

## ANZSI News – from New Zealand



ANZSI News this month has been written by two members: Tordis Flath, NZ Branch founder and current Branch Vice-President, (pictured at left) and Robin Briggs, the current Branch President. Tordis has the first word.

Very often when discussing the indexing scene, so to speak, with someone in Australia, I become aware that there are quite a few differences. I end up saying 'It's not like that here'. So what is it like?

Well, we recently sent our *Freelance Directory* out to all the publishers we knew about – roughly 65 publishers. How does that compare to Australia? How many publishers are over there? I don't really know. Work doesn't seem to migrate across the Tasman, although I have heard of Australian indexers being offered work from NZ publishers. Despite all the talk of how busy Australian indexers are and how they need to train more indexers, I don't know of any NZ indexers who have been offered work by Australian publishers or had referrals from Australian indexers. How busy is it really?

Our Freelance Directory contained details of eleven freelance back-of-the-book indexers. We have about 25 members in New Zealand. Some work in-house or as librarians and database indexers.

Pay rates seem to be different too. Currently freelance back-of-the-book indexers get paid between NZ\$40–50 per hour; in-house indexers a lot less. We always have a chuckle when raising the recommended rate gets discussed. 'I wish' is the usual response to whatever the new rate is. After allowing for the currency conversion, we have to work two hours or more to pay our yearly subscription, which last year was still under NZ\$100.

There is a lot of talk in Australia about indexing annual reports and how busy June/July gets as they all have to be indexed at the end of the financial year by law. Firstly, our financial year in New Zealand ends 31 March and, secondly, we have no legal requirement for annual reports to have an index. I have never indexed an annual report and don't know anyone here who has.

There was quite a surge of interest last year when *The Dominion Post* published an article on me describing what I do as an indexer. Suddenly almost a dozen people enquired about training in indexing. We didn't get excited and rush off and organise a course as the odds of getting all those people together on one day is quite marginal. The last course the Branch had run made a loss, and we already had an advanced course scheduled. Some of those people were so keen they flew to Australia and did a course over there.

Most of them are now applying to or engaged in a mentoring project through our NZ Branch Mentoring Scheme, which we reinitiated since no society-wide scheme is running at present. We took all references to registration out as this seemed to be causing some of the confusion. The scheme here is again running well. Before we suspended it, we had 12 applications and two mentoring projects went through. We have had four new applications, one now well advanced, since we started in February.

The Branch library has been a useful initiative. When we are asked how to find out more about indexing and suggest books on indexing, people sometimes have difficulty in finding current books. Members can access our Branch library.

*(Continued overleaf)*

### WHAT'S INSIDE

Newsletter, Web Manager and Registration details	2
Nuggets of Indexing	3
Indexing Indaba	4
Recipes for success – ACT/NSW conference	5
Tips and hints – Index-L	5
Database indexing at The VIC	6
Cataloguing and indexing for small archives	8
Is knowledge work making us stupid?	9
Recommended rate for book indexing	11
ANZSI and Branch Committee contacts	12

**Deadline for the June issue: 28 May**

# Newsletter, Web Manager and Registration contacts

## Editor: Peter Judge

<peter.judge@bigpond.com>

## Web Manager: Mary Russell

<russellmf025@ozemail.com.au>

Website: <www.anzsi.org>

## ISSN 1832-3855

This newsletter is published monthly 11 times per year, with combined issues for January/February. It is sent free to all members of the Australian and New Zealand Society of Indexers. Opinions expressed in the newsletter are those of the individual contributors, and do not necessarily reflect the opinions of the Society.

It is *your* newsletter, and we are totally dependent on contributions, both large and small, from members. Please contact the editor if you have any questions about the suitability of items for publication. The editor reserves the right to edit or abridge contributions.

Please send files via email in MS Word, .doc files or .rtf, but NOT .html or .pdf. And please, no images or footnotes embedded in Word files.

## Next deadline

28 May for the June 2010 issue.

## Graphics

Image files can be accepted in most common formats. **Do not embed images in text files.** Camera-ready art and photos can be scanned by the editor. Note that photos need to be clear, sharp and contrasty if they are to copy well in black and white.

## Advertising charges

Full page A\$175; half page A\$90; quarter page A\$35; full year 10 for the price of 8.

## Membership charges

A\$70 per year from 1 Jul 2009.

Institutional membership \$95.

Subscriptions to the Newsletter A\$55 p.a.

## The Indexer

*(international indexing journal)*

Maureen MacGlashan, Executive Editor

<editor@theindexer.org>

## ANZSI Corresponding Member

Alan Eddy <aeddy2@bigpond.com>

To subscribe at the special rate for indexing society members, go to <www.theindexer.org> and click on the subscriptions link.

## Registration

Shirley Campbell

Ph +61 2 6248 8297

<shirley.campbell4@bigpond.com> or

<www.anzsi.org/site/registration.asp>

## Indexers Available

<www.anzsi.org/site/Indexers\_available.asp>

*(ANZSI News – from New Zealand, continued from page 1)*

The industry in New Zealand is quite small and most of us work part-time around other jobs and/or commitments. The new people will help to fill in a few gaps where some of us get a bit overworked at times. Mostly the recession meant work dropped off a lot last year.

We only meet up generally once a year for the AGM, usually in Wellington as it is central and until recently most of our committee were

**R**obin Briggs takes up the account.

Indexing in New Zealand, while a smaller field than in Australia, probably covers much the same range – back of book, database work and specialist areas such as legal indexing. Annual report indexing is one exception; there may be others.

The publishing industry is small but active and diverse. Players range from subsidiaries of international (mainly British) houses through medium-sized independents and institutional publishers to small-scale local operations. Some of the independents have relationships with overseas publishers and carry out projects for them. Occasionally the New Zealanders initiate and implement projects for international readerships.

