

AUSTRALIAN SOCIETY OF INDEXERSOffice bearers

- President: Peter Dawe, CSIRO, 314 Albert Street, East Melbourne.
- Vice-President: Winifred Mills, 45 Edwards Avenue, Port Melbourne.
- Hon. Secretary: Jean Hagger, Unit 4, 2 Erne Street, Mont Albert, 3127.
- Hon. Treasurer: Joyce Korn, Librarian, Australian Society of Accountants, 49 Exhibition Street, Melbourne, 3000.
- Committee members: Clyde Garrow, CSIRO.
Coryl Muntz, Deepdene.
John Simkin, Bentleigh.
- Newsletter editor: yet to be filled
- Journal liaison officer (*The Indexer*): yet to be filled
- Convenor, Panel of Assessors: Coryl Muntz.
(Indexes for assessment to be directed to the Honorary Secretary)

I had a pleasant experience the other day. I had quoted to do an index for a new edition of a directory. The publisher discussed the coverage, format, typefaces and price in a professional manner and then, before I had time to mention it, he asked me how I would like my "credit" worded. Was it natural good manners or recognition that skilled work should be acknowledged? Anyway far too many book indexes are unacknowledged. In many cases publishers may be ashamed of the sketchy job which is the inevitable result of an inadequate or non-existent budget for the indexing. As part of the Society's job I would like to be made aware of good work in this field so that it can be acknowledged and perhaps reviewed in these pages.

It is encouraging to see that an Australian newspaper index is under active consideration again. Western Australian Institute of Technology undertook a pilot index - WEST - covering January 1979 issues of 'The West Australian' and 'National Times'. The entries are accessible through AUSINET. Thomson Publications (Australia) Pty. Ltd. have put forward a 'Proposal for a National System for Information Storage and Retrieval - Particularly Newspaper and New Magazine Clippings and Air Media Transcriptions'.

These and other possibilities have been investigated in 'Australian Newspaper Index Feasibility Study' by Richard Stafford. This study has been funded by the Australian Advisory Council on Bibliographical Services (AACOBS) and La Trobe University. It is at present under consideration by the AACOBS Standing Committee before release for general discussion. We await it with interest.

AUSTRALIAN SOCIETY OF INDEXERS

ANNUAL REPORT

1979

The Australian Society has been in existence for 3 years having hived-off from the Society of Indexers, U.K. in 1976. The parent Society has now offspring in Canada, U.S.A. and Australia. This is now an appropriate time to review the activities of AUSSI particularly as it coincides with the completion of the terms of appointment of the original office-bearers.

The advancement of the profession of indexing and the improvement of indexing standards in Australia are perhaps the most important objectives of the AUSSI. In meeting this challenge AUSSI has established a Register of Indexers with a panel of assessors. A newsletter has been published and the Society has embarked on a programme of quarterly meetings aimed at bringing members in contact with developments in indexing and related fields and providing training. The meeting programme for 1979 was as follows:

| | | |
|---------|---|--|
| March | Role of Libraries in the Preparation and Presentation of Radio Programmes | Tania Nesbit, Australian Broadcasting Commission |
| May | Journalism and Technology | Frank Maloney, RMIT Department of Journalism |
| July | Indexing of Cemeteries and Genealogical Records | Mary Henry, Australian Institute of Genealogical Studies |
| October | Survey of Australian Indexing | Clyde Garrow, President, Australian Society of Indexers |

Perhaps the most ambitious undertaking in 1979 was the survey of Australian indexing. There were a number of reasons for embarking on an investigation of the state of the art of Australian indexing. First and foremost was the strong feeling that it was important for AUSSI to determine the extent of bibliographic indexing in Australia and to identify the gaps in this field. Secondly a number of comments had been received which suggested that much could be achieved in Australia by collaborative efforts along the lines which had proved successful particularly in the development of international collaborative indexing of scientific literature; and thirdly the results of a survey would be a most important base on which to plan further activities. The Society of course realized that only a start could be made in what must become a continuing exercise.

