Suleymanova G.N.

"ENGLISH FOR LIBRARY& INFORMATION ACTIVITIES"

MINISTRY FOR DEVELOPMENT OF INFORMATION TECHNOLOGIES AND COMMUNICATIONS OF THE REPUBLIC OF UZBEKISTAN

TASHKENT UNIVERSITY OF INFORMATION TECHNOLOGIESNAMED AFTER MUHAMMAD AL-KHWARIZMI

Suleymanova G.N.

"FOREIGN LANGUAGES"
DEPARTMENT

"ENGLISH FOR LIBRARY& INFORMATION ACTIVITIES"

(Manual for the first year students of
Correspondence Department)

O'zbekiston Respublikasi Oliy va o'rta maxsus ta'lim vazirligining
Muvofiqlashtiruvchi kengashi tomonidan o'quv qo'llanma sifatida tavsiya etilgan

«Mahalla va oila nashriyoti»
Toshkent – 2021

UO'K: 811.111:02(075.8)
KBK: 81.2 Angl
S 96

Suleymanova, G.N. English for library & information activities [Matn] : o'quv qo'llanma / G.N. Suleymanova.-Toshkent: Mahalla va Oila,2021.-198 b.

This manual is designed for the first-year students of the correspondence department on 5350600 direction of study **(Library and information activities)** and specialists studying Library Science. The manual consists of 12 lessons which assist to raise students' knowledge to level B2, and each lesson comprises tasks, covering a wide range of current topics taken from different textbooks and the Internet. Each lesson contains work on a mix of language skills: listening, reading, speaking and writing. The lessons comprise texts on specialty, exercises and tasks for developing integrated skills of English, as well as tests for checking gained knowledge. The manual is recommended for students of "Library and information activities" direction of study to develop their skills in listening, reading, speaking and writing according to their specialty. Furthermore, the manual helps to enrich learners' vocabulary.

LBC Reviewers;
PhD docent A.T. Iriskulov
PhD docent Aziza Sharipova

ISBN 978-9943-7776-2-0

Contents

Preface

After gaining independence, much attention is paid to the development of the education sector in the Republic of Uzbekistan; especially significant attention is paid to the education and upbringing of the youth. To correspond the standards of higher education in Uzbekistan to the world standards, modern educational methods are implemented in the education system and new innovative approaches are introduced into the curricula of the educational process. For this reason, the creation of new generation educational textbooks and manuals in higher education institutions is a requirement of the time. The creation of the textbook "English for Library and information activities" is the proof of the above.

This manual is intended for students studying English in the direction of Library Science technology. The manual consists of 12 lessons and each lesson includes special texts, tasks for speaking, reading and listening, topic-related words and phrases on Library and Information science, as well as glossary. Exercises of the lessons are interactive and authentic, and there are tables and diagrams as well.

Each lesson consists of assignments for the development of integrated skills. The assignments are intended both for self-study and for working in groups that are aimed at developing analytical and critical thinking, and for expanding the outlook of the learners. Such approach allows not only to allocate the teacher's and student's time in the process of training, but also improves the effectiveness of classes, as well as it contributes to students formation as a personality, to be able to prove their thoughts and defend their points of view.

The manual can be used not only by bachelor students of higher educational institutions of engineering and technology, but also by a wide circle of people who have a basic level of formed communicative competence in the English language and are interested in current problems in the subject area.

The manual "English for library & information activities" can be used by specialists studying Library Science.

COURSE OVERVIEW

Lessons	Listening	Speaking	Reading	Writing
1. From the history of libraries	*Kokand Literary Museum*	*Famous people of Uzbekistan*	*Library history of the Fergana regional library*	*Writing a short biography*
2. Introduction to the specialty	*Librarians' job responsibilities*	*My specialty*	*Advantages of digital libraries*	*Resume writing*
3. Digital library	*Benefits and drawbacks of library*	*Strategy of actions 2017-2021*	*National General Education Electronic Library in Uzbekistan*	*Prediction essay*
4. Libraries in education	*TUIT's students' conference*	*The role of Library in education*	*The role of digital library services in learning*	*Complain letter*
5. Famous Libraries of the world	*The National Library of Uzbekistan*	*What makes any library famous?*	*The largest libraries of the world*	*Article Review*
6. My career ladder	*The options available for library science graduates*	*My future career*	*The role of computer technologies for library science*	*Job description*

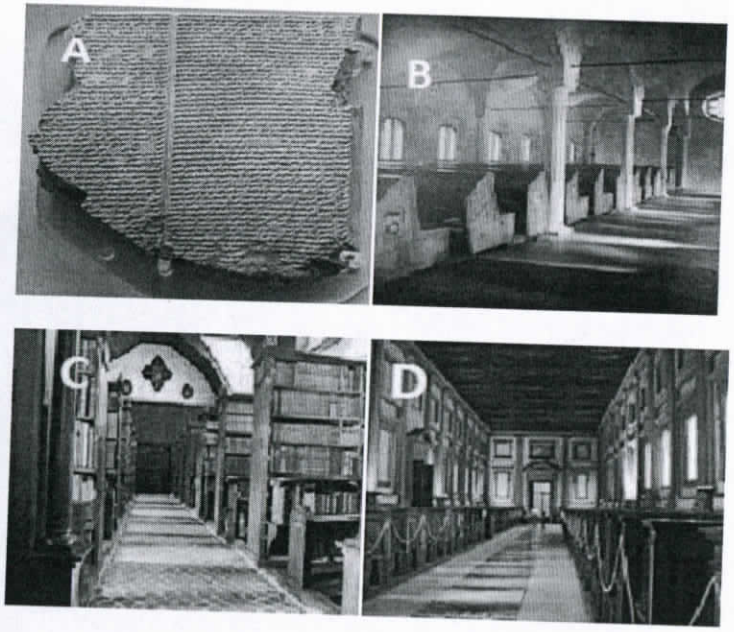
			professionals	
7. Library science	*Libraries vs achieves*	*Relations between Library science &Information science*	*"The Original 5 Laws of Library Science"*	*Opinion essay*
8. Library stock and catalogue	*Electronic catalogue*	*Traditional and electronic catalogues*	*Bibliographic and library classification*	*Argumentative essay*
9. Books VS E-books	*"Professional Development Center"*	*Books in our life*	*The role of books in the development of humanity.*	*Essay on the topic–related issue.*
10. Automation of Library systems	*The history of information-library systems automation in Uzbekistan*	*Automation in library*	*MARC standards*	*Informal letter*
11. ICT& library	Impacts of ICT on Library Environment.	ICT for Libraries and library services	The areas of ICT application in libraries	Summarizing

12. Electronic resource management	The Information Resource Centre of TUIT named after Mukhammad al–Khawarezmi	Library management system	Features of ERM systems	Opinion essay

LESSON 1

From the History of Libraries

- **Look at these historical photos and think what messages they carry.**



- **Guess what the photos above have in common.**
- **What early libraries are shown in the pictures?**

1. Tablet from the Library of Ashurbanipal containing part of the Epic of Gilgamesh. **A**
2. Reading room of the Laurentian Library (Renaissance). ____
3. Merton College Library European (Middle Ages). ____
4. Late Antiquity Malatestiana, Library of Cesena (the first European civic library). ____

1. Discuss the questions with your partner:

- ✓ What do you know about early libraries?
- ✓ When did the first libraries appear?
- ✓ What did the first libraries consist of?
- ✓ When did private libraries appear?
- ✓ When and where the first public libraries were established?
- ✓ Have you ever heard about a golden age of libraries? If yes, explain how do you understand it?

2. Follow-up activity: Refer to Wikipedia, find the information about the most significant events of each period of the history of Libraries and discuss in groups.

The history of libraries began with the first efforts to organize collections of documents. Topics of interest include accessibility of the collection, acquisition of materials, arrangement and finding tools, the book trade, the influence of the physical properties of the different writing materials, language distribution, role in education, rates of literacy, budgets, staffing, libraries for specially targeted audiences, architectural merit, patterns of usage, and the role of libraries in a nation's cultural heritage, and the role of government, church or private sponsorship. Since the 1960s, issues of computerization and digitization have arisen. Library history is the academic discipline devoted to the study of the history of libraries; it is a subfield of library science and of history.

- **Early libraries**
- **Classical period**
- **Late Antiquity**
- **Islamiclands**
- **European Middle Ages**
- **Renaissance**
- **Enlightenment era libraries**
- **Modern public libraries**
- **20th century**
- **21st century**

3. Discuss in pairs. Which period of the history of libraries do you find the most interesting and why?

4.(T1) Listen to the information about the collections of manuscripts of the Kokand Literary Museum and discuss the pilot project's aims, objectives and outcomes.

Aims of the project	Objectives of the project	Outcomes of the project
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Listen it again and decide if the statements are True (T) or False (F) according to the text. Correct the false ones.

1. The pilot project will investigate collections of manuscripts originally held in the palace library of the Khanate of Kokand (1710-1876).

True/False

2. Some manuscripts of the Kokand court library were taken away to Russian collections after the establishment of the Turkestan governorship in 1876.

True/False

3. The most valuable and vulnerable manuscripts will be identified and digitized with the framework of the pilot project.

True/False

4. The Kokand literary museum has about 14,000 exhibits, of which more than 1,500 are hand-written books dating back to the 15th century in English, French and German.

True/False

5. The Kokand literary museum has more than four thousand printed books.

True/False

6. The oldest manuscript in the museum is the commentary on Khadis «Me'radj al-a'mal».

True/False

7. The museum's manuscripts cover subjects such as poetry, musicology, astronomy, geography, medicine, logic, Sufism, the Muslim right and the Arab grammar, and also comments on the Koran and Khadis.

True/False

8. The cultural heritage of the library was protected from destruction and loss after the establishment of Russian Turkestan.

True/False

9. The storage and environmental conditions of the manuscripts were far from standard and were detrimental to their long term preservation in 1876.

True/False

10. The project was able to survey four manuscript collections at state museums in the Fergana Valley, and three in private collections in Kokand.

True/False

6. Underline unknown words and word combinations from the box below and guess their meaning. Consult the dictionary if necessary.

insignificant / inaccessible / broad masses / books exchange / propagation belonging to / outstanding people / card files / diverse / editions valuables / restore the fund / simultaneously / alphabetic catalogues

7. Read the library history of the famous Fergana regional library Make a list of important factsfrom presented information.

Fergana regional library named after Akhmad al Fraghanus was opened in 1899 during the days of 100th anniversary of the Great Russian writer A. S. Pushkin celebration, as the first city library on the rights of a public museum department. The fund of the library by that time made only 853 books.
The number of readers was insignificant and was limited by the circle of the city intelligence; the library was inaccessible to broad masses.
In 1926 there was books exchange between the Tashkent State library and our Fergana regional library. The Fergana library has exchanged books belonging to Catherine II times and has received literature in Uzbek language; due to this exchange Uzbek department was opened in the library, but soon it was thrown into the internalized club, only in

1931 the Uzbek department was opened again. In1933children`sdepartmentwasorganized.

In 1939 on the basis of the city library the Regional library was created.

Since 1956 the active work on collecting and propagation of materials about Fergana region has started: about its history, economy, and culture, about its outstanding people. The regional card files were created. Now it numbers more than 150000 cards about the territory.

In 1970 the library has received its famous name - the name of Akhmad al Fraghanus. He was a scientist – encyclopedist of the early Middle Ages: the astronomer, geographer, and mathematician.

As soon as the library was taken to the new building its structure has entirely changed, the staff was enlarged and the readers' service became diverse.

A real tragedy for the library became a flood in 1977. Almost two thirds of the fund was lost, it was more than three hundred thousand books, brochures, magazines. Several thousand pre-revolutionary editions were among those, filing of local newspapers of 1920-1930 and other valuables.

It was necessary to completely restore the fund, which was made during the next years, simultaneously to work on the catalogues, which was made by the bibliography department employees. Their work - alphabetic and regular catalogues - now remains the pride of the collective.

1899

_____

853 _____

1926

_____

1931

_____

1933 _____

1939

_____

1956 _____

150000 _____

1970 _____

1977 _____

1920-1930 _____

2/3 _____

8. What other facts or events would you add to the list?

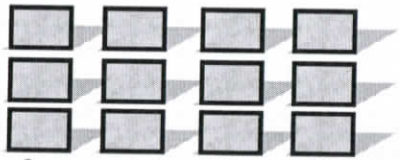
_____

9. Read the text again and find the answers to the questions.

1. In commemoration of what events was Fergana regional library opened?
2. How many books were there in the library stock of the first city library?
3. What was an immediate cause that the library was inaccessible to broad masses?
4. Owing to what fact Uzbek department was opened in the library?
5. What kind of books has the Fergana library exchanged and received?
6. When was children`s department of the library organized?
7. What kind of activity has the Fergana library started since 1956?
8. When was the library named after Akhmad al Fraghanus, the encyclopedist of the early Middle Ages: the astronomer, geographer, and mathematician?
9. What did it happen to the library fund in 1977?
10. What are the results of bibliography department employees' work of the library?

10. Match sentences with correct person. Refer to Google search engine if necessary.

I. Muhammad al-Khwarizmi
II. Melvil Dewey
III. Alisher Navoy



1. He introduced his great idea for organizing library collections in 1876.

2. He is a great Uzbek poet, a representative of the Uzbek literature which is called Chigatoy literature in the West.

3. He lived from 1851 -1931.

4. He occupies an important place among the Central Asian scholars, whose names are entered into the history of the exact sciences.

5. One of the Timurid's Husayn Boyqaro took the crown of Herat in 1469, and a new period began in his life.

6. The Decimal Classification system got its name from that famous person.

7. The diverse research interests this person dealt with mathematics, theoretical and practical astronomy, geography and history.

8. With its structure and flexibility, the DDC has served libraries for over 130 years so far and has spread to more than 200,000 libraries in 135 countries around the world.

9. The algebraic treatise of his invaluable heritage is known under the title: "Brief book replenishment and opposition"(in Arabic).

10. 166 manuscripts which were copied during XV-XX centuries are kept in the fund of manuscripts of the Institute Oriental Languages in the Academy of Sciences of Uzbekistan.

11. A wise statesman was fully connected with the people only and lived with his dreams and concerns. In particular, he directed most of the own funds to charity.

12. "The term "root" is the translation of the Sanskrit word "mule"

("root of the plant"), this refers to the unknown in the equation of Indian mathematics.

11. The information below may help you to increase the comprehension of the following task.

Look through the parts of any library! It is arranged in sections:

- Easy (Picture Books)
- Easy Readers
- Easy Non-Fiction
- Fiction (Chapter Books)
- Series, Reference
- Biography
- Non-fiction (Information Books)
- Professional

One of the noteworthy sections is Biographies. Biographies are a kind of non-fiction.

Biographies

- *Biographies are about real people.*
- *Biographies tell about the life of a person that lived in the past or even one that lives now.*
- *Biographies are true, and they are about real people, not made-up characters.*

12. Uzbekistan is famous for its ancient thinkers and modern scientists in the world. Make presentations devoted to one of them and discuss their biographies. Work in small groups.

13. Research and write about someone famous who contributed significantly to the History of libraries or to the History of Uzbekistan.

Use the plan below to help you.
Paragraph 1: Introduction and your interest in this person.
Paragraph 2: Early life
Paragraph 3: Career path
Paragraph 4: Period of fame
Paragraph 5: Later life

LESSON

Introduction to specialty

Work in pairs. Give as many words and word combinations as possible related to your specialty and explain the meanings of these words.

Read the quotes about library and information professionals and discuss in class what they do and why they are indispensable for the society.

"Librarians are almost always very helpful and often almost absurdly knowledgeable. Their skills are probably very underestimated and largely underemployed."

Charles Medawar (director, Social Audit Ltd)

"Librarians are tour-guides for all of knowledge."

Patrick Ness (British-American author, journalist, lecturer, and screenwriter)

"Librarians have always been among the most thoughtful and helpful people. They are teachers without a classroom. No libraries, no progress."

Willard Scott (American author, television personality, actor, comedian and radio personality)

1. Match the words to make phrases when applying for a job.

1. interview	a) ontime
2. employment	b) advertisement
3. high-salaried	c) techniques
4. classified	d) a fee
5. make	e) agency
6. 10 minutes	f) employer
7. possible	g) form
8. tobe	h) an appointment
9. receive	i) late
10. application	j) job
11. cancel	k) services

2. (T2)Listen to the text about librarians' job and discuss in pairs their role in customizing services nowadays .

3. Listen it again and decide if the statements are True (T) or False (F) according to the text. Correct the false ones.

1. Librarian's job began to depend more intensively on information and communication technology.

True/False

2. Nowadays the librarian's role is oriented towards consultancy to the users.

True/False

3. The librarian's role is to provide digital deference services to the users.

True/False

4. Retrieval of digitized information through web documents is an exception in librarian's job.

True/False

5. Librarians should not assert themselves as key players in the learning process.

True/False

6. Librarians have changed their roles from the information providers to educators.

True/False

7. Librarians are gateways of students' knowledge.

True/False

8. Librarians are strong advocates not only in teaching but learning as well.

True/False

9. Librarians jobs are transformed into digital library.

True/False

10. Librarians use info-communication technologies to deliver electronic reference services and instructional support to users.

True/False

4. <u>Underline</u> unknown words and word combinations from the box below and guess their meaning. Consult the dictionary if necessary.

popularized / Web-based environment / distinction / to store /converted / physical medium / digitizing / Internet storage space / archive / book maintenance / wikis / indispensable

5. Read the text and discuss the advantages of digital libraries.

A digital library is a library in which collections are stored in digital formats print, and accessible by computers. The digital content may be stored locally, or accessed remotely via computer networks. The first use of the term digital library in print may have been in a 1988 report to the Corporation for National Research Initiatives. The term digital library was first popularized by the NSF/DARPA/NASA. The older names electronic library or virtual library are also occasionally used, though electronic library nowadays more often refers to portals, often

provided by government agencies. The term digital library is diffuse enough to be applied to a wide range of collections and organizations, but, to be considered a digital library; an online collection of information must be managed by and made accessible to a community of users. Thus, some web sites can be considered digital libraries, but far from all. Many of the best known digital libraries are older than the web including Project Perseus, Project Gutenberg, and ibiblio. Nevertheless, as a result of the development of the internet and its search potential, digital libraries such as the European Library and the Library of Congress are developing in a Web-based environment. A distinction is often made between content that was created in a digital format, known as born digital, and information that has been converted from a physical medium, e.g., paper, by digitizing. The term hybrid library is sometimes used for libraries that have both physical collections and digital collections. Some important digital libraries also serve as long term archives, for example, the ePrintarXiv, and the Internet Archive. The advantages of digital libraries as a means of easily and rapidly accessing books, archives and images of various types are now widely recognized by commercial interests and public bodies alike. Traditional libraries are limited by storage space; digital libraries have the potential to store much more information, simply because digital information requires very little physical space to contain it. As such, the cost of maintaining a digital library is much lower than that of a traditional library. A traditional library must spend large sums of money paying for staff, book maintenance, rent, and additional books. Digital libraries do away with these fees. Digital libraries can immediately adopt innovations in technology providing users with improvements in electronic and audio book technology as well as presenting new forms of communication such as wikis and blogs.

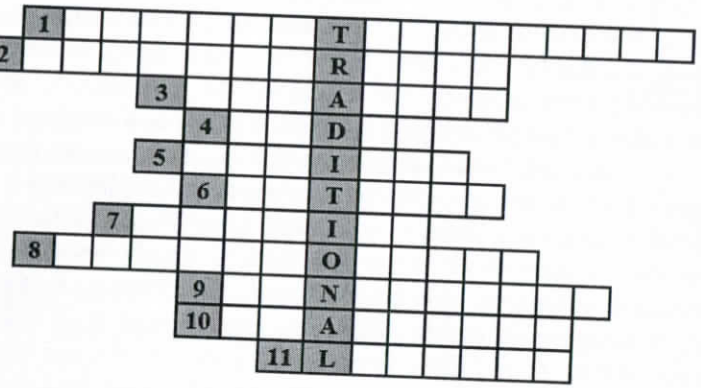
6. Read the text again and discuss the answers to the given questions:

1. How may the digital content be stored and accessed?
2. When was the term digital library used for the first time?
3. What are other names of digital library?
4. Why not can all web sites be considered digital libraries?
5. What are older names of digital library?

6. What can be said about the web including Project Perseus, Project Gutenberg, and ibiblio?
7. Due to what facts digital libraries are developing in a Web-based environment?
8. What is digitizing?
9. How do you understand the term 'hybrid library'?
10. How can be explained that digital libraries serve as the ePrintarXiv, and the Internet Archive?

PRACTICING VOCABULARY

7. Complete the word grid



CLUES

1)"A security process that typically employs usernames and passwords to validate the identity of users before allowing them access to certain information."

2)"A list containing citations to the resources used in writing a research paper or other document.

3)"A collection of information stored in an electronic format that can be searched by a computer."

4)"**1.** A list of names or topics—usually found at the end of a publication—that directs you to the pages where those names or topics are discussed within the publication. **2.** A printed or electronic publication that provides references to periodical articles or books by their subject, author, or other search terms."

5)"A brief work—generally between 1 and 35 pages in length—on a topic. Often published as part of a journal, magazine, or newspaper."

6)"A database (either online or on paper cards) listing and describing the books, journals, government documents, audiovisual and other materials held by a library. Various search terms allow you to look for items in the catalog."

7)"**1.** A space which houses historical or public records. **2.** The historical or public records themselves, which are generally non-circulating materials such as collections of personal papers, rare books, ephemera, etc."

8)"A work containing information on all branches of knowledge or treating comprehensively a particular branch of knowledge (such as history or chemistry). Often has entries or articles arranged alphabetically."

9)"**1)** A note that describes, explains, or evaluates; especially such a note added to an entry in a bibliography, reading list, or catalog. **2)** Process of making such notes. Annotation is the end product of making such notes."

10) "Words entered into the search box of a database or search engine when looking for information. Words relating to an information source's author, editor, title, subject heading or keyword serve as search terms. Search terms can be combined by using Boolean operators and can also be used with limits/limiters."

11) a room in a private house where books are kept.

8. Test for revision! Check them with your partner.

1. _____ is based on the principle of citation analysis.
   A. Twitter
   B. Google's Page Rank
   C. Facebook
   D. Consortia
2. Full form of ISBD is
   A. International Standard Bibliographic Description
   B. Indian supervision of book department
   C. Inter-disciplinary Subjects of Book Description
   D. International Social Bibliography description
3. Library of Congress is the national library (National libraries) of the United States. Founded in .....

A. 1884 B. 1800 C. 1812

4. The Library of Congress issued the first edition of the document MARC 21 in ….

A. 1984 B. 1985 C. 1987

5. Delivery of Book Act passed in the year

A. 1954 C. 1964

B. 1952 D. 1960

6. 1985 ILA organised the IFLA regional seminar on UAP in

A. Bangalore C. Chennai

B. NewDelhi D. Pune

7. The thesaurus consists of descriptors and non-descriptors

A. True B. False

8. In 1965, he was honored by the Indian government for his contributions to the field with the title of ……..

A. National Research Professor
B. Father of Library Science
C. Librarian of Century
D. Documentation Researcher

9. Hariyana passed the public library act in the year of 1993

A. True B. False

10. A library building should be planned for at least next ____ years,

A. 50 B. 20 D. 40

9.Learn resume words! Tick the most important ones and fill in the table with your action words.

Communication	Management	Teaching & Helping
☐ Arranged	☐ Administered	☐ Advised
☐ Authored	☐ Analyzed	☐ Aided
☐ Collaborated	☐ Appointed	☐ Answered
☐ Communicated	☐ Approved	☐ Assisted

☐ Consulted	☐ Assigned	☐ Clarified
☐ Contacted	☐ Attained	☐ Coached
☐ Corresponded	☐ Authorized	☐ Contributed
☐ Debated	☐ Chaired	☐ Demonstrated
☐ Defined	☐ Coordinated	☐ Educated
☐ Discussed	☐ Decided	☐ Encouraged
☐ Drafted	☐ Delegated	☐ Evaluated
☐ Edited	☐ Directed	☐ Explained
☐ Explained	☐ Established	☐ Facilitated
☐ Interacted	☐ Executed	☐ Guided
☐ Interpreted	☐ Led	☐ Helped
☐ Interwiewed	☐ Managed	☐ Individualized

Technical	Research	Your action words
☐ Adapted	☐ Analyzed	☐
☐ Applied	☐ Collected	☐
☐ Assembled	☐ Compared	☐
☐ Built	☐ Conducted	☐
☐ Computed	☐ Criticized	☐
☐ Debugged	☐ Detected	☐
☐ Developed	☐ Determined	☐
☐ Engineered	☐ Diagnosed	☐
☐ Installed	☐ Evaluated	☐
☐ Maintained	☐ Examined	☐
☐ Operated	☐ Experimented	☐
☐ Programmed	☐ Formulated	☐
☐ Remodeled	☐ Gathered	☐
☐ Solved	☐ Inspected	☐
☐ Standardized	☐ Invented	☐
☐ Upgraded	☐ Measured	☐

Language

Idioms are groups of words in a fixed order that have a meaning that cannot be guessed by knowing the meaning of the individual words.

E.g.: Hit the books. Meaning: To begin to study hard.

10. English Idioms. Read and discuss in groups how you usually spend your free time and what your attitude to physical activities is.

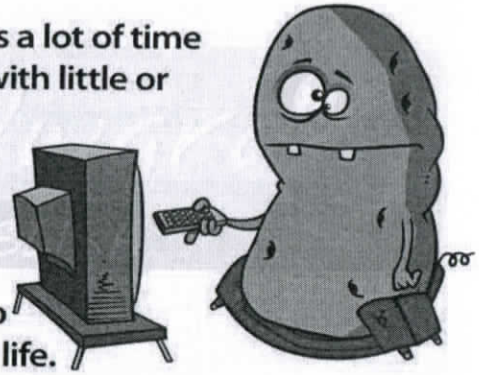
COUCH POTATO

MEANING:

A person who spends a lot of time watching television with little or no physical activity.

EXAMPLE:

Stop being a couch potato! Turn off the TV and go out and do something with your life.

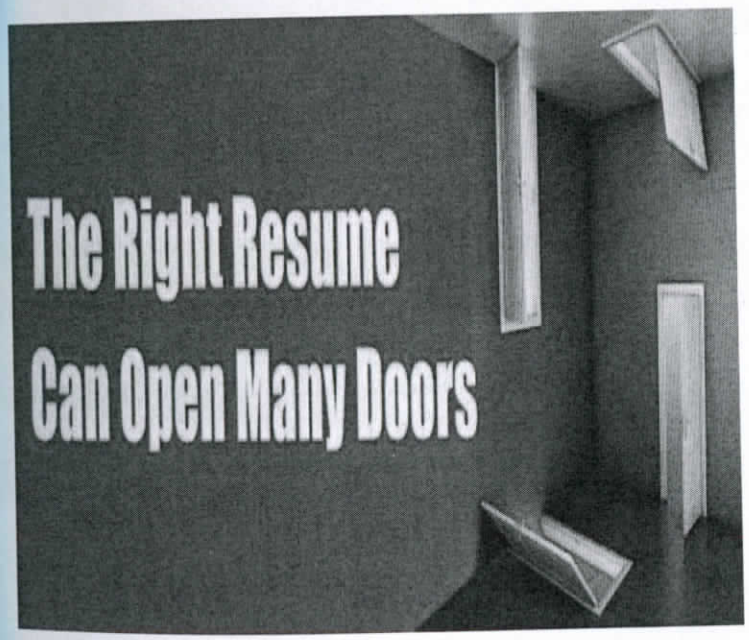


11. Find 7 more English idioms and explain their meaning. Work in pairs.

12. Resume writing. Use the steps of resume writing skills and create your own.

- ✓ **Know the purpose of your resume**
- ✓ **Back up your qualities and strengths**
- ✓ **Make sure to use the right keywords**
- ✓ **Use effective titles.(*Try to be as descriptive as possible, giving the employer a good idea about the nature of your past work experiences.*)**
- ✓ **Proofread it twice**
- ✓ **Use bullet points**
- ✓ **Put the most important information first**
- ✓ **Attention to the typography** *(Arial and Times are good choices.)*
- ✓ **Explain the benefits of your skills**
- ✓ **Achievements instead of responsibilities**

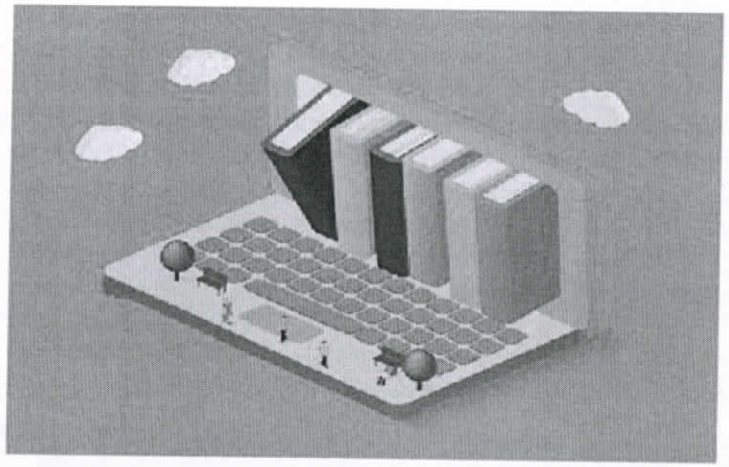
- ✓ **Use numbers** *(If you want to describe your past professional achievements, it would be a good idea to make them as solid as possible.)*
- ✓ **You don't need to list all your work experiences** *(If you have job experiences that you are not proud of, or that are not relevant to the current opportunity, you should just omit them.)*
- ✓ **Don't include irrelevant information**
- ✓ **Analyze job ads** *(You will find plenty of useful information on job ads. Analyze no only the ad that you will be applying for, but also those from companies on the same segment or offering related positions.)*
- ✓ **Lists all your positions**
- ✓ **No pronouns** *(The resume shouldn't contain the pronouns "I" or "me.")*
- ✓ **Don't forget the basics** *(The first thing on your resume should be your name. It should be bold and with a larger font than the rest of the text. Make sure that your contact details are clearly listed.)*



LESSON 3

DIGITAL LIBRARY

What is a digital library?



