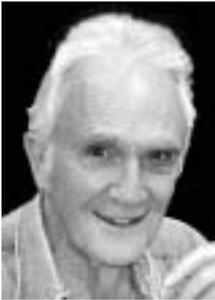## From the President

In preparation for the conference in York, those of us who have signed up for the session on peer review have been sent a brief text – a booklet on the preservation of coastal environment issued by the National Trust – to index in advance.

This reminded me of an exercise which the Victorian Branch of ANZSI conducted in 2004 and 2007. In our case we used small books – previously not indexed – on a local history subject. In each case we received about ten indexes. We displayed them at a meeting so that we could compare the results. It then fell to me to put together a kind of master index using material from all of them. This was not an easy task as several different, but quite valid approaches had been used. Copies of the master index were presented to the historical societies in the areas covered. In one case the 'combined' index was much more detailed than any one of the individual efforts and could be seen, in fact, as an example of overindexing. However rather than discard entries I chose to include all, even those which were quite unlikely to be used. Just in case.

There were several benefits in this activity. Doing the job was good practice for some who were quite new to indexing and who had the opportunity to compare their work with that of more experienced members. This also gave insights into the various approaches which can be used.

A further benefit was in the promotion of ANZSI as the presentations of the results were made the occasions for weekend visits to the country areas – Wonthaggi and Colac – and a joint meeting with their historical societies.

Perhaps other branches have tried this or something similar. I should be interested to hear of such experiences. And what of other experiences in informal training and in promotion? As in finding areas in which to use indexing skills and, maybe, find other sources of income so there may be undiscovered, perhaps informal, ways of enhancing indexing training. Let your colleagues know of your ideas, using the avenues of this newsletter as well as the discussion area of the ANZSI website.

As to more formal training I expect the Education Policy committee will be presenting ideas for comment and discussion in the near future.

My attention has been drawn to the fact that current applicants for Registration are few and far between although on the list of *Indexers Available* there are quite a few unregistered members who have published indexes to their names and some who are busily engaged in working in the field. Of course not all applicants are granted registration first off and may need to reapply. However they should not give up because as the Registration guidelines state: 'the Society's Registration system acts as a credentialling standard for indexers'.

Registration is something one can be proud of. So the message is: take heed of the Registration requirements detailed on the ANZSI website; make sure that you fully understand what the panel of assessors will be looking for especially in the section headed **Requirements for submitting an application**; become familiar with the ISO indexing standard (AS/NZS 999:1999) and apply it to your assessment of your own work. The index you send for assessment should be the one which best fits these requirements.

Some time back in a joint meeting the ACT and NSW branches held a forum at Bowral on evaluating indexes. The report of the forum appears in the August 2008 newsletter (available on the ANZSI website). This report contains some useful pointers for registration applicants. Perhaps meetings of this type should be repeated by all branches for the benefit and help of applicants for registration.

Good luck!

John E. Simkin

Final renewal reminder

Dear colleagues

If you have not yet paid your 2009-10 membership this will be your last newsletter. Payment can be made on the website <www.anzsi.org> – go to the members' area.

Joanna McLachlan

The Practice of Indexing

Australian and New Zealand Society of Indexers Conference
Sydney, Australia
15-17 October 2009

Sponsorship of an ANZSI Member to the 2009 Conference

The Conference Committee has secured sponsorship for one Member of ANZSI, covering free registration to attend the 2009 ANZSI Conference and attendance at the conference dinner.

Applicants for this sponsorship should provide a written statement indicating what benefit they would derive from attendance at the Conference.

The Conference Committee will determine the recipient of the sponsorship. The recipient must be a member of ANZSI. Other criteria to be taken into consideration may include

- has not attended a previous ANZSI conference
- lives remotely, without easy direct contact with other ANZSI members
- can show evidence of practical indexing work or study.

Following the conference, the successful applicant will be required to provide the Conference Committee with a written report, which will be subsequently published in the newsletter.

