation clarifies the vague title of the work or provides additional (more factual) information about the author, the form, genre, content, purpose and other features of the document for the purpose of the reference, which is not in the bibliographic description. Help annotations should be as brief as possible.

The recommendation annotation describes and evaluates the document based on the requirements, level of training, age and other features of the target audience of this bibliographic guide.

The essential functional difference between reference and recommendation annotations is that the reference annotation serves the task of searching and reporting bibliographic information, and the recommendation annotation serves as a means of practical application of the evaluation task.

According to the second sign - the method of describing the bibliographic material, annotations are divided into general, analytical and group annotations. Analytical annotation is used only when it illuminates a part of the document, and the work being annotated is not fully related to the topic of the manual, but only partially. The main purpose of this annotation is to clearly indicate what and where the work raises that is important to this manual or to any section of the manual. There are also 2 types of analytical annotations: they are divided into annotations that distinguish a certain aspect (aspects) of the content of the work and a certain part of the work (chapter, paragraph, separate thoughts).

It is necessary to use one of the above types of annotations when creating any bibliographic guide. The analytical (analytical) process of bibliography considered above is united by the main element of the bibliographic guide - the bibliographic entry. Therefore, compiling bibliographic records is a process of transition from the analytical stage to the synthetic stage. So, we need to fill this description with one of the above annotations.

Correct compilation of bibliographic records is important. All its symbols (bibliographic description, abstract or summary, classification index, etc.) are placed starting from a new line (by the way, the index symbol and password are not so important for the bibliographic index, that's why we don't do these things when creating a manual).

At the synthetic (synthesizing-generalizing) stage, a selection is made from among the analyzed literature, that is, the selection process is carried out; bibliographic records of the selected documents are placed, auxiliary indicators are compiled.

Placement of materials depends on the type of the manual, the content and nature of the literature on which the topic is presented.

In personal bibliographies devoted to a group of figures (politicians, scientists, travelers, writers, etc.), it is convenient to place them in chronological order, and in biobibliographic dictionaries according to the general alphabet of personal columns.

Authors' surnames are not written in the personal bibliography, publications are placed in chronological order. In the publications about him, the last names of the authors are written, depending on the skill of the compiler, they are placed in alphabetical order in chronological order, or alphabetical order is used. Due to the large number of newspaper and magazine materials included in the personal bibliography (especially in the retrospective scientific auxiliary indicators), it is appropriate to use the title to group the materials. In the bibliography of a person, it also determines the variety of auxiliary indicators (authors, names, titles of press works, etc.).

At the final stage, the information and methodological apparatus of the manual will be compiled, the manual will be formalized and edited. At the final stage of bibliography, the manual is provided with an information-methodical apparatus, which expands the search capabilities of any bibliographic work and increases the efficiency of its use. This apparatus includes: foreword, introductory article, various appendices, table of contents. Most manuals open with the beginning of a word. The topic is based on it, the purpose and readership of the guide is

indicated, the method of selection, arrangement and bibliographic description of the material, the sequence of placement of bibliographic entries in the last sections, and the types of annotations used in the guide are explained.

The work on the guide will be completed by its editing, formalization and preparation for printing. Three types of editing can be distinguished: scientific, literary and bibliographic types of editing. Specialists engaged in the study of the life and activities of this person are involved in the scientific editorship, they determine whether the manual is structured in accordance with the prospectus, the methods of material selection and placement, annotation methods, and study the composition of the information-methodical apparatus. In literary editing, the text of the manual (especially the beginning of the word, introductory article, comments) is carefully read, repetition of words and errors are eliminated.

The bibliographic editing is done after the handbook has been compiled, in which the uniformity of the bibliographic descriptions, their compliance with the requirements of the state standard, the correctness of the sequence of placement, and the correct provision of references from auxiliary indicators to the main text are checked. Particular attention should be paid to the correct use of abbreviations in descriptions and supporting comments. The bibliography of the prepared person will be submitted for publication after the discussion.

Used literature

1. Bibliography: textbook / I.Zh. Yuldoshev, T. Baituraev, G. Narzullaev, H. Mamatraimova. – Tashkent, 2022. – 236 p.
2. Makhmudov, M.Kh. General bibliography: textbook / M.Kh. Makhmudov, G. Ziyodullayeva. – Tashkent, Aloqachi, 2020. – 200 p.
3. Matmuradova M. Bibliography of fiction: textbook / M. Matmuradova. – Tashkent: A. Kadiri Tashkent State Medical University Printing House, 2008. – 58 p.
4. Matmuradova M.I. Bibliography (on compiling a personal bibliography): textbook / M.I. Matmuradova. – Tashkent, 2024. – 64 p.