Work in small groups. Give your arguments what you can learn from the quotes devoted to Library and Information Science.

"RDA offers libraries the potential to change significantly how bibliographic data is created and used. RDA is a standard for resource description and access designed for the digital world."

OCLC, Librarianship Studies & Information Technology.

"Quality authority work and attention to authority work by everyone working in the database is essential to the future of library linked data."

B. Iseminger (Senior Music Catalog Librarian. Harvard University).

1. Discuss the questions in pairs.

- ☐ How would you compare digital library and electronic library? Are they different? Why/ Why not?
- ☐ Do you think the traditional model of the public library is going to go away or digital library is just diversity?

2. Great food for thought! Discuss in small groups:

Traditional Library → ← Digital Library

✓ One clear difference between traditional libraries and digital libraries is that digital libraries offer greater opportunity for users to deposit information as well as use information. Thus, students and teachers can easily be publishers as well as readers in digital libraries.
What do you think? Share your opinions.

3. Familiarize yourself with 9 top pros of Digital Library from column A and match them according to their descriptions (a-i) from column B.

A		B
No physical boundary	**a**	a) People from all over the world can gain access to the same information, as long as an Internet connection is available.
Round the clock availability		b) The same resources can be used at the same time by a number of users.
Multiple accesses		c) People can gain access to the information at any time, night or day.
Structured		d) Digital libraries can provide very user-friendly interfaces, giving clickable access to

approach		its resources.
Information retrieval		e) Digital libraries provide access to much richer content in a more structured manner
Preservation and conservation		f) Digital libraries can and do incur large costs for the conversion of print materials into digital format, for the technical skills of staff to maintain them, and for the costs of maintaining online access (i.e. servers, bandwidth costs, etc.).
Space		g) A particular digital library can provide a link to any other resources of other digital libraries very easily; thus a seamlessly integrated resource sharing can be achieved.
Networking		h) Digital libraries have the potential to store much more information, simply because digital information requires very little physical space to contain them.
Cost		i) An exact copy of the original can be made any number of times without any degradation in quality.

4 (T.3) Listen to the text about strategies for searching a federation of digital libraries, discuss their benefits and drawbacks. Fill in the table:

Distributed searching	***Searching previously harvested metadata***
Benefits: _____ _____	**Benefits: e.g.** that the search mechanism has full control over indexing and ranking

_____	algorithms, possibly allowing more consistent results.
Drawbacks: e.g. the search mechanism is limited by the different indexing and ranking capabilities of each database	**Drawbacks:** _____ _____ _____

5. Listen to the text again and discuss if the statements true or false. Correct the false ones.

1. Special pages are created to allow resources to be found.
True/False
2. Digital libraries often use the Open Archives Initiative Protocol for Metadata Harvesting to display their metadata to other digital libraries.
True/False
3. Search engines like Google Scholar, Google, Yahoo are frequently used by digital libraries.
True/False
4. It is impossible for Scirus search engine to use OAI-PMH for finding deep web resources.
True/False
5. Distributed searching typically involves searching a locally stored index of information that has previously been collected from the libraries in the federation.
True/False
6. Searching over previously harvested metadata involves a client sending multiple search requests in parallel to a number of servers in the federation.
True/False
7. In distributed searching the results are gathered, duplicates are eliminated, and the remaining items are sorted and presented back to the client.
True/False
8. Protocols like Z39.50are frequently used in distributed searching.
True/False

9. Searching over previously harvested metadata requires the creation of an indexing and harvesting mechanism which operates regularly, connecting to all the digital libraries and querying the whole collection in order to discover new and updated resources.

True/False

10. The advantageous of the second approach is that the search mechanism has full control over indexing and ranking algorithms for producing more consistent results.

True/False

6. <u>Underline</u> unknown words and word combinations from the box below and guess their meaning. Consult the dictionary if necessary.

implemented / public knowledge / scanning centers / to correspond to / spirituality / promote / culture of reading/ educational direction / equipped / unified / information exchange system / high-quality / customer service / disabilities / remotely /

7. Read, learn five initiatives for 2017-2021 and discuss them in pairs.

THE STRATEGY OF ACTIONS

2017-2021

I. Priority areas for improving the system of state and public construction
II. Priority areas for ensuring the rule of law and further reforming the judicial system
III. Priority areas of economic development and liberalization
IV. Priority areas of development of the social sphere
V. Priority areas in the field of security, inter-ethnic harmony and religious tolerance, and implementation of balanced, mutually beneficial and constructive foreign policy

8. Read and discuss in the group about the implementation of the project of the National General Education Electronic Library in Uzbekistan and its importance in bringing up the youth of our country.

Uzbekistan has opened a national electronic library

As UzA reports the National General Education Electronic Library has opened at the Alisher Navoi National Library of Uzbekistan. The event organized in this regard was attended by Yun Sung Soo, President of the Export-Import Bank of the Republic of Korea, Kim Yong Sob, President of LG CNS, representatives of the diplomatic corps accredited in our country, senior officials of the Agency of Information and Mass Communications under the Presidential Administration of Uzbekistan.

The National General Education Electronic Library (UZNEL) is expected to become the first electronic library operating in the republic. This project was implemented jointly with the Foundation for Economic Development and Cooperation of the Republic of Korea.

The goal of the project is to improve the level and quality of public knowledge by connecting information and library institutions to a single electronic library system. The national general educational electronic library consists of a library, digitization and scanning centers, and a multimedia center.

The implementation of this project corresponds to the fourth of the five initiatives put forward by the President of the Republic of Uzbekistan Shavkat Mirziyoyev - raising the spirituality of young people, and widely promoting the culture of reading.

"For implementation in Uzbekistan of the project of the National General Education Electronic Library, organization of work, namely management, technical support, work with software, use of information resources in the scientific and educational direction, the company" LG CNS "selected experts, - says the director National Library of Uzbekistan named after Alisher Navoi Umid Teshaboev. - The center is fully equipped at the level of modern standards. Specialists of local information and library institutions were divided into groups of "Management", "Bibliioteri" and "Operators", and our Korean partners provided them with information about the strategy of creating a project system, opportunities to use the information base, project design and its future activities, as well as projects PSS (TULIP Web) and IELS (TULIP), website presentations and its system.

It is reported that at the first stage of the project of the National General Education Electronic Library, the National Library of Uzbekistan will be connected with 20 regional libraries, establishing a unified information exchange system. In the future, it is planned to cover 200 libraries of Uzbekistan.

For the purposes of modern, high-quality and efficient customer service, the National General Education Electronic Library employs multimedia training rooms, video zones, special places for users with disabilities, a digitization center, and an audio and video studio.

In the center of digitization there are various scanning devices, equipment for cutting and gluing microfilm. With the help of these devices, you can digitize and create an electronic version of not only the materials of the general electronic library, but also others. Through the e-book system, the electronic library can provide materials to users both inside the library building and remotely.

9. Read the text again, answer the questions. Share your opinions.

1. How was the national electronic library opening ceremony organized?
2. What countries was the joint project realized with?
3. What is the goal of this project?
4. What does the national general educational electronic library consists of?
5. What does the implementation of this project correspond to?
6. What has been done for the organization of work, management, technical support, and work with software, use of information resources in the scientific and educational direction?
7. What groups are represented at library institutions?
8. What is planned to do in the context of the National Electronic Library project in Uzbekistan?
9. What opportunities does the National General Education Electronic Library give for disabled people?
10. In what ways can the necessary information be provided to users?

10. Match the verbs (1-5) from column A with their synonyms (a-g) from column B.

A		B
1. get across	**a**	**a)** to communicate; to make something

		understood
2. get over		**b)** to enter a small closed vehicle
3. get on		**c)** to enter a large closed vehicle
4. get by		**d)** to recover from something
5. get in		**e)** have enough to survive

11. Questions for revision:

1. Nowadays people have rich access to information, both through technology and through purchasing on quick-click superstores. Which way is more convenient for you? Why? / Why not?
2. How can technology help people to navigate the information?
3. How do you understand the difference between digital library and e-library?
4. How can you explain the term 'digitizing'?

12. Write a prediction essay *"The role of a digital librarian in the management of digital information systems (DIS)" The example is given for you.*

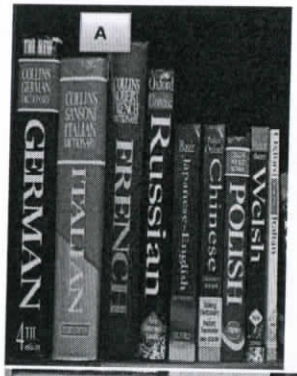
Librarian's job has also changes as it began to depend more intensively on information and communication technology. The librarian's role is now oriented towards „consultancy to the users and providing digital deference services, electronic information services, navigating, searching and retrieval of digitized information through web documents that pan the universal digital library or the global digital library". Librarians must assert themselves as key players in the learning process, thereby changing their roles from the information providers to educators; they should become information gateways and advocates the librarian's involvement in teaching communities so as to meet information needs of the students. Librarians transformed their jobs into virtual or digital environments, while customizing their services and resources for e-learners (they provide remote access to, and electronic delivery of, library resources, and are using communication

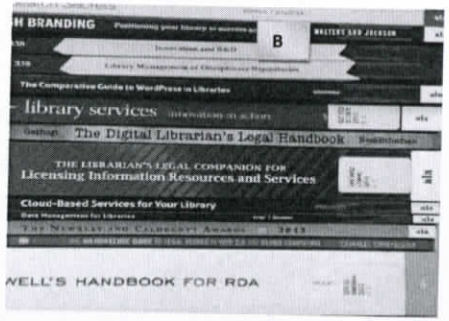
technologies to deliver electronic reference services and instructional support).

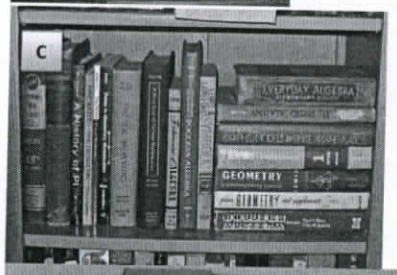
LESSON 4

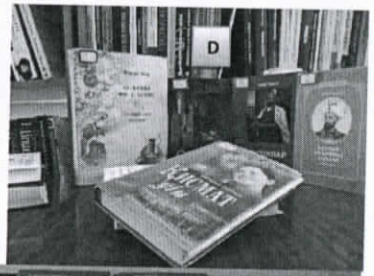
LIBRARIES IN EDUCATION

Look at the following photos and tell what connections they have with the theme of the lesson.









Label the photos above (A-E) with the headings (1-5) and discuss in groups the importance of these subjects in your study:

1. Information and communication technology __ *E*__

2. Foreign languages _____

3. Mathematics _____

4. Literature _____

5. Library Science _____

1. Work in groups, read the words in the central frame and find out what subject matters they belong to.

ICT	Literature	Math

Software , library stock , word processing , programming , web browser , Spanish , calculating , poetry , novels , language laboratory , bibliography linear function , lyric , commenting , literary criticism , librarianship , service list , artificial numbers , electronic resources , foreign publishers , databases, online, authentication, archive, glossary, root

Foreign languages	Library science

ICT:_____

_

Literature:_____

Foreign languages_____

Library science

_____

Math_____

2. Study the Library Science quotes and give your arguments what you can learnfrom them.

"Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life."

Sidney Sheldon (1917-2007. American writer and producer)

"The only thing that you absolutely have to know, is the location of the library."

Albert Einstein (1879-1955. Theoretical physicist)

"Bad libraries build collections, good libraries build services, great libraries build communities."

R. David Lankes (Professor and Director of the School of Library & Information Science at the University of South Carolina

"Everything you need for better future and success has already been written. And guess what? All you have to do is go to the library."

Henri Frederic Amiel (1821-1881. Swiss moral philosopher, poet, and critic)

3. Discuss in pairs if there are any similar quotes or proverbs in your native language. Give examples.

4. Work in pairs. Do the book survey!
BOOK SURVEY

- How often do you use books and journals on specialty at University's library?
- What is your handbook?
- How many books do you read every month?

- Can you say you are a bookworm? Why/ Why not?
- What is the title of the book you have recently read? Ask your partner?

5. (T4) Listen to the report presented at TUIT's students' conference and discuss in class the opportunities of digital library.

6. Listen to the text again and put the topics in the order that you hear them.
The creation of digital library would be serviceable, easy-to-use, and afford the opportunities such as:

☐ Specialized site;

☐ Chat reference (like forum);

☐ Information search service

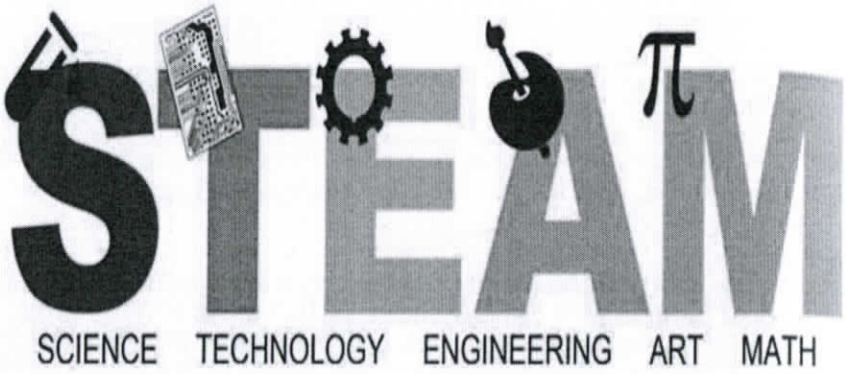
☐ Any user can access to catalogue;

☐ Electronic catalogue &full text DB;

☐ E-mail reference

☐ Bibliographic record (based on MARC 21)

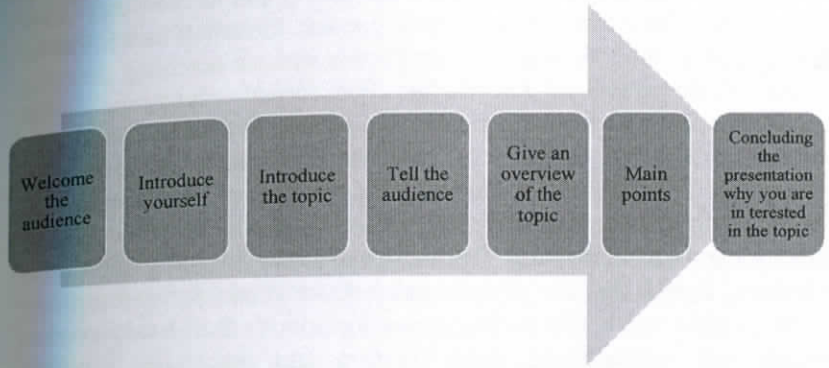
Did you know?
STEM - Science, technology, engineering and mathematics (previously **SMET)**



7. Complete each space in the text with a word formed from the word in capitals.

STEM is a term that (1)..... to the academic disciplines of science, technology, engineering and mathematics.	**REFER**
The term is typically used when addressing (2)..... policy	**EDUCATE**
and curriculum choices in schools (3).....	**IMPROVE**
competitiveness in science and technology (4).....	**DEVELOPE**
It has (5)..... for workforce development,	**IMPLICATIE**
National (6)..... concerns and immigration policy.	**SECURE**
The acronym arose in common use shortly after (7).....	**INTERAGENCY**
(8).....on science education held at the US	**MEET**
National (9)..... Foundation.	**SCIENTIFIC**
One of the (10)..... NSF projects to use the acronym was STEMTEC, which was founded in 1998.	**ONE**

8. Have you ever participated in any conferences? Yes/ No. If yes, describe to your group what was your presentation devoted to? If no, make your own topic related presentation for a conference as if on purpose.



9. <u>Underline</u> unknown words and word combinations and try to guess their meaning in the box below. Refer to the dictionary if necessary.

predisposition / heritage / extent/ / clearly defined / fully recognized / aids / primary sources / guidelines / to ensure/ information service delivery / relevant statistics / enhance / unimpeded / lifelong learning / enjoyment of reading / promoting literacy /

10. Read the text and discuss the role of digital library services for formal and informal learning. Work in small groups.

In theory, digital libraries have great potential and predispositions for support to the learning process. In practice, digital libraries are usually part of national libraries which are more frequently oriented towards preservation of national heritage and less to support of schools and universities. One could argue that all library holdings are to be used in the learning process and that might be true to some extent. However, education is well defined activity which relies heavily on national educational standards and pedagogical frameworks and procedures and requires clearly defined approach of use of any material in the learning process. As a result, national libraries must prepare the necessary library material together with instructions for teachers and students to become fully recognized as educational aids by those for whom they are built.

Digital libraries are opened to the wide public and as such they offer many possibilities of inclusion of their content in formal and informal learning. Social roles of digital libraries also include teaching, learning and the advancement of knowledge. For formal education, digital libraries can offer the following services: specialized educational digital libraries, portals for teachers or students, integration with learning management systems and access to primary sources. For progress of knowledge digital libraries offer the following services: self-archiving, deposit incentives; mandatory deposit, open access journals, libraries as publishers, digital libraries of theses and dissertations, cross-repository services, object reuse and exchange services, work flow-based content creation and management, data curation and researcher profiling services , digital information resources usable on different electronic devices, library services for information discovery, course materials, exhibits, workshops etc.

Three sets of roles that libraries play in education are identified. Each of the roles is explained, accompanied by relevant statistics and examples. In the first place, libraries provide access to education by teaching information skills, by providing leadership and expertise in the use of information and information technologies, and by participating in networks that enhance access to resources outside the school or community.

Secondly, libraries help ensure equity in education by: (1) helping children start school ready to learn; (2) addressing the needs of student most at risk; (3) providing access to information and ideas unimpeded by social, cultural, and economic constraints; (4) ensuring free and equal access to information and ideas without geographic constraints; and (5) helping students stay free of drugs and violence, in an environment conducive to learning.

A third role is that of impacting academic achievement for individuals and assisting them in lifelong learning, preparing individuals for productive employment, promoting the enjoyment of reading, promoting functional literacy among adults, preparing individuals for responsible citizenship, and equipping the country to be up to date with the world in science and mathematics achievement.

11. Read the text again and discuss if the statements true or false.

1. Theoretically digital libraries have great potential for supporting the learning process.

True/False

2. In actual fact, digital libraries oriented to support schools and universities.

True/False

3. Education is well defined activity that relies on national educational standards and requires sharply defined approach of using any material in the learning process.

True/False

4. The necessary library material must be prepared by national libraries together with instructions for teachers and students as educational aids.

True/False

5. Digital libraries offer great number of possibilities in formal and informal learning.

True/False

6. Digital libraries play a great part in teaching, learning and the progress of knowledge.

True/False

7. Specialized educational digital libraries cannot be offered for formal education.

True/False

8. Sets of roles that libraries play in education are identified.

True/False

9. Libraries cannot ensure equity in education.

True/False

10. Libraries equip the country to be up to date with the world in science and mathematics achievement.

True/False

12. Discuss in groups the role of Library in education and fill the table:

First _____

_____

Second _____

_____

Third _____

_____

_____

13. Skim the text again and find the words with the similar meaning to these definitions.

1. inclination (n)_____
2. identify (v)_____
3. tenseness (n)_____
4. encourage (v)_____
5. increase (v) _____
6. significant (adj.)_____
7. everlasting (adj.)_____
8. unhampered(adj.)_____
9. modern(adj.)_____
10. grammatical correctness(n)_____

14. Complete the proverbs. Select the best answer from the word bank below.

work thing abandon study learned job valued knowledge

1. To start the work is the main _____.
2. Do not _____a job that has been started.

3. It is easy to _____, but difficult to teach.
4. Plan today for tomorrow's _____.
5. As the sun is _____ for its light, so is a man for his _____.
6. Every _____has its difficulties, and every difficulty has its end.
7. What you have produced is for me, what you have _____is for you.

15. Discuss in pairs if there are any similar proverbs in your native language. Give examples.

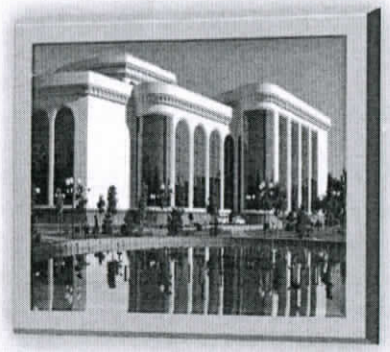
16. You have purchased a "DVD-only" library for movie lovers on Amazon quick-click superstorea few days ago and it doesn't work properly.
Write a letter to the manager to complain about it and ask him to solve the problem. (You do not need to write your address.)
Begin your letter as follows: Dear Sir/Madam,
In your letter

- introduce yourself
- explain the situation
- say what action you would like the manager to take.

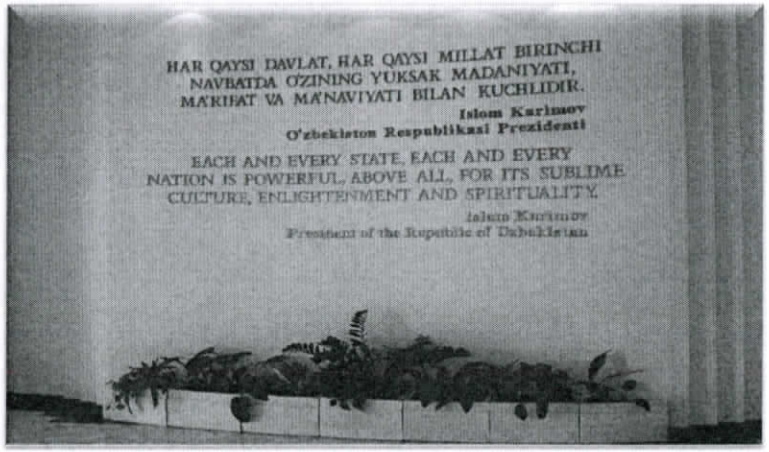
LESSON 5

FAMOUS LIBRARIES OF THE WORLD

Discuss the questions in pairs.
What are famous and the largest libraries of the world?
What makes any library famous?



Look at the picture of lobby inscription at National Library of Uzbekistan and give your arguments what you have learned from it.



3.(T5) Listen to the tape about the National Library named after Alisher Navoi and decide if the statements are True (T) or False (F).

1. The National Library named after Alisher Navoi was instituted in 1870 as the Tashkent Public Library.
True/False
2. More than 2,200 volumes (1,200 titles) had been collected in the library by May 1870.
True/False
3. The famous library was supposed to collect and store literature on various branches of knowledge, primarily related to Uzbekistan and neighboring states.
True/False
4. The National Library of Uzbekistan got the status of "state" only after gaining the Independence of the country.
True/False
5. The National Library of Uzbekistan established friendly relations with libraries of the UK, the USA, France, Germany, Japan, and others after the Great Patriotic War.
True/False
6. The National Library of Uzbekistan was named after the great Uzbek poet and thinker Alisher Navoi in 1948.
True/False
7. There are 13 reading rooms, an Internet and media center, an exhibition hall, a book museum, a children's room, a book room, a cinema center, recreation areas and a cafeteria in a new library building.
True/False
8. The National Library of Uzbekistan is upgraded with high tech equipment and electronic means of manuscripts, books and other printed publications of the funds of the book depository.
True/False
9. There is an automated department for ordering and accounting issued-handed books.
True/False
10. There are only few valuable specimens and rare editions in the National library's stock.
True/False

4. Listen to the text again and give general information about the National Library of Uzbekistan.

5. Underline unknown words from the box below and guess their meaning. Consult the dictionary if necessary.

Guinness World Records Book"/ volumes/ library stocks/ public archive/ multipart/ major research library/ holding/, sound and music recordings/ play-scripts/ substantial/ historical items/ dating back/ deposit library/ significant /proportion / overseas titles/distributed/

6. Read the text about the largest libraries of the world and summarize the presented information.

Library of congress is in Washington DC, USA. It was founded in 1800. This library stocks over 30 million books. Library of congress is currently dwelled in three buildings in Washington D.C, the United States of America. It holds 29 million books and is presently listed as the World's Largest Library in the "Guinness World Records Book". This Library is the oldest federal cultural institution in the United States.

National Library of China is in Beijing, China. It was founded in 1909. This library stocks over 22 million books. It is the largest library in Asia and world's second largest library which contains over 23 million volumes. It was founded on 24 April 1909 by the Qing government and was first formally opened after the Xinhai Revolution, in 1912.

Library of the Russian Academy of Sciences is in St. Petersburg, Russia. It was founded in 1714. This library stocks over 20 million books. The world's third largest library contains 20 million books. The Academy was founded in Saint Petersburg in Russia by Peter the Great, inspired by Gottfried Leibniz in January 28, 1724. The Library was called as Saint Petersburg Academy of Sciences between 1724 and 1917.

National Library of Canada is in Ottawa, Canada. It was founded in 1953. This library stocks over 18.8 million books. National Library and archive Canada is located in Ottawa, Canada with number of 18.8 million books. It is the multipart of the "Public archive of Canada" and "National library of Canada", founded in 1953.

The British Library is the national library of the United Kingdom. It was founded in 1753. This library stocks over 16 million books. The library is a major research library, holding over 150 million items from many countries, in many languages and in many formats, both print and digital: books, manuscripts, journals, newspapers, magazines, sound and music recordings, videos, play-scripts, patents, databases, maps, stamps, prints, drawings. The Library's collections include around 14 million books, along with substantial holdings of manuscripts and historical items dating back as far as 2000 BC. As a legal deposit library, the British Library receives copies of all books produced in the United Kingdom and Ireland, including a significant proportion of overseas titles distributed in the UK. The British Library makes a number of images of items within its collections available online. Its *Online Gallery* gives access to 30,000 images from various medieval books, together with a handful of exhibition-style items in a proprietary format.

7. Read the text again and complete the table. Use Google search engine for additional information if necessary. Compare your answers with your partner!

Library	*The year of foundation*	*Library stock*	*Additional information*
Library of the Russian Academy of Sciences	*Eg.- 1714*		
B British Library		*Eg.- 150mln.items*	
Library of congress			*Eg. It is presently listed as the World's Largest Library in the "Guinness World Records Book"*
National Library of China			

National Library of Canada			

8. Group work.

A. Describe Uzbekistan's libraries, services they provide and their achievements.

B. Describe your university's Libraries. Do you want to enroll in the library? Why / Why not?

9. Complete each space in the text with a word formed from the word in capitals.

The Uzbekistan Academy of Sciences Library 1)…all the	**CONTAIN**
major works of scholarship and much of the popular literature	
2)… in Uzbekistan over the past 50 years.	**PRODUCE**
This library is 3)…for finding doctoral and candidate	**INDISPENSABLY**
dissertation abstracts 4)… in Uzbekistan Scholars	**DEFEND**
can 5)… receive the materials they request within	**USUAL**
30 minutes to one hour at the Academy of Sciences Library,	
which makes it a 6)… convenient place to work than Navoi	**MOST**
7)… rooms at the library are large and well-lit, and since	**READ**
the library 8)… a central building in the Academy of	**OCCUPY**
Sciences complex, it can be 9)… easily from the various Academy institutes.	**REACH**
Its journal and newspaper 10)… also fills in some of the lacunae at Navoi and TsGARU.	**COLLECT**

Language: We use *how + adjective* to ask some questions:

E.g.: How up-to- date is the National Library of Uzbekistan named after Alisher Navoi?

Note that we usually use the 'superior' adjective to ask questions:

Noun	***Adjectives***	***Question***
Age	old/young	How old?
Weight	heavy/light	How heavy?
Quantity	much/a little	How much?
Quantity	many/a few	How many?
Length	Long/short	How long?
Time	long/short	How long?
Distance	far/near	How far?
Height	high/low	How high?
Height	tall/short	How tall?
Width	wide/narrow	How wide?
Depth	deep/shallow	How deep?
Size	big/small	How big?

10. Give at least 10 topic-related questions (general, alternative, special) to your partner. Check your answers. Examples are given for you.

General question:

Q.: Are there any various scanning devices in the center of digitization?

A.: Yes, there are.

Alternative question:

Q.: Can users be provided with materials inside the library building ***or*** remotely?