Expressions of interest for such a sponsorship should be forwarded by 15 September to Madeleine Davis at <madeleindav@gmail.com>.

Madeleine Davis
Convenor, ANZSI Conference 2009

Australian and New Zealand Society of Indexers

ANNUAL GENERAL MEETING 2009

will held at Citigate Central Hotel
169–179 Thomas Street, Sydney, 2000, New South Wales
from 5.15 pm until 6.00 pm on Friday 16 October 2009.

Council elections

Election of a President, Vice-President, Secretary, Treasurer, and up to five other members will be conducted at the meeting. A nomination form is available on the Society's website at <www.anzsi.org/site/calendar_details.asp?id=81>.

Nominations signed by two members of the Society and countersigned by the nominee should be received by the Secretary at PO Box 5062, Glenferrie South, Vic 3122 by 1 October 2009.

Alan Eddy, ANZSI Secretary

ANZSI bookmark

Do you have a copy of the ANZSI bookmark? It was produced by Vic Branch on behalf of ANZSI, to try to improve the profile of indexers and indexing in the wider community. If you need a copy, or if you would like multiple copies for some special event, please contact Max McMaster at <max.mcmaster@masterindexing.com>.

So far we have distributed around 7000 of the bookmarks: 4000 copies will go into the October 2009 issue of the *Bookseller+Publisher*; 1300 copies to the August Melbourne Writers Festival; 250 copies for the National Editors Conference, Adelaide, in October; 250 copies to ACT Region Branch; 1000 copies to Queensland Branch, some of them for the Brisbane Writers' Festival in September; 70 copies to Victorian organisations receiving awards at the 2009 Australasian Annual Reporting Awards; small numbers to NSW Branch, to attendees at VIC Club sessions, and other activities.

The more the better – can you make them go out more widely still?

Max McMaster

Victorian Branch special event: Indexing in the frozen north

Is indexing different in Canada? How do you index books that are published in both English and French? Northern territory (Canada) has given some official status to various native peoples' languages – what does this mean for indexers? These are some of the questions Noeline Bridge will answer during her pre-conference detour to Melbourne, on

Tuesday 13 October, at 6.00 pm for 6.30 pm,

in Seminar Room 1, State Library of Victoria Conference Centre. The Seminar Room is situated on Level 2A of the Conference Centre. Use Entry 3, La Trobe Street. There is no charge. Please RSVP via the website or <mruss@ozemail.com.au>.

Noeline Bridge was raised in New Zealand, and has lived in Canada since 1970. She was a librarian, mostly in cataloguing, for a number of years before freelancing as an indexer and writer. As a cataloguer and as an indexer she became fascinated with names, and is now compiling a book on names (to be launched in 2010). She does back-of-the-book indexing, of academic works mostly in the social sciences, arts, and humanities, textbooks and trade books. She was on the executive of the Canadian indexing society for 12 years, including as president and international representative.

Mary Russell

NZ Branch training course and AGM, Monday, 5 October

A one-day advanced-level training course for New Zealand book indexers will be held in Wellington on Monday, 5 October. This is *not* for beginners – participants should have completed an ANZSI introductory or intermediate course, or have experience in producing indexes for publishers or institutions.

The training will cover a range of topics related to professional back-of-book indexing, including the creation of subheadings, filing considerations for names, especially Maori and Aboriginal names, editing and proofing indexes, being a freelancer and quoting for jobs. The tutor will be Tordis Flath,

founder of the NZ branch, an ANZSI-registered indexer and a winner of the ANZSI Medal.

The course will run from 9.15 am to 5.00 pm at Turnbull House, 11 Bowen Street. The cost is $225 for ANZSI members and $275 for nonmembers. To register or ask for more details email Tordis Flath, <tordis@paradise.net.nz>.

The New Zealand Branch's 2009 AGM will follow, in the Large Gallery, Turnbull House, from 6.00 to 7.00 pm. Branch members (who may or may not have attended the course!) are invited to join an informal social gathering before the AGM, from 5.15 pm.