In the event some 500 libraries throughout the country were approached and invited to complete a questionnaire. The responses were as follows:

| | |
|----------------------------------|-----|
| Libraries invited to Participate | 500 |
| Libraries Responding | 162 |
| Individuals Responding | 3 |
| Libraries Engaged in Indexing | 92 |
| Libraries Not-engaged | 170 |
| Indexing Services in Operation | 132 |

The returns indicated that indexing was being carried out in subjects covering almost all those of the major classes of the Dewey Classification with science and technology predominating. A number of subjects where collaboration could be useful were found; and the survey highlighted areas which might be as potential fields where indexing would be valuable.

Details of the survey were reported at the LAA Conference, Canberra, August 1979 and are being published in both the Conference Proceedings and *The Indexer*. It is hoped to publish a directory of Australian indexing based on the survey results.

Some progress has been made but much virgin ground has been discovered for the Society to prepare for harvesting in the future. By grasping the opportunities which have become available in a post-industrial information society based in part on the conjunction of telecommunications, computer technology and indexing, the future for the Society should be very exciting.

C. Garrow

AUSTRALIAN SOCIETY OF INDEXERS

STATEMENT OF INCOME AND EXPENDITURE

1 October 1978 - 30 September 1979

| <u>EXPENDITURE</u> | \$ | <u>INCOME</u> | \$ |
|---|------------------|----------------------------------|------------------|
| Affiliation fee to The Society of Indexers | 21.50 | Membership subscriptions | 550.00 |
| <i>The Indexer</i> 1979 subscriptions | 215.65 | <i>Newsletter</i> subscriptions | 64.50 |
| <i>Newsletter</i> Printing and postage | 280.40 | <i>The Indexer</i> subscriptions | 182.50 |
| Norman Knight Memorial Fund | 51.10 | Bank interest | 14.18 |
| Meeting expenses | 15.20 | | |
| Petty Cash President | 14.00 | | |
| Hon. Treasurer | 30.00 | | |
| | 627.85 | | |
| Plus Income over Expenditure | 183.33 | | |
| | <u>\$ 811.18</u> | | <u>\$ 811.18</u> |

* * * * *

Bank Reconciliation Statement

| | |
|----------------------|-----------------|
| Cash in Bank 1.10.78 | 372.70 |
| Plus Income | 811.18 |
| | <u>1,183.88</u> |
| Less Expenditure | 627.85 |
| Cash in Bank 30.9.79 | <u>556.03</u> |

AUSTRALIAN SOCIETY OF INDEXERSCONSTITUTION1. Name

The name of the Society shall be Australian Society of Indexers (hereinafter called the Society)

2. Objects

- a) to establish and maintain standards of indexing in Australia thus facilitating the dissemination of information.
- b) to promote the professional status and interests of indexers in Australia.
- c) to act as an advisory body on indexing to which authors, editors, publishers and others may apply for guidance.
- d) to establish and maintain relationships between the Society and other bodies with related interests.

3. Membership

- a) Membership of the Society shall be open to persons and institutions engaged in indexing and to others interested in promoting the object of the Society, upon payment of the prescribed fee.
- b) Institutional members shall nominate an individual to represent them at meetings of the Society. Such nominees shall be eligible to exercise all the rights of membership except that of election to the Executive of the Society.
- c) New members joining the Society after the 30 June shall be eligible for full membership rights on payment of half the prescribed fee for that year.
- d) Members whose subscriptions are 2 years in arrears shall be deemed to have resigned.

4. Subscriptions

- a) Each member shall pay such annual subscriptions as may from time to time be determined at an annual general meeting.
- b) Subscriptions shall be payable in advance and fall due on 1 January.
- c) Subscriptions to "The Indexer" shall be voluntary and not part of the membership subscriptions.

5. Officers

- a) The affairs of the Society shall be managed by a Committee which shall consist of the Executive and up to five other members including the Editor of the Newsletter.
- b) The Executive shall consist of the President, Vice-President, Honorary Secretary and Honorary Treasurer.
- c) At meetings of the Committee a quorum shall consist of three (including either the President or Vice-President). The President shall have a casting vote in the event of equal voting.
- d) Casual vacancies in any of the offices shall be filled by invitation of the Executive and the persons filling such vacancies shall hold office until the following annual general meeting.

