

SOCIETY OF INDEXERS IN AUSTRALIA

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*Absente auxilio perquirimus undique
frustra,
Sed nobis ingene indicis
auxilium est.*

NEWSLETTER

NUMBER EIGHT

FREE TO MEMBERS

AUGUST, 1974

NEXT MEETING

WHAT does a publisher expect of an indexer? This will be the subject of the talk by Mrs. Lee White, Publisher of Australian Literature, Macmillan Company of Australia Pty. Ltd., at the next meeting of the Society on Tuesday, 13 August 1974, which will begin at 7.45 p.m. in the Conference Room of the Library of the Royal Melbourne Institute of Technology, First Floor, 368 Swanston Street, Melbourne.

This follows the lucid and competent explanation of indexing for a computer-produced catalogue by Mr. Klaus M. Villwock of the Swinburne College of Technology at the last meeting of the Society at which there was a record attendance, including members and visitors from as far away as Bendigo. A summary of Mr. Villwock's talk is given as a supplement to this *Newsletter*.

NEW MEMBERS

WE WELCOME this month the following new members: Mr. Keith Sandford, Chief Librarian, 'The Age' Newspaper, Melbourne; Mrs. Edid Meldrum, Medical Librarian, Alfred Hospital; Mrs. Coryl V. Muntz, Scientific Services Officer for C.S.I.R.O.; Mr. Klaus M. Villwock, Chief Cataloguer at the Swinburne College of Technology Library; and Ms Morwenna A. Vincent, Lecturer in Librarianship, School of Liberal Studies, Canberra College of Advanced Education.

YOU are cordially invited to come and bring a friend to this August meeting.

The usual discussion and coffee and biscuits will follow the talk by Mrs. White.

Please say you will come!

LIBRARY CATALOGUE SYSTEM: A DESCRIPTION

Summary of address to members of the Society of Indexers
in Australia, in the R.M.I.T. Library Conference Room, on
Tuesday, 18 June, 1974

by Klaus M. Villwock, B.A., A.L.A.A.,
Chief Cataloguer - Swinburne College of Technology

The decision to replace the conventional dictionary card catalogue with a computer produced book catalogue, was one of the many decisions connected with the establishment of a completely new library building at S.C.T.

It was fortunate, in a way, that the library's collection was still small enough at the time to allow total conversion of the card catalogue into machine readable form, and even more fortunate that an understanding Administration provided the necessary additional funds to cope with this retrospective exercise while normal cataloguing of current intake could be kept up to date. It should also be mentioned that, because S.C.T. was able to attract a number of competent and experienced cataloguers, both full time/permanent and part time/temporary, the change-over to the new system was effected more smoothly than one might have expected if one considers the new concepts that had to be understood in order to achieve the desired results.

The first edition of the new book catalogue did show quite a number of short-comings, particularly in the Subject Catalogue where filing proved to be much more problematical than was anticipated. However, the current 3rd edition, issued in April 1974, shows that we are "improving all the time".

The S.C.T. Library uses for its current cataloguing Dewey Decimal Classification (18th ed.), the Anglo-American Cataloguing Rules, Library of Congress Subject Headings (with some amendments and additions), the 2nd ed. of the A.L.A. Filing Rules, backed up by ANB, BNB, NUC, Books in English, BPR.

Cataloguing details are entered on coding sheets by the cataloguer. Each title is given a unique Book number (BN) which is stamped into the book as well as on the coding sheet by means of a Rexel Numbering Machine. Multiple copies and/or volumes of the same title receive the same basic (6 digit) Book Number, with 3 additional digits after a stroke which are unique to the individual copy or volume (e.g. /101 = Vol. 1, Copy 1; /504 = Vol. 5, Copy 4; etc.). The data are then transferred from coding sheets to punched paper tape via the Ricoh Typer 3000.

Paper tapes are sent to the Computer Centre for processing. Edit lists are produced at the Computer Centre and sent to the Cataloguing Department for checking and corrections. These show all entries accepted into the system as well as those rejected giving reasons for the rejection. This, of course is a merely formal validation process, and the rejections, therefore relate only to formal errors, e.g. use of wrong code, wrong code combinations, etc. It does NOT detect spelling or punching errors within the entry. These have to be detected by cataloguers as they read through the edit lists. Corrections and re-submissions of rejected entries are then punched on paper tape and processed prior to the production of a supplement or the annual volume.

Alterations to the existing entries can be made by line replacements, line deletions, and line additions, also by replacing the entire entry whilst retaining its original Book No.; these amendments can be made easily from one supplement to the next if the original entry appeared in a supplement. If the original entry is in the annual volume, the amendment (if minor) is held until the next annual cumulation. Where it is desirable to amend the entry immediately, e.g. in cases of mis-spelling (and consequently mis-filing) or, in cases of changed Call Nos., the correct entry can be submitted to the supplement, using the original Book No. Upon cumulation at the

end of the year, this new entry will automatically delete the earlier entry with the same Book No. This technique requires manual cancellation of the amended entry in the annual volume by means of a rubber stamp: "Cancelled - See Supplement". Added copies and volumes can be added in a similar fashion, except that those added to an entry in the annual volume would normally be held until the end of the year to be incorporated at the time of the next cumulation. A complete up-to-date record of the number of copies and vols. held of any one title is kept manually on the hard copy which is produced on NCR duplicate 3" x 5" cards at the time of punching the original entry. These cards are filed in alphabetical order by main entry, forming the stock file which also includes the order slips. The duplicate of the hard copy is forwarded to the Readers Services Section and held there until the next supplement is produced, and then discarded.

A separate authority file on cards is kept manually in the cataloguing section incorporating Subject, Series, Geographical and Name authority cards with relevant cross references, all interfiled in one alphabetical sequence. These cards also include the relevant code Nos. under which each item is entered in the catalogues.

The yearly book catalogue is produced by photocomposition from magnetic tape, it cumulates all supplements of the preceding year. Supplements are cumulating and produced by line printer at certain intervals. The yearly book catalogue and its supplements are issued in two parts: Author/Title Catalogue and Subject Catalogue.

In 1974 the book catalogue was produced in 65 copies, 19 of which are kept in the library for public use on each of the five levels of the building and in the working areas. The remainder is distributed to all Heads of Departments within the College and to a number of other institutions upon request. Supplements are produced only in 8 copies (2 runs on 4-part stationery), all of which are retained in the library.

A Master File List (in Book No. order) and a Classified List (in DC order regardless of shelf type or location) for internal use are produced at the same intervals. There is also provision for the production of a shelf list and a list of all subject headings used but these are produced only when required for special projects, stock takes, etc.