Robin Briggs

ANZSI activities

Date & time	Organiser	Name of activity	Venue	Contact details
14 Sept	Vic Branch	Basic Book Indexing Part 1	Holmesglen	Details at <www.anzsi.org/site/calendar_details.asp?id=103>
15 Sept	Vic Branch	Basic Book Indexing Part 2	Holmesglen	Details at <www.anzsi.org/site/calendar_details.asp?id=104>
Wed 23 Sept 6.00 pm	NSW Branch	AGM	Cafe Kasturi 767-769 George St Broadway	Cost $20 per head. Drinks will be provided by the Branch. Enquiries and bookings to Lorraine Doyle <lorraine.doyle@thomsonreuters.com>
30 Sept	ANZSI	Basic Book Indexing Part 1	Darwin	Details at <www.anzsi.org/site/calendar_details.asp?id=105>
1 Oct	ANZSI	Basic Book Indexing Part 2	Darwin	Details at <www.anzsi.org/site/calendar_details.asp?id=106>
Wed 7 Oct 6.00 pm	Vic Branch	The VIC: creating a large index of names	Kew Holy Trinity Anglican Church	Details at <www.anzsi.org/site/calendar_details.asp?id=98>
Tues 13 Oct 6.00 pm	Vic Branch	Indexing in the frozen north	State Library of Victoria	Details at <www.anzsi.org/site/calendar_details.asp?id=108>
Thurs 15 Oct	Conference Committee	ANZSI Conference Workshops	Citigate Central Hotel, Sydney	Enquiries to Madeleine Davis, <conference@anzsi.org> Ph +61 2 4787 5583
Fri 16 Oct 5.15–6.00 pm	ANZSI	AGM	Citigate Central Hotel, Sydney	See page 2
Fri–Sat 16–17 Oct	Conference Committee	ANZSI Conference: The practice of indexing	Citigate Central Hotel, Sydney	Enquiries to Madeleine Davis, <conference@anzsi.org> Ph +61 2 4787 5583
Wed 21 Oct 6.30 pm	Vic Branch	AGM	Elsternwick Club	Details at <www.anzsi.org/site/calendar_details.asp?id=107>

From the literature and other thoughts

OzIA/2009 Conference

The OzIA Information Architecture conference will be held in Sydney on 2 and 3 October – details at <www.oz-ia.org/2009>. You can get updates on Twitter at <http://twitter.com/OzIA_Sydney>.

Digital Literature Centre in Brisbane

The Queensland Writers Centre has announced that the Australian Institute for the Future of the Book – if:book Australia – will be based in Brisbane. See <http://tiny.cc/ifBookAust> for the press release, and for links to similar organisations in the US and UK.

if:book Australia (a name that I have trouble remembering) aims to help authors and publishers 'access the new ways of reading that are growing by the day'. Their first project will be a national seminar series in 2010 called Writers and Digital Markets.

The Queensland Writers Centre is seeking partners from the publishing, education and media sectors who are interested in collaborative programs and research. There may be a role for ANZSI members here, as one of the stated advantages of digital media is the option to do keyword searches. Whether these are supplemented by manually-created indexes is yet to be seen. Thanks to Moira Brown for this news.

Committee positions

There has been some discussion in *inCite*, the journal of the Australian Library and Information Association (ALIA), about the election – unopposed – of the Vice-President (who is President Elect). The view was that it is best for the strength of the professional association for members to have a choice when they vote.

Neil Radford wrote (v.30 i.5 May 2009) that there used to be a committee responsible for ensuring that 'there were always at least two candidates for election to every key position. If the membership only nominated one person the committee had to persuade someone else to stand, so as to give members a genuine choice.'

