From the President

By now members should have received in the mail their 2007 ANZSI Council Membership Survey. If you have not received your survey please contact Mary Russell, <russellmf025@ozemail.com.au>, who can send you a replacement. This survey is the first to be conducted by the ANZSI Council and the first survey of ANZSI members for more than seven or eight years.

The purpose of the survey is threefold:

- To up-date our knowledge of the fields of work in which our members are engaged and to determine how much indexing work they do;
- To give us feedback on the usefulness of services, facilities and activities currently available to members through the Society; and
- To let us know what else you would like the Society to do to help further your interests as a member and an indexer.

Remember, the closing date for the receipt of your survey is 30 September. Mary Russell, our resident statistician, is coordinating the survey, and she will analyse the data. Results and conclusions drawn from the survey will appear in a later issue of the *ANZSI Newsletter*.

One item which is being looked at by an ANZSI Council sub-committee is the issue of incorporation. This is an important issue for the Society, and even at this preliminary stage there have been some pertinent questions raised by Branches and members about the pros and cons of incorporation. In order to provide an authoritative legal perspective on this issue we have asked Professor Peter Zablud, Director of Notarial Studies, Sir Zelman Cowen Centre for Continuing Legal Practice, to provide the answers to the questions raised. We shall report his answers in full in the October issue of the *ANZSI Newsletter*, and expand on the implications for the Society.

Members are also reminded that annual general meetings and elections for office for 2007 for the ANZSI Council, ACT Region Branch, NSW Branch, Vic Branch and NZ Branch will be held next month. Some preliminary notices about the respective AGMs appear in this issue of the Newsletter. We would encourage all members who haven't been involved in the running of the Society previously to consider standing for election. Nobody expects a newcomer to take on any of the executive positions (president, vice-president, treasurer and secretary) immediately. Just stand for a general committee position initially, and once you have learnt how your Branch operates, then at a later stage you might feel motivated to move to one of the executive positions.

Like in all fields of endeavour, the more you put in, the more you will get out.

Max McMaster, ANZSI President

No red dots! ● ● ● ● ◔

Members who have not yet renewed will become unfinancial at the end of September.

Renewal forms can be found at <www.aussi.org/membership/index.html>. But don't expect to find a red dot on your newsletter – this year we are sending out email reminders instead.

Joanna McLachlan
Membership secretary

WHAT'S INSIDE

Deadline for the October 2007 issue: 27 September

ANZSI Council and Vic Branch AGMs

This is a preliminary notice alerting members that the ANZSI Council and Vic Branch Annual General Meetings will be held on Wednesday, 24 October 2007 at the Elsternwick Club, 19 Sandham Street, Elsternwick at 7.00 pm. Meetings and dinner will be held in a private room at the club, $35 per head.

ANZSI Council elections 2007 nomination forms and appointment of proxy forms will be included with the October 2007 ANZSI Newsletter. The Newsletter will be distributed several days earlier than usual to ensure there is sufficient time (14 days minimum for nominations to be received) for members to submit nominations.

Any proposals to amend the Constitution should be sent to the Secretary, a minimum of 28 days before the date of the AGM.

NSW Branch workshop

Are indexers a staid and sober group? Well, the eleven who attended the workshop held at the Writers Centre at Rozelle on 11 August would say a resounding NO!

After excellent sessions on indexing biographies led by Madeleine Davies, medical indexing and all its intricacies led by our new member Mary Coe, and Trish Waters' contemplations on the items for consideration when indexing cookbooks, the final session was introduced by Caroline Colton.

One would expect to be decidedly brain dead by the end of such a wealth of information (and a sumptuous afternoon tea), but ... We were led through a fictitious meal menu and at each course we all contributed as to how we would identify each topic. Should we index eggs, scrambled or scrambled eggs? And the wines – by label, type, a separate listing altogether? Herbs – would they be a main ingredient or supplementary. Would you index by the name of the herb or the type of recipe with the herb as a subheading?

Each step was discussed (argued even) at some length according to who would be likely to use the cookbook (was it a young man or a well trained chef?) with some hilarious outcomes. Eventually we got to the end of the meal with our terms all nicely 'cooked'. We weren't sure what a publisher (or author) may have thought of it, but it was a great way to finish a highly successful and informative afternoon.

Lorraine Doyle

New Zealand Branch news

Wellington members gathered for drinks recently to meet Cambridge-based member Kathryn Mercer, who was in town to attend a cataloguing course. Three of our Branch members joined Kathryn and another cataloguer from her course.