6. Elections

- a) Elections for all offices shall be conducted at each annual general meeting. Those elected shall hold office for one year beginning 1 January.
- b) No member of the Executive shall be eligible to serve more than three consecutive years in the same office with the exception of the Honorary Treasurer.
- c) Nominations for office shall be signed by two members of the Society and countersigned by the nominee.
- d) Nominations shall reach the Honorary Secretary not later than 21 days prior to the annual general meeting.
- e) The list of candidates for election shall be circulated to all members not later than 14 days prior to the annual general meeting.
- f) Voting shall be by ballot. Postal votes shall reach the Honorary Secretary not later than the day preceding the annual general meeting.
- g) A Returning Officer shall be appointed by the Executive at its meeting immediately prior to the date of the election.
- h) Scrutineers shall be appointed by the members at the annual general meeting.

7. Meetings

- a) General meetings.
The Society shall hold general meetings, including the annual general meeting, at least four times a year.
- b) Special meetings.
Special meetings shall be called on 14 days notice on the decision of the Executive or at the written request of at least 10 members.
- c) Annual General Meeting.
The annual general meeting shall be held not later than the last day of October. The notice calling the annual general meeting and inviting nominations for election as office bearers shall be sent by the Honorary Secretary to all members not later than 35 days prior to the date of the annual general meeting.
- d) Quorum.
A quorum for general meetings shall be 10.

8. Finance

- a) A bank account shall be opened in the name of the Society. Cheques shall be signed by any two of the President, Honorary Treasurer and Honorary Secretary.
- b) The financial year shall end on 31 December.
- c) Audited final accounts including a Balance Sheet shall be presented to the annual general meeting.

9. Amendments

- a) The Constitution may be amended only at a general meeting.
- b) Proposals to amend the Constitution shall be submitted in writing, to the Honorary Secretary not later than 28 days before the date of the general meeting at which they are to be considered.

FAMILIAR QUOTATIONSby Isabel Colville

JOHN BARTLETT (1820 - 1905), American author and publisher of a Shakespearian concordance, is best remembered for his *attempt to trace to their source passages and phrases in common use*. Numerous editions during his own lifetime (after the first appearance in 1855) followed by further enlarged and modernised copyright productions testify to its continuing reference value; far beyond the original collection of 169 authors.

Any source of documented information requires direct and full access. In this work, concurrent index development is interesting, both historically and objectively. In the fine Author's Edition (published by George Routledge and Sons, London, 1870) Bartlett needs only an Advertisement by way of introduction. He admits that "what is familiar to one class of readers may be quite new to another"; but deters no prospective user by vaunting the number of items included in this category. He merely remarks that "the great number of Quotations contained in the book has created the necessity for a very copious Index, the largest perhaps ever given in a similar Collection." Indeed, more than 18,000 entries in double columns occupy 194 pages of a total 524 - at least indicating a compliant publisher, by contemporary standards. However, as a mirror of nineteenth century familiarity it does provide a successful example of Key Word and Context, identifying each item and begins:

Aaror's serpent,
 Abashed the devil stood,
 Abdiel, the seraph,
 Abide with me,
 Abodes, blessed,
 Abou Ben Adhem,
 Abound sin and death,
 Above all Greek,
 all Roman fame,
 that which is written,
 the reach,
 the smoke and stir,
 the vulgar flight,
 Abra was ready,
 Abraham's bosom,
 Abridgment of all that is pleasant in man,
 Abroad, schoolmaster is,
 Absence makes the heart grow fonder,
 Absent from him ...

There are three or four alphabetic entries for each item; this notation does work well, even for the rare literary topic of Index-learning. Nevertheless, the use of entries beginning with even a significant (?) Above, All, Better or To, is not at all commendable, especially in view of the alphabetic alternatives.

A delicately worded

Better be d---d,
 is expressed quite adequately by
 Damned, better be,
 Fame, rage for,
 Rage for fame,

Minimum intellect is needed to find the source of

Be, or not to,
 rather than To be, or not,

Omission of this over-indexing could have conserved the effort involved in perhaps some 6,000 entries.