Helen Partridge replied (v.30 i.5 May 2009) that there is a Nominating Committee which can help identify possible candidates for positions. It appears, however, that identifying a person is not enough – they also have to be willing to stand. ALIA also has a Boardroom Bound program which 'provides the opportunity for members to learn about the functions of the ALIA Board and the role of the board director'. This has apparently been successful in encouraging members to stand for positions on the board. The role of President, however, is more onerous, and it has been harder to persuade people to stand for this position. She notes that 'It may be that we need to find ways of spreading the functions of the President more widely'.

The NSW Parents & Citizens Association has similar problems filling roles, with many regional positions unfilled. Most parents are focused on tasks within their own schools, and many who have the energy to stand for state-wide positions are parents of ex-students. Some P&C members are trying to make P&C roles easier so that they are manageable for parents of *current* students, who are the main ones needing representation.

My son, Bill, is involved with the United Nations Youth Association (UNYA). They have a structure similar to (but bigger than) ANZSI, with a National group and branches in all States and Territories. Instead of the traditional roles of President, Secretary and Treasurer, they have a President and then Vice-Presidents with specific portfolios. The Vice-Presidents may take on the work themselves, or may delegate to others. This gives flexibility in the allocation of work, and means that the person with the skills and time to be, say, Secretary, is not necessarily an executive member.

KM titbits

I recently went to a two-day Knowledge Management conference. Here are some snippets:

- Do you ever get impatient reading a URL out loud saying 'double u, double u, double u'. I sometimes abbreviate to 'whh, whh, whh' but never feel it is quite right. At the conference the speaker from NASA read URLs as 'dub dub dub'.
- Speaker Dave Snowdon is an 'extraordinary professor' at the University of Pretoria. He said he likes the job for its title. I checked on the web and found that Ina Fourie, who has written for *The Indexer*, is in the same faculty.
- Advice was to 'Fail early and fail often. The only thing you can really do wrong now is nothing' and to avoid 'Reinventing the flat tyre'. The word 'bespoke' seems to be coming back in fashion. I wasn't very familiar with it, but Jon says it features often in the detective stories he reads.
- Some of the speakers recommended doing lots of small projects rather than one big one. Someone said that any IT project with a budget of over $5 million is doomed to fail. The message was 'The R doesn't have to be huge if I wasn't'. That is, return on investment can be small if the investment was small.

Indexing in the world and other places

Winterson, Jeanette. *The world and other places*. London: Vintage, 1999, p.83:

> The Christmas fairy appears to O'Brien, who thinks it is a Singing Telegram. 'What can you offer?'
>
> The stranger pulled out a photograph album. 'In here are all the eligible men in London. It's indexed, so if you want one with a moustache, look under "M", where you will also find "moles".'

Faceted search at the National Library

The catalogue of the National Library <http://catalogue.nla.gov.au> now uses facets for search refinement. For example, after a search for the term 'subject headings', the catalogue displays hits that have been retrieved, and faceted options for narrowing the search including format (book, journal, microfilm, online), author, subject area, language and so on.

Glenda Browne

Database indexing registration

For many years ANZSI has been discussing establishing database indexing registration. Members have consistently expressed interest in having it developed. This was confirmed in the Council survey in 2007 which found that 37% of respondents were interested in database indexing registration. Many experienced members are not registered because they work in this area.

The benefits of database indexing registration would be the broadening of the scope of ANZSI and hopefully attracting new members. But also for those in the industry looking for new staff, knowing that an indexer with database registration has particular experience.

Max McMaster, Margaret Findlay and Mary Russell have prepared a discussion paper on database indexing registration for Council. It has gone through a couple of iterations incorporating comments from Council and Branch members.

What is database indexing'?

The indexing of a range of materials into a relational database structure using a controlled vocabulary. Materials may be bibliographic covering chapters from books, journal articles, websites, web documents report items, archive items, etc., extracts from audio-visual materials, or objects, eg. museum items.