The quality is generally to international standard. We've grumbled among ourselves recently about a couple of important biographies that were published without indexes, but both were by a subsidiary of a British company. Going by comments made by Americans in online forums, this is an international problem.

Some fully local books are also being published without indexes, or at least professional indexes. The recession had a considerable effect last year (and the New Zealand Government did not implement the consumer pump-priming measures

there. There is a small group of members meeting in Kapiti (an hour north of Wellington) at the moment as I and some of the new members live there, with a few coming from Wellington. Other members are scattered throughout the rest of New Zealand. We mostly keep in touch and run the committee during the year by email,

*Tordis Flath*

the Australian Government felt able to). One publisher told me he increasingly had to tell authors to do their own indexes.

He said a combination of the recession and the new print-on-demand technology had led chain bookstore companies to slash their initial orders. That meant less money up-front, at the least, which affected budgets.

Some of us have found work offers picking up, but there is still some nervousness about the Government's virtual freeze on expenditure, which affects not only ministries and departments but also universities and other institutions. Publishers are also wondering about the effect of the rise in GST expected in the Budget this month (admittedly along with some personal tax cuts).

Books on New Zealand history and the country's natural (or non-human) and Polynesian worlds have always been popular and, as in several other countries, there's been a boom in cultural, ethnic, local and family histories in the past decade.

However, the involvement of professional indexers is mixed. The (now gone) Labour Government set up a Ministry of Culture and Heritage (with the Prime Minister its Minister), and it has published several excellent books and at times used first-class freelance indexers. The National Library does comprehensive database indexing of periodicals, and one of our members works on that.



*(ANZSI News – from New Zealand, continued from page 2)*

On the other hand, local and family historians rarely have the money to employ professional indexers, and some community trusts have less investment money to subsidise publications. Also, institutions (such as major libraries) digitising 19th century books generally do so in PDF form without adding proper indexes. We have put a foot in this door by specifying unindexed pre-WWI books for use in our mentoring scheme, and are considering ways to make more strides.

As Tordis says, very few 'Australian' jobs cross the Tasman, even to those of us on ANZSI's *Indexers Available*. I've been approached just twice – by authors, not publishers – in both cases because I had some experience with Polynesian subjects and names. In the first case the timing or logistics were impractical and I referred the writer to her State ANZSI branch. I did do the second job.

One dimension we have to work in frequently in New Zealand is that of Maori subjects. Indexing of Maori names is not as complex or difficult as that of Australian aboriginal names, but it would be a more common task. It includes handling of multiple names, spelling variations and the form of names for alphabetising. Methods have varied over the years and, although they are cohering, there is still some inconsistency. We had a session on this in our advanced book indexing course last year.

The New Zealand Branch was established in 2005. Membership is scattered up and down the country. Even

the current committee's homes range from Helensville, north of Auckland, to Dunedin in the lower South Island. We began with enthusiastic organisers in or near the two main cities, Auckland and Wellington, but the enthusiasm faded, particularly in Auckland, and in 2008 the Branch almost went into recess. However, Jill Gallop, Tordis Flath, Susan Brookes and a few others kept it going and we're on our feet again.

Since 2005, the Branch has held training courses in several parts of the country. In the first three years they were taken by Max McMaster, to whom we owe considerable thanks for our development. Besides basic and intermediate courses, one was on newspaper and magazine indexing. At the advanced book indexing course last year our tutors, if not exactly home-grown, were at least long-time NZ residents (Tordis, with small contributions by me). However, because our membership and the indexing workforce as a whole are widely spread, it is difficult to hold these without losing money. Last year's advanced course just broke even.

We are also trying to raise consciousness of professional indexing and ANZSI in the publishing and record-keeping fields. Our *Freelance Directory* was partly designed for that. Another avenue is giving presentations at meetings of relevant organisations – those of historians, archivists, etc.

We value our membership of ANZSI and look forward to continued involvement.

*Robin Briggs*

## Nuggets of Indexing

### Vic Branch Seminar, Ballarat, 4–6 June

Just a few weeks until our weekend at Sovereign Hill, which all ANZSI members and partners are invited to attend.

There'll be workshop sessions including quoting for indexing work and annual report indexing. There'll be talks on everything from indexing for local history societies to what happened at the ASI Conference in May. And last but not least there'll be fun, including a tour of the Gold Mine and the Blood on the Cross show.

All you'll need to arrange is your own accommodation and transport. The cost is \$350 for delegates and \$200 for partners. Get in early as bookings made after 28 May, will incur an extra charge of \$50. For full details, online secure payment and suggestions for transport and accommodation arrangements visit the webpage: <[www.anzsi.org/site/calendar\\_details.asp?id=118](http://www.anzsi.org/site/calendar_details.asp?id=118)>.

*Nikki Davis*

## Branch events

<i>Date &amp; time</i>	<i>Organiser</i>	<i>Name of activity</i>	<i>Venue</i>	<i>Contact details</i>
Tues 18 May 7.00 pm	Qld Branch	General meeting	Library, Carindale Shopping Centre	William S Kitson: 'Playing football for the Cockroaches: the history of Queensland's southern border'. Contact < <a href="mailto:brown5moira@yahoo.com.au">brown5moira@yahoo.com.au</a> > details at < <a href="http://www.anzsi.org/site/calendar_details.asp?id=140">www.anzsi.org/site/calendar_details.asp?id=140</a> >
Fri–Sun 4–6 June	Vic Branch	Nuggets of Indexing Seminar	Sovereign Hill Ballarat	details at < <a href="http://www.anzsi.org/site/calendar_details.asp?id=118">www.anzsi.org/site/calendar_details.asp?id=118</a> >
Sat 24 July	ACT and NSW Branches	Recipes for Success Conference	Craigieburn Resort, Bowral	Contact < <a href="mailto:sueflaxman@bigpond.com">sueflaxman@bigpond.com</a> > Program and full details at < <a href="http://www.anzsi.org/site/calendar_details.asp?id=147">www.anzsi.org/site/calendar_details.asp?id=147</a> >

# Indexing Indaba

## Indexing hub



A recently created hub on the Hub Pages website <<http://hubpages.com/hub/How-to-make-money-from-home-as-a-book-indexer>>, is bringing a little bit of attention to the indexing profession. Written by a Welsh indexer with the user name WriteAngled, it includes information on why indexes are

important, why machines can't do the job, training, indexing software, finding work, embedded indexing, and types of materials indexed. There is also a link to a YouTube interview with a book indexer.

