From the President

Since the publication of the last *ANZSI Newletter*, the new members of the ANZSI Council have been busy familiarising themselves with their roles and duties, and undertaking the various tasks involved in the administration of the Society. We are a mixed group with varying backgrounds, interests and experience (and, as such, are reasonably representative of the membership at large). Along with some well-known names are some relative newcomers, and I would like to take this opportunity to introduce you to each of the members of the Council.

PRESIDENT Karen Gillen is a freelance editor and indexer. She was formerly employed in research and/or teaching positions in various departments at the University of Queensland, Griffith University, Queensland University of Technology, and Deakin University. Karen has researched and published in the areas of Aboriginal history, anthropology, Australian politics and public policy, history and cultural heritage, Indigenous rights, learning skills and professional development. With a young child to raise, Karen opted to pursue what she imagined would be the less demanding life of a home-based fulltime freelance editor and indexer. As an indexer, she has worked primarily on compiling back-of-book indexes to arts and social science scholarly works and tertiary textbooks, however, she has also indexed colonial newspapers and professional journals. She has been a member of ANZSI since 1997, has served on the committee of the Victorian Branch since 2002, and is currently the Victorian Branch President. Karen also works in a voluntary capacity as the gardener at her son's primary school.

VICE-PRESIDENT Max McMaster has been a freelance indexer for the past 15 years working predominantly on back-of-book indexing, but delving into database indexing, journal indexing, newspaper indexing and web-indexing as well. He arrived at indexing after spending 19 years in the library and information fields, mainly involved with scientific disciplines in government organisations. He has more than 1450 indexes to his name. Max lectures on indexing to editing and publishing students at a number of universities, and runs indexing training courses for ANZSI, and other organisations throughout Australia, New Zealand and Singapore. He has held a range of ANZSI (AusSI) Executive

and Committee member positions over the past 19 years at both National and State Branch levels, and was Chairman of the Panel of Assessors of AusSI for 5 years. Max has been awarded the prestigious Australian Society of Indexers Medal for book indexing on three occasions. Outside of indexing, he is a Referee for Swimming Victoria.

SECRETARY Anne Dowsley is a librarian, and has worked in special school and public libraries. She has been an active member of the Victorian Branch of ANZSI since joining the Society three years ago. Although she lives on Phillip Island, she is a regular attendee at Victorian Branch events. Anne has completed introductory and intermediate indexing training courses with Max McMaster, and she has compiled two indexes under Max McMaster's supervision in the Society's mentoring program.

TREASURER Margaret Findlay first joined the Society in its early days and then rejoined in 1996 after organising the 1995 Conference in Marysville for the Victorian Branch. She also joined the Victorian Branch Committee and during the subsequent years held the positions of President, Vice-President and Treasurer as well as Conference Convener for the 1999, 2005 and the

WHAT'S INSIDE

Deadline for the April 2007 issue: 4 April

ANZSI Vic Branch visit the Salvation Army

Our visit to the Salvation Army in Bourke Street, Melbourne, on 15 February more than lived up to our expectations. Entering the museum, we were welcomed by Lindsay Cox, the Territorial Archivist responsible for the Australian Southern Territory Archives and Museum. The Southern Territory encompasses all States except New South Wales and Queensland.

We enjoyed a brief wander around the museum, then watched a six-minute documentary made to celebrate the centenary of 'Soldiers of the Cross', a film that blended motion-picture, lantern-slide, music and oratory, which premiered in 1900. The Salvation Amy was a pioneer in film making and created what may arguably be considered the world's first dedicated film studio at 69 Bourke Street, Melbourne, in a room that still looks much as it did at the turn of the century.

Lindsay Cox then guided us through the museum, pointing out the highlights and entertaining us with stories behind the items. The museum covers anything and everything to do with Salvation Army history from the 1880s to present day. There are bonnets worn by the women, displays of their War work, commemorative china and pens, details of hospital and social work, history of the Limelight Department's early films and lantern-slides, biographies of significant people, work done by Salvation Army outside Australia, and changes in music and music making. A packet of Arnott's SAO biscuits looked out of place until it was explained that SAO stands for Salvation Army Office.