The skills required for registration would include:

- Minimum of three years full-time experience or equivalent with either a single database or across a range of databases.
- Understand the needs of the database users and audience.
- Competency in using a thesaurus and applying the terms consistently to the records in the database.
- Maintenance of the quality of the database through the creation and editing of database records according to a 'house style', including consistent use of subject terms.
- Knowledge of day-to-day database administration, including selection of materials for inclusion in the database, or uploading records.
- Subject terminology and thesaurus work covering developing, updating or contributing terms to the thesaurus.
- Knowledge of database design and construction.
- Working knowledge of database software.
- Knowledge of abstracting.

Assessing skills

The applicant for database indexing registration will need to provide supportive evidence addressing each of the skills referred to above with names of supervisors/employers. Assessment of these skills may be made in discussion with supervisors/employers.

In addition to the process described above, the assessment panel will be able to recommend indexers to ANZSI Council for registration members who have extensive experience in database indexing.

Different types of registration

This means there will be more than one type of registration and members will be able to receive registration in one or both types, that is in either regular registration or database registration.

As a result members will be able to call themselves either a Registered Indexer or Registered Database Indexer, or possibly both. An explanatory note on the website under Registration, and on the opening screen for Indexers Available, is all that is required to differentiate the two types of Registration.

Recommendations

1. An amendment should be made to the ANZSI Constitution to allow database indexing registration by the Society. The 2010 AGM may the appropriate time to move such an amendment.
2. When the constitutional amendment is approved by the membership, registration should be implemented as soon as practicable.
3. Council should publicise to the library/information management and indexing communities that ANZSI has implemented a peer reviewed database indexing registration scheme.
4. Council should appoint a Database Registration Committee, separate from the current Registration Panel which has a predominantly book indexing focus.

The discussion paper is available on the website <www.anzsi.org/site/news.asp> and comments from ANZSI members and the broader database industry would be appreciated by the end of November to Mary Russell.

Mary Russell

Good PR for indexing in NZ !

Indexing and ANZSI had good publicity on 25 July when the *Dominion-Post*, one of New Zealand's two largest newspapers, ran a feature article on Tordis Flath on the front page of one of its supplements under the heading 'Listing your tomes of reference'.

Tordis is an ANZSI award winner, who founded the New Zealand Branch in 2004.

The article reflected both the art of indexing and Tordis's own rich life. Two wonderful photos, too (not a computer or desk in sight!). It has drawn several new members.

The feature is on the ANZSI website, at <www.anzsi.org/site/nz.asp>.

Robin Briggs

Listing your tomes of reference

Indexing biographies – Part 2 of 3

The article by Madeleine Davis, concluded from last month

11. When is a Sir not a Sir or Bishop or Captain or Lord etc – only enter if he/she has received the title before the period of the book? What about during the book? By the end of the book? After the period of the book?

The whole question of how to indicate change of status, titles and promotions through the length of a book is challenging. With women who marry and take on their husband's surname I would usually put a *see* reference from the maiden name to the married name. This at least leaves her with all brothers and sisters and parents together alphabetically in the index before she moves to the alphabetical section with her husband and is a useful way (together with a gloss re relationships) to show the whole family.

For military (or other promotions) and titles I would usually put the first and last mentioned or highest moniker indicated in the text, e.g. Williams, Captain John (later General); Hudson, Michael (later Sir)

12. Splitting the person from the 'ist' i.e. separate headings for Marx, Marxism, Marxist? Thatcher and Thatcherite? Index only the noun and include the other uses in the main noun entry?

Depending on the number of references, I would probably use separate headings for each variation, e.g. Marx, Karl; Marxism; Marxist; On the other hand I have been known to slip in entries such as Impressionist/Impressionism!

13. Multiple, undifferentiated locators are acceptable: Never? Sometimes? Always?

This question is probably the most discussed topic, with differing opinions, between indexers.

With *Chifley*, I left in all locators for Bathurst, where he was born, but ended up with a large paragraph of numbers at the top of numerous subheadings. For a book on WWII in the Pacific, where both Churchill and MacArthur were mentioned hundreds of times, I took out all the undifferentiated locators after I was satisfied with the subheadings under each. What is not useful is trying to make artificial subheadings to accommodate the number of page references. And, sometimes, showing the number of references for a particular character or event helps the reader know where the emphasis of the book lies – where an event or character dominates the text. The argument rages on...