It's difficult to know how much demand for training ANZSI will get out of this, but along with SI and ASI, the society gets promoted in this regard. This being ANZSI's year of the Annual Report, it's good to see that she hasn't forgotten this area either.

From comments left, it appears that a few more people in the world now appreciate the human input that goes into indexes.

## Indexless books

Sarah Palin's *Going Rogue*, published without an index, continues to attract commentary. It came under scrutiny from Maureen McGlashan in the March 2010 edition of *The Indexer*. Of course, this is not a new problem and perhaps this is a good time to revisit what Henry B Wheatley wrote about it in 1902 in his book *How to make an index*, particularly the suggestions on what to do with those who offend.

As a little aside, we probably all owe Mr Thoms, mentioned below, a small debt of gratitude for being the first person to propose the formation of an indexing society.

'It has been said that a bad index is better than no index at all, but this statement is open to question. Still, all must agree that an indexless book is a great evil. Mr J H Markland is the authority for the declaration that 'the omission of an index when essential should be an indictable offence.' [Thomas] Carlyle denounces the publishers of books unprovided with this necessary appendage; and [John] Baynes, the author of the *Archaeological Epistle to Dean Mills* (usually attributed to Mason), concocted a terrible curse against such evil-doers. The reporter was the learned Francis Douce, who said to Mr [W J] Thoms: 'Sir, my friend John Baynes used to say that the man who published a book without an index ought to be damned ten miles beyond Hell, where the Devil could not get for stinging-nettles. Lord Campbell proposed that any author who published a book without an index should be deprived of the benefits of the Copyright Act; and the Hon. Horace Binney LL D, a distinguished American lawyer, held the same

views, and would have condemned the culprit to the same punishment. Those, however, who hold the soundest views sometimes fail in practice; thus Lord Campbell had to acknowledge that he himself sinned before the year 1857.'

## Magpies and indexing

At the ISC/SCI annual general meeting and conference in June 2009, Katherine Barber from Oxford University Press (Canada) gave a talk in which she found some interesting links between magpies and indexing.

The word 'pie' is derived from the French word 'pie' and the Latin word 'pica' before that. The word 'mag' was added, forming the word 'magpie' which describes a bird that collects bits of this and that to take back to its nest. Hence, indexers can be described as human magpies, collecting pieces of a book to put into their index nest.

The humble pie also has a link, being baked from various foods into one pie crust. Also known as 'pies', were reference books of feast days – apart from being index-like in their structure, the black and white pages mimic the magpie's colouring.

Lastly geographical indexes or gazetteers, derive their name from the Italian word *gazette* which was a 17th century newspaper sold for a *gazeta* (a small Venetian coin). This came from the word *gazza* which is the Italian word for 'magpie'!

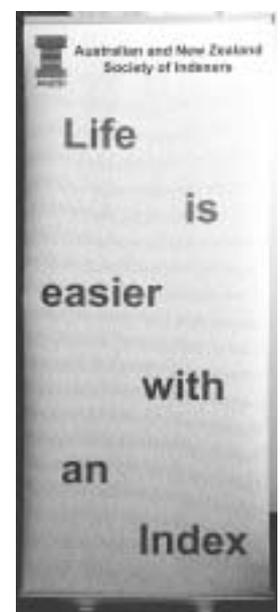
ISC/SCI magpie pins are now available for purchase by contacting <[hlebbs@gmail.com](mailto:hlebbs@gmail.com)>.

## UC Berkeley Extension indexing course

Congratulations to Max McMaster whose skill and experience in indexing training has been recognised with his appointment as an instructor for this course. See <<http://extension.berkeley.edu/cat/course394.html>>.

*Nikki Davis*

This is the new ANZSI banner, to be used at Vic Branch functions. Based on the bookmark, it is free-standing and two metres high – you won't be able to miss it!



NSW and ACT Branches of ANZSI invite members

to participate in a one-day Conference

## Recipes for success: indispensables in the office and the kitchen

*Cooks who index, indexers who cook: an interactive workshop*

Saturday 24 July, at the Craigieburn Resort

Centennial Road, Bowral, NSW

11.45 for 12.00 start (includes working lunch of sandwiches and drinks)

*Sherrey Quinn and Lynn Farkas outline their session in these words ...*

**D**on't be misled – this workshop will primarily address basic indexing principles and practice. It will be invaluable to all indexers, not just those interested in cooking. We have planned a very practical session around what we (and the participants) as cooks think would be useful in cookbook indexing, augmented by advice from the experts who actually do it!

In the introductory session we will introduce the general principles of indexing (especially as they relate to cookbook indexing) and criteria for good cookbook indexes. There will be group discussion of content, style, presentation, entry points etc, with reference to cookbooks that illustrate the principles, have different styles of index or don't seem to conform to any standards.

During a practical session we will ask small teams to index a selection of recipes, then we will compare approaches and results. We'll collate your favourite recipes to distribute to all participants as the NZSI Workshop Cookbook – complete with the index you have created!