We then went up to the archives area. Filing cabinets, archive boxes, book shelves and compactors neatly organise all the various printed, photographic and audio-visual material. One room is filled with uniforms of every description, all catalogued using the computer package Lotus Notes. There are over half a million entries, many items with digital attachments and all searchable. The index to their journal *The War Cry* is included among the items, as are information and photographs of soldiers and buildings, CDs of band performances and early Salvation Army hospital records. Requests for information come from students, family historians and others requesting information or photographs of where they grew up.

Afterwards most of us adjourned to the restaurant next door to continue the discussion and conclude a very enjoyable evening. We thank Lindsay Cox for generously sharing his time and stories with us.

Mary Russell

ANZSI Medal 2007

The Australian and New Zealand Society of Indexers' Medal is awarded annually for the most outstanding index to a book or periodical compiled in Australia or New Zealand. The index must be in print and must have been published within the past three years (i.e. 2005–07). It must have been compiled in Australia or New Zealand, even though the text to which it refers may have originated elsewhere. The index should be substantial in size; the subject matter should be complex; and the language, form and structure of the index should demonstrate the indexer's expertise, as well as serving the needs of the text and reader. The publisher of the winning index will be presented with a certificate recognising their promotion of work of outstanding quality. The judges may also make 'highly commended' awards.

Nominations, with bibliographical details and a copy of the book (which will be returned if requested) should be sent to the Returning Officer. Publishers, indexers and all interested people may nominate indexes, and indexers may nominate their own work.

Entries open mid-April and close on 6 July 2007. Awards will be presented at the Annual General Meeting in October. An entry form is available from Alan Eddy, the Returning Officer, Awards, PO Box 5062, Glenferrie South, Vic 3122. Tel (03) 9853 0991; email <aeddy@surf.net.au>.

From the literature and other thoughts

aliaINDEXERS – Indexing Hansard

On 16 February last Carolyn Kearney notified aliaINDEXERS that the Commonwealth Hansard indexes, which were stopped in 2004, were to be reinstated. She also forwarded an extract from the Senate Estimates Committee hearing on 12 February which had prompted that decision.

I have selected scattered parts of the lengthy discussion to give a feel for the tone of the discussion and the issues raised.

Senator FAULKNER – The index has been junked, hasn't it?

Ms PENFOLD – We are not doing the index any more if that is what you mean, Senator.

Ms PENFOLD – All the material incorporated in that is available on the internet, on the Parliament House website, and it is much more readily searchable as an electronic document.

Senator FAULKNER – That is a matter of opinion and it is one that I do not share.

Senator MURRAY – It also assumes that the users are all users of electronic networks. They are not.

Senator FAULKNER – The Library staff would like to see it continue. They are right; of course they are right. So would the users of these things.

Senator FAULKNER – So after 104 years of having an index to speeches and an index to subjects, someone decides to make this change without consulting any of the libraries or any of the users.

Ms LYNCH – I would hope that the human effort involved in producing the index would be reduced if we were to do it electronically.

Senator FAULKNER – Of course, for those who use it ... things are now basically useless – absolutely bloody useless ... This decision is a very bad one, and you can tell that by the reaction from within the Parliamentary Library itself. I do not care what was driving it; it is a very, very bad decision. Mr President, I hope that you will take some action to do something about it. The truth is that the online searches have grave weaknesses in them. I am sure you can confirm that, can't you, Ms Missingham? There are weaknesses in the online searches, which is why people use the actual index to *Hansard*.

Senator FAULKNER – Apart from there being no subject index [on ParlInfo, for online searches], there is a limit to the number of results that can be retrieved, the guided search facility does not always turn up results and ParlInfo is very resource heavy – it requires a good, fast computer, and if you do not have that it is a really painfully slow process ... What has driven it, which is savings, is simply not good enough. All we have now, literally, is the bound dailies – that is it.

Senator MURRAY – Mr President, I add the point that I suspect there is a legal and constitutional requirement that proceedings of parliament should be available to all citizens.