A.: Through the e-book system, the electronic library can provide materials to users both inside the library building and remotely.

Special questions:

Q.: How can the electronic library provide materials to users?

A.: The electronic library can provide materials to users both inside the library building and remotely through the e-book system.

Q.: What are E- resources?

A.: E-resources are materials in digital format accessible electronically.

11. Questions for revision: Officially known as the "National Library of Uzbekistan named after Alisher Navoi", the library is modern, heavily used, and demonstrates the Uzbek government's support of libraries and their importance to literacy and education. Name important documents and **Decrees of the President of the Republic of Uzbekistan and government documents** devoted to the Library &Information activities.

_____

_____

_____

_____

12. Writing -Article Review (*The example below is given for you).*

Title:_____

Author('s)Name(s):

_____

Date of article:_____

_____

Main Topic:_____

_____

Three new facts you learned:_____

What was the most interesting for you? _____

Would I recommend this article to a friend? _____

Article Review

Title: *A new magazine in three languages.*

Author ('s) Name(s): *Tahir Mahkamov*

Date of article: *October 12, 2018*

Main Topic: *Presentation of the magazine O'zbekiston*

Three new facts you learned:

1) *The journal O'zbekiston was established in accordance to the* ***Presidential Decree "On measures to further improve interethnic relations with foreign countries"****, signed on May 19, 2017.*

2) *The magazine covers the traditions and customs of representatives of various ethnic and sub-ethnic groups living in Uzbekistan.*

3) *The magazine is published four times a year in Uzbek, Russian and English.*

What was the most interesting for you?:*The first issue contains articles on social and political reforms carried out in Uzbekistan, cultural heritage, as well as cultural and educational events taking place in the country.*

Would I recommend this article to a friend? *Yes/ No. (If not, why not?) It was useful for my future specialty. The article is very interesting as detailed information was given about the creative plans of new periodical.*

LESSON 6

MY CAREER LADDER

Discuss the questions in pairs.

- How are you going to launch a career?
- Do you think to be a specialist in Library and information science is a promising career? Why/ Why not?

Read and discuss the expression. Share your opinions with the whole group: *"People like reading, but reading due to their specialty will increase their professional and social value in a global village."*

1. Work in pairs. Read the list of Careers for Library and Information Science and discuss their responsibilities. What other related professions can you add to the list?

- ***Archives and special collections librarian.***
- ***Children's librarian***
- ***Competitive intelligence analyst***
- ***Electronic resource librarian***
- ***Information architect***
- ***Information officer***
- ***Internet trainer***
- ***Knowledge management specialist***
- _____
- _____
- _____

Useful tips for choosing a career!

2. Work in groups. Discuss and put these tips in the proper order.

____ Determine the company's philosophy.
____ Determine the general requirements of the job.
____ Research the company and employer.
____ Learn about the day-to-day tasks and responsibilities.
____ Identify the skills and experience necessary to perform the job you want.

3.(T 6)Listen to the information and learn about the options available for library science graduates that will be helpful in your future career. What professions are you interested in? Explain your choice to the group!

4. Listen again and complete the sentences according to the text :

1. **If you have a mind for marketing____ e.g.:** *If you can see yourself in a boardroom, consider the field of market research.*
2. **If you have a hankering to build**_____
3. **If your fingers itch for a keyboard**_____
4. **If you love kids**_____
5. **If you're obsessed with antiques**_____
6. **If you want to be paid a good salary**_____

5. Underline unknown words and word combinations from the box below and guess their meaning. Consult the dictionary if necessary.

alter/ range of careers/ to oversee/ research requests/ maintaining collections/ historically valuable/ integral part/ library's toolkit/ designing computer systems/ technological needs/ web-database developers/ Internet publishers/ catalog information resources/ pursue/ specialized libraries/ may be required/ sufficient degree/ preservation techniques/ overview of acquisitions

6. Read the text and discuss the role of computer technologies for library science professionals.

Library science is rapidly changing as advances in technology alter how information is stored, organized and accessed. A library science education can be used as a starting point for a range of careers. Librarians use their training to oversee library staff, help people with research requests, maintain the library collection and recommend books or other material to library patrons. Library technicians assist librarians in maintaining collections and managing library staff. Assistants perform clerical tasks and help patrons find materials. Archivists acquire and maintain historically valuable documents and records.

Computers have become an integral part of a library's toolkit, and some library science professionals specialize in designing computer systems or deciding how information is stored and retrieved. They may set up a library's complete system and/or project future technological needs. Some librarians work as database developers or user trainers, while others work in marketing, as web-content managers or as Internet publishers.

There are library studies programs at all levels. Librarians may be required to obtain a Master of Library Science (MLS) and learn to develop, organize and catalog information resources in print and other media. They can pursue additional training for careers in specialized libraries, such as medical or law libraries. School librarians may be required to have a teaching certificate, but a Bachelor of Library Science may be a sufficient degree. Archivists usually need an MLS with a specialization in collections and preservation techniques. Library technicians might only need to complete a certificate or associate's

degree program in library science, which provide an overview of acquisitions, media and technical services.

7. Read it again .Decide if the statements are True (T) or False (F).Correct the false ones!

1. Library science is rapidly changing as advances in technology change the way information is stored, organized and accessed.

True/False

2. Librarians use their training to maintain the library collection.

True/False

3. Librarians assist library technicians in maintaining collections and managing library staff.

True/False

4. Archivists acquire and maintain useful documents and records.

True/False

5. New information technologies have become an integral part of a library's toolkit, and some library science professionals specialize in designing computer systems.

True/False

6. The profession of database developers is not so popular with librarians as Internet publishers.

True/False

7. It is not important for librarians to obtain a Master of Library Science and learn to develop, organize and catalog information resources.

True/False

8. Librarians should have additional training for working in specialized libraries.

True/False

9. When choosing the career of school librarians a Bachelor of Library Science may be a sufficient degree.

True/False

10. Associate's degree program in library science is needed for library technicians.

True/False

8. Discuss the questions. Work in pairs.

1. What skills and knowledge are the most important in choosing a career?

2. What kind of requirements must students meet to become well-qualified specialists?

9. Let's speak about your future profession. Use the text of the lesson and additional information. Discuss in groups the following questions:

1. What are advantages and disadvantages of your future profession?

2. How difficult is it to find a good job in the field of Library Science?

3. What kind of work are you interested in?

4. What position would you like to have?

10. Be ready for your future job interview. Use tips for landing the Library Job Interview:

1. Take time with the application. ...
2. Public jobs mean public processes. ...
3. Education counts. ...
4. Show your experience. ...
5. Share your nonlibrary experience, too. ...
6. Research! ...
7. Come ready with educated questions. ...
8. It's not over until it's over.

11. Assess your skills! Discuss with your partner what skills are more important for the professional career and underline them.

Academic strengths

- ☐ Reading, Writing, Speaking, and Listening
- ☐ Math and Creative Thinking
- ☐ Problem Solving and Decision Making

Personal qualities

- ☐ Self-Esteem, Self-Management, Responsibility

People skills

- ☐ Social, Negotiation, Leadership, Teamwork

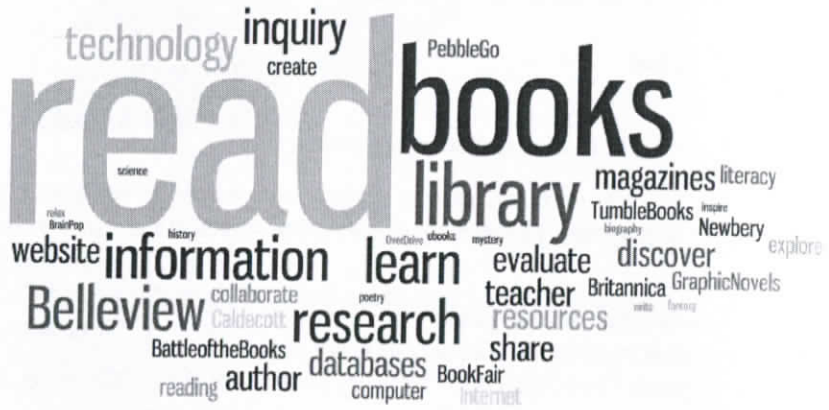
12. What is your dream job?
Write a job description for the job of your choice.

Job: _____
Company to work for: _____
Skills needed for the job: _____
Responsibilities: _____
_____

LESSON 7

Library Science

Look at the picture. What major examples of Library Science can you make?



Comment on the quotes and discuss in groups.

"Who Needs a Librarian and Cataloger When You Have Google and Internet? Well, Who Needs a Teacher When You Have Wikipedia? And, Who Needs a Doctor When You Have WebMD? Just as the Wikipedia Doesn't Replace the Teacher, and WebMD Doesn't Replace the Doctor, In the Same Way, Google Search and Internet Doesn't Replace the Librarian and Cataloger."

Salman Haider(Librarian, cataloger, blogger)

"Libraries always remind me that there are good things in this world."

Lauren Ward (b. 1970. American singer and actress)

1. Read and discuss in pairs the Role of libraries. Do you agree or not? Yes/ No. Support your answers.

Libraries have always played the great part in the development of humanity. The cultural heritage of mankind has been kept there for centuries. Throughout the history, libraries have been the centers of scholarship and art.

(T7) Listen to the text. Discuss the differences between libraries and achieves and fill in the table.

DIFFERENCES	1. Libraries	2. Achieves
	e.g.: library collections typically comprise published items	**e.g.:** unpublished works

3. Listen to the text again and decide if the statements are True (T) or False (F) according to the text. Correct the false ones.

1. Librarians and archivists are trained to maintain and build archives of records intended for historical preservation.
True/False
2. There are three major goals included in the archival mission.
True/False
3. There are no differences between libraries and archives.
True/False
4. The major difference in collections is that library collections typically comprise published books, magazines, etc.
True/False

5. In managing their collections, achieves will categorize items individually, but library items never stand alone.

True/False

6. Library collections are created by many individuals, as each author and illustrator creates their own publication.

True/False

7. An archive usually collects the records of one person, family, institution, or organization.

True/False

8. Authors create archival materials in details.

True/False

9. The collection of letters, documents, receipts, ledger books, etc. are created in order to populate future archives.

True/False

10. There is an entrance interview for people who want to visit an archive in order to confirm their identity and determine their research needs.

True/False

4. <u>Underline</u> unknown words from the box below and guess their meaning. Consult the dictionary if necessary.

Repository /destination/to pertain/to ensure / relevant / recorded knowledge / storage media / vinyl records / to accommodate/ facilitated / to reinforce / forefront / embodied / encompass / search engines / artificial intelligence / categorized / to remain / ensuring access / social media-enabled/ web-based

5. Read, examine and discuss in groups how "The Original 5" is applied today.

It is interesting to know "The Original 5 Laws of Library Science", the theory proposed by S.R. Ranganathan before the advent of the digital age is about the five principles of operating a library system!

First Law: Books are for use

Libraries were the original repositories of knowledge. The challenge libraries face today is that they are no longer simply destinations which

house a physical collection—knowledge is now *everywhere*. Ranganathan's first law posited that *«books are for use,"* meaning that books in libraries should not be shut away from users… and this concept pertains to all forms of knowledge, within and outside the physical library. The need for libraries to serve humanity—i.e. *collect, curate and catalog* knowledge to ensure its accessibility—is as relevant and important as ever.

Second Law: Every reader his/her book

The image we share of libraries is that of a building (or room) full of books. Other than the spoken word, books and scrolls recorded and stored knowledge so that it could be communicated. After several thousand years of following this practice, libraries started building collections of different knowledge storage media, such as photographs, vinyl records, and tape recordings. The second law of library science, *"every reader his/her book"* means that librarians serve many different groups, build content to accommodate many needs, and do not sit in judgement of readers' choices. The possible absence of a physical knowledge storage object doesn't dilute the power of Ranganathan's second principle; it is certainly relevant to media in all forms. And per the first law, the information explosion facilitated by the internet (another form by which knowledge is communicated) only expands and reinforces the need for librarians to do what they always have.

Third law: Every book his/her reader

Dr. Ranganathan believed that a library system must devise and offer many methods to "ensure that each item finds its appropriate reader". The third law, *"every book his/her reader,"* can be interpreted to mean that every knowledge resource is useful to an individual or individuals, no matter how specialized and no matter how small the audience may be. Library science was, and arguably still is, at the forefront of using computers to make information accessible. The concepts embodied in this third law still apply. However, they apply to all information, not

just physical objects. State of the art library systems can now manage extraordinarily complex collections that encompass a broad range of physical and digital resources.

Fourth Law: Save the time of the reader

Digitization has democratized access to knowledge. Great works of knowledge are now easily shared. The challenge, as the universe of digital knowledge expands, is to chart all areas of this universe so that free access doesn't mean "impossible to find." The fourth law of library science, *"save the time of the reader,"* dictates that all patrons should be able to locate the material they desire easily, quickly and efficiently. Massive search engines and artificial intelligence as embodied by IBM's Watson may win at Jeopardy—but even the information Watson required to "train" for competition was categorized!

Fifth Law: The library is a growing organism

Libraries have always held the past in high regard, and of course that remains important. However, Ranganathan's fifth law of library science, *"the library is a growing organism,"* requires that a library must continually change, and must update its collection, its methods for ensuring access, and now, its virtual presence… over time.

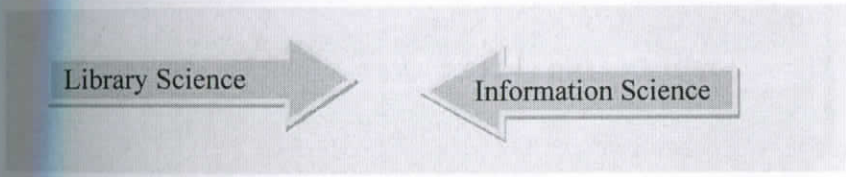
The future offers the opportunity for much exciting work. Technology for libraries of the future is already available. Affordable, social media-enabled, email-ready, and web-based library systems exist. The only challenge for a practitioner is to decide *"what do I want the future of libraries and librarians to look like? "*

6. Read the text again and find the answers to the questions.

1. How do you understand the expression "knowledge is now *everywhere*"?
2. How is Ranganathan's first law posited?

3. Why is the accessibility of *collect, curate and catalog* knowledge important nowadays?
3. What types of different knowledge storage is mentioned in the second law?
4. What is the advantage of the information explosion facilitated by the internet?
5. What did the founder of the theory "The Original 5" suppose about a library system?
6. How can the third law be interpreted?
7. What does the digitization of knowledge lead to?
8. What are the possibilities of state of the art library systems?
9. What are the requirements of a library for ensuring access?
10. What will the future of libraries and librarians look like?

7. Read and discuss in small groups the relations between Library science and Information science. Give your arguments.



It is argued that library science and information science are separate fields:

"The common ground between library science and information science, which is a strong one, is in the sharing of their social role and in their general concern with the problems of effective utilization of graphic records. But there are also very significant differences in several critical respects, among them in:

- ✓ selection of problems addressed and in the way they were defined;
- ✓ theoretical questions asked and established;
- ✓ the nature and degree of experimentation and empirical development and the resulting practical knowledge/competencies

derived;

- ❑ It should be considered that information science grew out of documentation science and therefore has a tradition for considering scientific and scholarly communication, bibliographic databases, subject knowledge and terminology etc.
- ❑ Library science, on the other hand has mostly concentrated on libraries and their internal processes and best practices. It is also relevant to consider that information science used to be done by scientists, while librarianship has been split between public libraries and scholarly research libraries.

8. Discuss in pairs 10 skills librarians need for the future. Share your opinions with the whole group.

Prove your answers with examples.

❖ Change management. Higher education is a constantly changing sector – policy, technology, pedagogy and student behaviour all impact on the institution. ...

- ❖ Proving value. ...
- ❖ Influencing and negotiation. ...
- ❖ Creativity and innovation. ...
- ❖ Supporting research in a digital world. ...
- ❖ Digital literacy. ...
- ❖ Marketing. ...
- ❖ Digital Information management.

9. Check yourself! Put the appropriate questions (1- 10) from the box to the answers (a-j) given below!

1. What services do libraries offer?

2. What is the future of libraries?

3. What is the importance of a library?

4. Will Library disappear in the future?

5. What is concept of library?

6. What technology do librarians use?

7. How are fiction books arranged in most libraries?

8. Why is it called a library?

9. What is library technology?

10. Which software is used in library?

A. ☐ A computer system consists of two major elements: hardware and software. Computer hardware is the collection of: audio books, E-books, large print and Braille materials. In addition to print books, your local library is likely to stock a range of audio and e-books for a different reading experience; CDs, DVDs and computer games; Internet access; Community clubs.

B. ☐ Their mission is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. Their grant making, policy development, and research help libraries and museums deliver valuable services that make it possible for communities and individuals to thrive.

C. ☐ A library plays a very significant role in promoting the progress of knowledge. There are many people who love reading. But they can't afford to buy books because the prices of books are very high.

So when one becomes a member of a library, he can borrow valuable books.

D.[ ] But the real reason libraries will vanish is that people *perceive* them as only or mostly lending books. Libraries are and have been on the front lines of technology forever, but people persist in thinking of them as old-fashioned. This has been true since the early 1900s, by the way.

E.[ ] A library is a collection of sources of information and similar resources, made accessible to a defined community for reference or borrowing.

F.[ ] From virtual reality to gamification to security techniques, libraries are using the latest technology to engage patrons, increase privacy, and help staffers do their jobs.

G.[ ] .A library uses various methods to arrange books on the shelves. Most fiction books are arranged alphabetically, by the author's last names. On the other hand, most non-fiction books are arranged following the Dewey Decimal Classification System (DDC), developed by Melvin Dewey.

H.[ ] Library, traditionally, collection of books used for reading or study, or the building or room in which such a collection is kept. The word derives from the Latin liber, "book," whereas a Latinized Greek word, bibliotheca, is the origin of the word for library in German, Russian, and the Romance languages.

I.[ ] Library Technology Guides provides comprehensive and objective information surrounding the many different types of technology products and services used by libraries. This technology covers the organizations that develop and support library-oriented software and systems.

J.[ ] Some commonly used LMS Software are – SURPASS, Lucidea Integrated Library Systems, Koha ILS, L4U, OPALS, Destiny Library Manager, Handy Library Manager, Insignia Library System, Access-IT Library, MODERNLIB, Atriuum, LIBRARIAN, Readerware, etc.

Language work

EXTENSION TASK

10. Complete the table showing how your activities have changed.

Activities 4 years ago	Activities now
e.g.: couldn't create web sites	***e.g.: do it without any difficulties***

11. Write an opinion essay "Why is it worth studying Library Science?" You can use the information of this lesson.

Write about your opinion and prove it with several examples. Use the following words

I think
In my opinion
To my mind
As far as I know

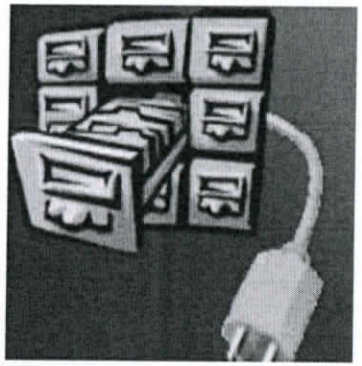
12. Find a student who has different opinion about digital technology and its impact on the society and debate it.

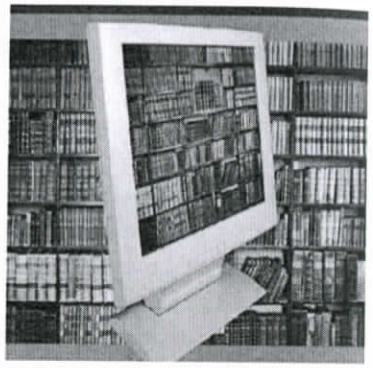
LESSON 8

LIBRARY STOCK &CATALOGUE

Guess what the pictures have in common.

▼





Comment on the quotes and discuss in groups.

▼

"Cataloging is an old-fashioned term for resource access and discovery services. With resources increasingly available and accessed electronically, description and access points are vital to discovery and use by students and faculty."

Jan Daniel (Greenville Technical College, United States)

"Quality cataloging takes time and money. Without a good catalog, there is no library."

Colin Bitter (Cataloging Specialist, United States)

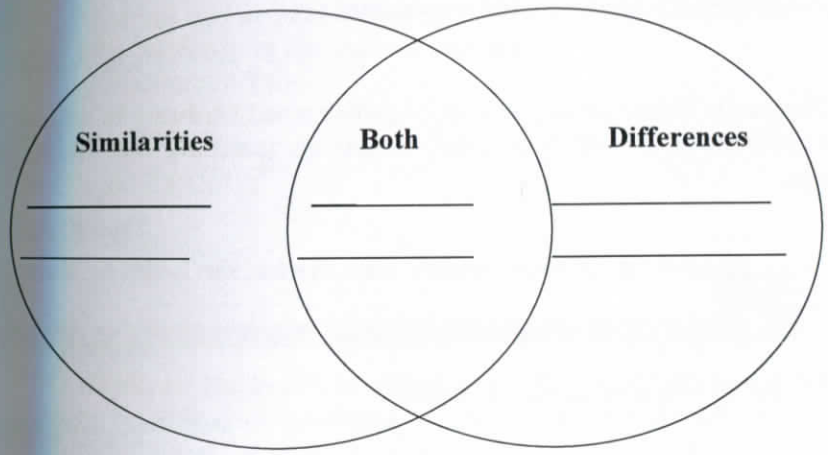
1. Find the answers to the questions.

- What is a catalogue?

- Why do we need catalogues?
- What kinds of catalogues do you know?
- What is a traditional catalogue?
- What is an electronic catalogue?
- What is Cataloguing and classification in library?

2. Discuss about traditional and electronic catalogues. Complete the Diagram with the information about the similarities and differences between them.

Traditional catalogue **E-catalogue**



3. Listen to the text and decide if the statements are True (T) or False (F) according to the text. Correct the false ones.

1. A catalogue is a list of library materials contained in a collection, a library, or a group of libraries, arranged according to some definite plan.

True/False

2. The catalog forms the basis for access to the library's collection for retrieval.

True/False

3. It is not difficult for anyone to remember every item in large collections.

True/False

4. Catalogs serve as a record of what is owned.

True/False

5. If anything is acquired, lost or replaced in library stock there is no need in catalogs.

True/False

6. ELC stands for Electronic library catalog.

True/False

7. Electronic library catalog is a set of software and hardware to ensure the activities of the library to order, cataloging, searching and lending books.

True/False

8. It is possible to provide readers with books via LAN or web-conjugation.

True/False

9. Online catalog is often inconceivable.

True/False

10. Online catalog cannot be found on the Internet.

True/False

4. (T 8) Listen to the text again and put the topics in the order that you hear them.

Research in electronic catalogue can be made according to:

☐ **Key words**

☐ **person**

☐ **title**

☐ **author**

☐ **geographical rubric**

5. Underline unknown words from the box below and guess their meaning. Consult the dictionary if necessary.

bibliographic / systematic arrangement/ coherent system / interlinked / bibliographical services / content indexing / information exchange / machine readability / sorting devices / standard version / database format/ released / subdivisions / notation / represent/ hierarchy / decimal fraction / filing order

6. Read the text about bibliographic and library classification and put the headings in the appropriate place.

- Application of UDC
- UDC structure
- Origin of UDC
- Notation

The **Universal Decimal Classification** (UDC) is a bibliographic and library classification developed by the Belgian bibliographers Paul Otlet and Henri La Fontaine at the end of the 19th century. UDC provides a systematic arrangement of all branches of human knowledge organized as a coherent system in which knowledge fields are related and interlinked.

UDC is used in around 150,000 libraries in 130 countries and in many bibliographical services which require detailed content

indexing. In a number of countries it is the main classification system for information exchange and is used in all type of libraries: public, school, academic and special libraries.

The design of UDC lends itself to machine readability, and the system has been used both with early automatic mechanical sorting devices, and modern library OPACs. From 1993, a standard version of UDC is maintained and is distributed in a database format: UDC Master Reference File (UDC MRF) which is updated and released annually. In the past full printed editions used to have around 220,000 subdivisions.

A notation is a code commonly used in classification schemes to represent a class, i.e. a subject and its position in the hierarchy, to enable mechanical sorting and filing of subjects. UDC uses Arabic numerals arranged decimally. Every number is thought of as a decimal fraction with the initial decimal point omitted, which determines the filing order.

7. Read it again and discuss in pairs what code is used in classification schemes to represent a class in the hierarchy.

8. Complete each space in the text with a word formed from the word in capitals.

The State Archives 1)… three main finding aids for its materials.	**PROVIDE**
Archivists direct researchers first to the published 2)… guides.	**ARCHIVE**
Because the latest edition was 3)… in 1976 -- a time when	**ISSUE**
guides usually provided only 4)… information.	**MINIMUM**
They are not 5)… detailed, but they do give the numbers of the main institutional fondy	**TERRIBLE**

(archival groupings).	
For the 6)… documents, scholars can then turn to	**PREREVOLUTION**
the card catalogue on the 7)… floor, where all of the	**TWO**
archival files are 8)… by subject.	**LIST**
TsGARU's journal and newspaper holdings, which include the 9)… complete runs available of such prerevolutionary	**MORE**
papers Turkestansie Vedomosti, are 10)… in the basement	**FIND**

9. Questions for revision: Put the appropriate questions (1- 10) from the box to the answers (a-j) given below!

1. Does the Dewey decimal system still exist?

2. Is the Dewey Decimal system obsolete?

3. Do all libraries use the Dewey Decimal System?

4. What are the 10 Classification of Dewey Decimal System?

5. How does the Dewey decimal system works?

6. How does the DDC benefit you?

7. How many libraries use the Dewey Decimal System?

8. What are the two classifications of books in the library?

9. Are fiction books in the Dewey Decimal System?

10. What is Dewey Decimal System example?

A. The English version was published as the Universal Decimal Classification and is still in use today. According to a study done in 1927, the Dewey system was used in the US in approximately 96% of responding public libraries and 89% of the college libraries.

B. ☐ The Dewey Decimal Classification (DDC), or Dewey Decimal System, is a proprietary library classification system first published in the United States by Melvil Dewey in 1876. ... The classification system is used in 200,000 libraries in at least 135 countries.

C. ☐ The Dewey Decimal Classification System is the most widely used method for classifying books in the library. This system is a general knowledge organization tool that is continuously revised to keep pace with knowledge. It is named after Melvil Dewey, an American Librarian who developed it in 1876.

D. ☐ The 10 main groups are: 000–099, general works; 100–199, philosophy and psychology; 200–299, religion; 300–399, social sciences; 400–499, language; 500–599, natural sciences and mathematics; 600–699, technology; 700–799, the arts; 800–899, literature and rhetoric; and 900–999, history, biography, and geography.

E. ☐ Introduction to the Dewey Decimal system. The Dewey Decimal system is a classification system used by libraries to arrange books via subject. Each book is issued a shelf mark number, usually found on the spine of the book, and arranged in numerical order.

F. ☐ Very simply, the DDC is an organizational tool that makes it easy for you to find the books and other materials you want.

G. ☐ More than 200,000 libraries in 135 countries currently use the system, according to estimates reported by the Chicago Tribune. Organizations like the Online Computer Library Center help libraries around the globe start using the Dewey Decimal system in its print, digital or abridged varieties.

H. ☐ The two classification systems used by libraries to organize their books are the Dewey Decimal System and the Library of Congress System.

I. ☐ Non-fiction books are organized by the Dewey Decimal System. Each number represents a subject area, such as 500s are about science and 900s are about history.

J. ☐ How the Dewey Decimal System Numbers Work. Books are given call numbers based on what the book is about. The first number is the main class. Each number after the first describes a subclass within the main class. For example, the number 636.7 relates to the topic in this way.

10. Check yourself! Do the tests and compare your answers.

1. ASK (Approach, Skill, and Knowledge) principle is related to

A. Classification B. Management

C. ICT D. Standards

2. The subject of Research Methodology is the outcome of the mode of formation of subject, known as

A. Loose Assemblage B. Fission

C. Distillation D. Cluster

3. IIA founded in U. S. A. In 1968 stands for

A. Integrated Industry Association

B. Information Industry Association I

C. Integrated Illiteracy eradication Association

D. Institute of Information Association.

4. BSO in classification stands for

A. Basic Subject of Organization

B. Broad Subject Ordering

C. Bibliography of Subject Ordering

D. Bibliographic Subject Organization

5. The concept of Selective Dissemination of Information (SDI) was introduced by

A. Kaiser B. Luhn of IBM

C. S.R. Ranganathan D. Derek Austin.

6. The book 'Library Administration' was brought out by Ranganathan in

A.1925 B.1933

C.1931 D.1935

7. Among the following which has not been considered as a library of national importance

A. Saraswati Mahal Library B. Delhi Public Library

C. Kudha Baksh Oriental Library D. The Rampur Raza Library

8. The term Lexicography is associated with:

A. Compilation of Encyclopedia B. Compilation of Hand books

C. Compilation of Dictionaries D. None of the above

9. A Pre-print is a/an

A. Article to be presented in a conference

B. Conference paper to be included in the proceedings

C. Neither a nor b D. Both a and b

10. Binary system of numbers uses only

A. Two digits B. Four digits

C. Eight digits D. Six digits

11. Write an argumentative essay on the topic – related issue: *"Benefits of using e-catalogs".*

Useful Tips:

Argumentative Essay is a type of essay that presents arguments about both sides of an issue. It could be that both sides are presented equally balanced, or it could be that one side is presented more forcefully than the other. It all depends on the writer, and what side he supports the most. The general structure of an argumentative essay follows this format:

1. **Introduction**
2. **Body:** Three body paragraphs (*three major arguments*)
3. **Counterargument**: An argument to refute earlier arguments and give weight to the actual position.
4. **Conclusion**: Rephrasing the thesis statement, major points, call to attention, or concluding remarks.

