



## **THE MAIN DIRECTIONS OF ADMINISTRATIVE MANAGEMENT OF MODERN LIBRARY AND INFORMATION ACTIVITIES**

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<https://doi.org/10.5281/zenodo.7638139>

Annotation: This article provides complete information about economic-political, cultural reforms, the main directions of administrative management of library and information activities, management methods, classification of management methods in the Republic of Uzbekistan.

Keywords: management, culture, reform, library, classification, information, communication, direction, administrative management.

Annotatsiya: Ushbu maqolada O'zbekiston Respublikasida iqtisodiy-siyosiy, madaniy islohotlar, kutubxona-axborot faoliyatini ma'muriy boshqarishning asosiy yo'nalishlari, boshqaruv usullari, boshqaruv usullari klassifikatsiyasi haqida to'liq ma'lumot berilgan.

Kalit so'zlar: boshqaruv, madaniyat, islohot, kutubxona, klassifikatsiya, axborot, kommunikatsiya, yo'nalish, ma'muriy boshqaruv.

Аннотация: В данной статье дана полная информация о экономико-политических, культурных реформах, основных направлениях административного управления библиотечно-информационной деятельностью, методах управления, классификации методов управления в Республике Узбекистан.

Ключевые слова: управление, культура, реформа, библиотека, классификация, информация, коммуникация, направление, административное управление.

Over the past period, the Republic of Uzbekistan has adopted a number of normative and legal acts on the development of culture and arts[1]. In particular, in May 30, 2019 “ On the organization of the activities of the state museum-reserves Sarmishsay”, “Shakhrisabz”, “Termez” and “Kokand” Resolution of the Cabinet of Ministers of the Republic of Uzbekistan No. 443 of April 21 [2] , 2020 “On measures to further increase the efficiency of the fine and applied arts” Resolution No. PD - 4688 of May 26, 2020 “Culture Decree No. PD-6000 of May 23 [3], Decree of the President of the Republic of Uzbekistan “On measures to further increase the efficiency of the field of fine and applied arts” dated April 21, 2020 No. PD-4688, Decree of the President of the Republic of Uzbekistan “On additional measures related to supporting the entrepreneurial activity and employment of young people, their social protection and meaningful



organization of their free time” 20th of 2021 Decree No. PD-6208 of April. It is known that the 20th century was a period of sharp changes in the art of Uzbek music, “unconventional” compositional creativity and new forms of concerts appeared. In this regard, the concept of “variety” entered our circulation in musical culture.

After the Republic of Uzbekistan gained independence, many reforms of social, cultural and international life were implemented in the country. In particular, in the past, libraries were given the task of creating access to limited resources for as many people as possible, but now the main task of information-library institutions is to provide all layers of the population, especially young people, with national and international information. is to enjoy. In fact, the tasks defined in this decision of our president, on the one hand, are aimed at creating very wide opportunities for our book-loving people, including our youth, at the level of modern requirements, and on the other hand, in the near future, Uzbekistan's Literally, it is serving to become a country of readers.

In this regard, special attention was paid to the improvement of the legal basis for the development of the activities of information and library institutions. In particular, the law “On information-library activities” adopted in 2011, on the formation of information-library resources on the basis of modern information-communication technologies and the provision of high-quality information-library services to the population, state bodies and information-libraries determined the powers and tasks of the institutions. For the further development of the library and information activities, the main directions of administrative management in the library activities are important.

Management methods are a set of means and methods of goal-directed influence on the system or its sub-systems to achieve the set goals and tasks. The method is an important part of the management process. The use of progressive methods in management ensures the effectiveness of management. Because with the help of management methods, influence is exerted on the group of people and its individual members. Therefore, it is necessary to take into account the uniqueness and separation of the subject of management and the object of management.

Management methods are classified as follows:

- organizational and command methods;
- economic methods;
- socio-psychological methods.





Organizational and command methods have the character of direct influence. Economic and socio-psychological management methods have the character of indirect influence. But these methods should not be considered as secondary, auxiliary characters of influence.[4]

Organizational and command methods include the following: methods that determine the work order, regulate the work norm, guide, command, and have a disciplinary effect. They are implemented in the form of instructions, guidelines, orders, advice in the tone of command. Any procedural or administrative acts must be followed. This requires the administrative entity to make scientifically based decisions, as well as to use the current system of monitoring the execution of orders and orders in accordance with the documents defining the law and order.

The methods of organizational influence can be divided into three different groups:

- external balancing;
- disciplinary;
- the orderer.

The main content of methods with an external balancing effect is to create a composition of the elements of the management system and establish strong relations between them by imposing certain obligations between the whole system or some of its parts.

Disciplinary impact methods are used as additional methods to organizational-balancing methods and are aimed at maintaining balance through disciplinary requirements and a system of responsibilities.[5]

Prescriptive methods are used to create organizational relationships when working conditions change. The three management methods mentioned above are used together, complementing each other. Ways of organizational-balancing influence include setting work order, regulation of work norms, guidance.

Establishing the work order means developing and implementing organizational decisions that are active and must be implemented during a certain period of time. Such decisions include:

- model structures defining the basic structure of management bodies;
- regulations of a general organizational nature, which determine the procedure for the full operation of the management system;
- regulations defining and implementing internal work procedures, organizational status of various units, their tasks, functions and rights;
- job instructions.



Standardization is the establishment of standards that are based on activity and determine its limits. They are time norm, number norm, etc.

Guidance is the softest way to influence. It will consist of introducing working conditions, obligations, and possible difficulties. When using organizational-command methods, it is required to comply with the legal norms of a certain level of management and the acts established by the higher management bodies.

Library - methods of economic management in information activities.

Economic methods are based on the principle of influencing people through material stimulation and material interest. The system of economic methods includes all practical aspects of management: financing, provision of advanced equipment, monthly salary, bonuses, etc.

The system of economic methods is used at all levels of management of library and information activities. To influence the development of separate systems of library and information activities at the upper level (training of personnel, development of scientific and research works, methodological works, etc.), at the middle level to encourage the best library team in the region, the best library employees, At the 1st level, that is, at the level of library administration, librarians are encouraged for performing a special task, providing the highest quality service to consumers, and using new forms of work. Economic incentives are based on the following principles:

- the goals of economic stimulation are interrelated with the goals of librarianship;
- ensuring unity of state, community and personal interests;
- combining economic and moral stimulation, satisfaction of people's requirements for training and information, creation of optimal conditions for work.
- as a result of people working together, methods of creating material benefit of the team are of great importance.[6]

Methods of socio-psychological management in library - information activities. Social-psychological management methods imply the use of informal factors in the management process, the use of personal, small group, community interests. Socio-psychological management methods are used to focus on the harmony of relationships in the team and the creation of a healthy situation. Social-psychological management methods include:

- methods of increasing social-production activity (exchange of experience, improvement of skills, criticism, advice);
- professional selection and training methods;





- organization of small groups and teams;
- methods of social stimulation (rewarding advanced workers, awarding honorary titles, etc.);
- methods of psychological influence.

The effectiveness of the management cocktail depends in many respects on the correctly chosen management methods, the constant improvement of the management structure, changes in external factors, the use of scientific achievements, and the level of training and professional development of personnel. The effectiveness of the management cocktail is evaluated by the compatibility of the cocktail results and the used tools. The effectiveness of the management cocktail will be focused on three goals:

- reducing the resources needed for this work;
- improvement of cocktail conditions;
- ensuring full and immediate satisfaction of consumers' requirements for books and information.

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