The NSW branch has written to Senator Faulkner and Ms Penfold in favour of the reinstatement, but against the use of automated indexing as a solution.

inCite v. 28 i. 1 Jan/Feb 2007

inCite notes on p. 22 that a group of stereotype-busting librarians went on a motorcycle tour from Springwood to Cootamundra, via Orange and Wagga. Riders included stereotype-busting indexer, Sherrey Quinn, and her partner Ian MacCallum. On the way they met up with the State Librarian and Tony Abbott.

Three-volume novels (3-deckers)

My great-great-aunt Alice wrote three Victorian novels, which I am collecting and reading. The only copy of her novel *The rector of Amesty* (using the pseudonym John Ryce, and incorrectly catalogued as 'Amnesty') that I could trace in Australia is held in the rare books library at Sydney University. It was bought as part of a set of triple-decker novels – of which the university has the best collection in the world.

This led me to reading about three-volume novels. This format suited the subscription libraries, as they could lend one book to three borrowers at a time, but it made individual purchases rare. It is an interesting example of the influence of publishing formats on the content and quality of novels. The genre was commemorated by Rudyard Kipling in his poem 'The Three-Decker', the second verse of which reads:

> Fair held the breeze behind us – 'twas warm with lovers' prayers.
> We'd stolen wills for ballast and a crew of missing heirs.
> They shipped as Able Bastards till the Wicked Nurse confessed,
> And they worked the old three-decker to the Islands of the Blest.

Glenda Browne

Correction

After reading last month's 'From the Literature', Tracy has written to point out that the Society of Editors' (SA) newsletter is titled *the word*, while the Society of Editors' (Victoria) newsletter is simply *Newsletter*. The Editor takes responsibility for the error and apologises for any confusion.

News from NSW Branch

NSW Branch members enjoyed a New Years celebratory lunch in Parramatta in February, taking the place of our traditional Christmas lunch.

We are planning a 2-day introductory indexing course for mid-year and an afternoon seminar on indexing specialties at the Writers' Centre in Rozelle in August. Details of these will be announced in the newsletter and on aliaINDEXERS when they have been finalised.

Glenda Browne

forthcoming 2007 ANZSI conferences. Professionally, Margaret managed the Cunningham Library at the Australian Council for Educational Research (ACER) for many years and, while in this position, directed the Australian Education Index (AEI) project, one of Australia's largest indexing services. Since leaving ACER in 2005, she has turned her hand to other forms of indexing – including 'back-of-book' – and finds these new ventures challenging and interesting. Her husband, Kevin Hughes, often attends ANZSI Victorian Branch professional and social activities. Angus and Molly, two wheaten cairn terriers, complete the family.

Alan Eddy is a freelance editor and back-of-book indexer, based in Melbourne. He has the following qualifications in forestry and forest science: Dip.For.(Cres.), B.Sc.F.(Melb.), M.F.(Calif.), and from 1949 worked as a field forester in several Victorian districts. Other positions he has held include: senior lecturer and Principal of the Victorian School of Forestry; Policy Coordinator, Forests Commission Victoria; forestry adviser to Board of Inquiry into the Timber Industry 1984-85; executive officer to Director, Lands and Forests Division, Department of Conservation, Forests and Lands (1986-89); and research officer for the Victorian Timber Industry Training Board (1990-93). Alan is a Fellow of the Institute of Foresters of Australia (1983), and he is also a member of the Executive (1975-89) and Chairman (1981-85) of the Australian Branch of the Institute of Wood Science. He was also book reviews editor and member of the editorial committee of *Australian Forestry* (1978-89). In addition to being on the ANZSI Council, he also serves on the ANZSI Victorian Branch Committee.

Lynn Farkas is director of Lynn Farkas Information Services, a Canberra-based company that specialises in the practical management of organisational knowledge. Her interests include thesaurus development for portal sites, knowledge management applications, information architecture and taxonomies, metadata and database indexing. She has indexed for most of the major bibliographic databases in Australia and created the MAIS (multicultural) and OMBIS (ombudsman's) databases in the 1990s. She has prepared thesauri in the fields of multiculturalism, museum objects, seniors issues, aviation, workplace relations and Maori culture, and information architectures for an irrigation portal and a website for government lawyers. Before founding her own company, Lynn worked as a special librarian, indexer and later as a teacher in library studies. She has conducted many professional development courses, including training for the National Library of Australia and the State Library of New South Wales. In 2001, Lynn presented workshops on metadata creation to librarians in Thailand and Malaysia, and gave seminars on knowledge management, mentoring, database indexing and subject gateways to the 'Online Information and Education Conference : Managing Knowledge in the Modern Library' conferences in Bangkok and Kuala Lumpur. Lynn is a past President of ANZSI, and is currently the Mentoring Coordinator for the Society.