Kathryn, who was the recipient of the inaugural Nielsen BookData Research Award, has just had the results of her survey and focus group examining retrospectively-produced book indexes in the Waikato published in the *New Zealand Library and Information Management Journal* – see: <www.lianza.org.nz/publications/journal/files/NZLIMJ_Vol50_Iss2_April2007.pdf>

We discussed indexing training in NZ, identifying pictorial indexing (both photos and moving images) as an area of interest. We resolved to do a little research into who might have the expertise in New Zealand or Australia to be able to offer such specialised training.

We also turned our attention to the question of incorporation of the society in New Zealand. The local community law centre runs workshops on the incorporation process from time to time, and it would be valuable for the branch president to attend a workshop to find out about any issues that could arise for our branch if the society does decide to incorporate.

Two of our members discovered a common interest apart from indexing – they are both former bee-keepers – another activity that, with a bit of hard work and care, has a sweet result!

Jill Gallop

Wheatley medal 2007

It seems that many publishers still do not appreciate the value of a good index, to judge from the level of entries submitted this year for the Society of Indexers' Wheatley Medal for an Outstanding Index. After careful consideration, the judges felt that none of the indexes submitted were of sufficiently outstanding quality to merit awarding the Wheatley Medal this year. However, the panel felt that two indexes deserved commendation.

The judges considered that the index by John Bowman (Lecturer in Library and Information Studies at University College London) to the book he had also edited, *British librarianship and information work 2001–2005* (Ashgate, 2007), provided users with a useful and accessible tool. The handling of the numerous acronyms was especially appreciated.

The other commended publication, the *Index to the court books of the Stationers' Company 1679–1717*, compiled by Alison Shell and Alison Emblow (published by the Bibliographical Society and Oxford University Press in 2007) is a departure from a conventional index. Providing access to complex manuscript material, it is perhaps more in the nature of a concordance.

From an SI press release

Eat your words*

My reference shelves hold an eclectic mix of books. A recent addition is *Eat your words: a menu speller for foodies.* After a few introductory pages on spelling tips, the book is divided into two sections. In the first section there are 30 lists of words on a range of food subjects from Asian to Drinks to Sweet things to Vegetarian and special diets. Spelling variations and country of origin of words are given, together with alternative word endings, for example /ed or /ies.

The second section is an A–Z index of the words, with hints on pronunciation and references to appropriate subject list(s). This is as close as you get to the meanings of the words. For example, puri (poo ree) gives references to subject lists 3 and 17. Looking the lists up you learn puri is an Indian bread. Bugged by 'crossants' appearing in bakeries and cafés instead of croissants, the authors have illustrated the book with cross ants.

At 11x14 centimetres this little book would fit in an apron pocket ready for consultation while writing café menus or blackboard specials. For me it is a very useful reference to a multitude of words used by foodies.

Mary Russell

* Helen Lucas and Brenda Millott. *Eat your words: a menu speller for foodies.* Lambton: NSW, Futura Training, 2007 ($19.95).

Calendar of forthcoming activities

Date & time	Organiser	Name of activity	Venue	Contact details
Mon, 1 Oct 9.00 am – 4.45 pm	Vic Branch	Introductory indexing workshop	Holmesglen Conference Centre	Max McMaster <max.mcmaster@masterindexing.com>
Tues, 2 Oct 9.00 am – 4.45 pm	Vic Branch	Intermediate indexing workshop	Holmesglen Conference Centre	Max McMaster <max.mcmaster@masterindexing.com>
Wed, 3 Oct 9.00 am – 4.45 pm	Vic Branch	Newspaper / magazine indexing workshop	Holmesglen Conference Centre	Max McMaster <max.mcmaster@masterindexing.com>
Sat, 13 Oct 9.00 am – 5.00 pm	Soc Editors (Qld)	*Editing for the Web*. David Hill, (has 17 years in the industry)	Brisbane Girls Grammar School, Gregory Terrace, Brisbane	Kerri Ullrich at <training@editorsqld.com> or Moira Brown ph 07 3893 1252 *also see* <www.editorsqld.com>, 'training'
Thurs, 18 Oct 3.00 pm (walk) 5.30 pm (talk)	Vic Branch	Heritage walk and talk (details in August newsletter)	Heritage Victoria, East Melbourne	Jenny Restarick/Alan Eddy <cliffres@connexus.net.au> ph/fax +61 3 9528 2539
Wed, 24 Oct 7.00 pm	ANZSI & Vic Branch	AGM Dinner	Elsternwick Club	Jenny Restarick/Alan Eddy <cliffres@connexus.net.au> ph/fax +61 3 9528 2539
Mon, 29 Oct 6.00–9.00 pm	NSW Branch	AGM	Golden Cinnamon/ Cafe Kasturi, 767–69 George Street, Sydney	Lorraine Doyle <lorraine.doyle@thomson.com>
Fri, 16 Nov – Sun 18 Nov	Vic Branch	Visit to Colac and District		Jenny Restarick/Alan Eddy <cliffres@connexus.net.au> ph/fax +61 3 9528 2539
23 November 9.00 am – 4.45 pm	Vic Branch	Web indexing workshop	Holmesglen Conference Centre	Course conducted by Glenda Browne. Further details from Max McMaster <max.mcmaster@masterindexing.com>