Following afternoon tea, *Essential ingredients: a panel session for all participants* will challenge you to reveal the indexing aids you could not live without. In the evening, participants are welcome to bring spouses/partners to dinner at Montfort's, the Craigieburn restaurant. There will be opportunities for informal discussion and networking with other ANZSI members.

You can find the complete program and full details on the ANZSI website at

[www.anzsi.org/site/calendar\\_details.asp?id=147](http://www.anzsi.org/site/calendar_details.asp?id=147)

Inquiries to Sue Flaxman, +61 2 4861 3589, [sueflaxman@bigpond.com](mailto:sueflaxman@bigpond.com).

## Tips and hints: searching the Index-L discussion list archives

**Y**ou are in the middle of indexing a book and have a dilemma, how do you handle the indexing of something. You rummage in your indexing resources and still no real guidance. Where can you go for ideas?

Index-L is a public, un-moderated email list that intends to promote good indexing practice. While it has a large American membership, it is international. It can generate a lot of email traffic in a month, sometimes as many as 750. So you may want to think about receiving that many emails before you subscribe. You can read the discussions at <http://lists.unc.edu/read/?forum=index-l>. The most useful feature is your ability to search the archives.

Max McMaster had a dilemma when he was indexing a pregnancy book and had a *see* reference conundrum. He was wondering what order the list of twins, triplets and quadruplets should be after the entry 'multiple births *see* ...'. He sent an email to Index-L. Doing this is a bit like asking a room full of indexers what they think. You will get responses from the most vocal in the group. As

we have learnt in indexing there is not necessarily one correct answer, so the responses you get could give you several leads on how to approach the dilemma.

Let's pretend you didn't subscribe to Index-L and wondered if someone else had had this dilemma. You do not need to belong to the list to search the archives. Open the list (<http://lists.unc.edu/read/?forum=index-l>) in your web browser. Using the search button on the left hand side of the screen, type in '*see* reference'. This will display a list of items that discuss *see* and *see also* references. You need to press the next button at bottom right several times to see the responses to Max's question.

Another way to search the archives is to use the Search button on the left hand side, but this time click on the Advanced Search link. This will enable you to limit or expand your search to the entire message, body or header and also to exclude words. Using Max's example you can type in 'Twins' to get to the responses directly.

So next time you have a dilemma, consider searching the archives of Index-L for guidance.

*Mary Russell*

## Database indexing at The VIC

A larger than usual group of indexers gathered for the monthly meeting of **The VIC** (the Victorian Indexing Club) in April to discuss database indexing. Database indexing can have many names. Glenda Browne and Jon Jerney includes it amongst the names, collection indexing, bibliographic unit indexing, open-system indexing, and continuing indexing<sup>1</sup>. Other names that come to mind, include periodical indexing and multiple document indexing. The variation of names indicates that this style of indexing is used to index a variety of materials and for a variety of audiences and in a variety of institutions. We find indexers using these skills working for research organisations, universities, government departments, museums, galleries and many other organisations.

The discussions focussed on periodical or collection indexing which started formally many years ago. Towards the end of 19th century, periodical indexes began to emerge, the first being Poole's *Index to periodical literature*, which began publication in 1882. In the social sciences, *Psychological Abstracts* commenced late nineteenth century. The Institution of Electrical Engineers (now IET) first published *Science Abstracts* in 1898 and *Physics Abstracts* from 1903. Early in the 20th century, Wilson's *Education Index* commenced in 1925. In Australia, the *Australian Education Index* commenced in 1954 along with the *Australian Public Affairs Information Service* and the *Australian Science Index* about the same time. These indexes were produced in print format and researchers and librarians searched through the monthly, quarterly and annual volumes for relevant articles.

The introduction of computer systems and interactive online searching of machine readable databases in the 1960s profoundly transformed both searching and indexing.

*Medline*, the US medical index was one of the first to establish a searchable database, followed by many others. *Inspec* (published by IET) celebrated its 40th anniversary in 2009 and in 2008, reached its 10-millionth item added to the database. In Australia AUSINET – hosting APAIS, Australian Education Index, Australian Transport Index etc – commenced in the seventies. Currently in Australia INFORMIT, <[www.informit.com.au/indexes.html](http://www.informit.com.au/indexes.html)>, managed by RMIT Publishing, hosts a wide range of databases produced by research organizations, the National Library of Australia, universities and government departments.

### Differences from back-of-book indexing

Database indexing is different from back-of-book indexing. The database indexer analyses and records the description and content of the book, article or report as a whole for inclusion in a database in order to assist the

searcher to locate books, articles and reports on specific topics from within a specified collection of works.

However, there is much similarity. In both cases the indexer is creating a finding aid for the reader. With back-of-book indexing, the indexer can be creative as to how they do that and use the language in the text; with database indexing the indexer has to follow rules and use a controlled vocabulary or thesaurus for subject analysis. Susan Klement refers to *open-system indexing* (often known as *periodical indexing* or *database indexing*) and *closed-system indexing* commonly called *book* or *back-of-book indexing*. She provides an interesting three page table differentiating the two main indexing processes.<sup>2</sup>

Harry Diakoff gives us 'The primary objective of the database indexer is to help the reader find entire documents, typically journal articles, on specific topics within some large document collection'; that of the Back of book indexer is to help the reader locate specific topics within a single, usually lengthy, document'.<sup>3</sup>

### Composition of databases and entries

Each database will require

- a policy for the selection of materials for inclusion and scope of coverage which will take into consideration the intended audience, organisation and subject.
- a record structure containing all the essential elements to describe the material. If a publication, these may be author, title, source of work (eg journal, book, conference paper, thesis, web document, etc), date of publication, size or pagination, publisher, notes, abstract)
- software for maintaining the database
- methods for constructing and maintaining the database
- format of database output – online, CD-ROM.

