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„FOLIA BIBLIOLOGICA" (2016), VOL. LVIII
DOI: 10.17951/fb.2016.1.169

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REFERENCE BOOKS OF DOCUMENT SCIENCE AND RELATED SUBJECTS

Abstract: The paper describes the features of encyclopaedic, dictionary and reference books, covering issues of document science and related disciplines; defines reference books significance for shaping the content of scientific information in the field and outlines the prospects for their use in the practice of educational institutions of Ukraine.

Keywords: reference books, document science, information science

Informatisation of modern society is accompanied by increased amount of knowledge. The growth of information volume requires its high-quality processing and new forms of work. This process is accompanied by significant changes in all spheres of human activity and document science is no exception.

One of the main criteria that determine the state of the document science is the availability of reference materials, which deliver synthesized factual and visual information. Therefore, the study of publishing reference books on document science and related disciplines is necessary to characterize the document resources of Ukrainian social-document science series. Document study gives a general overview of the types of reference books[1]. However, no research of document flow (DF) of Ukrainian reference books of document science and related subjects has yet been carried out. This led to the need for closer examination and became the goal of the research.

During the period of Ukraine's independence in the domestic document science, library science, bibliology, bibliography and archival science a powerful information

[1] Кушнаренко Н.Н., *Документоведение : учеб. для студ. вузов культуры*, Київ 2006, с. 459; Швецова-Водка Г.М., *Документознавство : навч. посіб*, Київ 2007, с. 398; Бездрабко В.В., *Документознавство в Україні: інституціоналізація та сучасний розвиток*, Київ 2009, с. 720.

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array of publications has been accumulated, where a significant role is taken by reference books. It is reference books that provide accumulation, creation and use of publicly available primary information resource, as well as promote the formation and satisfaction of information needs of society.

Creating encyclopaedias is a long and painstaking process, which involves leading experts in a certain field of knowledge, workers of the editorial board, generally the broadest range of researchers. Encyclopaedic projects at all times created certain traditions and models of organizing and representing knowledge. Ukrainian encyclopaedic work has its own traditions too, its origins date back to at least the late 19th–early 20th century, when there was a number of projects of systematic representation of human knowledge about Ukraine[2].

In 1930, a famous scientist, head of the Shevchenko Scientific Society Ivan Rakowski wrote that "*we, Ukrainians, have to decide to publish our own encyclopaedia, and not someone else's translation, inappropriate for us, but our own, responding to the needs of our public.* […] *And we can be certain that it will be a cultural thing worthy of our people*"[3]. Shevchenko Scientific Society issued *Ukrainian General Encyclopaedia*[4] which, by its structure and content, was a short universal collection (almost 8,000 general entries) of information about Ukraine.

While in exile Ukrainian activists continued to create Ukrainian encyclopaedias. For example, the Shevchenko Scientific Society in Munich issued an *Encyclopaedia of Ukraine* with accurate information about past and present of Ukraine. Chapter XVI "*Libraries, Archives, Museums*" of the encyclopaedia provides an overview of bibliological research and contains information about activities of bibliological institutions and personalities who have made a significant contribution "*to* […] *clarification of various bibliological issues*"[5]. Bibliographic material substantially complements the content and provides the most important sources for the subdivisions: history of Ukrainian books, bibliography and its theory, art of the book, history of libraries, library equipment, library psychology and pedagogy, bibliography and more. EU-2 consists of 10 volumes published during 1955–1984.

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[2] Черниш Н.І., *Українська енциклопедична справа: історія розвитку, теоретичні засади підготовки видань*, Львів 1998, с. 243; Железняк М.Г., *Історія енциклопедичної справи в Україні*, Київ 2009.

[3] ЛНБ ім. В. Стефаника НАН України, Відділ рукописів, Ф. 270 (І. Раковський), Спр. 133, Арк. 8; Раковський І., *Якою буде наша енциклопедія?; Деякі сумніви й їх розв'язка*, 1930, 8 лют, № 30, с. 3.