From the literature and other thoughts

Aficionado indexes

Baseball indexes

Sue Nedrow wrote to Index-L about a project run by the Bibliography Committee of the Society for American Baseball Research, which aims to provide name and/or subject indexes to maximize the usefulness of many baseball books, especially those published during the first half of the 20th century. They note that the indexes become more valuable when the books are scheduled to be reprinted or revised (<www.baseballlibrary.com/baseballlibrary/sabr/tbi/>). They have prepared guidelines to ensure a certain amount of uniformity (Skip McAfee, 2001, <www.sabr.org/cmsFiles/Files/Guidelines_for_Indexing_a_Baseball_Book.pdf>).

RPG indexes

I have come across two indexers who specialise in indexing role-playing games (RPGs) such as Dungeons & Dragons. One ISC member with a BA Honours in History and Medieval Studies notes that she specialises in RPGs, and Lori Ann Curley has written about RPG indexes in *Games Quarterly Magazine* (issue #3, p. 73, <www.lorianncurley.com/GamesQuarterly.html>), making the suggestion that a usable index would increase sales.

Our son Bill contributed a few pieces to a book called *Koboldnomicon*. One of the reviews (bottom of the page at <www.rpg.net/reviews/archive/12/12344.phtml>) complained: 'There are a few things that annoyed me about the PDF. There are no bookmarks. There's no index.'

Family Search volunteer indexing project

Family Search is digitising their microform records, and asking volunteer indexers to extract the birth, marriage, and death information to create free searchable indexes online (legacynews.typepad.com/legacy_news/2007/04/familysearch_in.html>).

You can volunteer at <www.familysearchindexing.org/en/index.jsp>.

Family histories without indexes

My grandfather's cousin, Canon Christopher Perowne wrote a book called *A History of the Parish of Standon* (1967). One genealogy site (<www.hertfordshire-genealogy.co.uk/data/books/book0237-standon.htm>) notes:

> The book has 15 illustrations and a fold-out map – and no index... Like many such un-indexed local histories, trying to answer a specific question about a person or place which is not directly addressed by the headings is difficult.

And you gotta love Google: a search for 'Perowne Puckeridge' retrieves the information that garbage is collected in Perowne Way, Puckeridge, every Monday!

Wireframe as art

It's not exactly indexing, but Chiara Fox's artworks based on information architecture wireframes which she presented as a poster at the IA Summit 2007 show a true passion for her craft (<www.flickr.com/photos/cfox74/sets/72157600094962227/>).

Free-text failures

I am on the email list for AusTenders, as there has once been a request for tender for indexing services (but I remembered after I registered that a government contract would most likely require professional indemnity insurance so I didn't bother applying). They still keep me informed, however, with invitations to tender for projects such as 'Building Price Index Consultancy Services for work category General building construction'.

Searching for Index, NC

There can be few more frustrating searches than the one I have just attempted for the town of Index, North Carolina. Even using inverted commas didn't help much. Adding the word 'town' led me to the zipcode, which worked OK as a search term. It turned out that the second reason I'd been having difficulties was that there appears to be nothing much to know about the town of Index.

The Wikipedia disambiguation page for a search on 'Index' lists the town of Index in Snohomish County, Washington. It appears to be a bit better known, although its population in the 2000 Census was a mere 157 people.