An argumentative essay presents both sides of an issue. However, it presents one side more positively or meticulously than the other one, so that readers could be swayed to the one the author intends. The major function of this type of essays is to present a case before the readers in a convincing manner, showing them the complete picture.

Introduction: (Background information, thesis statement.)_____

_____

_____

Body:

Paragraph1_____

_____

Paragraph2_____

_____

Paragraph3

_____

_____

Counterargument:_____

_____

Conclusion_____

_____

LESSON 9

BOOKS vs E-BOOKS

■ **Look at the pictures and tell what connections they have with the theme of the lesson.**

Comment on the quote. Share your opinions.

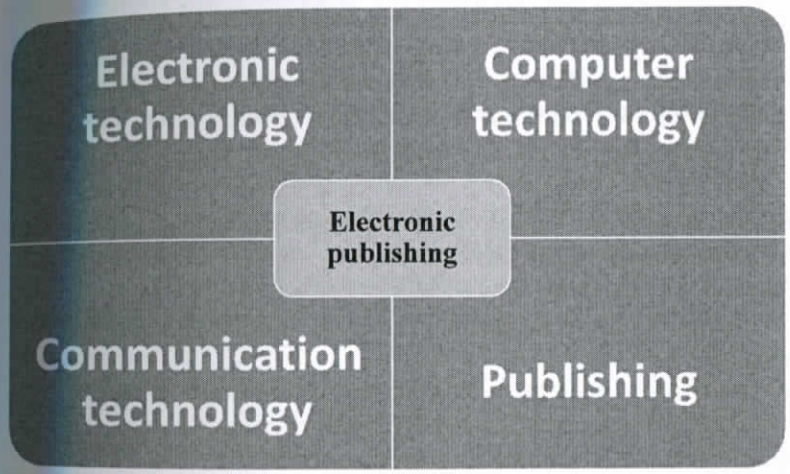
> ***"There is fantastic information in books. Often when I do a search, what are in a book are miles ahead of what I find on a Web site."***
> (Sergey Brin , the Russian-American computer scientist and internet entrepreneur)

1. Find the answers to the following questions and bring together all of your ideas.

1. What role do books play in our life?
2. What kind of books, newspapers, magazines, and journals are you interested in?
3. How often do you need them for your work and study?
4. Do you think you are a bookworm? Why? / Why not?
5. How often do you use online English dictionaries?

6. If you surf the Internet are you sure the information is not fake?
7. What books of popular Uzbek, Russian and English writers do you prefer to read and in what format?
8. What are e- books?

2. Read the information below and describe each part of electronic publishing and discuss how it can be represented.



Electronic publishing *can be represented as... = Electronic technology + Computer technology + Communication technology + Publishing.*

Electronic publishing (e-publishing) deals with the collection, modification and distribution of information, art and software in any form, such as on physical media or via computer networks. E-publishing may be broadly divided into two categories: online and offline publishing. Online publishing uses computer and communication networks including the Internet, intranet and extranet for delivery of the content. Offline publishing uses storage media such as CD ROM, CD-I, DVD, memory card and diskette for distributing the content. By definition, electronic publication (e-publication) is the publication of

any form of electronic media. E-publishing has been defines as any non-print media material that is published in digitized form to an identifiable public. The media in an electronic publishing can be text, numeric, graphic, still or motion pictures, video, sound or as in frequently the case a combination of any or all of these.

3. Discuss in pairs. Share your opinions.

- What is the key difference between printed books and electronic books?
- In what format do you prefer reading books? Why? / Why not?
- What is E-publishing?

4. Find the answers to the following questions and bring together all of your ideas and fill in the table below.

1. What role do books play in our life?
2. What kind of books, newspapers, magazines, journals are you interested in?
3. How often do you need them for your work and study?
4. Do you think you are a bookworm? Why? / Why not?
5. How often do you use online English dictionaries?
6. If you surf the Internet are you sure the information is not fake?
7. What books of popular Uzbek, Russian and English writers do you prefer to read and in what format?
8. What are e- books?

5. Think of advantageous and disadvantageous of printed books and electronic books. Work in pairs, complete the table and compare your ideas.

Advantages	Disadvantages
e.g. E-books are very handy	*e.g. They have small screen*

6.(T 9) Listen to the text about the opening "Professional Development Center" in the Foreign languages department of TUIT named after Muhammad al-Khwarizmi and discuss in groups the collaboration with the British Council in Uzbekistan and its importance in language learning and teaching.

7. Listen to the text again and decide if the statements are True (T) or False (F) according to the text. Correct the false ones.

1. "Professional Development Center" in the Foreign languages department of TUIT has been opened in accordance with the letter №87-03-36-76 on 26.10.2018 of the Ministry of Higher and Secondary Special Education of the Republic of Uzbekistan.

True/ False

2. The Center was opened with the purpose of developing and further supporting the ongoing partnership in English language learning and teaching

True/ False

3. The library staff of TUIT named after Muhammad al-Khwarizmi celebrated the opening of the "Professional Development Center".

True/ False

4. The Center was opened in collaboration with the British Council in Uzbekistan.

True/ False

5. There were some representatives of the British Council in Uzbekistan and TUIT in the opening ceremony.

True/ False

6. The participants of the event appreciated the provision of the British Council Uzbekistan with the modern teaching literature.

True/ False

7. It was agreed to organize various trainings and seminars in this Professional Development Center.

True/ False

8. It was planned to organize English Speaking Clubs and Readers' Clubs for Teachers of the University.

True/ False

8. <u>Underline</u> unknown words from the box below and guess their meaning. Consult the dictionary if necessary.

advent / accumulated knowledge / experience / and / cultural values/ global network / providing the information / heavily used / government's support / importance to literacy / reference literature/ circles for interests / unique place / the rustle of paper / fascinating / unfortunately / computerization / the smell of old books

9. Read and discuss the role of books in the development of humanity.

The book at all times plays a major role in the development of mankind. With the advent of the first books, libraries began to appear. The libraries store in themselves the knowledge and history of the ages. Their primary function is to transfer accumulated knowledge, experience and cultural values to the future generation. Libraries are the main place where people can get the information they need. But unfortunately, with the advent of the Internet, the role of libraries has

significantly decreased, because the global network is capable of providing the necessary information in a matter of minutes, which saves a lot of time. It is significant that officially known as the "National Library of Uzbekistan named after Alisher Navoi", the library is modern, heavily used, and demonstrates the Uzbek government's support of libraries and their importance to literacy and education.

Libraries are different; they contain not only books, but also newspapers and magazines. Libraries have their own archives. There are scientific, public, school libraries and many specialized libraries that provide technical and reference literature. Workers of libraries in various ways try to attract readers: they organize literary evenings, organize circles for interests, courses of foreign languages. The library is a unique place with a special atmosphere, filled with knowledge of the whole world. Silence, the ticking of the clock, the rustle of paper - all this is fascinating and soothing. Previously, many people visited libraries to spend their leisure time reading an interesting book. Now, students, schoolchildren, scientists can always find very rare editions in them.

Recently, electronic libraries have appeared, but unfortunately in the electronic form it is not always possible to find the necessary book. Despite the advent of computerization and digital technologies, there are still enough people who want to visit libraries, sit in a quiet room and wrap themselves in the smell of old books. Is not it beautiful?

10. Read the information again and discuss the following questions.

1. When did libraries begin to appear?
2. What kind of information is stored in the libraries?
3. What is the primary function of the libraries?
4. Why has the role of libraries decreased nowadays?
5. What is being done by the government for increasing the role of the libraries in Uzbekistan?
6. How are the libraries distinguished?
7. What are the ways of attracting readers to the libraries?
8. What is the difference between visiting and spending leisure time in the past and nowadays?

9. Is it possible to find the necessary book in electronic libraries?
10. Why do some people prefer visiting libraries despite the advent of computerization and digital technologies ?

11. Skim the text again and find the words with the similar meaning to these definitions.

1. main (adj.)_____
2. supply(v)_____
3. gathered (v)_____
4. meaningly(adv.)_____
5. efficient (adj.) _____
6. up -to-date (adj.)_____
7. comprise(v.)_____
8. unusual (adj.)_____
9. bland(adj.)_____
10. noiseless(adj.)_____

LANGUAGE WORK: COLLOCATIONS

Verbs and nouns often go together in English to make set phrases, for example: *access the Internet.*

These word combinations are called **collocations,** and they are very common. Learning collocations is an important part of learning the vocabulary of a language. Collocations can improve your style in writing as they can give your text more variety and make it read better. Learning collocations instead of individual words can help you remember which verb to use with which noun.

Here are some examples of collocations:

e.g.: to surf the internet, to listen to the radio

12. Choose the correct collocations:

1. You should be careful in order not to ***select / delete*** your work.
2. User can ***take/ pass*** identification process with the mobile phone number or other registration data according to the passport data.
3. Some students spend hours at cyber-cafes ***accessed /connected*** to the internet.
4. Computers can help students ***write /perform*** mathematical operations.
5. Students prefer ***to launch / to give*** presentations on their specialty.

13. Write an essay on the topic–related issue: "E-books are the books of the future."
Introduction:

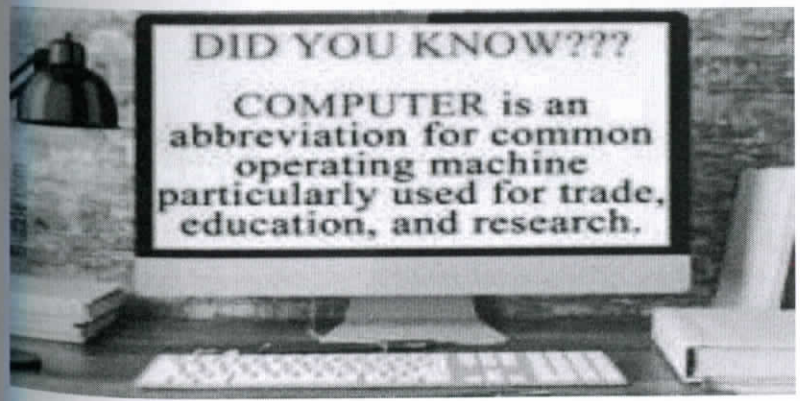
_____
_____

The body (Give pros and cons with facts and examples)

_____
_____
_____

Conclusion (Summarize the main ideas):_____
_____

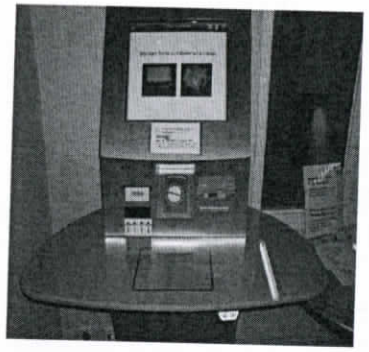
14. Find a student who has different opinion and debate it.



LESSON 10

Automation of Library information systems

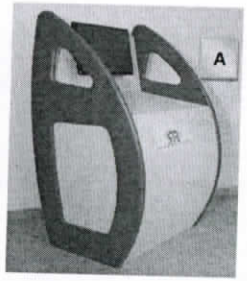
■ **Look at the following photos and tell what connections they have with the theme of the lesson.**

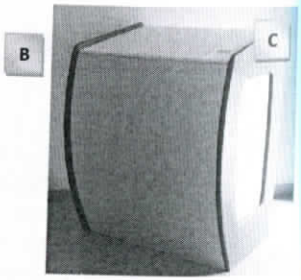


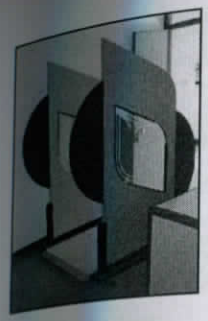
Classwork discussion.

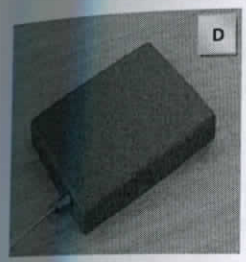
■ **What is automation in library?**

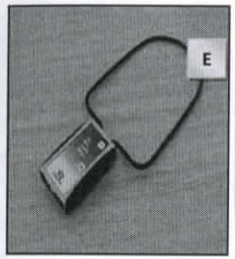
1. **Match the pictures of Library products (A-F) according to their descriptions (1-6) given in the table below.**

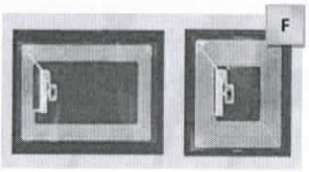












2. **Describe the pictures (A-F) using the information (1-6) from the table below.**

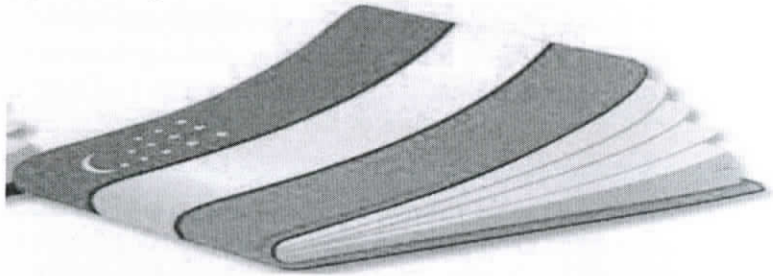
1. **RRHFLB01** is a plug n play multi protocol antenna-reader system specially designed for library circulation desk application. With a read range up to 25 cm it can be used for entry of new books or borrowers and issue/return of books at circulation desk. **B**
2. **RRHFT01** is rewritable passive HF Tags working on 13.56 MHz frequency. Available in various types and form factors these are used for tagging library materials to uniquely identify particular tagged items using the RFID based automated library management system.___
3. **RRHFHH1** is a basic handheld reader primarily designed for performing activities such as shelf order checking, shelf-reading, searching, inventory scanning in library kind of environment.___
4. **RRHFGA2** is ISO-15693 compliant walk through gate

detection system capable of detecting unauthorized tagged items passing through it.It has inbuilt audio visual alert facility and a minimum read range of 36 inches.

5. RRHFLB02 is a standalone multi protocol Self Check-in / Check-out kiosk primarily for self issue and return of books in Library. With its inbuilt screen and printer, patrons can view & print transaction related information such as number of books issued, outstanding fine (if any) etc. Customized information can also be printed on the transaction slip.___

6. RRHFBD01 is a multi protocol book drop primarily used for returning of library books. It helps in better circulation and gives time flexibility to patrons for returning of library materials issued by them.___

3. (T 10) Listen to the text about the history of information-library systems automation in Uzbekistan and discuss in pairs the achievements in the sphere of librarianship during the Independence years.



4. Listen again, and decide if the following statements are True (T) or False (F). Correct the false ones.

1. Uzbekistan is a country with a rich historical and cultural past.
2. In 1991 the Library Association of Uzbekistan and the National Library of Uzbekistan took the initiative in carrying out some projects.

3. The introduction of innovations to librarianship was supported by Uzbek government.
4. Uzbekistan's government issued rules and decrees oriented to the implementation of advanced information technologies.
5. More than 30 important projects in the sphere of librarianship have been realized during the years of independence in Uzbekistan.
6. The work on computerization and automation of libraries in Uzbekistan began only during the Independence years.
7. The Government bodies provided support to the work on automation of libraries.
8. The Project for creation of the Model Automated Library (MAL) was launched in 2000.
9. The creation of model library with fully automating its functions, making it training center for librarians, and improving level of service that includes providing free access to electronic resources was the main aim of that project.
10. The Project for creation of the Model Automated Library was the pioneering project in Uzbekistan, where main functions such as acquisitions, cataloging and user services were automated.

5. **Underline unknown words and word combinations from the box below and guess their meaning. Consult the dictionary if necessary.**

machine-readable form / implementation/content designation/ explicitly/ data elements / outdated technology/ degree of granularity / huge user base / inertia / software products / to exchange data / to redefine / accessible/ encoded/ Unicode

6. Read the text and discuss what elements MARC consist of and describe each element.

MARC standards

MARC is an acronym, used in the field of library science that stands for Machine-Readable Cataloging. The MARC standards consist of the MARC formats, which are standards for the representation and communication of bibliographic and related information in machine-readable form, and related documentation. It defines a bibliographic

data format that was developed by Henriette Avram at the Library of Congress beginning in the 1960s. It provides the protocol by which computers exchange, use, and interprets bibliographic information. Its data elements make up the foundation of most library catalogs used today. The record structure of MARC is an implementation of ISO 2709, also known as ANSI/NISO Z39.2. MARC records are composed of three elements: the record structure, the content designation, and the data content of the record. The record structure implements national and international standards (e.g., Z39.2, ISO2709). The content designation is «the codes and conventions established to identify explicitly and characterize data elements within a record» and supports their manipulation. The content of data elements in MARC records is defined by standards outside the formats such as AACR2, L.C. Subject Headings, and MeSH. The future of the MARC formats is a matter of some debate in the worldwide library science community. On the one hand, the storage formats are quite complex and are based on outdated technology. On the other, there is no alternative bibliographic format with an equivalent degree of granularity. The huge user base, billions of records in tens of thousands of individual libraries (including over 50,000,000 belonging to the OCLC consortium alone), also creates inertia.

MARC 21 is a result of the combination of the United States and Canadian MARC formats (USMARC and CAN/MARC). MARC21 is based on the ANSI standard Z39.2, which allows users of different software products to communicate with each other and to exchange data. MARC 21 was designed to redefine the original MARC record format for the 21st century and to make it more accessible to the international community. MARC 21 allows the use of two character sets, either MARC-8 or Unicode encoded as UTF-8. MARC-8 is based on ISO 2022 and allows the use of Hebrew, Cyrillic, Arabic, Greek, and East Asian scripts. MARC 21 in UTF-8 format allows all the languages supported by Unicode.

7. Read the text again and answer the questions.

1. What is MARC?
2. What does MARC define?
3. When and where was a bibliographic data format developed?

4. MARC has a clearly determined by its capabilities and features future format prospects, true or false?
5. What kind of the of most library catalogs are used nowadays?
6. What is the other name of ISO 2709 implemented in the record structure of MARC?
7. What is the future of the MARC formats?
8. What is MARC 21?
9. What standard allows users of different software products to communicate with each other and to exchange data?
10. What was the purpose of designing MARC 21?

Language work

8. Use the words in brackets (1-10) to complete the sentences in Passive Voice.

1. E.g.:I can't use my office at the moment. It …***is being painted.***… ***(paint).***
2. We didn't go to the party. We …… ***(not/invite).***
3. The washing machine was broken but it's OK now. It … ***(repair).***
4. How old are these houses? When … . ***(they/build)***?
5. A: … ***(the computer/use)*** at the moment?
   B: Yes, Mansur is using it.
6. I've never seen these flowers before. What … ***(they/call)***?
7. The bridge is closed at the moment. It … ***(damage)*** last week and it … ***(not/repair)*** yet.
8. ***(the window / break)*** The window … .yesterday.
9. ***(the roof / repair /not)*** The roof … yet.
10. ***(the car / damage)*** …… last week.

9. Test your knowledge Choose the appropriate answer.

1. **Look! The old bridge ... .**
   A) is been repaired C) has been repairing
   B) has being repaired D) have been repaired
   E) is being repaired

2. Choose the appropriate answer.

The problem ... for three years, but they haven't got any results.

A) have been studied
B) have studied
C) has been studied
D) is being studied
E) is been studied

3. Choose the appropriate answer.

Bobur gets a higher salary now. He ... .

A) has been promoted
B) has being promoted
C) is being promoted
D) has promoted
E) have been promoted

4. Find a pair of right answers.

This room looks different. ... .

A) Have you painted it? *or* Have it been painted by you?

B) Have your painted it? *or* Has it been painted by you?

C) Have you painted it? *or* Has it been painted by you?

D) Has you painted it? *or* Has it been painted by you?

E) Have you painted it? *or* Has it being painted by you?

5. Choose the appropriate answer.

My boss can't use her office at the moment. It ... .

A) are been redecorated
B) is being redecorated
C) is been redecorated
D) is redecorating
E) has being redecorated

6. Choose the appropriate answer.

The television ... . It is working again now.

A) has been repaired
B) is being repaired
C) has being repaired
D) has repaired
E) have been repaired

7. Choose the appropriate answer.

We can't fly today. The flight ... .

A) has cancelled
B) have been cancelled
C) has been cancelled
D) has being cancelled
E) has been cancelling

8. Choose the appropriate answer.

The flight ... because of the storm .

A) has being postponed
B) has been postponed
C) has postponed
D) has been postponing
E) have been postponed

9. Choose the appropriate answer.

A: ... the article ... ?
B: No, it ... already ... . It ... now.

A) Is ... being translated / has ... been translated / is been typed
B) Is ... being translated / have ... been translated / is being typed
C) Is ... been translated / has ... been translated / is being typed
D) Is ... being translated / has ... being translated / is being typed
E) Is ... being translated / has ... been translated / is being typed

10. Choose the appropriate answer.

A: ... the floor ... now?
B: No, it ... already ... . You can enter the room.

A) Is ... being washed / has ... been washed
B) Is ... been washed / has ... been washed
C) Is ... being washed / have ... been washed
D) Is ... being washed / has ... being washed
E) Are ... being washed / has ... been washed

11. Choose the appropriate answer.

A: ... he ... about it?
B: Yes, he ... about it many times.

12. Choose the appropriate answer.

A: ... the cars ... yet?
B: Yes, they ... , not far from here.

A) Has ... been parked / have been parked
B) Have ... being parked/ have
C) Have ... been parked / have been parked
D) Are ... being parked / are

been parked being parked

E) Have … been parked / has been parked

12. ***Write an informal letter to your friend asking for her/his advice.***

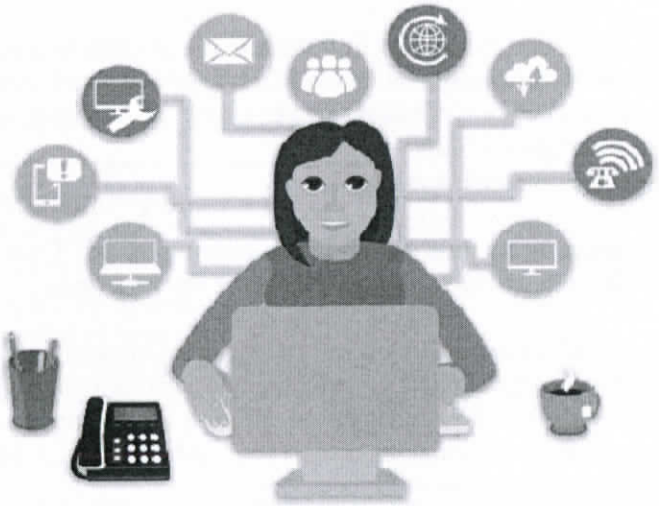
Hi, Rustam!

I have to prepare a presentation for my English class about the automation of library systems and how it's used in our day-to-day lives. Do you have any thoughts about what I should include? Could you send me any ideas? All the best, Dilmurod.

LESSON 11

ICT & Library

Work in pairs. Develop a concept and meaning of Information and Communication Technology (ICT):



Comment on the following quote.

"As life and technology merge, they will both become more interesting."

(Glenn Zorpette and Carol Ezzell)

1. Discuss the questions with your partner.

- What changes have taken place in our life with the advancement of technology?
- Do you think technology makes your life easier ? Give examples .
- Is the advancement of technology always a good thing ? Why/ Why not?
- Why Information and Communication Technology (ICT) is required for Libraries?
- Why Information and Communication Technology (ICR) is required library services?

2. (T 11) Listen to the text and discuss the notable impacts of ICT on Library Environment.

1. Impact on Library Collection._____
2. Impact on Library Staff. _____
3. Impact on Library Users._____

3. Listen it again and decide if the statements are True (T) or False (F) according to the text. Correct the false ones.

1. Rapid advances in ICT have brought revolutionary changes in the concepts, organization, functioning and management of libraries.
2. The impact of these changes is affecting all the aspects of library operations, information resources and services, staff skills requirement and users expectations.
3. Library collection includes the CDs/DVDs, audio & video cassettes, e-books e-journals and e-databases.
4. Internet technology provides a wide scope for communication and information search across the globe.
5. The duties, responsibilities, and functions of the library professionals are the same as in former times.
6. Digital age forces the librarian to become ICT skilled, dynamic, and ready to accept the changes and challenges .
7. The development of ICT doesn't change management library.

8. There are no restrictions for library users in accessing the worldwide information.
9. It is important for current users to have basic technical skills to access the information in electronic media.
10. The library is the only source of information provided for users.

4. <u>Underline</u> unknown words from the box below and guess their meaning. Consult the dictionary if necessary.

invoice / tool / thesaurus / update/ assigned / synthesizing / avoiding / hierarchical sequence / retrieval / barcode / routine / alerting / date slips / renewal / bindery/ estimation / word-based free search / personalized SDI / integrated library system / overdue / gateway / alongside with / query / restricted

5. Read the text about the areas of ICT application in libraries and put the headings in the appropriate place.

1. Cataloguing System
2. Acquisition System
3. Circulation System
4. Classification System
5. Article Indexing System
6. Serial Control System
7. Web OPAC (Online Public Access Catalogue)
8. OPAC System (Online Public Access Catalogue)

A. This type of system is concerned with finding book selection sources, searching and selection of books, required, placing of orders with a wide range of suppliers, keeping track of orders, receiving and recording of materials, settlement of invoices, accessing and maintaining detailed accounts of funds.

B. It is one of the important functions, which link user's requirements to the documents in a library. The various approaches of users in searching for a book in the library are taken into account. The computerized catalogue is the most efficient tool in retrieving information about the documents in a library easily and quickly. Details about a book can be searched by either item number or by a combination of fields such as keywords, title, author, Dewey Classification number, class number or by subject. In addition, this system covers catalogue maintenance; thesaurus construction; authority files; and holding updates.

C. Call Number of books is to be assigned manually and relevant call number for each book is to be fed in the computer through the keyboard. The computer helps in alphabetical classification only by talking keywords from the acquisition module and it helps a classifier in synthesizing the class numbers and saves time by avoiding reference to the schedules of scheme and improves accuracy and speed in classification. There are also some benefits in the selection of isolate terms, grouping and arranging them in hierarchical sequence. Moreover the constructed class number can easily be used as a query language in a typical retrieval system.

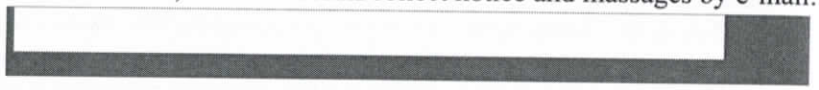
D. This procedure in a conventional system is very lengthy and consumes much of staff time in repetitive works. The use of technological devices such as computers, barcode scanners, and its software helps in performing these routine operations easily and quickly. An automated version of this system provides information about the location of the on loan at the bindery, on reserve alerting the library staff on return of a reserved; print recall notices for items on long-term loan; renewal of loan; circulation of fines, printing of fine notices; analysis of summary statistics; printing due date slips; automatically generating orders for lost books, and provision for inter-library loan transactions.

E. Periodicals, newspapers, manuals, journals, processing's, transactions and etc. are included into this system. Serials are distinguished from monographs by their ongoing nature. The continuing nature of their subscriptions creates problems and makes it a complex process requiring a separate control system. An automatic system provides the following benefits: Ordering new journals; Renewal/discontinuation; sending reminders; Receiving the journals; Preparation of a list of periodical received; Preparation of a list periodical canceled; Preparation of a list of holding; List holding with their; Bindery management; recording and accessioning bound volumes; Keeping track of amount spent on subscriptions; Estimation of the budget for the next year.

F. The system facilities indexing and abstracting of an article from various journals, technical reports, conference proceedings, monographs etc. It includes scanning of the article, entry of citation, and online searches on author, keywords, depositors and even word-based free searches. This system also provides periodic documentation lists, personalized SDI, bibliographies on specific subjects etc.

G. The library staff and the public can usually access it at computers within the library, or from home via the Internet. An online public access catalogue is a computerized online catalogue of the materials held in a library. These systems are often part of an integrated library system. In its most simple from, a library's OPAC could consist of nothing more than a simple index of the bibliographic data catalogued in the system. More complex OPACs offer a variety of search capabilities on several indexes; integrate rich content (book covers, video clips, etc.), and offer interactive request and renewal functionality. The system modules rely on pull down menus, popup

windows, dialog boxes, mouse operations, and other graphical user interface components to simplify the entry of search commands and formatting of retrieval information. As well as, this system provides the facility to request acquisition of title, to reserve materials, and to send personalizes SDI, overdue /recall/collect notice and massages by e-mail.