Tracy Harwood, in a deliberate but not wholly-aware-of-the-consequences career move, left a mainstream job with the ACT Government Service in mid-2002 and joined The Australian National University as an editor with a small research group. She soon realised that she had all the necessary

Calendar of forthcoming Branch activities

Date & time	Organiser	Name of activity	Venue	Contact details
24 March 9.30–12.30	ACT Region Branch	Cindex Workshop	TBA	Eleanor Whelan ph +61 2 6257 7749 or <whelanek@bigpond.net.au>
30 April	Vic Branch	Introductory Indexing training	Holmesglen TAFE	Max McMaster ph/fax +61 3 9500 8715 or <max.mcmaster@masterindexing.com>
1 May	Vic Branch	Intermediate Indexing Training	Holmesglen TAFE	Max McMaster ph/fax +61 3 9500 8715 or <max.mcmaster@masterindexing.com>

National events

Date & time	Organiser	Name of activity	Venue	Contact details
16–17 March 2007	Vic Branch	ANZSI Conference	Amora Riverwalk Hotel, Richmond, Melbourne	Margaret Findlay <conference@aussi.org>

attributes to be a good editor, joined the Canberra Society of Editors, and began to educate herself about editing. She soon developed an interest in indexing and, thinking that editing and indexing are complementary processes, joined AusSI. Tracy then joined a group project to index a mid-1920s Canberra newspaper. It was there that members of the ANZSI Committee (as it had become) recognised 'new blood' and invited her to join the committee as a regular member. Tracy has one published index: a multi-authored academic monograph about sweet potato in the Pacific. She has put together a number of small publications for the research group and is currently co-editing a large textbook on the agricultural economy of Papua New Guinea and will also index this work. In addition to a Bachelor of Applied Science from the University of Canberra and a diploma in editing from the Australian College of Journalism, Tracy has completed Max McMaster's introductory and intermediate indexing courses, and assorted short courses in both editing and indexing. Tracy loves editing and indexing and intends doing this kind of work for a long time.

Don Jordan's career has been mostly in civil engineering as a geotechnical engineer, working for local, state and federal government departments, private consulting firms, and in academia - latterly for 13 years as Senior Lecturer at Victoria University of Technology. He has been an active musician all his life, playing the trombone in many areas of music and also teaching Orff Schulwerk for a while at Melbourne University. A relative newcomer to indexing, he trained under Max McMaster and has created indexes for books on Australian history, contemporary music, general science, chemistry, psychology and on Vietnam and China. He has been a part of committees of all kinds, from primary school council to Jazz Action Society to local tourism, and looks forward to using his skills and enthusiasm for the benefit of ANZSI.

Catherine Tully has an Arts degree, is a trained teacher and librarian, and has worked in the private, public and not for profit sectors. She has worked as a stand-alone librarian in the legal arm of Arthur Anderson and as a volunteer researcher at Melbourne University in the School of Earth Sciences and the Computer Science Faculty on the VAST Project (Voices of Australian Science and Technology). Catherine joined the ANZSI Victorian Branch four years ago after completing indexing training courses, and is a member of the Victorian Branch Committee. Catherine considers that her membership of the Victorian Branch of ANZSI has been invaluable in adding to her store of knowledge as a librarian and indexer, and she has greatly enjoyed the opportunities it has provided to network, take part in professional development workshops, and to visit an array of different libraries. She also found attending and assisting at the 2005 ANZSI Conference, another very beneficial experience, and looks forward to participating in the upcoming 2007 Conference in Melbourne. Catherine pursued her interest in leisure and lifestyle by completing a qualification in Diversional Therapy last year. In 2007, her goal is to gain registration as an indexer.