The pleasure of handling a calf-bound book that has survived intact four generations of reference is enhanced by setting both text and index in 7 point type; with indentations, a major factor affecting the rate of scanning and elimination of irrelevant material. Occasional diversions do occur through curiosity:

Aldiborontiphoscophornio,
was not a term familiar to one unclassified reader, who then discovered that Henry Carey was not only the author responsible for the items referred from

God save the King,
Sally, there's none like pretty,
but also a play entitled Chronononthologos.

By 1953, *pocket size* paperbacks were proliferating: the Permabook contribution to literary reference works was edited by Kathleen Sproul. The 1959 reprint asserts on the cover *over 10,000 quotations ... from Marcus Aurelius to Mae West ...* Six times the original number of authors are represented, while the index has been condensed (literally and physically) to 89 of 500 pages. It would be tedious to estimate the number of headings: there would be 15 - 75 per page, depending upon the number of references.

The Preface quotes Christopher Morley (Editor in 1947): "It is not easy to be a bottleneck for the flood of print", but continues "the *Shorter* Bartlett will still be an authoritative guide to the great and memorable passages of literature". However, it seems that the readership emphasis has veered from familiarity and verification towards a need to find quotable comment upon a given topic. After an account of the text arrangement, it is explained that the index is based on subject classifications. *Sometimes the subject entry will apply to the meaning of a quotation, sometimes to an actual key word. Such a system makes for ease of reference.* The index is preceded by directions for specific names, antonyms, cross references and alphabetic references to page position, then begins:

Ability:
Abraham:
Absence: ... (See Lovers)
Absentmindedness:
Accident:
Achievement: ... and Potentiality: ... (See Man'kind;
Reach and Grasp)
Achilles:
Acting and Actor: ... Actress: ... (See Theater)
Action: ...

Fortunately the Preface also warns that "the meaning of some quotations often differs from their key word" (hopefully the reader comprehends the significance of the singular) "but it will always be possible to find those quotations under the proper subject listing." Difficulties can arise. *God save the King* could well be in the memorable category, but finding the key word is another matter. A search through the strings of numbers attached to

| | |
|----------------------------|----------------------|
| God: | Anthem: |
| God and Man: | Death: |
| Grace: | Life and Death: |
| Living, the: and | Life as Men Live It: |
| Longevity: | Lifesaving: |
| King and Queen | Prayer: |
| Nobility: | Sovereignty: |
| Saviour: | Toasts Drunk: |

fails to locate an entry for the relevant item. Although scope of this shorter has doubled in quantity and vastly increased the time-span, *God save our gracious King* remains along with Sally (whose key is Alley - with no reference from Street). Not surprisingly, Aldeboront ... has been lost also from the text.

One may try to co-ordinate the terms Fame and Rage, but the latter is not represented; - and so to Damning: (with subhead *the Damned*). This is the key word for ... faint praise .., .. fellows .., .. spot .. etc., but John Wolcot's *Better by damned than not at all mentioned* has vanished. Perhaps it was less familiar than his *Care to our coffin adds a nail* which has been retained.

By way of encouragement, the subject entry Being: offers a choice of

"I never saw a purple cow ... rather see than be one."
 "... might have chanced to be Shakespeare,..."
 "This Being of mine, ..."
 "What am I, Life, A thing of watery salt ..."
 "Though full of pain, this intellectual being, ..."
 "To be, or not to be: that is the question."
 "... He was merely a state of being."

Seeking to justify the advice *take a few moments to master the simple system employed* one turns to Time: ... *Stitch in*. None of these references mentions the proverbial value of needlework, but most of them are also indexed under Prevention:. Thus

"Better put a strong fence round the top of the cliff,
 Than an ambulance down in the valley."
 can be obtained also from Fence:, but not from Ambulance, Cliff, or Valley.