H. The concept of this term is the recent origin and it is serving as a gateway to the resources not only held by the respective library but also to the holdings of other participating libraries without limiting to local collection but going beyond further to regional, national and international levels. It allows users to interact with documents stored on computers all over the world and makes easier access to catalogue data in the form of bibliographic records, but alongside with benefits, there are some of the disadvantages. They are: Some of the catalogues do not display the database being searched, the search strategy/query and the call number and they are restricted to a particular user community and require the use of appropriate login names and passwords.

6. Read the text again and discuss ICT application in Libraries. Give examples.

7. Skim the text again and find the words with the similar meaning to these definitions.

1. to sustain (adj.)_____
2. to extract (v) _____
3. efficacious (v) _____
4. attainment (adv.) _____
5. standard(adj.)_____
6. continuing (adj.) _____
7. circulating (v.)_____
8. difference (adj.) _____
9. demand (adj.) _____

10. limited (adj.)_____

Language work

8. In pairs, make questions using these prompts. Then practice asking and answering the questions. Refer to Wikipedia if necessary.

Example: What/ advanced/ technologies / library /professionals /applying / now /in /the /information /era? -What advanced technologies are library professionals applying now in the information era?

1. Why /libraries /exist?
2. What /services/ libraries /offer?
3. What/ library/ file?
4. What /library/ technology?
5. Which /software / used/ in /library?
6. Who/ the / father/ of/ library?
7. What /LIBSYS/ software/ in /library?
8. What /library/ files/ in /Java?
9. Who / start/ the/ library/ system?
10. Where/ the / biggest /library /in /the /world?

9. Check yourself! Find the answers to the tests!

Internet Test.

Complete the sentences with appropriate word collocations:

1. HTML is used to create _____.

A) machine language program B) high level program
C) web page D) web server

2. The computer jargon - WWWW, stands for _____.

A) World Wide Web Worm B) World Wide Wildlife Web
C) World Wide Women's Web D) World Wide Women's Week

3. The process of transferring files from a computer on the Internet to your computer is called _____.

A) Uploading B) Forwarding
C) FTP D) Downloading

4. In internet terminology IP means _____.

A) Internet Provider B) Internet Protocol

C) Internet Procedure D) Internet Processor

5. A Web site's front page /main page is called _____.

A) Browser Page B) Search Page
C) Home Page D) Bookmark

6. Verification of a login name and password is known as _____.

A) configuration B) accessibility
C) authentication D) logging in

7. Internet explorer falls under _____.

A) Operating System B) Compiler
C) Browser D) IP address

8. Full form of HTML is _____.

A)Hyper Text Markup Language B)Hyper Text Manipulation Language
C)Hyper Text Managing Links D)Hyper Text Manipulating Links

9. Moving from one website to another is called _____.

A) Downloading B) Browsing
C) Uploading D) Attachment

10. A computer on the Internet are identified by _____

A) e-mail address B) street address
C) IP address D) None of these

11. The Internet was _____ .

A) invented in the mid-90s B) popular in the 1960s
C) probably created in the USA D) existed a century ago

12. The power-line Internet provides broadband access through _____.

A) telephone lines B) satellites
C) electrical power lines D) wire lines

13. The standard protocol that allows computers to communicate over the Internet is called_____.

A) an IP address B) TCP/IP
C) HTTP D) None of these

14. The geographical region covered by one or several access points is called a _____.

A)wireless access point B) hotspot
C)wireless network device D) wire lines

Choose the best answers to the question:

15. The Internet was originally a project of which agency?

A)ARPA B)NSF
C)NSA D)None of these

16. Which of the following is a correct format of Email address?

A) name@website@info B) name@website.info
C) www.nameofebsite.com D) name.website.com

17. Which one of the following is not a search engine?

A) Bing B) Google
C) Yahoo D) Windows

18. What is the full form of WWW in web address?

A)World Wide Web B)World Wide Word
C)World Wide Wood D)None of these

19. Which term describes any fast, high-bandwidth connection?

A) broadband B) dial-up connection
C) Wi-Fi connection D) None of these

20. Which device converts computer data into a form that can be transmitted over phone lines?

A) ADSL B) a mobile phone
C) a modem D) all answers are correct

10. Questions for revision. Find the answers to the questions and bring together all of your ideas:

- Why is ICT needed in Libraries?
- What are impacts of the Internet on Library and Information Services?
- What is Information and Communication Technology (ICT) often associated with?

11. Summarizing. Revise the information from Task 5 and summarize your ideas. (See the example).

Summary: *The explosion of computer and communication technologies, which are referred to as information communication technology (ICT) has affected almost all aspects of human life including the library. Libraries have been looking forward to better technologies even before the onset on the computers.*

Ranganathan's five laws of the Library Science stipulate that the documents of the library should have maximum numbers of users, with the application of Information Communication Technology (ICT)

in the areas of Libraries / Libraries and Information Centers. In fact, there has been a tremendous improvement in the library services offered by the library to the users. That's why, now in the information era, in order to avoid obsolescence of information, library professionals are applying advanced technologies to enable its user community to get the right information at the right time.

In order to achieve this objective, libraries are automating their services.

You may like to follow these 6steps:

1. Read through the whole text again and think of a suitable title for it.
2. Make sure you understand all the main points. Go through the text underline the relevant information in each paragraph.
3. Make notes about the main points. Omit repetitions and unnecessary phrases. Leave out details, such as examples.
4. Make sentences from the notes and connect the sentences by using linking words (and, but, because, that's why, in fact, therefore, etc.). Write your first draft.
5. Improve your first draft by reducing sentences.
6. Check grammar, spelling, and punctuation. Write the final version of your summary.

LESSON 12

Electronic resource management

■ **Discuss in groups what kind of service is shown in the picture.**

■ **Find the answers to the questions. Refer to Google search engine if necessary. Share your opinions.**

1. What is the purpose of library management system?
2. What is library management system project?
3. What does ILS mean in library?
4. Why library management system is important?

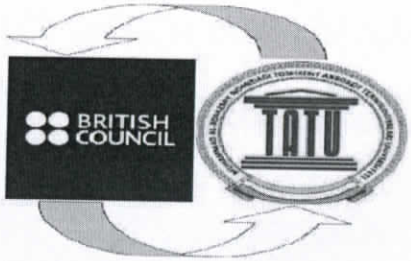
1. Group work. Read and discuss the information about the sphere of librarianship in Uzbekistan during the Independence years.

In 1991 Uzbekistan became an independent country and began significant reforms in all areas of political, economic and social life. Apparently main attention was concentrated on economic development, financial stability and training of specialists.

As for the sphere of librarianship, at the end of 1990th the library associations in regions, the Library Association of Uzbekistan, and the National Library of Uzbekistan took the initiative in carrying out some projects that became a starting point in introduction of innovations to librarianship. The process was also supported by Uzbek government that issued rules and decrees oriented to the implementation of advanced information technologies.

More than 30 important projects in the sphere of librarianship have been realized during the years of independence in Uzbekistan.

It is worth mentioning that another important and successful project of the Library Association of Uzbekistan is the international conference "Internet and Library-Information Resources in Science, Education, Culture and Business. Central Asia".



2. (T 12) Listen to the text about the Information Resource Centre of TUIT named after Mukhammad al–Khawarezmi and discuss its various kinds of activities / methods with the readers.

3. Listen to the text again and decide if the statements are True (T) or False (F). Correct the false ones.

1. Information Resource Centre – IRC founded in 2007.

True/False

2. IRC serves six thousand readers and users of electronic sources with only a reader's certificate.

True/False

3. IRC gives the opportunity to read the books at home or in the reading rooms through the delivery desk service.

True/False

4. IRC works as only a traditional library.

True/False

5. There is an information-bibliographic department in the reading-hall.

True/False

6. The electronic library consists of 2 halls with 70 computers for teachers and employees.

True/False

7. The library fund consists of about 323 thousand copies of books, brochures, magazines and CDs.

True/False

8. Systematic and alphabetical catalogs of the library's book collection, systematic files of articles on communication, thematical files of queries on the present life of the Republic of Uzbekistan are offered in the library.

True/False

9. Great attention is paid to the application of IT and computerization in the process of library-information.

True/False

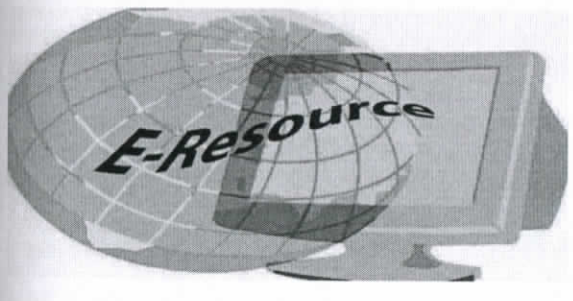
10. Due to the Libanta project, IRBIS program and an electronic version of UDK table have been bought.

True/False

4. <u>Underline</u> unknown words and word combinations from the box below and guess their meaning. Consult the dictionary if necessary.

integrated library systems/ to handle metadata/ emerged/ vendors/ released/ licensed e-resources/ standalone system/ package contents/encoding/ interlibrary loan/ tracking / licensing/ customizable e-mail alerting systems/ usage statistics

5. Read the text and discuss in class Electronic resource Management .Discuss the features included in ERM systems.



Electronic resource management (ERM) is the practices and software systems used by libraries to keep track of important information about electronic information resources, especially internet-based resources such as electronic journals, databases, and electronic books. The development of ERM became necessary in the early 2000s as it became clear that traditional library catalogs and

integrated library systems were not designed to handle metadata for resources as mutable as many online products are.

The idea of developing electronic resource management systems emerged in 2001-2002, growing out of research by Tim Jewell at the University of Washington. The Digital Library Federation and NISO began work in May 2002 to develop standards for ERM data. These standards were published in the 2004 as *Electronic Resource Management: Report of the DLF ERM Initiative.* Since the publication of the report, several vendors of integrated library systems have released ERM products.

Features of some ERM systems include:

- Supporting acquisition and management of licensed e-resources
- May be integrated into other library system modules or may be a standalone system
- May have a public interface, either separate or integrated into the OPAC
- Providing descriptions of resources at the package (database) level and relate package contents (e.g. e-journals) to the package record
- Encoding and perhaps publicly displaying licensed rights such as e-reserves, course packs, and interlibrary loan
- Tracking electronic resources from point of order through licensing and final access
- Providing information about the data providers, consortial arrangements, access platform
- Providing contact information for all content providers
- Logging problems with resources and providers
- Providing customizable e-mail alerting systems (e.g. notices to managers when actions are expected or required)
- Linking license documents to resource records
- Supports retrieval of SUSHI usage statistics

6. Read the text again and answer the questions.

1. What is ERM designed for?
2. When has NISO begun to develop ERM standards?
3. Who has established researches for ERM growth?
4. Does one of the ERM features allow integrating and separating into OPAC?
5. Does SMDB stand for Subscription management Data Basic?

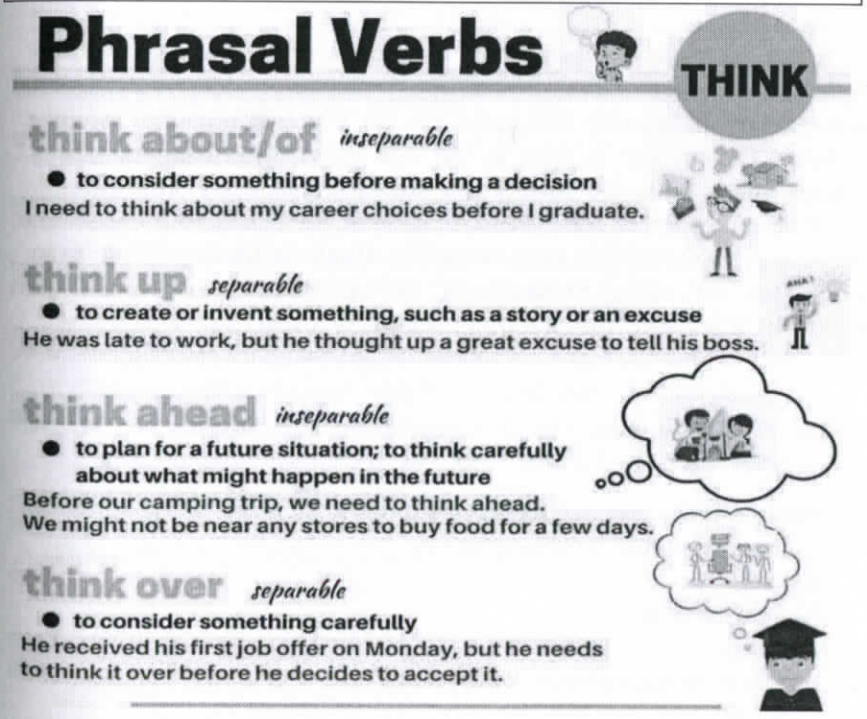
6. What standards were developed for ERM data?
7. When did vendors of integrated library systems release ERM products?
8. May ERM system be integrated into any library system or may be a standalone system?
9. What kind of information can be provided via ERM systems?
10. How can managers be noticed about required actions?

7. Language work. Learn the phrasal verbs!

Formation: a phrasal verb is a verb combined with an adverb or preposition, and occasionally with an adverb and preposition.

He promised to find out = (learn/discover) the name of that new model.

Multiple meaning: many phrasal verbs have more than one meaning, so you must be careful when you see a phrasal verb you think you know, or look up the meaning in a dictionary.



8. Match the phrasal verbs with (1-7) with their definitions (A-G):

1.Look down on	B	**A.** Think about the past
2.Look after		**B.** Have a low opinion of
3.Look back		**C.** Take care
4.Look for		**D.** Research, investigate
5.Look in		**E.** Make a quick visit
6.Look in on		**F.** Try to find
7.Look into		**G.** Visit briefly to see if every thing's all right

9. Read about different types of information resources and discuss which type of this Resource is best and reliable .Share your opinions with the whole group.

There are many different types of information resources, including: websites, encyclopedias, YouTube, people, books, databases, newspapers, magazines, TV, radio, etc. So which information resource is best? The answer is there is not one information resource that is always going to be the best. There are pro's and con's with different information resources and which resource is "best" will vary depending on what information you are looking for. However the **key thing** is that when you are doing research, eg for an Inquiry, you should use a **variety** of **reliable** information resources.

Types of e-resources: The e-resources are basically divided in two major types are:

1. Online e-resources, which may include:
- E-journal (Full text & bibliographic)
- E-books
- Online databases
- Web sites

2. Other electronic resources may include:
- CD ROM

- Diskettes
- Other portable computer databases.

10. Find out more information about the different characteristics of four of the most common information resources. Refer to Google search engine if necessary.

1. Encyclopedias

_____

_____

2. Websites

_____

_____

3. Books

_____

_____

4. Articles

_____

_____

11. Do the test. Check your answers.

1. WIPO stands for :
A. World Information and Patents Organisation
B. World Intellectual Property Organisation
C. World International Property Organisation
D. World Information Protection Organisation

2. The invisible web refers to .....
A. The internet, since we cannot see it
B. That part of the internet, which is hidden from the search engines
C. The telecommunication signals which are not seen
D. The failure in accessing the web pages

3. What is the unit of information ?
A. Bit C. Gram
B. Byte D. Hertz

4. 'Cranfield Studies' are an example of :
A. SurveyResearch C. HistoricalResearch

B. ExperimentalResearch D. CaseStudy

5. Who enunciated the five fundamental categories
A. Benjamin A. Custer C. Dr. S. R. Ranganathan
B. PaulOtlet D. W. C. Sayers

6. How many Auxiliary tables are there in DDC 23rd Edition
A. 16 C. 7
B. 6 D. 8

7. Phoenix schedules are part of which classification
A. CC C. UDC
B. DDC D. LCC

8. When was the different typological study towards mode of formation of subjects done?
A. 1950 C. 1970
B. 1960 D. 1975

9. What does LED stands for in CC?
A. LatestEnergyDevelopments
B. LatestEffectiveDecade
C. LargeEnergyDistribution
D. LowestEffectiveDecade

10. Who is the Editor in Chief of 21st Edition of DDC
A. Benjamin A. Custer C. Winton E. Matthews
B. John P. Comaromi D. John S. Mitchell

10. Questions for revision:

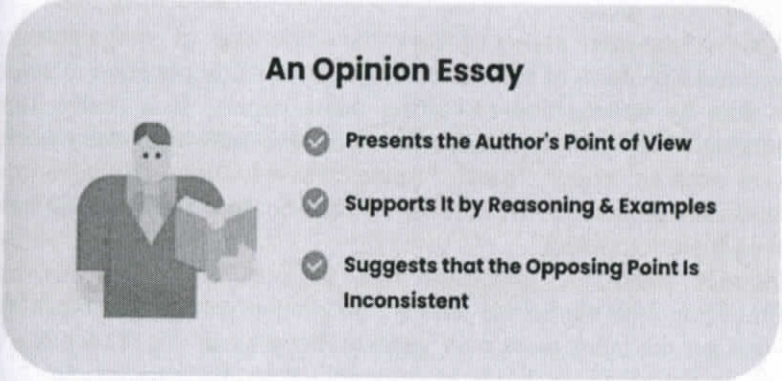
- What are the types of electronic resources?
- What is an electronic resource at the library?
- What are the various ways of providing different types of information resources?
- What is e- Library ?
- What does online database mean?
- What is a catalog company?
- What is indexing system in library?

12. Write an opinion essay "With the help of technology, students nowadays can learn more information and learn it more quickly." *Write about your opinion and prove it with several reasons.*

Here's an example of an opinion paper outline:

Example:

- **An introduction**. Write a thesis statement and the reasons that support your opinion. Give your readers a hook to engage them with the topic
- **The main body**. Break it into several paragraphs where you provide arguments and supporting examples, statements, and facts.
- **A conclusion**. When ending a paper, restate the main thesis and summarize the central points of the essay.



Do you agree or disagree with the following statement?

Write an opinion essay: "Do you agree or disagree with the following statement? With the help of technology, students nowadays can learn more information and learn it more quickly."

Use reasons to support your answer.
(The example is given for you.)

From my everyday experience and observation I can state several factors, which defend the statement that with the help of technology, students nowadays can learn more information and learn it more quickly.

First of all, the latest inventions of humankind dramatically improved our life. Nowadays we can move from one place to another more quickly, we do not spend much time cooking; we have many different recourses of information and means of communication. So, our life now is more dynamic and changeable. During our day we receive a huge amount of information and process it. Students at the same time have more resources to get information they need. They can go to a library, the nearest bookstore, or borrow it from a friend or even download it from an Internet. I think It is great. Instead of waiting for one's turn to get a book in a library, one can print it from a file downloaded earlier. The great thing about it that one can print only those pages he is interested in and also make marks on the pages to mark important ideas.

Another important aspect of this is the advantages of using computer the greatest invention of the last century. Students do not have to spend their time by writing and re-writing many papers. It is really time-consuming. They just type information in and may use many useful features such as "copy", "past", "delete", "save", etc. Also, sometimes students do not have to write down lectures because they already have them on their computers.

Internet plays an important role in our life now. We can communicate with the people who are on another part of the planet. We also can get the latest news very quickly. People can ask for a piece of advice or find different kinds of information on the Internet. Students can get their degree on-line, register for classes, communicate with professors, take tests and even listen to a lecture.

I think the great part in it that students may more effectively arrange their time. They can get their task by e-mail and stay home to do it. It really saves time and makes studying more fun especially if a person has to work in order to pay his or her tuition.

To summarize, I think that many last inventions improved students' life and allowed them to concentrate more on studying.

13. Find a student who has different opinion about digital technology and its impact on students' learning process and debate it.

PHONETICS & GRAMMAR REVISION

Letters and Sounds

A a [ei]

[eɪ] state, aim, stay, table, taste, change
[æ] back, matter, battle, marry
[ɑ:] car, card, task, fast, chance
[ɛə] fare, fair
[ɔ:] all, salt, fault, saw, cause, caught

E e [i:]

[i;] be, Peter, beet, beat, field, re'ceive
[e] bet, better, settle, terror, head
[ə;] term, pre'fer, learn
[iə] here, hear, cheer
[u;] fiew, grew, Jew
[ju:] new, few

I i [ai]

[ai] lie, line, title, mind, mild, might
[i] bit, bitter, middle, mirror
[ə:] fir, first
[aiə] fire, liar, quiet

O o [əʊ]

[əʊ] no, note, noble, cold, coat, show
[ɔ] hot, hotter, bottle, sorry
[ɔ:] for, born, more, thought
[ɔɪ] boil, boy
[u:] spoon
[ʊ] book
[aʊ] cloud, town, now
[aʊə] flour, flower

U u [ju:]

[ju:] tune, due, bugle, pro'duce

[u:] rule, blue, in'clude, Judy
[ʌ] hut, butter, shuttle, currency
[ə:] fur, further
[jʊə] cure, pure
[ʊə] sure [ʃʊə]

Y y [wai]
[aı] my, type, de'ny
[ı]myth, Kitty, 'typical
[j] yet

C c [si:]
[k] cap, cold, cut, clean, back
[s] cent, cite, face, cycle

G g [ʤi:]
[g] go, gun, game, guest [gest]
[ʤ] gentlemen, gin, gym, page

H h [eitʃ]
[h] home
[ʃ] ship, fishing, dish
[tʃ] chin, teacher, which, catch
[θ] thin, truth
[ð] that, with, breathe

L l [el]
[l] late, tell, little, idle

N n [en]
[n] neck, knock, manner
[ŋ] song, thing
[ŋk] think, thank

P p [pi:]
[p] play, step, stepping
[f] phone

Q q [kju:]

[kw] quick, quite, question, quote

R r [ɑ:]
[r] rain, cry, write, sorry
S s [es]
[s] same, mass, cats
[z] plays, reads, easy, noses
[ʒ] pleasure ['pleʒə]

W w ['dʌblju:]
[w] way, why, wheat

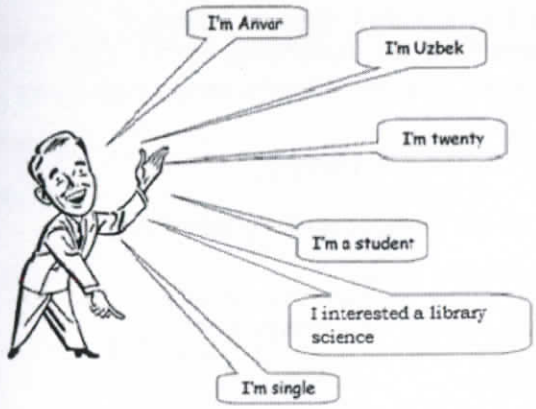
X x [eks]

[ks] box, ex'pect, ex'cuse
'exercize
[gz] e'xact
[k] ex'cept

GRAMMAR

UNIT 1

The verb" to be" : I am – You are – He /She/It is –We/ They are I



am (I'm)

E.g.: He is Anvar. He's Uzbek, he's twenty, and he's a library assistant.

Tell about yourself.

Positive	***Negative***
I am (I'm)	I am not (I'm not)
You are (you're)	You are not (you're not)
He is (he's)	He is not (he's not)
She is (she's)	She is not (she's not)
We are (we're)	We are not (we're not)
They are (they're)	They are not (they're not)

To make questions, change the verb and the subject: **You are → are you?**

Positive	**Question**
He is Uzbek	Is he Uzbek?
You are late	Are you late?
They are students	Are they students?

Am/is/are **-** are the present forms of the verb *to be*. We call this verb a 'state verb'.

State

- ✓ **Age:** I am twenty.
- ✓ **Nationality:** I am Uzbek.
- ✓ **Status:** I am single/married/divorced.
- ✓ **Profession:** I am a student /librarian /manager
- ✓ **Physical state**: I am tired/hungry/cold
- ✓ **Emotional state**: I am happy/sad/excited

UNIT 2.

I am doing (Present progressive)

- My friend is reading a book.

- The students are writing their essays now.

-The sun is shining.

The verb 'to be' can be used as an auxiliary verb before other verbs.

The verb that follows always has the ending '- ing'.

'to be' represents a present state, so when it's followed by a verb (-ing) it refers to **a present activity**.

. *I'm a teacher, but* ***I'm not teaching*** *now,* ***I'm preparing for a*** *lesson.*

. *Dilbar* ***is wearing*** *a pretty national dress today.*

. *Take an umbrella,* ***it's raining***

Spelling: Note the following spelling changes:

write - writing	dance - dancing
run - running	sit - sitting
come - coming	lie - lying
swim - swimming	

Negative : Place 'not' after the auxiliary:

I'm not sleeping

They're not working **-or -** they aren't working

She's not reading **- or -** she isn't reading

Questions: Change the order of words:

· *Are you sleeping?*

· *Is he playing?*

UNIT 3.

The Present Simple

I like/do/go (present simple)

Positive	*Negative*
I like	I don't like
You like	You don't like
He likes	He doesn't like
She likes	She doesn't like
We like	We don't like
They like	They don't like

The present simple is used for things in general, and things that happen sometimes or always:

· *The sun rises in the east.*
· *I work at Tashkent University of Information technologies.*
· *I like Uzbek cuisine.*
· *I go to the library on Saturdays.*

To indicate frequency, we use these adverbs:

always	*usually*	*often*	*sometimes*	*never*

· *I always go shopping on Fridays.*
· *I usually have coffee with my breakfast, but sometimes I have tea.*
· *I never watch American movies.*
· *I often buy a newspaper on my way to the University.*

Present simple spelling: Note the following spelling changes:

I watch - she watches *I wash - she washes*

I study - she studies *I try - he tries*

I do - she does *I go - he goes*

Present simple questions: We use the verb 'do' as an auxiliary when we ask

questions:

Do you read a lot? *Do they live here?*

Does she like her job? *Do you always arrive early?*

What do you usually do in your free time?

UNIT 4.

Have/Have got (possession)

She has black eyes and black hair = She's got black eyes and black hair (has got)

She has got a beautiful dress on.

For possession, *have* and *have got* are **the same.**

Have got any questions?

Has she got a car?

Have got in negatives:· I haven't got a car

He hasn't got a job

UNIT 5.

I was/you were (be –simple past)

Present: am/is - **past:** was

Present: are - **past:** were

Positive	*Question*	*Negative*
I was	Was I?	I wasn't (n't = not)
You were	Were you?	You weren't
He was	Was he?	He wasn't
She was	Was she?	She wasn't
We were	Were we?	We weren't
They were	Were they?	They weren't

Yesterday, I was sick.

· She lived in Namangan when she was young.

· Were you on time for the meeting?

· No, I wasn't – I was five minutes late.

UNIT 6.

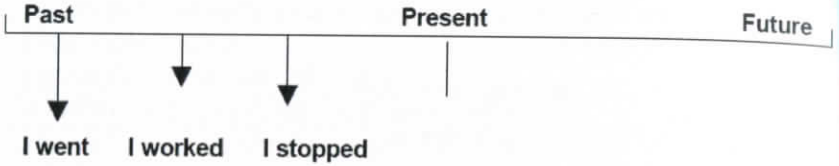
I did/worked/went (simple past) Past simple

They watch television (*present simple*)

Yesterday, they watched television (*past simple*)

English verbs can be divided into two groups – regular and irregular. In the past simple, regular verbs end in *–ed* ; they do not change according to the subject:

· ***I worked /· You worked/· He worked/· She worked/· We worked/· They worked***



Irregular Verbs

These verbs are called irregular because they do not end in '*ed*' like regular verbs. You must learn these verbs by heart.

Examples of irregular verbs:

Begin - began	Have - had
Break - broke	Know - knew
Buy - bought	Leave - left
Come - came	Make - made
Do - did	Pay - paid
Drink - drank	Put - put
Eat - ate	Read - read (pronounced 'red')
Find - found	Ring - rang
Get - got	Say - said
Give - gave	Think – thought
Go - went	Write- wrote

Negative and Questions:

Use the auxiliary *did* for questions and negatives in the past:

Positive	*Negative*	*Question*
I went	I didn't go	did you go?
I worked	I didn't work	did you work?
I had	I didn't have	did you have?

We use ago for things in the past:

· *Did you meet The Queen?*

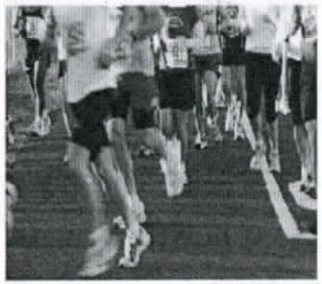
· *Yes, but that was a long time ago*

UNIT 7.