[4] *Українська Загальна Енцикльопедія. Книга Знання: у 3 т.*, за ред. І. Раковського, Львів; *Станіславів; Коломия*, 1930 – 1935.

[5] *Енциклопедія українознавства*, під гол. ред. В. Кубійовича, Мюнхен, Париж, Нью-Йорк, 1949–1989, Т. 1, с. 6.

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The editions of *Ukrainian Small Encyclopaedia* of Eugene Onatskiy, which was published in Argentina (1957–1967, total 16 issues), forced the Soviet government to create Ukrainian-ideologically seasoned 17-volume USE (1959–1965), which also was reissued in a slightly reduced-improved 12-volume version (1974–1985). The article by F. Maksimenko *Bibliology*[6] in the first USE edition, except the definition of science, noted that bibliological disciplines consider books in historical, theoretical and practical aspects.

These universal encyclopaedias of the twentieth century contain common terms and concepts of social sciences and communication cycle, but modern terminology requires new interpretations. The format of open electronic encyclopaedia – *Internet Encyclopaedia of Ukraine*[7] – can be considered a modern Ukrainian encyclopaedia of universal character. Basic articles are edited, updated and only then gradually published online. The resource has a convenient navigation, search and presentation system of recent updates to the database. Thus, the homepage of IEU presents the topic blocks of entries: "History", "Earth", "People", "Culture", "Art", "Books". Each of the units of "Culture" contains in its turn, internal subdivisions, where there are topics of book science and other related disciplines.

Another encyclopaedia – the 10-volume *Encyclopaedia of History of Ukraine*[7] – comprehensively represents the achievements of humanistic and social sciences from the Ukrainian past since ancient times to the present. EHU is a fundamental professional collection of modern knowledge about Ukraine and its history presented in expanded encyclopaedic reference format.

Simultaneously with the EHU there is another successful project – *Encyclopaedia of Modern Ukraine*[8] (EMU) created by special academic institution – Institute of Encyclopaedic research of Ukraine. The peculiarity of EMU is that it mostly contains modern material, special attention is given to phenomena, processes and concepts that characterize the period of independence of Ukraine. 25-volume edition contains not less than 100 thousand articles. During 2001–2014 the first 13 volumes of the EMU were published.

Large Ukrainian Encyclopaedia[9] (LUE) is scheduled to be published in 2013–2026. Today, the State Scientific Institution – Encyclopaedic Publishing House – elaborated administrative and organizational principles of the national project, also a themed web portal is in function. To expand other online versions of industry

[6] *Українська радянська енциклопедія,* Київ 1961, t. 6, c. 504.

[7] *Енциклопедія історії України: У 10 т.*, ред. Смолій В.А. та ін, Київ 2003–2013.

[8] *Енциклопедія сучасної України: У 25 т.*, гол. ред. І.М. Дзюба (співгол.), А.І. Жуковський, М.Г. Железняк та ін, Київ 2001.

[9] *Велика українська енциклопедія* [online] http://gue.microdb.com/.

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encyclopaedic resources, new network of encyclopaedic-related projects are created[10]. The vast majority of existing network resources has social humanitarian character. Similarly all the resources are educationally directed.

A major problem today is the dispersion of professional information, that is why the issue of providing those who work with document science with generalized and structured information has become urgent. The most widespread for users and most comprehensive as to the most complete coverage of the achievements of science are industry encyclopaedias. Such publications can provide expert knowledge in all its richness and diversity, generalize, conceptualize, organize and popularize the development of science, represent the intellectual potential of professional staff in different historical periods.

Over the past decade, Ukrainian document science has developed intensively and has experienced fundamental changes. In particular, thorough research on the history of the document science has been conducted, the names of many prominent figures of document science, bibliography scientists, library scientists, and book experts have been presented, theory and practice of document science have been updated, training of scientific personnel has been initiated, widely developed education system and professional publications in the sphere have been implemented. Since 1994, the Ukrainian Scientific-Research Institute of Archives and Documentation is engaged in research on document science and archival science; since then there has been functioning university training for the specialty Document Science and Information Activity.