14. Passing mentions – to index or not to index? How do you decide what is a minor mention or passing mention? How can you decide until you have finished the book?

When in doubt index all – you never know when a character barely mentioned in the beginning becomes important halfway through the book and use of PDF searching these days is a big help.

Yitzhak Rabin and John F Kennedy had only two small mentions in 350 pages of *Frank Lowy: pushing the limits*, but it was important to include both in the index as it helps the reader remember the context of the times and events that occurred during the period of the book.

It is a very subjective decision, but the rule of thumb is really to determine whether each entry adds value to the index in order to be included. Again, indexers are hired for their analytical skills, not to simply pick up every detail in the text. And, space and time limits must be taken into consideration as well.

15. All information in the foreword or preface should be indexed. All information, especially names in footnotes and endnotes should be indexed? All information in the quotes under chapter headings should be indexed?

Over my dead body – so fiddly and time consuming and dealing with Roman numerals! Up to the editor but I would usually not recommend it. In a recent book I indexed, *Appealing to the Future: Michael Kirby and his Legacy* (Thomson Reuters) the 16-page preface written by Geoffrey Robertson was bristling with references to all and sundry (15–20 references per page). It came in very late, after the main text, but the Editor asked me to include it in the index as it was hilarious! Among other things, Robertson compares Rupert Murdoch to Attila (the Hun) so of course I put both entries in! It was fun to cast your eye down the rather dry legal entries and discover them. I nearly put Murdoch, Rupert *see* Attila (the Hun) but I chickened out!

16. What is the most important aspect of an index to a biography or autobiography?

I think it is most important to reflect the author's intent. A good index should reveal everything of importance about its subject so that on flicking through the index pages, the reader will have a snapshot of the content from a different perspective to that of the content pages at the beginning of the book.

17. Is the indexing of themes as important as indexing persons/places/events in a biography?

Again, of course, it depends on the book. In most political biographies the history of the political parties is as important as the characters. Indexing any newspaper magnate biographies would automatically include the history of the various media as well. In *The Heart Garden* the development of the various art movements in Australia was equally as important as the tangled lives of the people.

18. Bias in indexing and loaded language

The index should reflect the author's language and views, but at the same time aim for neutrality at all times. I once had an index amended by the legal department of the publisher for *Peter Costello: a biography* (Tracey Aubin) asking me to put 'alleged' in front of my entry referring to the Tony Abbott and Peter Costello defamation case against Random House (*Goodbye Jerusalem* by Bob Ellis). I changed it to a more neutral entry without the 'alleged' but it was a good lesson.

With experience you start to build up a number of neutral expressions and develop a list of general terms to convey a multitude of events and actions and keep building on this list for future inspiration e.g. explanation of, treatment of, appropriation of, interpretation, realisation, themes in, concepts in, reaction to, inspired by, perception of,

experiments with, treatment of, exploration of, influence on, influenced by etc. While I think that terms from the text should be used in preference, in the index, sometimes this is not possible. There is a particular chapter 'The Perils of Partiality' in Hazel K Bell's book *Indexing Biographies and other Stories of Human Lives* which gives a very good analysis of this indexing challenge.

19. Biography is a genre, not subject specialism' (Bell). Is it necessary that the indexer have a good background knowledge of the subject/period of the text, i.e. the political, historical and social events of the time?

Is it necessary to know the details and background about a subject before you index it? Not really. Would it help sometimes? Yes. Here is a telling story I recounted at the meeting. Some years ago I indexed a book, *MP: the Life of Michael Peterson*, about an Australian surfer. In the text were several mentions of a character called 'Rip Curl' who did this and that etc. To appreciate this story you need to know that I live in Blackheath in the Blue Mountains, 125 kms from the sea, have never been on a surfboard in my life and am of an age to remember a Hollywood actor called Rip Torn. So I indexed Rip Curl as Curl, Rip – the context in the text was the same as

if this was a real person. During the final proof I started to have doubts so I decided to check with the editor. He wrote back, and I quote, 'Madeleine – you Mountain Troll – Rip Curl is a surfwear company!'