Gilbert White, by Walter Johnston

R. Holt-White's *Life and Letters of Gilbert White.* 1901. John Murray, 1928. First Futura edition, 1981, p.12: 'With the gift of natural politeness there was associated that of gentle humour. ... I am still engaged in making an Index; an occupation fully as entertaining as that of darning stockings, though by no means so advantageous to society.' (R H-W, II, p. 175)

Online Currents restarted

Online Currents ceased publication at the end of 2005, but was restarted by Thomson Legal & Regulatory in September 2006, with Pamela Johnstone and Elizabeth Drynan as General Editors for the first year.

Articles have covered:
- Bluetooth computer networking – Jon Jermey, September 2006;
- analysis of ComLaw, the Commonwealth's Legislation Database – Margaret McAleese, October 2006;
- remote access to the electronic collection of the State Library of NSW – Elizabeth Drynan, November 2006;
- free article finding tools – Liz Edols, November 2006;
- review of the Information Online Conference 2007 – Paul Bentley, March 2007.

Glenda Browne

ANZSI ACT visit to the Australian War Memorial

Last month eleven members of ANZSI ACT enjoyed a visit to the C E W Bean Building at the back of the War Memorial, an area not normally open to the public. Four members of staff had kindly stayed back to explain their collection management system and access to it. The system is called MICA (Memorial Integrated Collection Access) and uses a program called MIMSY.XG v. 1.3. Some 225 staff have access to this, and there are 34 data entry staff. Ten collecting areas are represented: art, heraldry, technology, photographs, film, sound, private records, official records and non-collection items such as exhibition fitouts and heritage material. 635,591 records represent single items and entire collections, all documented to a minimum standard and with 300,000-odd records on-line.

There are three staff members in the Collection Information and Access Team, their role being to administer the system, provide documentation standards and user support. MIMSY is a relational database, with information arranged in tables, fields and records. It is sold by Willoughby Associates Ltd., Chicago, who offer regular support and assistance. There are two sections: 15 Activities and 12 Authorities. The latter are: events, facilities, media, objects, people, places, publications, sites, conflicts, thesaurus, with taxonomy and vessels not used. Activities included process activities such as acquisition, audit, entry, and item-specific activities containing information about the physical state of an object, e.g. condition, conservation, damage. One of the features of the system is its Views, of which there are 14, which control the way the screens look, and match the item being catalogued, eg., the Art View for paintings and drawings. Another feature is LinkLedger, a useful way to navigate through related views. The system allows for Fields types and controls, by text, date, number and checkbox field type. Validated fields can be checked against a pop-up list.

When accessioning items, there are four processes to be checked: people authority, entry authority, acquisition activity, objects authority. The donor is checked, also the depositor, who may be different. Sometimes restrictions are placed on access, but this is not encouraged. We learned how catalogue sheets are created, using a cataloguing manual and specific art terms. Titles can be a problem, if the artist has not supplied one, but an item can have multiple titles. The places authority uses contemporary names, e.g. Palestine during World War I, in an Anglicised version.

We were shown several different illustrated records, including part of a headdress worn by T E Lawrence, the legendary Lawrence of Arabia, donated by one of his friends. The Memorial concentrates on Australian material, but will collect donated items which are non-Australian. Artists' notes and research are often bought in conjunction with an item, or else similar institutions such as the National Gallery are consulted. The conservation section uses the catalogue to check on the condition of items of delicate or hazardous material.

The heraldry and technology section was then described to us. This section looks after weapons, machines, vehicles, uniforms and other objects. The description of an item is set in context, where it came from, its condition on arrival, noting if something is missing or broken. I had been wondering how they dealt with huge objects like planes, and the answer is that the plane is given an accession number, with other accession numbers given for all parts of it. There is a list of specific terms used for military heraldry and technology. Photos are taken before and after conservation, with the policy being to photograph everything. We were shown photos of G for George, a special case.

We then heard about the private records area. Official records are part of the archive, but private records are kept separate, often being donations, and requiring accession numbers and several descriptors, which may be required for exhibition labels as well as for a cataloguing record, kept in alphabetical order. The contents of the records are noted, including letters from other people, e.g. condolence letters written to a soldier's mother. The writer and any persons mentioned are listed. The catalogue tries to work out an informal method of mentioning all names and a description of the contents of each letter.

Each area has different sub-division policies, but the Memorial has a policy of putting in a title at the time a record is made. Attempts are made to link the conflicts, by conflict periods, time periods for part of the war, and other links. The database is on the Australian War Memorial website, and one can search on various terms, including unit served. The database has a thesaurus, using controlled language; each term must be justified and approved, e.g. insurgents, a new term. With racist terms, some censorship is used, and reference made in the record to racist remarks.