It would be paltry to detract from this logical example by commenting on the occasional lapse from alphabetic and numerical sequence, but some variations in citation attract attention, especially in an index based on *subject classifications*. Barrie, Sir James:, Churchill, Winston: and Livingstone, Dr.: could surely be reconciled; while Annie Laurie and Rutledge, Anne are incompatible. It is doubtful that an unqualified Lafayette: would be thus as easily identified as Rousseau, J.J. or Shakespeare, William. Like poor Sally (who remains numerically concealed under Pretty.) neither Juliet nor Vanzetti is worthy of alphabetic listing. Bartlett's premise was *recognize them as old friends*; Permabook's prime consideration is *convenience of the reader* (whose interests may well be *sacrificed to the requirements of space*.) Perhaps the index is a compromise for the sake of brevity and familiarity.

Nevertheless for the reader whose shorter Bartlett fell apart while mastering the system, difficulties were resolved by the fourteenth edition, enlarged and completely revised by the Macmillan Press Ltd in 1968, with the latest reprint in 1977. Only inside the dust-cover does it mention *with the help of the latest computer technology*. Edited by Emily Morrison Beck, the Preface acknowledges Mary Rackliffe's marvellous contribution of indexing and states: "we have continued and expanded the Bartlett tradition of thorough indexing of the quotations. The result is voluminous - more than 117,000 entries ... facilitating the location of remembered or half-remembered or almost forgotten or topical quotations. The pursuit of an evocative index entry noticed almost at random may lead to renewed pleasures or to the discovery of hitherto unsuspected sources of illumination and enjoyment."

Principles followed in abbreviation, in arrangement of hyphenated words, plurals and possessives are demonstrated. The three-column format (with appropriate type and indentations) occupies 593 of 1750 pages. It fulfills the obligations of accessibility and identification of content, beginning with the evocative

A, art with a capital A
 black a, white E
 first write to a crowned A
 injures B to improve X
 A-angling, be quiet and go a.
 Aaron's, like a serpent
 rod
 Ab iove principium
 ovo
 urbe conditu
 Abandon all hope a. who enter here
 basely a. noble struggle
 do not a. all faith
 do not fear to a. faults ...

The whole production is commended to all concerned with miscellaneous documented information retrieval. For this sort of collection the Preserved Context provides rather more than the assertion of convenience and assurance of consistent notation. It will suffice to mention that "God save ..." gives instant choice of three references; likewise the previously elusive Sally.

Stitch in time

refers directly to the proverb and the earliest recorded statement: "Meet the disease at its first stage", - expressed by Plautus 'veniente occurrite morbo'.

As a user of reference works the indexer has a facility to cast a shadow in two directions. Perhaps the best advice was given by Sophocles:

"One must learn
By doing the thing; ...
You have no certainty, until you try."

AUSSI SEMINAR CANBERRA AUGUST, 1979

Amongst the many Special Studies Programmes at the 20th Biennial Conference of the Library Association held in Canberra, August, 1979 were the two afternoon seminar sessions of the Australian Society of Indexers on Monday and Tuesday, 27th and 28th August.

The convener was Miss Jean Hagger, hard working secretary of the Australian Society (AUSSI). Her efforts in securing two thought-provoking speakers were well rewarded by the room full of interested participants of various age groups on both days. Happily, both these well-prepared papers will be available; in microfiche with the LAA conference papers and in hard copy as journal articles. On the Monday, Clyde Garrow spoke on the survey conducted recently by AUSSI which indicated that there is a considerable amount of indexing being undertaken by institutions and individuals in Australia, with the fields of science and technology predominating. Comments and queries flowed easily at the session. On the second day, Mr. A.C. (Tony) Foskett from South Australia spoke on developments in indexing, with special reference to machine readable systems.

There was much *meat* in the talk which philologically defined an index, coped with a battery of acronyms, technical terms and jargon such as *floppy disks*. All was enlivened by a delightful little cartoon character who kept popping out of the overhead projector.

Suggestions and observations from the seminar included the following:

Some level of bibliographical control is needed to obviate duplication of effort and to promote the existence of services. Input to the AUSINET data base was suggested as one method of achieving control. In Australia, collaborative efforts should be encouraged, especially in those areas where input to international data bases is of importance.

The greatest need is to convince producers of information of the need for indexes of quality.

AUSSI has limited resources for undertaking necessary tasks but it is hoped that the initiative taken by the Society will be supported by libraries and other information services.