Rip Curl clothing and assorted other goods are available in every shop in Bondi Beach, and probably up and down the entire Australian coastline. Had I lived in the area, or ever ventured into any of these shops, I probably would have soaked up this information sub-consciously and not been such a dill! No-one can know everything, but this should not stop you from attempting the biography genre. It gives me immense pleasure and each new book is a learning experience.

When indexing long tomes, especially biographies which require a lot of thinking and planning of the structure, I feel I am on an uphill battle with the text and then finally I reach a stage, usually only about halfway through the book, when it all falls into place. I call it my 'Eureka Moment' The structure and my entries suit the text, I feel I have a good grasp of the material, the balance between entries and information is just right and it is a relatively easy pace downhill until the end. It is very satisfying – until you start the proofreading!

Madeleine Davis

ANZSI ACT meeting: the 'world of indexing'

Indexers and editors gathered in the Friends Room of the National Library on 22 July to talk about the 'world of indexing', how to become an indexer and how to get indexing commissions.

Many people began by accident, like Barry, who was asked to do the index for a big book project. He read up on indexing, but the money ran out and the index was cancelled. Later it happened again, but this time he got to do the index. Then ANU people heard that he did indexes and offered him jobs. He now gets work from editors. Edyth had a smilar experience, when her supervisor asked her to move from cataloguing as a librarian to indexing. Jean got jobs from Griffith University. Shirley began indexing when, as Radford College librarian in 1992, she was also a member of the On-line Users' Group and attended workshops by Alan Walker and others.

Jenny is an editor who attended one of Max McMaster's indexing workshops. She edits mainly annual reports and likes to work with people she knows. She stresses the importance of networking as a source of work, and thinks indexers should be more proactive.

What do you do when the timetable slips, and the index is running late, so that time is insufficient? You may refuse to take such jobs. Should you specialise in some particular area – Barry wouldn't tackle science or law. You must know what the topic is, how long and how dense the text is, and what level of indexing is required. Barry and Jenny have both done indexing and editing work for certain government departments, and then lost contact. Jenny once rang to re-connect, successfully.

Do we get work from departments or editors? Most departments use editors, graphic designers and publishers, who in turn employ indexers. Jean gets more work from editors and graphic designers.

On *Indexers Available*, is there an advantage in being registered or not? Registration follows peer review and is not known outside indexing, so is no advantage in getting work.

The discussion turned to database indexing, defined by Geraldine as the collaborative work of a team, using a thesaurus and not creating terms for an index. Laurelle has done this work for many years, getting jobs by word-of-mouth. Sherrey made the crossover from database indexing to back-of-book as a librarian, moving from the National Library to a small research library. She would like to think we could achieve registration of data-base indexers, but supervisors might not want to comment on the work of individuals.

Jenny mentioned that the Society of Editors now offers accreditation by examination. She gets enough work without it, although some ads now require accreditation. All agreed that editors and indexers need both experience and qualifications.

We also discussed whether departments should do indexes in-house or continue to employ freelance indexers, how to evaluate a good index, how to index personal names (passing mentions are not indexed but frequent mentions are). Computer indexing software such as Cindex and Sky were explained to the editors, who had not understood how they were used. Geraldine mentioned bibliographic data-bases, journal articles and conference proceedings, and wondered who is indexing them, compiling bibliographical references and abstracts, and developing thesauruses. Should we have insurance? Most of us do not. As for professional indemnity, we felt the client should sign off on the final product.

We closed on a positive note, with a recommendation that indexers looking for work should make themselves known to editors, providing references and details of their experience.

Edyth Binkowski

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