### Subject analysis of document / selection of subject keywords

Controlled vocabularies have always played an important role in indexing in order to maintain consistency in subject terms. In most cases, indexers primarily apply or assign terms taken from a prescribed / standard vocabulary to the documents they are indexing. It is usual that the vocabulary is developed into a thesaurus and made available to the searchers in order to assist searching. There was much discussion on the format and use of the thesaurus in indexing using two Australian thesauri, *Australian Thesaurus of Education Descriptors* (Australian Council for Educational Research) and *APAIS Thesaurus* (National Library of Australia) as examples. Both thesauri are updated to reflect the changes and use of terminology in the literature and everyday usage. The structure of terms and relationships linking with other terms were explored, starting with the

elements of the term, such as Term, Scope notes, *Used for* links, *Use* links for preferred terms, *See also* links to narrower, broader and related terms. Classic texts on the compilation and maintenance of thesauri are Atkinson J, Gilchrist A and Bawden D (2000) *Thesaurus construction and use : a practical manual*. 4<sup>th</sup> ed. London, ASLIB IMI. and *Guidelines for the Construction, Format and Management of Monolingual Thesauri* (2005) ANSI/NISO Z39.19. Bethesda Md : NISO Press.

This overview of database indexing touched on the forthcoming registration for database indexers by ANZSI and employment in this area. The number of periodical and publication databases is very extensive – check any university or research library website and check the list of Australian databases available through RMIT INFORMIT. We know little about the quantity of non literature databases that are compiled and maintained in museums, galleries, government departments, etc. From this we can deduce that there are large teams of experienced indexers who work both in-house and as self-

employed contractors to keep these databases current and consistent. We look forward to discussions with more of these indexers who have much to share about databases and the practical aspects of database construction and entry format. It was also agreed that further discussions on subject analysis and language usage in both database indexing and back-of-book indexing would be welcomed.

For further information see the ANZSI webpage on thesaurus at <[www.anzsi.org/site/res-thesaurus.asp](http://www.anzsi.org/site/res-thesaurus.asp)>.

Margaret Findlay

1. Browne, Glenda and Jerney, Jon (2007) *The Indexing Companion*. Cambridge University Press p. 30.
2. Klement, Susan (2002). Open-system versus closed-system indexing : a vital distinction *The Indexer* v 23 n 1, pp. 23–31.
3. Diakoff, Harry (2004) Database indexing: yesterday and today. *The Indexer*, v 24 n 2, pp. 85–96.

<h1>CINDEX™</h1>			for Windows and Macintosh		
from  <b>Indexing Research: the full-service indexing company</b>					
<b>Simple</b> 	install the program and begin adding entries in 3 easy steps. No formatting pre-sets necessary.	<b>Sophisticated</b> 	employ Cindex's ability to interact with other software: drag & drop between indexes and word-processors, embed index entries in RTF-compatible word-processor documents, export & import files to and from other indexing, spreadsheet, and database programs.	<b>Support</b> 	free to registered users.
<b>Flexible</b> 	adapt the program to your preferred work habits, not vice versa: user-selectable views, work with subsets of entries or multiple indexes at the same time, assign text to hot (function) keys, print out directly from the program in multiple formats from the same index file, etc.	<b>Try it today</b> 	Visit our website <a href="http://www.indexres.com">www.indexres.com</a> and download a demonstration copy and a PDF of our acclaimed <i>User's Guide</i> . See for yourself why CINDEX is the foremost software for indexing professionals.		
<b>Powerful</b> 	exploit powerful capabilities for easy and efficient data entry and editing: search and replace, macros and abbreviations, auto-completion etc.	Available for <b>Windows</b> (including Vista) and for <b>Macintosh</b> (OS X 10.3 and higher) <b>Student and Publishers' Editions</b> are also available. Contact us to find out how these might best suit your needs.		<b>Indexing Research</b> <a href="http://www.indexres.com">www.indexres.com</a> 620 Park Avenue #183 Rochester, NY 14607 tel: +1-585-413-1819 email: <a href="mailto:info@indexres.com">info@indexres.com</a>	
				<b>CINDEX™ ... Simplify</b> index preparation with the software that does everything you need to produce quality indexes.	

## Cataloguing and indexing for small archives

Networking and an early supper were first on the agenda on the evening of 20 April last, when the Queensland Branch General Meeting was held at the Carindale Library. Our guest speaker was a well known and highly respected archivist, Elisabeth Wheeler.

Elisabeth is currently School Archivist at the Brisbane Girls Grammar in Brisbane. The school records date from 1875, when the new State of Queensland was just 16 years old, so any archivist working at the school would be handling many formats of records, spanning some 135 years.

Elisabeth explained to us that we need to know the What, the Why and the How of each record or artefact, to be able to understand how to process it. The 'What' explains what the record, document, artefact or image is and its 'enduring' value to a community or society or even to particular individuals. The 'Why' covers the 'provenance' or creator or origin of the record, followed by the 'How' or the original order or sequence of the records, i.e. the 'Respect des Fonds'.

Elisabeth then listed for us the fundamental archival principles and practices. These cover the accession listing, followed by the in-depth cataloguing of each document or image. Cataloguing referred firstly to the I.D. 'series' or group of the record, for example, Board Minutes, and to this was added the agents, i.e. the Trustees of the Board, and the 'context' of the record, meaning what was the function of the minutes. Finally, 'metadata fields' would be added to complete the cataloguing process, adding the author, classification, subjects/keywords, format, location, source and related records to each entry in the database.

Elisabeth has a Masters of Information Management & Systems from Monash University. She has had a varied career, working in archives and record keeping for over two decades. Before that she was a librarian in government and has been a trainer in information management. She now works part time as a consultant for both private and public businesses. She has established archives for government and other organisations large and small, including the RACQ and Lourdes Hill College, Brisbane.