I was doing (past progressive)

Past progressive

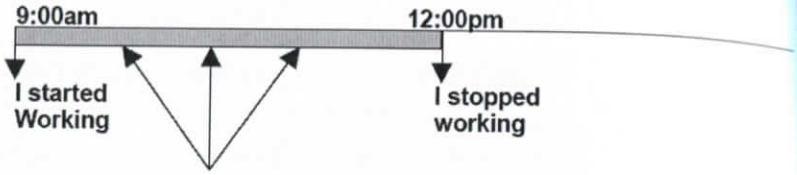
4:00 today: they are watching television



4:00 yesterday: they were jogging

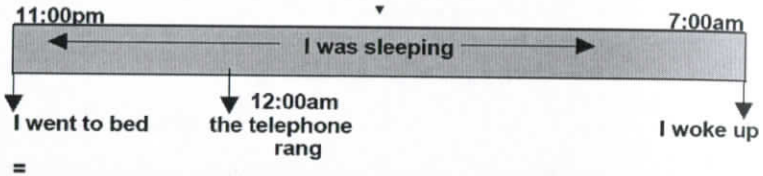
Positive	***Negative***	***Question***
I was doing	I wasn't doing	was I doing ?
You were doing	You weren't doing	were You doing ?
He/she/it was doing	He/she/it wasn't doing	was He/she/it doing ?
We were doing	We weren't doing	were We doing ?
They were doing	They weren't doing	were They doing ?

Time lines



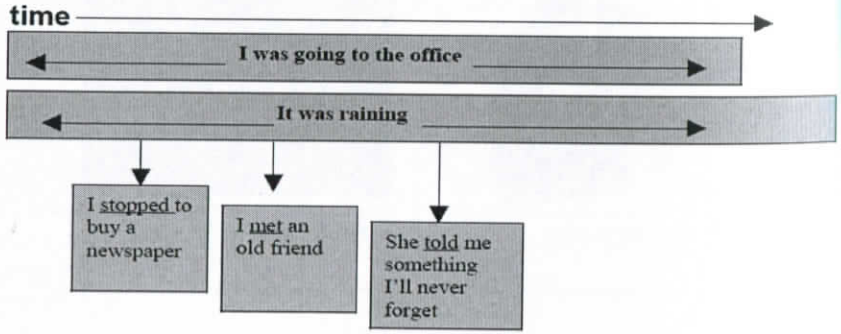
We use the past progressive when we are more interested in the action itself than the time it started or stopped.

Compare the past simple with the past progressive:



=

I was sleeping when the telephone rang



UNIT 8.

I have done (present perfect) Present Perfect

Alisher has gone out = Alisher is not here NOW

The cook has made some pizzas.The pizzas are ready NOW.

The present perfect is used to show the *present result* of something that has happened.

Present perfect: auxiliary *have* + past participle (gone/done/been etc)

Compare the present perfect with the simple past:

· *Yesterday, I lost my keys. I found them this morning.*

· *I've lost my keys (I can't find my keys now)*

· *I bought this book last week, but I haven't read it.*

Positive	***Negative***	***Question***
I have done	I haven't done	have I done ?
You have done	You haven't done	have you done ?
He/she/it has done	He/she/it hasn't done	has he/she/it done ?
We have done	We haven't done	have we done ?
They have done	They haven't done	have they done ?

We can use the present perfect with *already, just, yet:*

· *I don't want to watch this film, I've already seen it*

· *Are you hungry? – No, I've just eaten*

· *I'm waiting for Sean, he hasn't arrived yet*

How long have you…?

Bobur moved to Samarkand in 2017. He lives in Samarkand now.

How long has Bobur lived in Samarkand?

Bobur has lived in Samarkand for two years

This is Bobur.

Nodir is married to Nigora.

They have been married since 1999

Nodir's best friend is Ian.

Nodir has known Khurshid for ten years.

Nodir likes playing kurash.

He has played kurash since 1998.

Nodir works for Microsoft corporation.

He has worked for Ucell for five years.

Nodir is learning English (*present progressive)*

He has been learning English for six months (*present perfect progressive*)

Have you ever…?

We can use the present perfect to talk about our experiences in life. If you want to know *when* something happened, use the simple past.

· *Have you ever played tennis?*

· *Yes I have.*

· *When did you play tennis?*

· *I played it on tennis- court when I was on summer holidays.*

Been

When we say 'have you ever been to Bukhara?' *been* is the past participle of

the verb *to go*. *Been* then, is like a return trip.

I went to Bukhara

I came back from Bukhara

=*I've been to Bukhara* (at some time in my life)

For and Since

Compare these sentences:

· *I've lived in Tashkent for ten years*
· *I've lived in Tashkent since 1998.*
Since is used for a specific time:
· *I've had this laptop since August.*
· *I've known Jahongir since 1980.*
· *I've had this headache since this morning.*
For is used for a duration of time

· *I've had this laptop for six months*

· *I've known Jahangir for 27 years*

· *I've had this headache for several hours*

UNIT 9.

Is done/was done (Passive voice)

People make cars in Asaka (active)
Cars are made in Asaka (passive)
We are not interested in *who* made the cars (people, somebody, the workers etc). We are only interested in which town they are made.

This is the passive voice:

To be:	am/is/are was were etc	**+ past participle**	done made bought written

Note:
The passive voice is NOT a tense, it does not relate to time. You can change the time by changing the verb 'to be'.

· *Many houses were built after the earthquake in Tashkent.*

· *Many students have learned the English language.*

· *Five of these students won grants.*

· *My car is being repaired today*

· *These programs will be installed next week.*

UNIT 10.

Used to (finished actions)

A few years ago, I lived in a small village near the Aktash mountains.

Today, I live in Tashkent. I used to live in a small village.

Used to + verb (infinitive) → something I did in the past but don't do today.

· *I stopped learning Spanish last year, as I was very busy with my work. I used to learn twenty words a day.*

· *I used to like her a lot, but then she changed. I don't like her very much now.*

· *Before we had children, we used to travel a lot, but now we don't travel any more.*

· *You play football, don't you? – I used to, but I don't have much time these days.*

UNIT 11.

Get/be used to /get used to

- ✓ In Europe, people drive on the right. In our country, people drive on the left.
- ✓ When I came to Germany for the first time, it was difficult to get used to driving on the right.

Get used to + verb (-ing) Something that was difficult at first, but becomes normal with time or practice.

When you go to live in a foreign country, it takes time to get used to living there.

be used to

If you have got used to doing something, you can say that you are used to doing it

· *My job was hard at the beginning, but I'm used to it now*

· *I'm used to getting up early, but I didn't like it when I started*

· *England is very different from Uzbekistan, but I'm used to living here now*

UNIT 12. Will do (future)

I will do

Future 1

I have talks in mahallya every day. This morning I had talks. Tomorrow, I will have talks.

I you he/she we they	will/won't	go do be have ...etc

Questions

Will	I you he she it we they	go? say? do? be? ..etc.

Will is used for the future:

Tomorrow, I will be in Samarkand on business

Don't call tonight, I won't be at home

It will be a hard match, but I'm sure we'll win

Will often shows we are not sure

I think it will rain this afternoon

I don't know what to do – maybe I'll ask Munira about it

Will can mean a spontaneous decision

The phone's ringing – I'll answer it

If you don't have a pen I'll lend you one

Shall

Shall is the same as *will* when used with *I* and *we*:

I shall be late / I will be late

We shall buy some souvenirs / we will buy some souvenirs

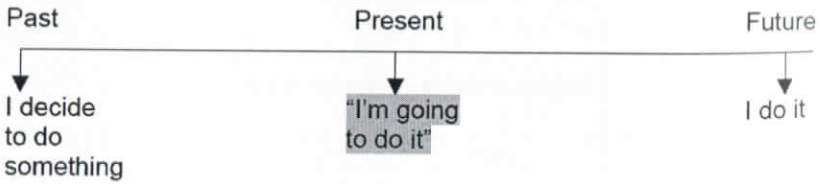
This is not an absolute rule as the following examples show:

- *You shall go to the party, Kamilla*
- *You shall be taken and hanged by your neck until you are dead*
- *She shall have music wherever she goes*

UNIT 13.

Going to (planned future)

Planned/certain future (2)



I am You are She is We are They are	(not) going to	do walk go make etc…

If you have planned something for the future, you can say *'I'm going to…'*

. *I'm going to cook pilov tonight.*

. *I'm going to talk to Shuhrat about his attitude*

We often use the present progressive to talk about future events:

- *What are you doing tonight?*

- *I'm playing footballl*

UNIT 14.

Had done (past perfect)

I had done

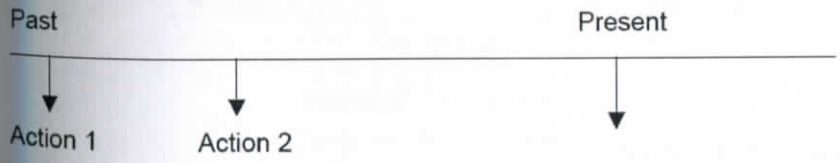
Past Progressive

My train left at 8:00

I was late, I arrived at 8:10

When I arrived at the station, my train had left

Past perfect = *had* + past participle



The past progressive is used to show that action 1 happened *before* action 2.

· I didn't go to the meeting because it had been cancelled

Action 2 (simple past) Action 1 (past perfect)

· The streets were wet, so I knew it had been raining

UNIT 15.

a/some (articles, quantities)

Nouns can be either *countable* or *uncountable*. We cannot make plurals with uncountable nouns. We use 'some' before uncountable nouns.

Countable	*Uncountable*
Chairs, tables, sofas	furniture
Euros, dollars, pounds, sums	money
Jobs, professions	work
Clouds, temperatures, winds	weather
Loaves, baguettes	bread
Articles, reports, stories	news

An apple, an orange, a banana, a pear= Some fruit

A sum

Some money

UNIT 16.

Some/any (quantities)

Shahlo has some money

Bahodir doesn't have any money

We usually use *some* in positive sentences, and *any* in negative sentences and questions.

Jahangir: I have some friends in Bukhara

Sanjar: Really, do you have any friends in Bukhara, Shukhrat?

Shukhrat: I haven't got any friends.

It is different when we offer something:

Would you like some tea?

UNIT 17.

Much/many/a lot (quantities)

A lot of luggage / a lot of bags

Not much luggage / not many bags

We use *much* with uncountable nouns, in negative sentences and questions

- How much money have you got ?
- -I' don't have much time

We use *many* with plural nouns

- Did you see many people ?
- I don't have many CD's
- I've been to many countries

A lot of can be used everywhere !

- I have a lot of money
- I don't have a lot of friends
- Do you have a lot of furniture ?
- I've got a lot of ideas

UNIT 18.

Can/could (ability/permission)

Can is used to express ability:

- *I can play the guitar*
- *Jamila can swim very well*
- *Eldor hasn't got a car because he can't drive*
- *Can you cook?*

We also use can for permission (giving and asking for)

- *Can I sit here? Yes, you can*
- *It's OK, you can go home now*

When asking for things, it's more polite to use *could*:

- *Could you open the window?*
- *Could you give me your name, please?*

Could is also the past of *can.* We use it to talk about things we were able to before:

- I could skate very well when I was young
- Aziza could walk before she was one year old

UNIT 19.

Must/have to (obligation/prohibition)

Obligation

We use *must* when we believe something is necessary:

- *It's a great book, you must read it*
- *I must call my parents tonight*
- *You must come over for dinner*

We use *have to* when we are obliged to do something, even if we don't want to do it.

- *I have to get up early for work tomorrow*
- *I have to complete my tax return before Friday*
- *Do I have to?*

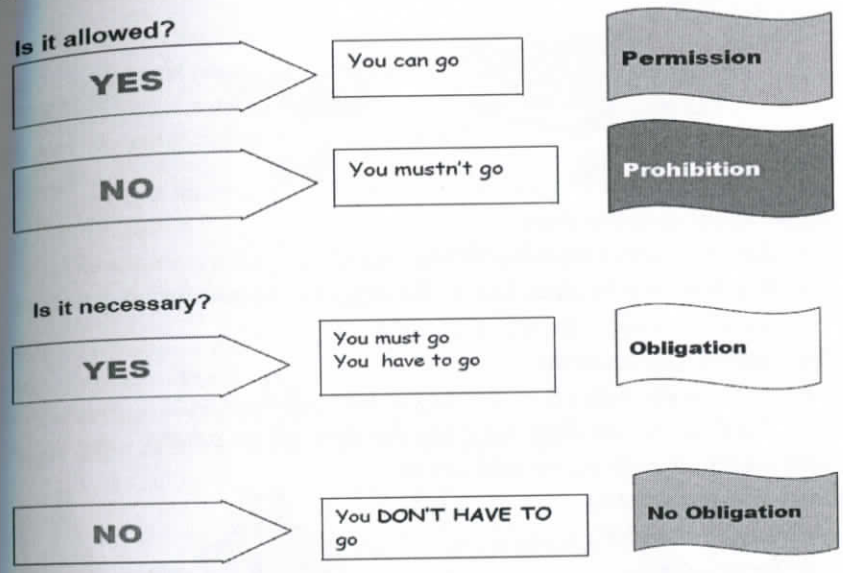
Prohibition

When something is not permitted, we use *mustn't:*

- *You mustn't smoke here, it's forbidden*
- *It's a secret, you mustn't tell anyone*

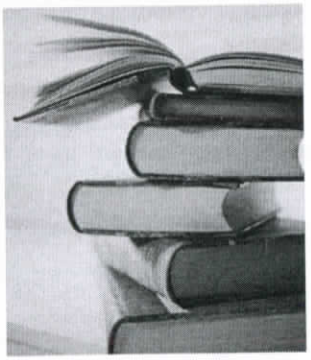
Don't have to

Don't have to is **not** the same as *mustn't*



UNIT 20. Big/small/beautiful (adjectives)

Adjectives



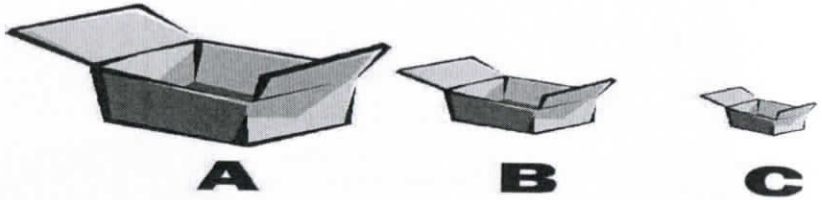
In English, the adjective is before the noun:

- *An interesting book*
- *A difficult project*
- *He's got green eyes and brown hair*
- *I just love Uzbek food*
- *This lovely red dress is not expensive*

Adjectives always remain the same, they do not change according to the subject:

- *A tall woman*
- *A tall man*
- *Some tall people*

UNIT 21. Big/bigger/biggest (comparatives and superlatives)



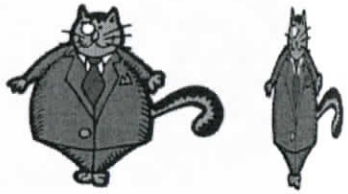
Bigger than/ Smaller than

- *Box A is **bigger than** box B and box C*
- *Box B is **smaller than** box A, but bigger than box C*
- *Box C is **smaller than** box A and B*

The biggest/The smallest

- *Box A is **the biggest**. = it's bigger than **all** the others.*
- *Box C is **the smallest.** =it's smaller than **all** the others.*

With small adjectives, we add *–er* to make comparatives:



- *small – smaller*
- *large – larger*
- *quick – quicker*
- *slow – slower*

We add a consonant to adjectives that have one consonant at the end:

- *big – bigger*
- *thin – thinner*
- *fat – fatter*

Adjectives that end in *–y* change to *i:*

- *funny – funnier*
- *happy – happier*
- *easy – easier*

Long adjectives are different. We cannot add *–er*, instead we use *more*

before the adjective:

- *A Nexia is more expensive than a Matis.*

- *Uzbek films are more interesting than American ones.*
- *Paris is more beautiful than London*

Superlatives : Small adjectives take *the* +*-est* to make superlatives:

- *The tallest mountain in the world is Everest.*
- *The longest river in the world is the Amazon.*
- *The richest man in the world was Bill Gates.*

We put *the most* before long adjectives:

- *The most interesting book is "Yellow Giant "by Khudoyberdy Tokhtabaev.*
- *The most expensive city in the world is Tokyo.*

There are exceptions:

good → better → the best
bad →worse →the worst
far →further →the furthest
The weather is better today than it was yesterday.

UNIT 22.

Should (advice, recommendations)

We use *should* when something is a good idea; it is a good thing to do.

To be polite, you can say, *I think you should…*

- *I think you shouldn't eat so much.*
- *I think you should talk to her about it.*
- *I think you should reconsider our offer.*
- *I don't think he should attend the conference.*

Ought to is the same as *should*, but generally used only in positive sentences:

- *I think you ought to eat less.*
- *Perhaps you ought to talk to her about it.*
- *You ought to think about reconsidering.*

Expectation and probability

We can also use *should* and *ought to* to talk about something we *expect* will happen, or something that is *likely* to happen:

- *Where's Gayrat? He should be here by now.*
- *My train is late, but I should arrive around 10 pmg.*
- *I've studied hard, so I ought to pass the exam.*

UNIT 23. I/me/my/mine (pronouns, possessive adjectives)

She told her the whole story.

Subject		***Object***	
I	*I like Jamila*	Me	*Jamila likes me*
You	*You like Jamila*	You	*Jamila likes you*
He	*He likes Jamila*	Him	*Jamila likes him*
She	*She likes Jamila*	Her	*Jamila likes her*
We	*We like Jamila*	Us	*Jamila likes us*
They	*They like Jamila*	Them	*Jamila likes them*

Those are nice trousers. I like them very much.

· *I don't need this bag. You can have it.*

· *Answer the phone, it can't be for me.*

· *We're going to the beach, do you want to come with us?*

Possession

This is my sister. She's mine!

I'm her brother. I'm hers!

I	**Me**	**My**	**Mine**
You	**You**	**Your**	**Yours**
He	**Him**	**His**	**His**
She	**Her**	**Her**	**Hers**
We	**Us**	**Our**	**Ours**
They	**Them**	**Their**	**Theirs**

This is my book. It's mine!

· Our car didn't start, so I took yours.

· No, that's not our luggage, ours is over there

· Their dog is bigger than his .

· Her bag is more expensive than mine

UNIT 24. What/when/where (questions 1)

Questions

People who?

Who switched off the television? – I did, the film was boring.

Who did you see at the party? – I saw lots of interesting people.

Who are going with? – I'm going with Johan.

Things what?

What's that? – It's my new computer.

What are you doing tonight? – I'm playing tennis.

What did you do last night? – I played tennis.

Places - where?

Where did you go on holiday? – We went to Bukhara.

Where is Anvar? – He's at home in bed.

Time -when?

When did you last go on holiday? – In 1999.

When is your birthday? – On the eleventh of June

Reason -why?

Why did you do that? – Because it was fun.

Why do you like Uzbek films? Because they have a lot of humor.

Why is London so expensive? Because everyone wants to live there.

How - Manner of doing something?

How do you turn on this computer? – There's a red button, press it.

How can I get to Manchester from here? – Take a train from Samarkand Station

UNIT 25.

How much/many (questions 2)

We use *how + adjective* to ask some questions:

How old are you? – I'm 18 years old

How tall are you? – I'm 1 metre 75

How big is the box? – It's pretty big!

UNIT 26.

On/it/at (time prepositions)

On	*In*	*At*
	January	
Monday,	The morning	The
Tuesday	The afternoon	weekend
The weekend	The evening	Night

The first The second	The week Spring	10 O'clock

· I've got an appointment on Friday at 3 O'clock.

· I always feel sleepy in the afternoon.

· In the summer there are too many people on the beach.

· I always watch the news in the evening.

· I was born on the eighteenth of April.

UNIT 27.

What would you do? (Conditionals)

If you won the lottery, what would you do?
- I'd (=I would) buy a Nexia!
This situation is not very probable, it is a *hypothetical situation*.
We use the verb for the condition (the part with 'if') in the past:
If you went to America…
If he didn't come…
If you could see her …
And the result is 'would' + infinitive verb:
... would you find a job?
... would he get into trouble?
... what would you say?
We can suggest things or give advice to someone by saying:
If I were you, I would...

WORD LIST

LESSON 1

insignificant	***card files***
inaccessible	***diverse***
broad masses	***editions valuables***
books exchange	***restore the fund***
propagation belonging to	***simultaneously***
outstanding people	***alphabetic catalogues***

LESSON 2

popularized	*physical medium*
web-based	*digitizing*
environment	*Internet storage space archive*
distinction	*book maintenance*
digital format to store	*wikis indispensable*
converted	

LESSON 3

search interface	*resource-intensive*
deep web resources	*respective servers*
search engine crawlers	*relevant found items*
Distributed	*updated resources*
Harvested metadata	*ranking algorithms*
Eliminated	*indexing systems*

LESSON 4

Predispositions	*informal learning*
national heritage	*specialized educational digital libraries*
to some extent	*primary sources*
educational standards	*guidelines*
clearly defined	

fully recognized	*to ensure*
educational aids	*information service delivery*

LESSON 6

To alter	*web-database developers*
range of careers	*content managers*
to oversee	*Internet publishers*
research requests	*catalog information resources*
maintaining collections	*pursue*
historically valuable	*specialized libraries*
integral part	*may be required*
library's toolkit	*sufficient degree*
designing computer systems	*preservation techniques*
technological needs	*overview of acquisitions*

LESSON 7

archives of records	*intentionally*
historical preservation	*created intentionally*
mass deacidification	*to populate*
specialist catalogs	*cohesive group*
solo work	*to browse the stacks*
appraisal	*openly available*
item acquisition	*entrance interview*
unpublished works	*confirm their identity*

categorize items	*privacy*
explicitly	*photocopying*
damage	*restrictions*

LESSON 8

bibliographic	*sorting devices*
systematic arrangement	*standard version*
coherent system	*database format*
interlinked	*released/ subdivisions*
bibliographical services	*notation/ represent*
content indexing	*hierarchy*
information exchange	*decimal fraction*
machine readability	*filing*
order	

LESSON 9

advent	*reference literature*
accumulated knowledge	*circles for interests*
experience	*unique place*
cultural values	*the rustle of paper*
global network	*fascinating*
providing the information	*unfortunately*
heavily used	*computerization*
government's support	*the smell of old books*
importance to literacy	

LESSON10

machine-readable form	inertia
implementation	software products
content designation	to exchange data
explicitly	to redefine
data elements	accessible
outdated technology	encoded
degree of granularity	Unicode
huge user base	

LESSON 11

invoice	*alerting*
tool	*date slips*
thesaurus	*renewal*
update	*bindery*
assigned	*estimation*
synthesizing	*word-based free search*
avoiding	*personalized SDI*
hierarchical sequence	*integrated library system*
retrieval	*overdue*
barcode	*gateway*
routine	*alongside with*
restricted	*query*

LESSON 12

integrated library systems	***standalone system***
to handle	***package contents***
metadata	***encoding***
emerged	***interlibrary loan***
vendor	***tracking***
released	***customizable alerting systems***
licensed	***usage statistics***
e-resources	

Tapescripts

Tapescript1

This pilot project will examine collections of manuscripts originally held in the palace library of the Khanate of Kokand (1710-1876). After the establishment of the Turkestan governorship by the Russian Empire in 1876, many manuscripts of the Kokand court library were taken away to Russian collections or to small collections in the Fergana Valley. This project will identify the collections, prepare the groundwork for a future major project and digitize approximately 50 of the most valuable and vulnerable manuscripts.

The Kokand literary museum has about 14,000 exhibits, of which more than 1,500 are hand-written books dating back to the 15th century in Arabic, Persian and Turkic (chaghatay) languages. In addition, the

museum has more than two thousand printed books. The oldest manuscript in the museum is the work copied in 1434 of 'Abdallakhibn' Abd al- Rahman Husayni – the commentary on khadis «Me'radj al-a'mal». The manuscripts cover subjects such as poetry, musicology, astronomy, geography, medicine, logic, Sufism, the Muslim right and the Arab grammar, and also comments on the Koran and khadis.

Its heritage, including manuscripts from the palace library, was therefore more vulnerable to destruction and loss after the establishment of Russian Turkestan. The storage and environmental conditions of these manuscripts are far from standard and are detrimental to their long term preservation.

During the project a survey will be undertaken in the following places and the most valuable and endangered manuscripts will be digitized. The project was able to survey seven manuscript collections, four of which were at state museums in the Fergana Valley, and three in private collections in Kokand. As well as carrying out the survey the project digitized a small sample of the manuscripts they found at the Kokand Literary Museum.

Tapescript 2

Librarian's job has also changes as it began to depend more intensively on information and communication technology. The librarian's role is now oriented towards consultancy to the users and providing digital deference services, electronic information services, navigating, searching and retrieval of digitized information through web documents that pan the universal digital library or the global digital library". Librarians must assert themselves as key players in the learning process, thereby changing their roles from the information providers to educators; they should become information gateways and advocates the librarian's involvement in teaching communities so as to meet information needs of the students. Librarians transformed their jobs into virtual or digital environments, while customizing their services and resources for e-learners (they provide remote access to, and electronic delivery of, library resources, and are using communication technologies to deliver electronic reference services and instructional support).

Tapescript 3

Most digital libraries provide a search interface which allows resources to be found. These resources are typically deep web resources since they frequently cannot be located by search engine crawlers. Some digital libraries create special pages or sitemaps to allow search engines to find all their resources. Digital libraries frequently use the Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) to expose their metadata to other digital libraries, and search engines like Google Scholar, Google, Yahoo and Scirus can also use OAI-PMH to find these deep web resources.

There are two general strategies for searching a federation of digital libraries:

1. Distributed searching; 2. Searching previously harvested metadata.

Distributed searching typically involves a client sending multiple search requests in parallel to a number of servers in the federation. The results are gathered, duplicates are eliminated or clustered, and the remaining items are sorted and presented back to the client. Protocols like Z39.50are frequently used in distributed searching. A benefit to this approach is that the resource-intensive tasks of indexing and storage are left to the respective servers in the federation. A drawback to this approach is that the search mechanism is limited by the different indexing and ranking capabilities of each database, making it difficult to assemble a combined result consisting of the most relevant found items.

Searching over previously harvested metadata involves searching a locally stored index of information that has previously been collected from the libraries in the federation. When a search is performed, the search mechanism does not need to make connections with the digital libraries it is searching - it already has a local representation of the information. This approach requires the creation of an indexing and harvesting mechanism which operates regularly, connecting to all the digital libraries and querying the whole collection in order to discover new and updated resources. OAI-PMHis frequently used by digital libraries for allowing metadata to be harvested. A benefit to this approach is that the search mechanism has full control over indexing and ranking algorithms, possibly allowing more consistent results. A drawback is that harvesting and indexing systems are more resource-intensive and therefore expensive.

Tapescript 4

The information revolution has essentially changed the role of libraries. Libraries and their resources have partially moved to the virtual world of the Internet.

Digital library is a collection of material organized for access by the users of the electronic documents. The material is in digital form and may consist of or incorporate various media, such as photographs, video, sound recordings, as well as text and page images. Digital library is not only digitization of physical resources, but also thoughtful organization of electronic collection for better access. Such organization provides coherence to a massive amount of shared knowledge base.

Nowadays, it is essential to prepare professionals who can meet the international requirements in IT sphere, and for this purpose, it is vitally important to be able to use the literature about the subject. The creation of digital library would be serviceable, easy-to-use, and afford the opportunities such as:

- Any user can access to catalogue;
- Specialized site;
- Electronic catalogue &full text DB;
- Chat reference (like forum);
- E-mail reference;
- Information search service;
- Bibliographic record (based on MARC 21).

Tapescript 5

National Library of Uzbekistan named after AlisherNavoi

History of the National Library of Uzbekistan named after AlisherNavoi in Tashkent

The National Library after AlisherNavoiwas instituted in 1870 as the Tashkent Public Library. By May 1870, more than 2,200 volumes

(1,200 titles) had been collected. They made up the book core of the future library.

The National Library of Uzbekistan was supposed to collect and store literature on various branches of knowledge, primarily related to the country and neighboring states.

The National Library of Uzbekistan gained the status of "state" in 1920. During the Great Patriotic War, Russian academicians, corresponding members, writers, artists, folk artists and many others evacuated to Tashkent worked in the halls of the National Library of Uzbekistan. After the war, the main goal of the library was to replenish book collections. Books from Bulgaria, Hungary, Germany, Poland, Romania, Czechoslovakia began to arrive. Friendly relations were established with libraries of the UK, the USA, France, Germany, Japan, and others.

In 1948, the National Library of Uzbekistan was named after the great Uzbek poet and thinker AlisherNavoi.

In 2011, a new library building with a total area of 38,000 square meters was built. AlisherNavoi National Library of Uzbekistan includes 13 reading rooms, an Internet and media center, an exhibition hall, a book museum, a children's room, a book room, a cinema center, recreation areas and a cafeteria.

Today, the National Library of Uzbekistan named after AlisherNavoiis upgraded with high tech equipment and electronic means of manuscripts, books and other printed publications of the funds of the book depository.

The National Library of Uzbekistan has an automated department for ordering, as well as accounting issued-handed books. The library holds 6.5 million publications, of which rare valuable specimens are 200,000. 16,000 examples are rare editions.

Tapescript 6

Careers for Library and Information Science Graduates

- Archives and special collections librarian.
- Children'slibrarian.

- Competitiveintelligenceanalyst.
- Electronicresourcelibrarian.
- Informationarchitect.
- Informationofficer.
- Internettrainer.
- Knowledgemanagementspecialist.