Several people had or knew of material that might be relevant to the Memorial, and were encouraged to make contact, so that anything relevant might be assessed and accepted. This was a most useful and interesting visit, providing us with a better understanding of how even the most unusual materials may be assessed and catalogued.

Edyth Binkowski

Editing and indexing government annual reports

Last April the presidents of the Australian Society of Indexers (ACT Region Branch) and the Canberra Society of Editors wrote to the Secretary of the Department of Prime Minister and Cabinet (PM&C), Dr Peter Shergold. The letter, signed by Barry Howarth and Virginia Wilton, asked for the Secretary's help in addressing the problems that editors and indexers faced in seeking to provide the best possible service to government clients wrestling with the preparation of annual reports; it was based on concerns heard from many members of our societies over recent years. The committees of both societies had substantial input into the successive drafts of the letter.

The table below, attached to the letter, summarised the issues and their possible solutions.

Issues/concerns	Possible solutions
Lack of guidelines/advice for staff	* PM&C could produce guidelines to accompany the current requirements. These could include information on: how to organise contributions from within the department; who is responsible for various contents; developing and maintaining internal and external lines of communication; timetabling and approvals required; how to find and engage contract professionals; detailed requirements for editors and indexers re depth and style of work; and a checklist of key processes. * PM&C could explain the process/steps involved and produce a checklist/proposed timeline for annual report production. * APSC could offer training (outsourced initially, if necessary) that includes information not only on mandatory requirements but also on the production side of annual reports and the work of the contract professionals involved. * The annual report seminar run each year should be held earlier.
Lack of priority assigned to annual reports	* PM&C or the Australian Public Service Commission should send a note to all CEOs and annual report staff about the importance and role of annual reports. * CEOs need to take a personal interest and impress on all staff that the annual report is a vital, flagship product.
High turnover of staff	* Provide incentives (monetary or otherwise) for staff to do the job initially and to make it a 2 or 3 year contract. * Develop a networking forum for project managers/coordinators so they feel supported. * Make it a condition of the job to produce a 'learnings' report before leaving. * If there is satisfaction with an annual report, encourage project managers to use the same contract staff again – this will help address the issue of 'reinventing the wheel'.
Lack of understanding re lead time/timelines	* Explain to contributors the long lead time involved and the need to meet all deadlines throughout the process. * Encourage the project manager to get the process started early – before July – so that timelines can be met. * Explain that, because of the small pool of professional indexers available nationally, they must be engaged well ahead of time (this could also apply to other contract professionals).
Timelines developed but not adhered to	* Explain that if agreed timelines are not met, the whole process is at risk, including the editing, indexing, printing and tabling. * Advise corporate areas to organise photos/other images as early as possible so this doesn't hold things up.
Undue pressure on professionals and loss of income	* Explain to staff from the beginning that editors/indexers do several reports, so if timelines aren't met, the editing or indexing component may not get done. This puts the quality of the whole report at risk.

The Secretary replied that, while it would be inappropriate for PM&C to instruct other departments on their internal processes, he had sent a copy of the letter to each departmental secretary drawing attention to our concerns.

Recently, in my dealings with a large government department re the indexing of their annual report this year, they commented that they had received the letter forwarded by Dr Shergold. Consequently they decided to employ a professional indexer rather than have the index prepared in-house as was done last year.

Shirley Campbell

Nomination form – NSW Branch elections

We, the undersigned members of ANZSI NSW Branch, nominate the person named for the office indicated for the year following the Annual General Meeting for 2007.

Name of person nominated: ....

Office (please circle):
President / Vice-President / Secretary / Treasurer / Committee Member

Signature of nominator: ....

Signature of seconder: ....

Signature of nominee: ....

Nominations must reach:
Returning Officer, ANZSI NSW Branch, PO Box R598, Royal Exchange NSW 1225 by 12 October 2007.

Indexers have a subtle sense of humour

E. P. Sanders, the father of the 'New Perspective on Paul', in his *Paul and Palestinian Judaism*, has an index entry on

Truth, ultimate, 30, 32, 430.

So what? Well, it points you to three blank pages ...

(From <www.ivpress.com/blogs/addenda-errata/archives/2007/05/the_joy_of_indexing.php>)

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