The role of the archives is to preserve and make available *original* source material as evidence of human actions and culture. The role of the archivist is to appraise, organise, arrange and describe (catalogue + index) and to provide access to these same original materials.

An experienced archivist is a very valuable person in the community. A trained and skilled archivist is able to process and preserve documents and artefacts from our past because they understand their value in our history and they care if these items are preserved. It is a role for a determined, dedicated professional and Elisabeth Wheeler is just that.

Elisabeth's informal style of presentation allowed questions throughout the evening. Queensland Branch members and a QUT Masters of Library Science student thoroughly enjoyed a very informative evening from this well known and highly respected archivist, and we are most appreciative of the time and trouble she took on our behalf.

*Moira Brown, President of Queensland Branch of ANZSI  
(information taken from Elisabeth's PowerPoint)*



*(from left to right) Sandy Liddle, Elisabeth Wheeler, Beryl Macdonald,  
Moira Brown and Corrie-Anne Sarafian*

## Is knowledge work making us stupid?

Indexers might be surprised at the amount of attention afforded their area of work in Matthew B. Crawford's book *Shop class as soulcraft: An inquiry into the value of work*. His personal work history is a broad one, having worked as an electrician, an indexer and abstractor at Information Access Company, an executive director of a think tank and most recently as a motorcycle mechanic. Crawford examines his own experience of indexing and abstracting work in order to understand why it is that he finds manual work more intellectually satisfying. Most pointedly, he questions the progressive decline of shop class programs in the US (with parallels in Australia) and the devaluing of trade occupations during the last two decades, in favour of 'knowledge work'.

He suggests that knowledge work, aided by electronics and the recent trend in engineering towards hiding the inner workings of everyday devices, appears to be increasingly removing us from 'hands on' experiences. This in turn has seen a dramatic shift in our thinking from 'knowing how' to 'knowing that' resulting in, most notably, a loss of mechanical competence. Without such competence, he wonders, how clever are we in fact becoming?

I'm not sure how many late model Mercedes driving indexers there are, but the absence of dipsticks in these vehicles provides a perfect example of the sort of disengagement that Crawford talks about. When it comes to oil levels, Mercedes drivers now rely on an interface which is in reality just a smarter looking version of the old 'idiot light'. That term, of course, has been dropped. 'By some inscrutable logic, idiocy gets recast as something desirable,' Crawford says.

### Indexers and manual engagement

With these ideas in mind, I was interested to know where indexers lay in the realm of hands-on stuff and mechanical engagement. I posted a message on Index-L about the type of handwork engaged in and whether there were any differences perceived in the sort of thinking required for headwork (i.e. indexing) and handwork.

The response was enormous and indicated that indexers are engaged in hand activities that include clay and pottery work, painting, drawing, photography, feltmaking, papermaking, scrapbooking, various forms of sewing, knitting, weaving, jewellery making, beadwork, mosaics, gardening, cooking, furniture making, building work and the playing of musical instruments.

Knitting was by far the most common form of activity named. The new 'cutting edge chic' status of this craft does not escape Matthew Crawford's attention. He wonders if 'getting an adequate *grasp* on the world, intellectually, depends on getting a handle on it in some literal and active sense'. Writing in the wake of the global

financial crisis, he sees activities like knitting fitting neatly into the new trend towards frugality, the results of which bring about that sense of self reliance, or of 'being the master of one's own stuff', that appears in recent decades to have been eroded.

In terms of ideas on 'thinking', many respondents saw direct links between their indexing work and their handwork. Artist Ellen Chapman said that like indexing, her artwork 'requires some organising principles in general and often particular ones'. Dona Roell's thoughts on cross stitching echoed the thoughts of many engaged in needlecraft work. She said that both 'require patience, enjoyment of detailed work, as well as the ability to perform detailed work'.

Some clearly saw their handwork as less intellectually taxing. Susan Cohen wrote that needlepoint 'occupies my mind without my having to think about anything' while Mary Wendt said, '98% of my knitting is mindless'.

Perhaps it depends on the nature of the task at hand, but from my own practice of quiltmaking, I experience elements of both. I could relate to Jane Purton's description of the challenge of designing a quilt that 'brings to bear long forgotten geometry skills and colour coordination, not always easy'. But I also knew exactly what another quilter, Mary Stevens meant when she wrote of enjoying the less challenging but 'meditation-inducing rhythm of pushing and pulling needle and thread'. Quite a few respondents used the word 'meditation' in relation to their handwork.

Tactile elements of handwork were important to some. Sonsie Conroy described her yarns as 'pettable' while Dianne Brenner spoke of 'pleasing textures' in her rug hooking and beading and Mary Stevens said she enjoyed 'the tactile experience of handling fabric'.

Noeline Bridge was the only one who said it, but I suspect that for most indexers her words would ring true. 'I often find solutions to indexing problems and get perspective on my projects when my hands are busy.'

### Tools and machinery

While most respondents wrote of activities that involve the use of tools and in some cases machinery, only one indexer, Catharyn Martz, a scrapbooker, specifically said, 'I enjoy working with all the tools.'

Dick Evans doesn't do as much woodworking as he used to, but clearly he still loves the tools. He wrote that 'mostly these days I just buy tools and rearrange them in my shop'.

'Knowing how' thinking was well demonstrated by Jodi Kaye when she described the mechanics of her jewellery making. 'It definitely takes head work and precision, for example, if I want the metal to move that

*(continued overleaf)*

way, where do I hit it with the hammer? How long do I leave the flame on the melting solder to avoid burning a hole in the piece?’

Kay Dusheck wrote of the vast array of manual activities in her work as a farmer, including the harvesting of crops, ‘which means lots of machinery operation’.