Issued in 2008 *Ukrainian Archival Encyclopaedia* largely reflects the current level of Ukrainian documentation science. *Ukrainian Archival Encyclopaedia*[11] as encyclopaedic publication summarizes achievements in domestic archive science in its relationship with adjacent disciplines, represents the historical experience of Ukrainian archival institutions, the composition and content of their funds and outstanding personal achievements of archivists, as well as presents the data about the foreign archival institutions, special publications, international professional organizations. According to the issues and content, the entries are divided into various blocks, including: document science and paperwork which is presented by the terms included in the state standard of Ukraine *Paperwork and archiving: Terms*

[10] Боряк Г.В., Папакін Г.В., *Відкриті енциклопедичні гуманітарні ресурси в Інтернеті: сучасний стан і проблеми функціонування*, Київ 2013, с. 73–89 [online] http://history.org.ua/publ/247823; Добко Т.В., *Українська енциклопедія в електронному середовищі*, [в:] Idem, *Українська енциклопедистика: матер. III міжнар. наук. конф. (22—23 жовтня 2013 р., Київ)*, Київ 2014, с. 45–50.

[11] *Українська архівна енциклопедія*, гол. ред. І. Войцехівська, Л. Дубровіна, М. Железняк, Київ 2008, с. 880.

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and Definitions[12] (2004). The lists of publications accompany each article except terminological, in the following order: "Works", "Ref.", "Lit.", "Archives".

National Parliamentary Library of Ukraine (NPBU) is working on the implementation of a research project entitled "Ukrainian Library Encyclopaedia"[13] (ULE). The purpose of this project is to create a *Ukrainian Library Encyclopaedia* as a convenient to use, informative, most updated scientific reference resource, addressed not only to library specialists, but also the general public. Given the development of new information technologies and in order to ensure maximum availability to users of the ULE resources, the Encyclopaedia will be available in electronic form on the website of NPBU. Thus, it was made possible to introduce operational changes to the entries, include new entries, update the content of ULE, apply internal and hyperlinks in the text, which allows to instantly switch between entries or definitions.

It is known that terminological dictionaries are extremely important in the system of reference books, they are an essential tool for the description of a terminology. Today, terminography identifies different types of terminological dictionaries, which can be classified according to the following criteria: a) the aim of terminological dictionary; b) the object of description; c) the type of information about the object; d) the structure of terminological dictionary. V. Lejčik[14] shows the possible classifications of terminological dictionaries graphically in the form of schemes according to their differential features. Today, there is a significant number of terminological dictionaries on document science and related disciplines.

A notable event in the studied aspect of creating reference books was the publication in 1998 under the scientific guidance of H. Shvetsova-Vodka of *Short Terminological Dictionary of Bibliography and Social Informatics*[15]. The authors aimed to systematize the most common terms of bibliography and to show their connection and relationship with the definitions in the field of social informatics. Conceptual approaches of the authors are realised in the scheme of grouping of terms in sections according to specific topics. In addition, along with the basic standardized terms the dictionary sometimes gives synonyms and equivalents of Ukrainian terms in Russian and English. Such presentation of material promotes mastering of the conceptual apparatus of professional disciplines, as well as extends

[12] *ДСТУ 2732–2004 Діловодство й архівна справа. Терміни та визначення понять*, Вид. офіційне, Київ 2005, с. 36.

[13] *Українська бібліотечна енциклопедія* [online] http://ube.nplu.org/.

[14] Лейчик В.М., *Исходные понятия, основные положения, определения современного терминоведения и терминографии*, „Вестн. Харьк. политехн. ун-та" 1994, N 19, с. 147.

[15] *Короткий термінологічний словник із бібліографознавства та соціальної інформатики*, наук. ред. Г.М. Швецова-Водка, Київ 1999, с. 115.

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the use of the dictionary in the process of introduction of modern information technologies.