- **5 Interesting Jobs for Library Science Majors**
- Not every library science major works in a library. If you think your future career will surround you with bookshelves, think again. Here are just a few of the many interesting jobs that incorporate your unique skills with a library science degree. Note: some of these careers require only a bachelor's, others a master's.
- **1. If you have a mind for marketing…**
- Businesses need employees who are ready to whip through research to recommend solutions. If you can see yourself in a boardroom, consider the field of market research. Cultivate expertise in a particular industry to strengthen your resume, and you could find yourself working for a large corporation as their research expert.
- **2. If you have a hankering to build…**
- There are whole libraries dedicated to the research and thoughtful planning of buildings and public spaces. As cities hasten to create trends of intentional, careful growth rather than haphazard, wasteful sprawling, they need the research and expertise of an architecture librarian.
- Often possessing a background in architecture or architectural history, the librarian is responsible not just for knowing about the past, but for thinking creatively about the urban future.
- **3. If your fingers itch for a keyboard…**
- In the information age, we need experts in information more than ever. With their attention to detail and research skills, library science majors often slide easily into careers that focus on a computer rather than on a book. If you're more comfortable with a spreadsheet than with the Dewey Decimal Classification, consider a career in the high-demand field of computer systems management.
- **4. If you love kids…**
- A recent push in urban neighborhoods is to acquire toy libraries. Some are tucked inside a public library, but others operate independently. If

you enjoy playing with kids all day and organizing toys on a shelf, maybe consider filling this position.

- **5. If you're obsessed with antiques…**
- Many libraries will hire librarians for specific collections of historic values–sometimes containing more than just books. If you're fascinated by a certain time period, event, or individual, consider specializing in order to become an archivist or curator of historic documents.
- Don't forget that your first job probably won't be your last. According to LibraryScienceList.com, the pay rate for librarians in administrative positions (think head librarian or library director) has actually gone up. This means that you will have an easier time entering the workforce and will find a budding job market with new opportunities that grow different skill sets. Your future career awaits.

Tapescript 7

The study of archives includes the training of archivists, librarians specially trained to maintain and build archives of records intended for historical preservation. Special issues include physical preservation, conservation and restoration of materials and mass DE acidification; specialist catalogs; solo work; access; and appraisal. Many archivists are also trained historians specializing in the period covered by the archive.

The archival mission includes three major goals: To identify papers and records that have enduring value, to preserve the identified papers, and to make the papers available to others.

There are significant differences between libraries and archives, including differences in collections, records creation, item acquisition, and preferred behavior in the institution. The major difference in collections is that library collections typically comprise published items (books, magazines, etc.), while archival collections are usually unpublished works (letters, diaries, etc.) In managing their collections, libraries will categorize items individually, but archival items never stand alone. An archival record gains its meaning and importance from its relationship to the entire collection; therefore archival items are usually received by the archive in a group or batch. Library collections are created by many individuals, as each author and illustrator creates

their own publication; in contrast, an archive usually collects the records of one person, family, institution, or organization, and so the archival items will have fewer source authors.

Another difference between a library and an archive, is that library materials are created explicitly by authors or others who are working intentionally. They choose to write and publish a book, for example, and that occurs. Archival materials are not created intentionally. Instead, the items in an archive are what remain after a business, institution, or person conducts their normal business practices. The collection of letters, documents, receipts, ledger books, etc. were created with intention to perform daily tasks, they were not created in order to populate a future archive.

As for item acquisition, libraries receive items individually, but archival items will usually become part of the archive's collection as a cohesive group.

Behavior in an archive differs from behavior in a library, as well. In most libraries, patrons are allowed and encouraged to browse the stacks, because the books are openly available to the public. Archival items almost never circulate, and someone interested in viewing documents must request them of the archivist and may only view them in a closed reading room. Those who wish to visit an archive will usually begin with an entrance interview. This is an opportunity for the archivist to register the researcher, confirm their identity, and determine their research needs. This is also the opportune time for the archivist to review reading room rules, which vary but typically include policies on privacy, photocopying, the use of finding aids, and restrictions on food, drinks, and other activities or items that could damage the archival materials.

Tapescript 8

A catalogue is a list of library materials contained in a collection, a library, or a group of libraries, arranged according to some definite plan. The catalog forms the basis for access to the library's collection for retrieval. Most collections are too large for someone to remember every item in the collection for inventory. Catalogs serve as a record of what is owned and as a reminder of what has been acquired, lost, replaced, etc.

Electronic library catalog (ELC) - a set of software and hardware to ensure the activities of the library to order, cataloging, searching, lending books, the various tasks of reporting and book providing readers and others in the local area network, or via web-conjugation.

Electronic catalog (or online catalog) – a record of the holdings of an institution (e.g. library or museum) or group of institutions (a consortium), often searchable, that can be found on the Internet.

Research in electronic catalogue can be made according to:

- Author
- title
- key words
- person
- geographical rubric

Tapescript 9

In according with the letter №87-03-36-76 on 26.10.2018 of the Ministry of Higher and Secondary Special Education of the Republic of Uzbekistan for the purpose of developing and further supporting the ongoing partnership in English language learning and teaching, Foreign languages department in TUIT named after Muhammad al-Khwarizmi in collaboration with the British Council in Uzbekistan celebrated the opening of the "Professional Development Center" in the Foreign languages department in TUIT.

A representative of the British Council in Uzbekistan - O.G.Kim, Vice-Rector on scientific issues of TUIT – K.A.Tashev, Dean of the Faculty of Economics and Management in the sphere of ICT - Sh. T.Turaev and members of the Department of Foreign Languages took part at the opening ceremony of the **Professional Development Center.**During the event, the participants of the event appreciated the provision of the British Council Uzbekistan with the modern teaching literature and agreed to further enhancement of collaboration in organizing various trainings and seminars in this Professional Development Center. Also, they planned to organize English Speaking Clubs and Readers' Clubs for Teachers of the University.

Tapescript 10

Uzbekistan is a country with a rich historical and cultural past. In 1991 Uzbekistan became an independent country and began significant reforms in all areas of political, economic and social life. As for the sphere of librarianship, at the end of 1990th the library associations in regions, the Library Association of Uzbekistan, and the National Library of Uzbekistan took the initiative in carrying out some projects that became a starting point in introduction of innovations to librarianship. The process was also supported by Uzbek government that issued rules and decrees oriented to the implementation of advanced information technologies. More than 30 important projects in the sphere of librarianship have been realized during the years of independence in Uzbekistan.

The work on computerization and automation of libraries in Uzbekistan began in the middle of 1990th, when important special documents and decrees were issued by the Government bodies. Especially, the State Committee for Science and Technology, and the Ministry of Higher and Secondary Special Education of the Republic of Uzbekistan provided support to the work on automation of libraries.

In 2000 the Fundamental Library of the Academy of Sciences of Uzbekistan has taken first steps toward developing electronic libraries and library consortiums starting the Project for creation of the Model Automated Library (MAL). Main aim of this project was the creation of model library with fully automating its functions, making it training center for librarians, and improving level of service that includes providing free access to electronic resources. The MAL became the first library in Uzbekistan, where main functions such as acquisitions, cataloging and user services were automated. The project has developed and created Academic Libraries network that provided several academic institutions' libraries with access to the electronic information resources of the Fundamental Library of the Academy of Sciences. The network also made easy exchange of information between institutions and helped libraries to create their own electronic databases.

Tapescript 11

Rapid advances in ICT have brought revolutionary changes in the concepts, organization, functioning and management of libraries. The

impact of these changes is affecting all the aspects of library operations, information resources and services, staff skills requirement and users expectations. Some of the notable impacts on libraries, staff, and users are:

1. **Impact on Library Collection:** Library collection goes beyond the print materials and includes the CDs/DVDs, audio & video cassettes, e-books e-journals and e-databases. The traditional paper as a medium of storage is getting replaced with electronic media. In India, many national and international origin library management software (i.e., Ventura, LibSys, E-Granthalaya, Library Manager, SOUL etc. commercial software and Koha, NewGenLib etc. Open Source Software) are available for library automation. In India, UGC-INFONET, DELNET, and INDEST etc. consortiums are in action. Internet technology provides a wide scope for communication and information search across the globe.
2. **Impact on Library Staff:** Information and communication technology has changed the duties, responsibility, and functions of the library professionals. The changing environment forces the librarian to become ICT skilled, dynamic, ready to accept the changes and challenges and outfit the requirements of library users, because, without change, management library could not be survived.
3. **Impact on Library Users:** Library users can remote access the worldwide information through their desktops without any time and distance limitations (24 x 7 x 365 days). Current users need to possess basic technical skills to access the information in electronic media. In the age of technology, users have multiple sources of information such as the Internet, commercial and non-commercial information service providers. As a result, the library is not the only source of information provided for users.

Tapescript 12

Information Resource Centre – IRC (by 2007, the university library) was founded in 1955. On January 1, 1956, the library fund consisted of 4395 copies of books, served 15 teachers and 153 students. Nowadays, it serves six thousand readers and users of electronic sources with only a reader's certificate.IRC gives the opportunity to read the books at home or in the reading rooms through the delivery desk service. IRC covers traditional, that is hard copy, and electronic information.

The traditional library consists of 4 delivery desks: scientific, academic, fiction and foreign literature; 2 reading rooms,the department of collecting and academically cultivating books, and information-bibliographic department.

The electronic library consists of 3 halls: 2 halls for students (70 computers) and one hall for teachers and employees.

The library fund consists of approximately 323 thousand copies of books, brochures, magazines and CDs.

The library carries out different kinds of activities and methods with the readers:

- expositions of thematically illustrated and new books
- open bulletins for new books
- has organized department days since 1980
- has taken care of the graduate days, the explicit exposition of books, and has prepared informative comments.

The library offers the following to the readers: traditional catalog of the library's book collection (systematic and alphabetical), systematic files of articles on communication, thematical files of queries on the present life of the Republic.

In recent years, great attention has been given to the application of information technologies and computerization in the process of library-information. Due to the Libanta project, IRBIS program and an electronic version of UDK table have been bought.

GLOSSARY

access point - refers to a name, term, code, heading, word, phrase etc., a unit of information representing a specific entity that can serve as a search key in information retrieval, under which a library catalog or bibliographic database may be searched and library materials may be identified and retrieved.

abstract - a brief set of statements that summarize, classifies, evaluates, or describes the important points of a text, particularly a journal article. An abstract is typically found on the first page of a scholarly article. Because an abstract summarizes an article, it is very useful for either browsing or keyword searching.

almanac - 1. a collection, usually annual, of statistics and facts, both current and retrospective. May be broad in geographical and subject coverage, or limited to a particular country or state or to a special subject. **2.** An annual containing miscellaneous matter, such as a calendar, a list of astronomical events, planting tables, astrological predictions, and anecdotes (Definition from Yale University Library)

annotation – an explanatory or critical note or commentary. Annotation is also the process of adding an explanatory or critical note or commentary to a text. Reference lists are often annotated with comments about what each resource covered and how useful it was.

appendix – a group of supplementary material appended to a text. It is usually related to the material in the main part of the text but not so closely related to it that it should be put into the main text. Put background information and supporting facts in the appendices. An example of a file that should be put in an appendix is a file of detailed charts and graphs of recent research closely related to the paper's main topic.

archive – a place in which historical documents and other records are preserved. Usually operated by large organizations, they may or may not be open to the public. The University of Toronto, for example has an archive that requires a five-story building and contains several

climate controlled vaults. A virtual archive is similar except the documents have no physical presence and seldom have historical value.

arrangement - the organization of entities in a certain order.

article - a brief work—generally between 1 and 35 pages in length—on a topic. Often published as part of a journal, magazine, or newspaper.

atlas - a book or bound collection of maps, illustrations, etc.; Volume of maps, plates, engravings, tables, etc., which may be used to accompany a text; or it may be an independent publication. (Definition from Colorado State University Libraries)

attachment - a separate file (e.g., text, spreadsheet, graphic, audio, video) sent with an email message.

authentication - a security process that typically employs usernames and passwords to validate the identity of users before allowing them access to certain information.

author - the person(s) or organization(s) that wrote or compiled a document. Looking for information under its author's name is one option in searching.

authority control- a cataloging process in library management of assigning unique headings to subjects such as author names and book titles to enable greater efficiency in referencing

B

bibliography - A list containing citations to the resources used in writing a research paper or other document.

bibliographic database - a computer based list of library resources. Typically, each record contains the call number, author, title, publishing information, and other card catalog information.

book - a relatively lengthy work, often on a single topic. May be print or electronic.

book stacks - Shelves in the library where materials—typically books—are stored. Books in the book stacks are normally arranged by call number. May be referred to simply as the "stacks."

boolean operator - a word—such as AND, OR, or NOT—that commands a computer to combine search terms. Helps to narrow (AND, NOT) or broaden (OR) searches.

browse – to inspect something casually, particularly to use an internet browser to casually inspect Web pages. This involves following links from page to page (also called surfing) rather than searching directly. The main difference between browsing and searching is that with browsing you have very little advance knowledge of what will be on the next page.

browser - a software program that enables users to access Internet resources. Microsoft Internet Explorer, Netscape Navigator, and Mozilla Firefox are all browsers.

C

call number - a group of letters and/or numbers that identifies a specific item in a library and provides a way for organizing library holdings. Two major types of call numbers are Dewey Decimal Call Numbers and Library of Congress Call Numbers.

catalog - a database (either online or on paper cards) listing and describing the books, journals, government documents, audiovisual and other materials held by a library. Various search terms allow you to look for items in the catalog.

categorization - grouping together like concepts, entities, objects, resources, etc.

CD - an abbreviation for compact disc; it is used for storing digital information.

chat - the ability to communicate with others, computer to computer, via typed messages.

check out - to borrow/rent/loan/issue an item from a library for a fixed period of time in order to read, listen to, or view it. Check-out periods vary by library. Items are checked out at the circulation desk.

circulation desk - the place in the library where you check out, renew, and return library materials. You may also place a hold , report an item missing from the shelves, or pay late fees or fines there.

citation - a reference to a book, magazine or journal article, or other work containing all the information necessary to identify and locate that work. A citation to a book thus includes its author's name, title, publisher and place of publication, and date of publication.

citation search – a search, by name, of all references to an individual. Some databases have a specific citation search option, otherwise you use a full-text search. For an example of a database that has a specific citation search option go to the University of Michigan Library Database.

classification - the arrangement of subjects into certain categories.

controlled vocabulary - standardized terms used in searching a specific database.

course reserve - a selection of books, articles, videotapes, or other materials that instructors want students to read or view for a particular course. Print reserve materials are usually kept in one area of the library and circulate for only a short period of time.

citation – the quoting or mentioning of a source. All works used in preparing a paper should be cited.

citation search – a search, by name, of all references to an individual. Some databases have a specific citation search option, otherwise you use a full-text search. For an example of a database that has a specific citation search option go to the University of Michigan Library Database.

community analysis – the analysis of a set of people. Such analyses enable librarians to know the needs of patrons and hopefully provide better services to them. In a city library district, the set of relevant people would be all those who live in the city or those people eligible to use the library. Analysis may also be restricted to a subset of eligible library users.

controlled vocabulary – limiting searches to the exact subject headings contained in the Library of Congress. An example would be History –

Bibliography etc. Some indexes, like Wilson Indexes, have their own system of headings and hence their own controlled vocabulary.

copyright – the legal right granted to a copyright holder for the exclusive sale, distribution or reproduction of a creative work. It is a form of intellectual property that prevents others from using a creative work without consent of the owner. For example, Thomas Mann holds the copyright on the book The Oxford Guide to Library Research.

cross reference database – a collection of records that have one or more fields that reference other related records. These connections (for example between marketing and promotion) make browsing very productive and allow related-items searches.

D

database - a collection of information stored in an electronic format that can be searched by a computer.

descriptor – an index term used to identify a record in a database. It can consist of a word, phrase, or alphanumerical term. It can describe the content of the record or be an arbitrary code. When a descriptor is descriptive, it can be an effective search parameter.

Dewey Decimal Classification (DDC) – a hierarchical system for classifying books and other library materials by subject, first published in 1876 by the librarian and educator Melvil Dewey, who divided human knowledge into 10 main classes, each of which is divided into 10 divisions, etc. In Dewey Decimal call numbers, Arabic numerals and decimal fractions are used in the class notation (example: 996.9) and an alphanumeric book number is added to subarrange works of the same classification by author and by title and edition (996.9 B3262h).

dial-up - a device using telephone lines that allows a computer to access the Internet or two computers to communicate.

dissertation - an extended written treatment of a subject (like a book) submitted by a graduate student as a requirement for a doctorate.

document delivery - a service that retrieves or photocopies information sources for library users. Also see Interlibrary Loan and Document Delivery (IDD), our guide on USC's document delivery system.

download – **1.**to transfer information from a computer to a program or storage device to be viewed at a later date. **2.** to transfer information from one computer to another computer using a modem.

E

e-book (or Electronic book) - to transfer information from a computer to a program or storage device to be viewed at a later date.

editor - a person or group responsible for compiling the writings of others into a single information source. Looking for information under its editor's name is one option in searching.

electronic reserve (or E-reserve) - an electronic version of a course reserve that is read on a computer display screen.

encyclopedia - A work containing information on all branches of knowledge or treating comprehensively a particular branch of knowledge (such as history or chemistry). Often has entries or articles arranged alphabetically.

entry – any record, or a field in a record, that has been included, or entered, into a database. an **entry word** is the headword in a dictionary, encyclopedia, or glossary.

enumeration – is a complete, ordered listing of all the items in a collection.

F

field – an element of a database record. It contains one type of information and has a unique address. All or most other records in the database have a similar field. An example is the field name.

finding aid - a description of an archival collection that describes the collection as a whole rather than individual pieces within the collection.

free-text search –
1. is a simple word or character search, usually with very few Boolean, proximity, or scope limiting options. It is simple and fast.

2. a search in which all the entries are freed from their original format of presentation. Text that originated in a journal article looks much the same as text that originated in a glossary or chat room.
3. the deliberate limiting of the scope of the search parameters to include only records that are available free of charge.

full-text– a complete electronic copy of a resource, usually an article, viewed on a computer display screen. The term full-text is often used to refer to the electronic version of an article or book that is also published in print.

full text database – a collection of records containing complete versions of the original source, rather than just bibliographies, abstracts, or abridgements. An example is JSTOR. A related concept is that of a full text search which searches only sources that are complete, and ignores those records that are mere abstracts or descriptors.

H

hardware - the physical and electronic components of a computer system, such as the monitor, keyboard and mouse. Hardware works in conjunction with software.

hold - a request by a user to a library that a book checked out to another person be saved for that user when it is returned. "Holds" can generally be placed on any regularly circulating library materials through an in-person or online circulation desk.

holdings - the materials owned by a library.

HTML (Hypertext Markup Language) - the computer language used to create documents on the World Wide Web so that they are readable by Web browsers.

hyperlink - an image or a portion of text which a Web user can click to jump to another document or page on the Web. Textual hyperlinks are often underlined and appear as a different color than the majority of the text on a Web page.

I

icon - a small symbol on a computer screen that represents a computer operation or data file.

index - **1.** a list of names or topics—usually found at the end of a publication—that directs you to the pages where those names or topics are discussed within the publication. **2.** a printed or electronic publication that provides references to periodical articles or books by their subject, author, or other search terms.

information extraction - is the task of automatically extracting structured information from unstructured and/or semi-structured machine-readable documents.

[information literacy] - is the set of integrated abilities encompassing the reflective discovery of information, the understanding of how information is produced and valued, and the use of information in creating new knowledge and participating ethically in communities of learning.

information mapping - is a research-based method for writing clear and user focused information, based on the audience's needs and the purpose of the information.

information science - is a field primarily concerned with the analysis, collection, classification, manipulation, storage, retrieval, movement, dissemination, and protection of information.

instant messaging (IM) - an Internet-based service allowing real-time, text communication between two or more users. Instant messaging is also known as chat, especially when more than two people are communicating.

Integrated Library Systems(ILS)– in modern cataloging using advanced, the machine-readable cataloging, almost any portion of the catalog record can serve as an access point. The advanced search of the Online Public Access Catalogs provides many options as access points.

interlibrary loan (ILL) - a service that allows you to borrow materials from other libraries through your own library. The user makes a request with their local library, which, acting as an intermediary, identifies owners of the desired item, places the request, receives the item, makes it available to the user, and arranges for its return. This resource sharing system is being promoted by the International Federation of Library Associations and Institutions (IFLA).

internet - a worldwide network of computer networks that allows for the transmission and exchange of files. The World Wide Web is part of the Internet.

inventory - a tool used to provide a record of what is owned.

J

journal - a publication, issued on a regular basis, which contains scholarly research published as articles, papers, research reports, or technical reports.: See also: Periodical.

journal title - the name of a journal. Journal title is one common search term.

K

keyword - a significant or memorable word or term in the title, abstract, or text of an information resource that indicates its subject and is often used as a search term.

keyword search – a search of a database using some keyword, a significant word from the title, abstract, or descriptor of a record as a point of reference to the article's overall content.

known item search - a search for an item or article when you have some or all of the citation information.

L

limits/limiters - options used in searching that restrict your results to only information resources meeting certain other, non-subject-related, criteria. Limiting options vary by database, but common options include limiting results to materials available full-text in the database, to scholarly publications, to materials written in a particular language, to materials available in a particular location, or to materials published at a specific time.

literature search – a systematic and thorough search of all material, print or electronic, published on a given topic. This can include books, journals, newspapers, catalogs, encyclopedias, dictionaries, atlases,

bibliographies, handbooks, manuals, indexes, yearbooks, gazetteers, directories, chronologies, almanacs, and guides.

location device - a number or other designation system that is used to physically locate an item.

M

magazine - a publication, issued on a regular basis, containing popular articles, written and illustrated in a less technical manner than the articles found in a journal.

MARC (Machine-Readable Cataloging) - a set standard of prescribed codes that allows a record to be read by a machine by identifying specific elements of a catalog record. MARC is used to share bibliographic data between libraries by transmitting the encoded metadata from one system to another, then displayed to the user in an identifiable form.[5]

menu – a list of options from which a computer user can choose. This saves the user from having to memorize a set of commands. It also reduces the decision down to the basic information required (note the etymology from the French word minuet meaning small).

microform - a reduced sized photographic reproduction of printed information on reel to reel film (microfilm) or film cards (microfiche) or opaque pages that can be read with a microform reader/printer.

mouse - a device that allows the user to move and click the cursor on a computer screen for different functions.

monograph – a written document on a single subject, usually scholarly in nature and of approximately book length. They are valuable information sources because of their depth in a limited subject area.

multimedia - any information resource that presents information using more than one media (print, picture, audio, or video).

N

newspaper - a publication containing information about varied topics that are pertinent to general information, a geographic area, or a specific subject matter (i.e. business, culture, education). Often published daily.

O

OCLC (Online Computer Library Center) - a comprehensive bibliographic network that provides bibliographic, abstract, and full-text information to users.

online catalog or **electronic catalog** – a record of the holdings of an institution (e.g. library or museum) or group of institutions (a consortium), often searchable, that can be found on the Internet.

online public access catalog (OPAC)– a computerized database that can be searched in various ways—such as by keyword, author, title, subject, or call number—to find out what resources a library owns. OPAC's will supply listings of the title, call number, author, location, and description of any items matching one's search. Also referred to as "library catalog" or "online catalog."

open access - a mechanism by which research outputs are distributed online, free of cost or other barriers,[1] and, in its most precise meaning, with the addition of an open license applied to promote reuse.

open source- in production and development a philosophy or methodology promoting free redistribution and access to an end product's design and implementation details.

operators – symbols that represent operations. In computer science there are binary and unary operators depending on the number of elements or records an operator acts on. In database searching there are Boolean and Proximity operators. Boolean operators are a subclass of logical operators (Logical operators are binary operators that manipulate data at the bit level.). A Booleanoperatormanipulatesthebinary true/false value.

P

page/paging - to summon or call by name (Definition from The Free Dictionary). If a book or other library item is located at another location, you can page, or summon the book to be sent to your location. For example, to obtain a book from Grand Avenue Library, an off-site

USC Library, will require you to page the item and pick it up from Leavey Library. This generally takes one business day.

pathfinder - a subject bibliography used to find resources the library has available on a specific topic.

paywall - a method of restricting access to content via a paid subscription.

PDF - a file format developed by Adobe Acrobat® that allows files to be transmitted from one computer to another while retaining their original appearance both on-screen and when printed. An acronym for Portable Document Format.

peer reviewed journal - peer review is a process by which editors have experts in a field review books or articles submitted for publication by the experts' peers. Peer review helps to ensure the quality of an information source by publishing only works of proven validity, methodology, and quality. Peer-reviewed journals are also called refereed or scholarly journals.

periodical - an information source published in multiple parts at regular intervals (daily, weekly, monthly, biannually). Journals,magazines, and newspapers are all periodicals.

periodical index – an alphabetized listing of works that are published at regular intervals of more than one day.

plagiarism – the passing off as your own, the work of others'. Original sources are not given credit.

P

primary source – an original record of events, such as a diary, a newspaper article, a public record, or scientific documentation.

print - the written symbols of a language as portrayed on paper. Information sources may be either print or electronic.

print card - a card that enables its user to print from a computer, or to make copies of a document at a photocopy machine. Student ID cards sometimes serve as copy cards. For more information see the Library Printing and Copying page.

proxy server - an Internet server that acts as a "go-between" for a computer on a local network (secure system) and the open Web. Often checks to determine "right of access" to the secure environment and speeds up requests by caching frequently accessed Web pages. Can also act as a firewall.

R

recall - a request for the return of library material before the due date.

record – an individual entry in a database and simultaneously a collection of related data fields. Each field, although related, is of a different type to all the other fields in the record (and this is what differentiates a record from an array).

refereed journal - SeePeer reviewed journal .

reference - **1.** a service that helps people find needed information. **2.** Sometimes reference refers to reference collections, such as encyclopedias, indexes, handbooks, directories, etc. **3.** A citation to a work is also known as a reference.

reference service – the personal assistance provided to the library users in finding information. All the functions performed by a trained librarian employed in the reference section of a library to meet the information needs of patrons (in person, by telephone, or electronically), including but not limited to answering substantive questions, instructing users in the selection and use of appropriate tools and techniques for finding information, conducting searches on behalf of the patron, directing users to the location of library resources, assisting in the evaluation of information, referring patrons to resources outside the library when appropriate, etc. are regarded as the services provided under library reference services.

remote access - the ability to log onto (or access) networked computer resources from a distant location. Remote access makes available library databases to students researching from home, office, or other locations outside the library.

renew/renewal - a lengthening (or extension) of the loan period for library materials.

reserve: 1. a service providing special, often short-term, access to course-related materials (book or article readings, lecture notes, sample tests) or to other materials (CD-ROMs, audio-visual materials, current newspapers or magazines). **2.** also the physical location—often a service desk or room—within a library where materials on reserve are kept. Materials can also be made available electronically.

review article – a periodical article that describes, analyses', and criticizes a book, journal article, movie, or other creative or academic work.

S

scholarly article – an article, usually in a scholarly journal, that deals with academic subject matter at an advanced level.

search statement/search query - words entered into the search box of a database or search engine when looking for information. Words relating to an information source's author, editor, title, **subject heading** or keyword serve as search terms. Search terms can be combined by using **Boolean** operators and can also be used with limits/limiters.

search strategy – a generalized set of technique used in the process of determining what information you currently have, determining what information you need, and determining how to get it. Some possible strategies include; controlled vocabulary searches, specific entry searches, browsing, general scanning, broad to narrow searches, adjacent item browsing, subject tracings searches, keyword searches, citation searches, literature searches, cross reference searches, and chat room questions and other direct people contact searches.

secondary sources - materials such as books and journal articles that analyze primary sources. Secondary sources usually provide evaluation or interpretation of data or evidence found in original research or documents such as historical manuscripts or memoirs.

serial - publications such as journals, magazines and newspapers that are generally published multiple times per year, month, or week. Serials usually have number volumes and issues. The words journal, magazine, periodical, and serial may be used interchangeably.

software - The programs installed on and used by the components of a computer system (or, hardware).

style manual - an information source providing guidelines for people who are writing research papers. A style manual outlines specific formats for arranging research papers and citing the sources that are used in writing the paper.

subject directory – an hierarchical grouping of related subject headings. The tree structure shows relationships between subject headings. They can be found either inside a database or separate from a data base.

subject heading - descriptions of an information source's content assigned to make finding information easier.

T

thesaurus - a list of terms which serves as a standardized or controlled vocabulary for identifying, locating, and retrieving information. (Definition from New York Public Library)

thumb drive - a small portable device for storing computerized information. A thumb drive can plug into the USB (Universal Serial Bus) port of any computer and store electronic information.

title - the name of a book, article, or other information source.

truncation – the shortening of a search word, field, or record. In the case of truncating a search word, this is a strategy used to search among multiple variants or spellings of a word. The asterisk (*) is generally used as a wildcard to replace a letter or letters. An example is invest* which will pick up instances of invest, investor, investments, investigations, etc. In some databases the asterisk must be accompanied with a number that define the number of characters that can be truncated.