Tools of course come in many forms, including the sometimes not so humble food processor. Sylvia Coates described hers as ‘heavy machinery’ that ‘requires an engineering degree to operate’.

Few indexers would engage with the sort of machinery that Bob Schwarz does, working as a locomotive engineer. He likened some aspects of indexing – planning, anticipation, organisation, and leaving some ‘slack’ (a term derived from railroading) – to driving a train. He wrote, ‘The satisfaction of planning smooth acceleration, speed changes, and eventual stopping of a 5–10,000 ton train through curves and up and down hills over a number a miles is, in a way, analogous [to indexing].’

### **Technical writing**

Matthew Crawford expresses some dismay at the way that motorcycle manuals, once written by engineers with mechanical and drafting skills, are now being produced by technical writers with no practical knowledge of motorbikes. In fact, he is pretty harsh on technical writers, emphasising that they ‘know *that*, but they don’t know *how*’. One technical writer who answered my query, Beth Baillie, was also one of the most manually active respondents. Besides enjoying the ‘softer’ needlecrafts, she does woodworking, building, painting, upholstery and heavy gardening. She wrote, ‘If I return to work on Monday without achy muscles and dirt in my callouses or lingering remnants of paint or stain on my hands, I don’t appreciate my desk job nearly so much.’

### **Rules-based work vs situated work**

Knowledge workers, including indexers, in countries such as the US, the UK and Australia have been expressing concern at their ‘rules-based’ work being sent offshore to countries with populations of well-educated people that speak English and who are prepared to work for lower rates. It is now commonly understood that as long as the rules are known, the work can be done anywhere.

Just as the Princeton economist Alan Blinder, who said ‘you can’t hammer a nail over the internet’, Crawford believes that job security in the future lies in the ‘situated’ manual occupations that became devalued with the rise of knowledge work. As he says, ‘If you need a deck built, or your car fixed, the Chinese are of no help. Because they are in China.’

Ironically, one of the few respondents that wrote of her skills in situated manual work, Teri Jurgens Lefever,

didn’t fit this mould. Admittedly, the output of her work could be classified as non-essential and perhaps even a luxury, but she wrote, ‘Before becoming an indexer, I did faux finishing and decorative painting and plastering. When the economy went south, demand for my business fell to almost nothing.’

### **The joy of handwork**

Matthew Crawford writes, ‘I once built a mahogany coffee table on which I spared no expense or effort. At that time I had no immediate prospect of becoming a father, yet I imagined a child who would form indelible impressions of this table and know that this was his father’s work.’

Dick Evans tapped directly into Crawford’s thinking with his own joy at a shaker cradle he made when his niece was born. He wrote, ‘She’s now in her forties. My second niece was rocked in it, and then her two kids. It’s nice to see something I did becoming part of family history.’

I’ve always felt a small sense of ownership over my indexes, so I was interested by Rae Rice’s comment that with her handwork she gets ‘a pretty visual when I’m done and something to show friends and family, or give to them, which I don’t get from an index.’ Dianne Brenner similarly, liked that her handwork was something to ‘keep’.

Another interesting response came from Dianna Haught who has found active ways of engaging with her intellectual interest in the Medieval period. There probably aren’t too many indexers who can claim to have cooked ‘period documented 5–7 course medieval feasts for 65–100 people’.

### **Focal practices**

Crawford also examines ‘focal practice’, a term coined by the philosopher Albert Borgmann to mean ‘the decided, regular, and normally communal devotion to a focal thing’. Many of the activities already mentioned are good examples of focal practices, for example, gardening, a common interest of the respondents, which Borgmann specifically cites as a focal practice. Some indexers also wrote of activities that did not produce physical or tangible outputs but which also resulted in ‘skilled and active human engagement’.

Borgmann places heavy emphasis on music making as a focal practice. This is as opposed to the passive use of technological devices such as iPods, to listen to music. Matthew Crawford believes that fewer people are playing musical instruments these days.

Three respondents were bellringers, including Pauline Sholtys who plays in a handbell choir. She described the communal element of this activity, ‘You are all literally

*(continued opposite)*

### *(Is knowledge work making us stupid? continued from previous page)*

parts of one instrument and need to get in sync with each other; you're working toward a common goal; and during all the practicing and performing, you form close relationships with your fellow ringers.'

Other respondents wrote that they played the recorder, the Native American flute and finger cymbals. Dancing activities included contra dancing, authentic movement and belly dancing.

Some indexers were also engaged in sporting activities including horse riding, soccer, doubles tennis and curling, the sport that we all discovered at the recent Winter Olympics is 'sexy'. All of these involve 'thinking by doing' activity which Heather Ebbs described perfectly when she wrote of her involvement with soccer, 'one doesn't think so much as intuit, act and react.'

### **Balancing headwork and handwork**

By asking my question on Index-L, I did not set out to challenge Matthew Crawford's assertions because I believe there to be a measure of truth in some of them. In fact, his book was not mentioned at all in my query. But it seemed to me from the indexers who responded, that manual engagement was not missing from their lives.

Overwhelmingly, they appeared to have a need for some balance between headwork and handwork. This is

evident in Bob Schwarz's words on the difference in experience between driving trains and indexing academic books. 'Indexing is quite important to me as an outlet for a kind of intellectual creativity I don't find in driving a train. But operating a locomotive requires a set of skills and a thought process, as well as giving a kind of satisfaction, that I did not find in a previous job working in a small publishing house.'

The last word goes to Tordis Flath, who said this of her involvement in a variety of art and craft activities, 'the joy of it is not thinking, not analysing, not organising. When I index, these are all the skills I use. To balance, I need to use both sides of my brain equally. I tried doing one then the other but it didn't work – I need both in my life.'

With thanks to the many indexers who responded to my query.