Ex-Officio Members

President, ACT Region Branch Barry Howarth has been a member of the Society since 1994. He started back-of-book indexing as part of his work in the Economic History Department in the Research School of Social Sciences at the Australian National University the year before. He became a more or less full-time freelance indexer in 2003 after retiring from the ANU. Barry served as a member of the ACT Region Branch Committee from 2002 to 2004 and a member of the former National Committee from 2003 to 2005 and is the current President of the ACT Region Branch.

President, NSW Branch Glenda Browne has been a freelance indexer of books, journals, online help, databases and websites since 1988. She also teaches indexing and related topics for a number of organisations. With Jon Jermey she has written the books *Website Indexing* (published by Auslib Press, 2nd edition, 2004, <www.webindexing.biz>) and *The Indexing Companion* (CUP 2007). Glenda is President of ANZSI NSW Branch, was editor of the *ANZSI Newlsetter* for three years, and currently writes the 'From the literature' section of the *ANZSI Newlsetter*.

President, New Zealand Branch Jill Gallop has been working as a freelance back-of-book indexer since 2001, mostly in the field of New Zealand legal information. She discovered back-of-book indexing when temporarily employed by a legal publisher during a year of study for a post-graduate qualification in library and information studies. On qualification, she worked as the company's in-house indexer for two years. Jill is interested in research into back-of-book indexing, and would like one day to be able to make some contribution to the literature. Potential research topics arising out of day-to-day practice include structural issues in the creation of legal indexes, for instance, the degree of double-posting of information necessary to satisfy users' information needs, and to what degree cross-referencing systems actually serve or frustrate users. She has been a member of ANZSI since 2004.

President, Victorian Branch Karen Gillen (see page 1).

Mentoring Matters

Last month we highlighted those aspects of the Mentoring Program that affected the prospective mentee. This month, we'll look at the other side of the equation – the mentor.

Can anyone be a mentor?

A mentor of a book index must be a current Registered Indexer of ANZSI. Registration is the Society's highest professional accolade and indicates that an indexer's work has attained an accepted standard of quality. This ensures that those who mentor novice indexers have both experience and expertise.

At the moment, ANZSI only offers Registration for book indexers, not for database, web or other indexers working in non-book fields. In cases where the skills of database or other indexing would be useful (for example in mentoring a journal compilation), an experienced database indexer may be invited to be a mentor by the Education Committee.

What does a mentor do?

Mentors undertake the following duties:

a) Discuss the indexing proposal with the mentee and ensure that the work chosen is appropriate
b) Schedule a series of contacts (usually 5-6) over a period of up to six months. Contacts can be by email, fax, phone, face-to-face or a combination of these
c) Monitor the structure and consistency of the index but not become involved with the intellectual content or do any indexing
d) Advise on particular problems, eg form of names
e) Give the mentee feedback at an early stage and as soon as practicable after each contact
f) Provide brief written reports to the Mentoring Coordinator on the progress of the mentee
g) Sign off the completed index as being to an acceptable standard
h) If an index does not attain an acceptable standard within a reasonable time frame, it is the responsibility of the mentor to inform the mentee and write to the Mentoring Coordinator, giving reasons. The Society reserves the right to then terminate the menteeship.
i) If an index does attain an acceptable standard, the mentor is responsible for sending the completed index to the Mentoring Coordinator so that it can be made available in the most appropriate format.

How will mentors be matched to mentees?

The Mentoring Coordinator keeps a record of prospective mentors, their physical location and their special areas of skill and interest. As much as possible, the Coordinator will try to match mentors and mentees who are in close proximity and share the same indexing interests. Mentors will always be informed of a proposed mentee and will have the option to accept the menteeship or not. Once accepted, a copy of the mentee's application form will be forwarded to the mentor as background information.

Do mentors have to follow a set method of operating?