U

upload - to transfer information from a computer system or a personal computer to another computer system or a larger computer system.

Uniform Resource Locator (URL) - the unique address for a Web page which is used in citing it. a URL consists of the access protocol (http), the domain name (www.nmsu.edu), and often the path to a file or resource residing on that server.

user ID: a number or name unique to a particular user of computerized resources. a user ID must often be entered in order to access library resources remotely.

V

virtual reference– a service allowing library users to ask questions through email or live-chat as opposed to coming to the reference desk at the library and asking a question in person. Also referred to as "online reference" or "e-reference."

W

wireless - the name given to any electronic device that sends messages through space via electric or electromagnetic waves instead of via power cords.

world wide web - a network of information, as a part of the Internet, that includes text, graphics, sounds, and moving images. Alsoknow as the Web or WWW or W3. It incorporates a variety of Internet tools into one method of access, such as the Web browser Internet Explorer, Safari, or Firefox.

ACRONYMS

A

ANSI (American National Standards Institute) - is a private non-profit organization that oversees the development of voluntary consensus standardsfor products, services, processes, systems, and personnel in the United States.

AACR (Anglo-American Cataloguing Rules) - were an international library cataloging standard.

C

CAN (Controller Area Network) - is a robust vehicle bus standard designed to allow microcontrollers and devices to communicate with each other in applications without a host computer.

D

DARPA/NASA (The Defense Advanced Research Projects Agency, Defense ARPA) - is an agency of the United States Department of Defenseresponsible for the development of emerging technologies for use by the military.

DIS- digital information systems.

E

ERM (Electronic resource management) - is the practices and techniques used by librarians and library staff to track the selection, acquisition, licensing, access, maintenance, usage, evaluation, retention, and de-selection of a library's electronic information resources.

H

HERMES - Hopkins Electronic Resources Management System

I

ISO (International Organization for Standardization) - is an international standard-setting body composed of representatives from various national standards organizations.

M

MARC (Machine Readable Catalogue/Cataloguing) - is used in information retrieval library systems

MPLS (Multiprotocol Label Switching) - is a routing technique in telecommunications networksthat directs data from one node to the next based on short path labels rather than long network addresses, thus avoiding complex lookups in a routing table and speeding traffic flows.

N

NISO (National Information Standards Organization) - is a United States non-profit standards organization that develops, maintains and publishes technical standards related to publishing, bibliographic and libraryapplications.

NSF (National Science foundation) - is a United States government agencythat supports fundamental research and education in all the non-medical fields of science and engineering.

O

OAI (Open Archives Initiative Protocol for Metadata Harvesting) - is a **protocol** developed for **harvesting metadata** descriptions of records in an **archive** so that services can be built using **metadata** from many **archives**.

OOP (Object Oriented Programming) - is a programming paradigm based on the concept of "objects", which can contain data, in the form of fields (often known as *attributes),* and code, in the form of procedures (often known as *methods).*

OCLC - OnlineComputerLibraryCatalog Оперативно-доступный компьютеризованный библиотечный каталог, организация OCLC

OPAC (On-line Public Access Catalogue) - is an online database of materials held by a library or group of libraries. Users search in library catalog principally to locate books and other material available at a library.

R

RDA (Remote Database Access), RDA standard - is a protocol standard for databaseaccess produced in 1993 by the International Organization for Standardization (ISO)

RFID (Radio Frequency Identification) – uses electromagnetic fields to automatically identify and track tags attached to objects.

S

SMDB - Subscription Management Database.

U

UDC (Universal Decimal Code) - is a bibliographic and library classification representing the systematic arrangement of all branches of human knowledge organized as a coherent system in which knowledge fields are related and inter-linked.

UDC MRF (UDC Master Reference File) - is the name of the database that contains the UDC schedules together with records needed for administration, maintenance and archiving. The same name is used for the export from this database.

UML (Unified Modeling Language) - The Unified Modeling Language is, as its name implies, a modeling language and not a method or process.

UTF – Ultra Thin Foil

Z

Z39.50 - is an international standardclient–server, application layercommunications protocol for searching and retrieving information from a database over a TCP/IPcomputer network.

Answer key:

LESSON 1

Listening task:

1- True; 2- True; 3- True; 4- False; 5- False; 6- True; 7- True; 8- False; 9- True; 10- True

Reading task:

Task I

- In **1899** Fergana regional library named after Akhmad al Fraghanus was opened - The fund of the library by that time made only **853** books.
- In **1926** there was books exchange between the Tashkent State library and our Fergana regional library. **(** The answers can be found from the text).

Task II

1. Fergana regional library named after Akhmad al Fraghanus was opened in 1899 during the days of 100th anniversary of the Great Russian writer A. S. Pushkin celebration.

2. The fund of the library by that time made only 853 books.

3. The number of readers was insignificant and was limited by the circle of the city intelligence; the library was inaccessible to broad masses.

4. Due to the books exchange Uzbek department was opened in the library, but soon it was thrown into the internalized club, only in 1931 the Uzbek department was opened again.

5. The Fergana library has exchanged books belonging to Catherine II times and has received literature in Uzbek language.

6. In1933children`sdepartmentwasorganized.

7. Since 1956 the active work on collecting and propagation of materials about Fergana region has started: about its history, economy, and culture, about its outstanding people.

8. In 1970 the library was named after Akhmad al Fraghanus , the famous scientist.

9. A real tragedy for the library became a flood in 1977. Almost two thirds of the fund was lost.
10. Employees of bibliography department have done alphabetic and regular catalogues that now remains the pride of the collective.

Matching:

I. Muhammad al-Khwarizmi- 4, 7, 9,12
II. Melvil Dewey- 1,3,6,8
III. AlisherNavoy-2, 5,10,11

LESSON 2

Listening task:

1- True; 2- True; 3- True; 4- False; 5- False; 6- True; 7- True; 8- False; 9- True; 10- True

Reading task:

1. The digital content may be stored locally, or accessed remotely via computer networks.
2. The first use of the term digital library in print may have been in a 1988 report to the Corporation for National Research Initiatives.
3. The older names electronic library or virtual library is also occasionally used.
4. The term digital library is diffuse enough to be applied to a wide range of collections and organizations, but, to be considered a digital library; an online collection of information must be managed by and made accessible to a community of users.
5. Some web sites can be considered digital libraries, but far from all.
6. Many of the best known digital libraries are older than the web including Project Perseus, Project Gutenberg, and ibiblio.
7. As a result of the development of the internet and its search potential, digital libraries such as the European Library and the Library of Congress are developing in a Web-based environment.
8. The content that was created in a digital format from a physical medium, e.g., paper, by digitizing.
9. The term hybrid library is sometimes used for libraries that have both physical collections and digital collections.
10. Some important digital libraries also serve as long term archives, for example, the ePrintarXiv, and the Internet Archive.

Practicing vocabulary:

	1	A	U	T	H	E	N	T	I	F	I	C	A	T	I	O	N
2	B	I	B	L	I	O	G	R	A	P	H	Y					
			3	D	A	T	A	B	A	S	E						
				4	I	N	D	E	X								
			5	A	R	T	I	C	L	E							
				6	C	A	T	A	L	O	G						
		7	A	R	C	H	I	V	E								
8	E	N	C	Y	C	L	O	P	E	D	I	A					
				9	A	N	N	O	T	A	T	I	O	N			
				10	S	E	A	R	C	H	I	N	G				
					11	L	I	B	R	A	R	Y					

Test

1-a; 2-b; 3-c;4-d- 5-a; 6-c; 7-d; 8-b; 9-b; 10-a

LESSON 3

Task 3: Pros of Digital library.

1. No physical boundary. The user of a digital library need not to go to the library physically; people from all over the world can gain access to the same information, as long as an Internet connection is available.
2. Round the clock availability. A major advantage of digital libraries is that people can gain access to the information at any time, night or day.
3. Multiple accesses. The same resources can be used at the same time by a number of users.
4. Structured approach. Digital libraries provide access to much richer content in a more structured manner, i.e. we can easily move from the catalog to the particular book then to a particular chapter and so on.
5. Information retrieval. The user is able to use any search term (word, phrase, title, name and subject) to search the entire collection. Digital libraries can provide very user-friendly interfaces, giving clickable access to its resources.
6. Preservation and conservation. An exact copy of the original can be made any number of times without any degradation in quality.
7. Space. Whereas traditional libraries are limited by storage space, digital libraries have the potential to store much more information,

simply because digital information requires very little physical space to contain them. When a library has no space for extension digitization is the only solution.

8. Networking. A particular digital library can provide a link to any other resources of other digital libraries very easily; thus a seamlessly integrated resource sharing can be achieved.

9. Cost. In theory, the cost of maintaining a digital library is lower than that of a traditional library. A traditional library must spend large sums of money paying for staff, book maintenance, rent, and additional books. Although digital libraries do away with these fees, it has since been found that digital libraries can be no less expensive in their own way to operate. Digital libraries can and do incur large costs for the conversion of print materials into digital format, for the technical skills of staff to maintain them, and for the costs of maintaining online access (i.e. servers, bandwidth costs, etc.). Also, the information in a digital library must often be "migrated" every few years to the latest digital media. This process can incur very large costs in hardware and skilled personnel.

Listening task:

1- True; 2- True; 3- True; 4- False; 5- False; 6- True; 7- True; 8- False; 9- True; 10- True

Reading task:

1. The event organized in this regard was attended by Yun Sung Soo, President of the Export-Import Bank of the Republic of Korea, Kim Yong Sob, President of LG CNS, representatives of the diplomatic corps accredited in our country, senior officials of the Agency of Information and Mass Communications under the Presidential Administration of Uzbekistan.
2. This project was implemented jointly with the Foundation for Economic Development and Cooperation of the Republic of Korea.
3. The goal of the project is to improve the level and quality of public knowledge by connecting information and library institutions to a single electronic library system.

4. The national general educational electronic library consists of a library, digitization and scanning centers, and a multimedia center.
5. The implementation of this project corresponds to the fourth of the five initiatives put forward by the President of the Republic of

Uzbekistan Shavkat Mirziyoyev - raising the spirituality of young people, and widely promoting the culture of reading.
6. The center is fully equipped at the level of modern standards.

7. Specialists of local information and library institutions were divided into groups of "Management", "Bibliioteri" and "Operators .

8. It is reported that at the first stage of the project of the National General Education Electronic Library, the National Library of Uzbekistan will be connected with 20 regional libraries, establishing a unified information exchange system. In the future, it is planned to cover 200 libraries of Uzbekistan.
9. For the purposes of modern, high-quality and efficient customer service, the National General Education Electronic Library employs multimedia training rooms, video zones, special places for users with disabilities as well as a digitization center, and an audio and video studio.
10. Through the e-book system, the electronic library can provide materials to users both inside the library building and remotely.
Language:

LESSON 4

Listening task: Opportunities of digital library.

The creation of digital library would be serviceable, easy-to-use, and afford the opportunities such as:

1. Any user can access to catalogue;

2. Specialized site;

3. Electronic catalogue &full text DB;

4. Chat reference (like forum);

5. E-mail reference;

6. Information search service;

7. Bibliographic record (based on MARC 21).

Task7: Science, technology, engineering and mathematics.

1. refers	**6.** security
2.education	**7.** arising
3.to improve	**8.** meeting
4. development	**9.** Science
5. implications	**10.** the first

Reading task: Digital libraries are opened to the wide public and as such they offer many possibilities of inclusion of their content in formal and informal learning:

1. For formal education, digital libraries can offer the following services: specialized educational digital libraries, portals for teachers or students, integration with learning management systems and access to primary sources.

2. For progress of knowledge digital libraries offer the following services: self-archiving, deposit incentives; mandatory deposit, open access journals, libraries as publishers, digital libraries of theses and dissertations, cross-repository services, object reuse and exchange services, work flow-based content creation and management, data curation and researcher profiling services , digital information resources usable on different electronic devices, library services for information discovery, course materials, exhibits, workshops etc.

Task11. True/False

1- True; 2- True; 3- True; 4- False; 5- False; 6- True; 7- True; 8- False; 9- True; 10- True

Task12.

Three sets of roles that libraries play in education are identified:

I. Libraries provide access to education by teaching information skills, by providing leadership and expertise in the use of information and information technologies, and by participating in networks that enhance access to resources outside the school or community.

II. Libraries help ensure equity in education by:

(1) helping children start school ready to learn;

(2) addressing the needs of student most at risk;

(3) providing access to information and ideas unimpeded by social, cultural, and economic constraints;

(4) ensuring free and equal access to information and ideas without geographic constraints;

(5) helping students stay free of drugs and violence, in an environment conducive to learning.

III. Impacting academic achievement for individuals and assisting them in lifelong learning, preparing individuals for productive employment, promoting the enjoyment of reading, promoting functional literacy among adults, preparing individuals for responsible citizenship, and equipping the country to be up to date with the world in science and mathematics achievement.

Task 13. Words and their definitions.

1. inclination (n) - predisposition
2. identify (v) - recognize
3. tenseness (n)- constraint
4. encourage (v) - promote
5. increase (v) - enhance
6. significant (adj.) - relevant
7. everlasting (adj.) - lifelong
8. unhampered(adj.)- unimpeded
9. modern(adj.) - up- to- date
10. grammatical correctness(n) – literacy

Task 14 PROVERBS

1. To start the work is the main ***thing***.
2. Do not ***abandon*** **a** job that has been started.
3. It is easy ***to study***, but difficult to teach.
4. Plan today for tomorrow's ***work.***
5. As the sun is **valued** for its light, so is a man for his ***knowledge***.
6. Every ***job*** has its difficulties, and every difficulty has its end.
7. What you have produced is for me, what you have ***learned*** is for you.

LESSON 5

Listening task: True/False

1- True; 2- True; 3- True; 4- False; 5- True; 6- True; 7- True; 8 -True-; 9- True; 10- False

Reading task: Complete the table .

Library	*The year of foundation*	*Library stock*	*Additional information*
Library of the Russian Academy of Sciences	*Eg.-1714*	20 million books	The world's third largest library
British Library	1753	*150 mln.items*	The British Library makes a number of images of items within its collections available online.
Library of congress	1800	29 million books	*It is presently listed as the World's Largest Library in the "Guinness World Records Book".*
National Library of China	1909	22 million books	It is the largest library in Asia and world's second largest library
National Library of Canada	1953	Over 18.8 million books	It is the multipart of the "Public archive

			of Canada" and "National library of Canada"

Task 9. The Uzbekistan Academy of Sciences Library.

1. **Contains**
2. **Produced**
3. **Indispensable**
4. **Defended**
5. **Usually**
6. **More**
7. **Reading**
8. **Occupies**
9. **Reached**
10. **Collection**

LESSON 6

Task 2.

1. Determine the company's philosophy.
2. Determine the general requirements of the job.
3. Research the company and employer.
4. Learn about the day-to-day tasks and responsibilities.
5. Identify the skills and experience necessary to perform the job you want.

Listening task:

Task 5 Interesting Jobs for Library Science Majors.

Here are just a few of the many interesting jobs that incorporate your unique skills with a library science degree.

1. If you can see yourself in a boardroom, consider the field of market research.
2. If you have a hankering to build, you should choose the profession of an architecture librarian and dedicate yourself to the research and thoughtful planning of buildings and public spaces.

3. If your fingers itch for a keyboard and you focus on a computer rather than on a book, consider a career in the high-demand field of computer systems management .
4. If you love kids and enjoy playing with them and organizing toys on a shelf, maybe consider filling the position of working independently.
5. If you're obsessed with antiques and fascinated by a certain time period, event, or individual, consider specializing in order to become an archivist or curator of historic documents.
6. If you want to be paid a good salary, you will have an easier time entering the workforce and will find a budding job market with new opportunities that grow different skill sets.

Reading task: The role of computer technologies for library science professionals. (True/ False)

1	2	3	4	5	6	7	8	9	10
True	**True**	**True**	**False**	**True**	**True**	**True**	**True**	**True**	**False**

LESSON 7

Listening task: Differences between libraries and achieves.

	3. Libraries	4. Achieves
DIFFERENCES	-library collections typically comprise published items	-unpublished works
	- libraries will categorize items individually	- Archival items never stand alone.
	- library collections are created by many individuals, as each author and illustrator creates their own publication	- an archive usually collects the records of one person, family, institution
	-library materials are created explicitly by authors	- Archival materials are not created intentionally
	-libraries receive items individually	-archival items will usually become part of the archive's collection as a cohesive group

Listening task: True/ False

1	2	3	4	5	6	7	8	9	10
True	**True**	**True**	**False**	**True**	**True**	**True**	**True**	**True**	**False**

Reading task: "The Original 5 Laws of Library Science".

1. The challenge libraries face today is that they are no longer simply destinations which house a physical collection.
2. Ranganathan's first law posited that" *books are for use," it means* that books in libraries should not be shut away from users and this concept pertains to all forms of knowledge, within and outside the physical library.
3. The need for libraries to serve humanity—i.e. *collect, curate and catalog* knowledge to ensure its accessibility—is as relevant and important as ever.
4. Libraries started building collections of different knowledge storage media, such as photographs, vinyl records, and tape recordings.
5. The information explosion facilitated by the internet only expands and reinforces the need for librarians to do what they always have.
6. Dr. Ranganathan believed that a library system must devise and offer many methods to "ensure that each item finds its appropriate reader".
7. The third law, *"every book his/her reader,"* can be interpreted to mean that every knowledge resource is useful to an individual or individuals, no matter how specialized and no matter how small the audience may be.
8. Digitization has democratized access to knowledge.
9. **It is** required that a library must continually change, and must update its collection, its methods for ensuring access, and now, its virtual presence over time.
10. State of the art library systems can now manage extraordinarily complex collections that encompass a broad range of physical and digital resources
11. The future of libraries and librarians offer the opportunity for much exciting work. Technology for libraries of the future is already available

as affordable, social media-enabled, email-ready, and web-based library systems exist.

Task 9

1-A; 2-B; 3-C; 4-D; 5-E; 6-F; 7-G; 8-H; 9-I; 10-J

LESSON 8

Task 1.

1. A catalogue is a list of library materials contained in a collection, a library, or a group of libraries, arranged according to some definite plan. the catalog forms the basis for access to the library's collection for retrieval. The catalog forms the basis for access to the library's collection for retrieval. Most collections are too large for someone to remember every item in the collection for inventory Catalogs serve as a record of what is owned and as a reminder of what has been acquired, lost, replaced, etc.

Listening task:

True/False

1- True; 2- True; 3- False; 4- True; 5- False; 6- True; 7- True; 8 -True-; 9- True; 10- False

Research in electronic catalogue can be made according to:

- Author
- title
- key words
- person
- geographical rubric

Reading task:

- Application of UDC
- UDC structure
- Origin of UDC
- Notation

Task 7.

1)Provides
2)Archival

3)Issued
4)Minimal
5)Terribly
6)Prerevolutionary
7)Second
8)Listed
9)Most
10) Found

Task 9.

1-A; 2-B; 3-C;4-D; 5-E; 6-F; 7-G; 8-H; 9-I; 10-J

Task 10. Test

1-a; 2-b; 3-c;4-d- 5-a; 6-c; 7-d; 8-b; 9-b; 10-a

LESSON 9

Listening task: "Professional Development Center" in the foreign languages department of TUIT named after Muhammad al-Khwarizmi.

1- True; 2- True; 3- False; 4- True; 5- True; 6- True; 7- True; 8 -True.

Reading task:

Task 10.

1. With the advent of the first books, libraries began to appear.

2. The libraries store in themselves the knowledge and history of the ages.

3. Their primary function is to transfer accumulated knowledge, experience and cultural values to the future generation.

4. The role of libraries has significantly decreased nowadays with the advent of the Internet and because the global network is capable of providing the necessary information in a matter of minutes, which saves a lot of time.

5. It is significant that officially known as the "National Library of Uzbekistan named after Alisher Navoi", the library is modern, heavily used, and demonstrates the Uzbek government's support of libraries and their importance to literacy and education.

6. There are scientific, public, school libraries and many specialized libraries that provide technical and reference literature.

7. Workers of libraries in various ways try to attract readers: they organize literary evenings, organize circles for interests, courses of foreign languages.

8. Previously, many people visited libraries to spend their leisure time reading an interesting book.Now, students, schoolchildren, scientists can always find very rare editions in them.

9. No, it is not. Recently, electronic libraries have appeared, but unfortunately it is not always possible to find the necessary book in the electronic form.

10. Despite the advent of computerization and digital technologies, there are still enough people who want to visit libraries, sit in a quiet room and wrap themselves in the smell of old books.

Task11 Words with the similar meaning

1. main (adj.) - major
2. supply(v) - store
3. gathered (v) - accumulated
4. meaningly(adv.)- significantly
5. efficient (adj.) - capable
6. up -to-date (adj.) - modern
7. comprise(v.) - contain
8. unusual (adj.) - unique
9. bland(adj.)- soothing
10. noiseless(adj.) - quiet

Task 12. Collocations

1. You should be careful in order not to ***select / delete*** your work.
2. User can ***take/ pass*** identification process with the mobile phone number or other registration data according to the passport data.
3. Mobile phones let us ***translate/ send*** texts.
4. Computers can help students ***write /perform*** mathematical operations.
5. Students prefer ***to launch / to give*** presentations on their specialty.
6. Input devices are the pieces of hardware which allow us ***to penetrate /enter*** information into the computer.

7. What do people usually use ***to communicate*** / ***work*** with a computer?
8. Thanks to Wi-Fi, it is easy ***to access /connect*** the Internet.
9. Databases are used ***to keep records/ write letters*** of students.
10. Storage devices ***provide / foresee*** *storage* of data as well as programs.

LESSON 10

Task 1. Match the pictures of Library products .

1-B; 2- A; 3- C; 4-D; 5-E; 6- F.

Listening task: True/ False

1	2	3	4	5	6	7	8	9	10
True	**False**	**True**	**True**	**True**	**False**	**True**	**True**	**True**	**True**

Reading task:

1.**MARC** is an acronym, used in the field of library science that stands for Machine-Readable Cataloging.
2. It defines a bibliographic data format.
3. A bibliographic data format was developed by Henriette Avram at the Library of Congress beginning in the 1960s.
4. MARC records are composed of three elements: the record structure, the content designation, and the data content of the record.
5. MARC's data elements make up the foundation of most library catalogs used today.
6. The record structure of MARC is an implementation of ISO 2709, also known as ANSI/NISO Z39.2.
7. The future of the MARC formats is a matter of some debate in the worldwide library science community as the storage formats are quite complex and are based on outdated technology, but there is no alternative bibliographic format with an equivalent degree of granularity.
8. **MARC 21** is a result of the combination of the United States and Canadian MARC formats (USMARC and CAN/MARC).
9. MARC21 is based on the ANSI standard Z39.2, which allows users of different software products to communicate with each other and to exchange data.
10. MARC 21 was designed to redefine the original MARC record format for the 21st century and to make it more accessible to the international community.

Task 7

Signify (v) - stand for
Explain (v) - interpret
Symbol (n) - designation
Information (n) - data
Realization (n) - implementation
In detail (adv.) - explicitly
antiquated (adj.) - outdated
Connected (adj.) - related
Depository (n) - storage
Enciphered (v) - encoded

Task 8

1. E.g.:I can't use my office at the moment. It ***is being painted***....
2. We didn't go to the party. We ***were not invited***.
3. The washing machine was broken but it's OK now. It ***has been repaired***.
4. How old are these houses? When ***were they built*** ?
5. A:***Is the*** computer ***being used*** at the moment?
   B: Yes, Mansur is using it.
6. I've never seen these flowers before. What ***are they called*** ?
7. The bridge is closed at the moment. It ***was damaged*** last week and it ***has not been repaired*** yet.
8. ***(the window / break)*** The window ***was broken*** yesterday.
9. ***(the roof / repair /not)*** The roof ***has not been repaired*** yet.
10. ***The car was damaged*** last week.

Task 9

1. A 2. C 3. B 4. A 5. C 6. D 7. A 8. D 9. C 10. A 11. C 12. D 13. A

LESSON 11

Listening task: True / False

1- True; 2- True; 3- True; 4 -True ; 5- False; 6- True; 7- False; 8 - True-; 9-True; 10- False

Reading task: 1-B; 2-A; 3-D; 4-C; 5-F; 6-E; 7-H; 8-G.

Task7 Words with the similar meaning to these definitions.

1. to sustain (adj.) - to maintain
2. to extract (v) - to retrieve
3. efficacious(v) - efficient

4. attainment(adv.) - acquisition
5. standard(adj.) - conventional
6. continuing(adj.) - ongoing
7. circulating(v.) - periodic
8. difference (adj.) - variety
9. demand (adj.) - request
10. limited(adj.) - restricted

Task 8

1. Why do libraries exist?
2. What services do libraries offer?
3. What is library file?
4. What is library technology ?
5. Which software is used in library?
6. Who is the father of library?
7. What is LIBSYS software in library?
8. What are library files in Java?
9. Who started the library system?
10. Where is the biggest library in the world?

Task 9 . Internet Test.

1	2	3	4	5	6	7	8	9	10
c	**a**	**c**	**b**	**c**	**c**	**c**	**a**	**b**	**c**
11	12	13	14	15	16	17	18	19	20
c	**d**	**b**	**b**	**a**	**b**	**d**	**a**	**a**	**d**

LESSON 12

Listening task: True/ False

1	2	3	4	5	6	7	8	9	10
False	**True**	**True**	**False**	**True**	**True**	**True**	**True**	**True**	**True**

Reading task:

1. Electronic resource management (ERM) is the practices and software systems used by libraries to keep track of important information about electronic information resources, especially internet-based resources such as electronic journals, databases, and electronic books.

2. The Digital Library Federation and NISO began work in May 2002 to develop standards for ERM data.

3. The idea of developing electronic resource management systems emerged in 2001-2002, growing out of research by Tim Jewell at the University of Washington.

4. Yes, it may have a public interface, either separate or integrated into the OPAC.

5. SMDB stands for Subscription management Data Basic.

6. The standards were published in the 2004 as Electronic Resource Management: Report of the DLF ERM Initiative.

7. In 2004 several vendors of integrated library systems have released ERM products.

8. ERM system may be both integrated into other library system modules and may be a standalone system.

9. Encoding and perhaps publicly displaying licensed rights such as e-reserves, course packs, and interlibrary loan can be provided via ERM systems.

10. Customizable e-mail alerting systems are provided for managers.

Language: Phrasal verbs with definition.

1. Look down on - **Definition**: Have a low opinion of.
2. Look after - **Definition:** Take care.
3. Look back - **Definition:** Think about the past.
4. Look for - **Definition:** Try to find.
5. Look in - **Definition:** Make a quick visit.
6. Look in on - **Definition:** Visit briefly to see if every thing's all right.
7. Look into - **Definition:** Research, investigate.

Test .

1-B; 2- A; 3- C; 4-D; 5-B; 6- C; 7-A; 8-C ; 9-D ; 10- B

REFERENCES:

1. Mirziyoev Sh.M. The Strategy of Action on Further Development of Uzbekistan for 2017 -2021. – T., 2017.
2. Kadrlar tayyorlash milliy dasturi va Ta'lim to'g'risidagi qonun. Oliy Majlis IX sessiyasi. – T., 1997
3. Bakieva G., Rashidova F. va boshqalar. Scale up. Set of manuals for non philological higher educational establishments. Tashkent, 2015.
4. Santiago Remacho Esteras. Infotech English for Computer Users (4 th ed.) Cambridge University Press 2011.
5. Pauline Cullen. Vocabulary for IELTS. Cambridge University Press 2008.
6. Betty Azar. Understanding and Using English Grammar.pdf.
7. Malcolm Mann, Steve Taylor –Knowles. Destination B1,B2. Macmillan.
8. Santiago Remacho Esteras, Elena Marco Fabre. Professional English in Use. Cambridge University Press.
9. English for information technology 2 Pearson Longman, 2011.
10. Hornby A.S. Oxford Advanced Learner's Dictionary of Current English. Oxford: Oxford University Press, 2005.

Web sites:

1. https://www.uzdaily.com/articles-id-38716.htm
2. http://www.careers.org/
3. http://uzjobs.uz.4.
4. www.en.wikipedia.org/wiki

Suleymanova G.N.

"ENGLISH FOR LIBRARY& INFORMATION ACTIVITIES"

(Manual for the first year students of Correspondence Department)

Nashr uchun mas'ul: B. Mavlonov

Muharrir: U. Yunusov

Badiiy muharrir: F. Sobirov

Dizayner-sahifalovchi: L. Abdullayev

Nashriyot ro'yxat raqami № 1043191. 24.09.2021-y.
Bichimi 60x84 1/16 Offset qog'ozi.
Times New Roman garniturasi.
Shartli bosma tabog'i 12,5. Nashr hisob tabog'i 6,2.
Adadi 100 nusxada. Buyurtma № 10-12.

1940

100000, Toshkent shahri, Mirzo Ulug'bek tumani,
M.Ismoiliy ko'chasi 1-G uy.

«ZUXRA BARAKA BIZNES» MChJ bosmaxonasida chop etildi.
Toshkent shahri Bunyodkor shoh ko'chasi 27 A–uy.

ISBN 978-9943-7776-8-2