Another dictionary of document science by the same author (H.M. Shvetsova-Vodka[16]) contains the terms and definitions given in different sources, but sometimes with changes that correspond to the author's vision. The main text of terms and their definitions are presented in alphabetical order, the appendices are given in the form of tables. Thus, Appendix 3 – *Tables of document classification, documentation systems, literature and publications* – contains data that are considered an important part of document science: types of documents according to the peculiarities of symbolic means of fixation and transfer of information; types of documents according to their informational value; types of documents according to the circumstances of their form in the environment; generalized typological classification of Document IV, classification of documentation system, types of literature, genres of text (literary) documents, the classification of all printed publications; types of non-periodical publications and others. Undoubtedly, this is a significant contribution to domestic document science.

Terminological dictionary *Archive Science*[17] includes more than 800 terms included in the professional vocabulary of archivists. Considerable part of terms contained in the dictionary, are common to archive science, library science, book science and document science. Recognizing the need for preparing a separate terminological dictionary on document science, the authors noted that the publication included only part of the record keeping terms, definitions of registration forms and other documents related to archival technologies and it solved the basic problems of domestic archive study with its peculiarities.

Ukrainian Academy of Printing in 2002 published *Ukrainian-Russian and Russian-Ukrainian Dictionary of Publishing*[18] and the Russian-Ukrainian dictionary *Printing and Publishing*[19]. The authors of the dictionary "*Printing and Publishing*" concisely and clearly explain to specialists and all who are interested in printing and publishing, terms which are found in the special literature and in daily activities. Terms and definitions (about 3,000) are selected from laws and regulations of Ukraine and other applicable documents. There are enough of modern terms relating to computer technology, but no such terms as holography, hologram, laser

[16] Швецова-Водка Г.М., *Документознавство. Словник-довідник термінів і понять. Навч. посіб*, Київ 2012, с. 319.

[17] *Архівістика. Термінол. словник*, авт.-упоряд. Є. Новохатський, Київ 1998, с. 205.

[18] Огар Е., У*країнсько-російський і російсько-український словник-довідник з видавничої справи*, Львів 2002, с. 264.

[19] *Поліграфія та видавнича справа: рос.-укр. тлумач. слов.*, уклад.: Б.В. Дурняк та ін.,Львів 2002, с. 456.

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holographic printing, processing plastic cards, lithographic printing. Therefore, fuller is considered to be a translated *English-Ukrainian Dictionary of Printing and Publishing*[20].

NAS of Ukraine specialists created the *Dictionary of Major Publishing Terms*[21]. The dictionary lists the national standards and other applicable regulations in Ukraine regarding publishing and electronic resources oriented to employees of editorial and publishing departments. The dictionary is supplemented with an alphabetical index of the listed terms in Ukrainian and Russian, and an English-language alphabetical index.

The study and research of terminology of book science experts from leading institutions in Ukraine, namely the Vernadsky National Library of Ukraine and the Book Chamber of Ukraine has been carried out for many years and is systemic. *Dictionary of Bibliological Terms*[22] was published in 2003, which is seen by the authors as a milestone in the preparation of industrial encyclopaedias and reference framework for further terminology. The new dictionary of terms included a significant number of new concepts associated with the adoption of legal acts of Ukraine, national standards, development programmes in the sphere of publishing and conservation of precious editions.

Terminological dictionary *Bibliology*[23] was published under the general editorship of Doctor of Philosophy, Professor V.O. Zhadko, where bibliological terms are presented in view of the publishing business.

To improve the studying of foreign, namely English, terminology *English-Ukrainian Dictionary of Library-Informational Terminology*[24] was designed by N.V. Strishenets. It contains about 6,000 terms of library science, information science, bibliography, book science, publishing, and archive science.

Important role in describing the concepts in the sphere of information resources of modern society plays a terminological dictionary *Information resources*[25], which contains legal and standardized terminology according to the following thematic

[20] Коллін П.Г., *Англо-український словник друкарської і видавничої справи: понад 9000 термінів*, Харків 2002, с. 424.

