



METHODOLOGICAL APPROACHES TO DEVELOPING DOCUMENT HANDLING COMPETENCIES FOR LIBRARIANS AND USERS

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Abstract

This article explores modern methodological approaches to developing document handling competencies among librarians and library users. With the rapid advancement of information technologies and the digital transformation of libraries, the ability to work effectively with documents is becoming increasingly important. The article examines the concept of competence, essential skills required for document handling, and practical methods to improve these competencies. Emphasis is placed on training programs, modular teaching methods, information literacy courses, and the integration of digital tools.

Keywords: Librarian, user, competence, document handling, methodology, information culture, digital library.

Introduction

Today's libraries function not only as traditional repositories of information resources but also as modern information service providers and learning centers that foster information culture. In such a context, both librarians and users need well-developed competencies in handling documents—searching, evaluating, analyzing, and effectively using information. Particularly in academic and professional environments, the ability to work with documents is crucial. This article discusses methodological approaches to developing document-related competencies and offers practical strategies to implement them.

Document handling competency refers to the ability of librarians and users to search, find, evaluate, use, and interpret information from various document sources.



Key components include:

- **Information searching skills**
- **Source selection and evaluation**
- **Data analysis and systematization**
- **Proper documentation and citation practices**

Use of digital information tools.

Methodological Approaches

Several approaches are used to develop document handling competencies effectively:

a) Training and Workshops

Regular training sessions for librarians help enhance their skills in document analysis, citation formatting, using academic databases (e.g., Google Scholar, Scopus, Web of Science), and preparing bibliographies.

b) Modular Teaching Approach

Competency development is broken down into modules: Module 1: Searching for documents Module 2: Evaluating sources Module 3: Analyzing documents Module 4: Document formatting and presentation

This approach allows focused development in each skill area.

c) Information Literacy Programs

Users benefit from structured information literacy training, including how to evaluate online sources, cite documents properly, and avoid plagiarism—skills essential for academic success.

d) Interactive and Digital Methods

Infographics, video tutorials, interactive quizzes, and online platforms help reinforce learning and provide accessible means for users and librarians to practice document handling in a modern context.

Several challenges hinder the development of document handling competencies:

- Insufficient ICT knowledge among librarians
- Lack of critical thinking skills in users
- Difficulty using modern library software systems
- Inability to distinguish credible online sources



- To overcome these issues, it is essential to implement modern training programs, promote continuous professional development, and utilize practical sessions and digital tools effectively.

Several countries have implemented innovative practices to enhance document handling skills:

- In **Finland**, information literacy is taught from pre-school level. Libraries conduct interactive sessions to teach children how to select and assess documents.

- In the **U.S.**, many universities require freshmen to complete an “Information Fluency” module focusing on document analysis, source credibility, and plagiarism prevention.

- In **South Korea**, smart libraries provide users with interactive apps like "Smart Library Guide" to assist in digital document handling.

Digital tools play a crucial role in enhancing document handling competencies. Some useful tools include:

Zotero, Mendeley – for organizing sources and citations.

Grammarly, PlagScan – for checking document quality and plagiarism.

Kahoot, Quizizz – for assessing users’ understanding through interactive quizzes. At the Tashkent University of Information Technologies, an online module titled “Working with Scientific Information” helps students develop skills in document selection and analysis. The Navoi Regional Information and Library Center regularly conducts workshops for librarians on bibliographic skills and digital document management.

In the current information landscape, developing document handling competencies among librarians and users is essential for both professional growth and academic progress. Purposeful methodological approaches—such as training, modular learning, and the integration of digital tools—are effective in fostering these competencies. By applying structured programs and modern teaching tools, libraries can empower staff and users alike to become proficient in managing information resources.

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