Mentoring is a personal process and all participants will approach it differently. Mentors and mentees decide how they will work together, within the following framework:

- Indexing will generally be completed within six months, with the ability to apply for an extension to twelve months for unusual circumstances
- Mentors and mentees will agree on a series of contacts (usually 4–6) over the period. It is up to the two parties to decide the format these contacts will take
- Mentees will be given feedback at an early stage and as soon as practicable after each contact.
- At the completion of the mentoring, the mentor will check the index for accuracy, style, comprehensiveness and arrangement, using whatever standards were agreed to by the parties as appropriate to the project (e.g. ISO standard, Style Manual, Chicago Manual of Style etc)

A 'Mentoring Agreement' is to be drawn us by the mentee which states the basic arrangements made by the two parties. Copies of the agreement should be available to the mentor and the mentee throughout the program. This agreement should be revisited and if necessary revised periodically during the mentoring. The Mentoring Agreement should be attached to the mentor's final report to the Society.

What if a rush job comes in unexpectedly?

Mentors (and mentees) can vary the Mentoring Agreement to take workloads and life commitments into account. Your arrangements with your mentee are between the two of you, we only ask that the Society be kept informed of major changes of timing or direction. Flexibility for both parties is an important part of the mentoring program.

How much reporting does a mentor have to do?

Based on previous mentorings undertaken by Victorian Branch members, mentors should expect to spend about 5–6 hours in total over the course of the menteeship. This includes contacts with the mentee, time spent examining the work as it progresses and making suggestions and comments, and fulfilling the reporting obligations to the Society. First-time mentors might find it takes them slightly longer to 'settle in' to the process of mentoring, and should plan to commit up to 10 hours to mentoring.

Because the Mentoring Scheme is still fairly new, mentors will be asked to keep a record of the time they spend on the program and include this in their progress reports to the Mentoring Coordinator. This will give the Society, and prospective mentors, a basis for future planning.

Will mentors be paid?

Participation by mentors and mentees is voluntary, although fees will be collected to compensate the mentors for their time. Upon receipt of the mentor's final report, the Society will arrange a payment of A$225 to the mentor. This represents the application fee less A$25 to cover Society administrative costs.

Can a mentor withdraw from a mentoring project?

We hope this situation never arises, but if circumstances make it impossible for a mentor to continue in their role, the mentor can initiate cessation of a project by informing the Mentoring Coordinator in writing of their reasons. If the mentor withdraws through no fault of the mentee, a replacement mentor will be provided.

Situations under which a mentoring project might be terminated include:

- mutual agreement between the mentor and mentee, regardless of reason.
- Voluntary withdrawal by the mentee, regardless of reason.
- Illness or major trauma for the mentor or mentee.
- Not completing the project within the extended (12 months) time limit, in the absence of exceptional circumstances.

How do I become a mentor?

If you are interested in becoming a mentor, please contact the Mentoring Coordinator, Lynn Farkas at email <lfarkas@webone.com.au>. If you have a particular specialty (biography, legal material, various scientific works, etc) I will try to match you with a mentee in that field. And keep watching this column for updates – remember, Mentoring Matters!

Lynn Farkas
ANZSI Mentoring Coordinator

New indexing publication

Browne, Glenda and Jermey, Jonathan. *The Indexing Companion.* Melbourne: Cambridge University Press, 2007. $49.95, 978-0-521-68988-5, 240 pp.

This new book, *The Indexing Companion* by Glenda Browne and Jon Jermey, will be launched by Pam Peters at the ANZSI conference in Melbourne in March. It will be available at the launch at a 20% discount, with no postage costs. If you can't be at the launch but would like to purchase the book, you can contact Glenda and Jon at <webindexing@optusnet.com.au> for a 20% discount flyer (the postage is $9.90 for any number of copies).

The book starts with the place of indexing in the publishing environment, and looks at definitions and standards. Then there are discussions on planning indexes, analysing concepts, selecting terms, structuring indexes, and editing to ensure quality.

Book and database-style indexing are both discussed, including short sections on a wide range of specialised formats including library catalogues, handbooks, images, online help and websites. Dedicated indexing software, embedded indexing and other computer-related topics are presented. The final chapter looks at the future of indexing.

This book provides an Australian view on indexing, but is also applicable internationally, as so many of our rules are shared. Alternative approaches are discussed, rather than just one point of view. References are made to indexing in all countries with indexing societies, and a few others as well.

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