[21] *Словник-довідник основних видавничих термінів (для практики наукових установ)*, пер. і упорядк. А.І. Радченко К.: Академперіодика, Київ 2009, с. 72.

[22] *Словник книгознавчих термінів: Понад 1400 термінів*, уклад.: В.Я. Буран [та ін.], Київ 2003, с. 160.

[23] *Книгознавство*: термінологічний словник (редакційно-видавнича справа, журналістика, поліграфія, видавничий бізнес, інформаційно-бібліотечна діяльність), [за заг. ред. В.О. Жадька], Київ 2012, с. 304.

[24] Стрішенець Н.В., *Англо-український словник-довідник бібліотечно-інформаційної термінології*, Київ 2004, с. 332.

[25] *Інформаційні ресурси: словник законодавчої та стандартизованої термінології*, [уклад.: П.І. Рогова, Я.О. Чепуренко, С.М. Зозуля, І.Г. Лобановська], Київ 2012, с. 283.

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areas: library science, bibliography; publishing; information policy; electronic document circulation; book science, museum science; archive science, document science, record keeping; audiovisual (electronic) media. The dictionary contains an alphabetical index of terms, contributing to their rapid search. The need for such publication is caused by modern problems of training specialists in the field of social communication and information activities.

Document science which deals with specific types of documents, today pays great attention to "electronic publications". By the term "electronic editions" are meant the books, magazines and newspapers distributed in any text or another format, such as hypertext (HTML) or one of the compressed formats (ZIP, ARJ, RAR, WINZIP, etc.). Recently, part of the electronic publications became also multimedia components and animated insertions into the main part of the publication. *Electronic Publishing*[26] reference book describes the creation of online publications by means of hypertext language HTML and cascading style sheets (CSS). A separate section covers types of media, electronic publications replication technology using special equipment.

Dictionary *Social communication*[27] by Professor of Kharkiv State Academy of Culture, V.O. Ilhanayeva gives the definitions of more than one thousand concepts belonging to the theory of social communication and is also used in library science, sociology, computer science, philosophy, linguistics, social psychology. This dictionary contains generalized terminology that is actively used in the theory and practice of social communication.

The publications listed above reflect, to some extent, the terminology of documentation and adjacent sciences, and this topic, as you see, is in the view of industry professionals. Therefore, the solution of the whole complex of issues related to historical factors and the formation of Ukrainian document study terminology is a relevant and extremely important task of further scientific activity. In order to solve terminological problems, highly qualified professionals are required. They need to be prepared in higher educational institution by including into the curricula courses on the fundamentals of professional terminology and language.

We believe that reference books can be used effectively in practical work of educational institutions. To achieve the appropriate level of informative and didactic support of the educational process it is necessary to use material of encyclopaedias, dictionaries and reference books in various forms. Specific entries and their fragments should be selected for practical classes according to educational goals.

[26] *Електронні видання* [Текст]: довідник, уклад. Т.Ю. Киричок, Київ 2011, с. 400.

[27] Ильганаева В.А., *Социальные коммуникации (теория, методология, деятельность) : словарь-справочник*, Харків 2009, с. 392.

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The facts reflecting the special knowledge and peculiarities of document science should be picked from the general encyclopaedias. With the help of encyclopaedic materials we can also simulate creative tasks that will promote creativity and autonomy in students. Therefore, a teacher should guide the students to creative and independent work, planning of personal learning strategies, rational use of time, research and so on.

So, from the above considerations the following conclusions can be made:

– scientific discipline – "Document Science" – requires a clearly established system of concepts and terms, thorough considering of their characteristics and using achievements of Ukrainian research;

– carrying out systematic work on creating encyclopaedias, dictionaries of Ukrainian terms and directories in document science and related disciplines will contribute to further development of theoretical provisions of a number of scientific disciplines of document-communication cycle;

– preparing and publishing reference books actualizes the interest of scientists to the problems of Ukrainian document science and promote the development of Ukrainian encyclopaedic works as a whole.