*Nikki Davis*

### References:

Crawford, M 2009, *Shop class as soulcraft: an inquiry into the value of work*, Penguin, New York.

Borgmann, A 1984, *Technology and the character of contemporary life*, University of Chicago Press, Chicago.

---

## **Recommended rate for book indexing**

**A**NZSI's recommended rate for book indexing has not been evaluated since 2007, and Council decided it was time for the issue to be revisited.

ANZSI's recommended rates since 2001 have been as follows:

- 2001 rate was \$44/hr
- 2004 rate was \$55/hr
- 2007 rate set at \$60/hr (not including GST)

What rate is appropriate for 2010?

The editors were used as an appropriate benchmark for comparison. The Institute of Professional Editors Limited (IPEd) has no recommended rates, but regularly reports the results of an informal survey conducted after its conferences. In 2008 the median rate based on reported actual earnings of editors was \$60 per hour, but the range was very wide, from \$34 to \$160 an hour. In July 2009 this median may have increased slightly.

Based on this median, it was recommended that ANZSI should follow a scale similar to that found in practice in IPEd, and set a recommended minimum rate for competent indexers\* in 2010 at \$65 per hour.

This approach still provides flexibility for experienced indexers to charge a higher rate if they deem it desirable, whilst trainee indexers may feel more comfortable charging less.

A note on the ANZSI website provides an explanation of the term competent indexer, as well as a comment on flexibility of pricing.

So ANZSI recommends that the minimum rate for a competent indexer in 2010 is A\$65 per hour. The rate does not include GST.

The rate will be reviewed in 2012.

The New Zealand Branch has approached Council for the addition of a recommended rate in New Zealand dollars. This will be discussed at the Council meeting in mid-May.

*Mary Russell*

\*A competent indexer is one, not necessarily registered, who can do a reasonably good job of indexing materials put before them. They are most likely to have completed a number of indexes. A competent indexer should also be aware of their limitations, and know when to reject a commission because it is outside of their level of expertise or knowledge.

# ANZSI contacts

## ANZSI Council 2009-10

ABN 38 610 719 006

PO Box 5062, Glenferrie South VIC 3122

<ANZSIinfo@anzsi.org>

### President: Mary Russell

Ph: 0408 952 710

<russellmf025@ozemail.com.au>

### Vice-President: John Simkin

Ph: +61 3 9752 6972

<simmo27au@yahoo.com.au>

### Secretary: Michael Ramsden

Ph: +61 3 9735 4235

<rivendell5@westnet.com.au>

### Treasurer: Margaret Findlay

Ph: +61 3 9818 1760

<mafind@bigpond.net.au>

**Council members:** Alan Eddy, Max McMaster

**Branch Presidents** (ex officio): Moira Brown, Robin Briggs, Shirley Campbell, Jane Purton, Frances Paterson

## ANZSI officials

### Registration Committee

Contact: Shirley Campbell

<shirley.campbell4@bigpond.com>

### Awards Committee

Contact: Alan Walker

<alan.walker@s054.aone.net.au>

### Web Manager: Mary Russell

<russellmf025@ozemail.com.au>

### Newsletter Editor: Peter Judge

Ph: +61 2 6296 6211

<peter.judge@bigpond.com>

### Membership Secretary:

Joanna McLachlan

<bandoola1@bigpond.com>

## NT contact

### Contact: Frieda Evans

Ph: +61 8 8999 6585 (w)

<Frieda.Evans@nt.gov.au>

## ACT Region Branch

GPO Box 2069, Canberra ACT 2601

### President: Shirley Campbell

Ph: +61 2 6285 1006

<shirley.campbell4@bigpond.com>

### Secretary: Eleanor Whelan

Ph: +61 2 6257 7749

<eleanor.whelan@bigpond.com>

### Treasurer: Sherrey Quinn

ph: +61 2 6257 9177

<sherrey.quinn@alianet.alia.org.au>

### Committee members:

Edyth Binkowski, Barry Howarth, Geraldine Triffitt

## New South Wales Branch

### President: Frances Paterson

Ph: +61 2 4274 2600

<olivegroveindexing@bigpond.com>

### Vice-President: Glenda Browne

Ph: +61 2 4739 8199

<webindexing@optusnet.com.au>

### Secretary: Mary Coe

Ph: +61 2 9452 5174

<mary.coe@potomacindexing.com>

### Treasurer: Sue Flaxman

Ph/fax: +61 2 4861 3589

sueflaxman@bigpond.com

**Committee members:** Madeleine Davis, Lorraine Doyle and Elisabeth Thomas

## SA contact

Contact: Jane Oliver

Ph: +61 8 8356 1807

<janeoliver@ozemail.com.au>

## WA contact

### Contact: Linda McNamara

Ph: +61 8 9367 4445

<linda.mcnamara@bigpond.com>

## Tasmanian contact

Contact: Vivienne Wallace

Ph: +61 3 6225 1639

<vivienne@accessindexing.com.au>

## Victorian Branch

ABN 58 867 106 986

PO Box 1006, Caulfield North, VIC 3161

### President: Jane Purton

<jane.purton@gmail.com>

### Vice President: vacant

### Secretary: Nikki Davis

Ph: +61 3 9528-2216

<bookindexing@gmail.com>

### Treasurer: Max McMaster

Ph: +61 3 9500 8715

<max.mcmaster@masterindexing.com>

### Committee members:

Margaret Findlay, Mary Russell

## Queensland Branch

### President: Moira Brown

Ph/Fax: +61 7 3893 1252

<brown5moira@yahoo.com.au>

### Vice President: Mo (Maureen) Dickson

Ph: +61 2 6687 4940

<mo.dickson@internode.on.net>

### Secretary: Vicki Law

Ph: +61 7 3398 1774

<vicki.law4@bigpond.com>

### Treasurer: Franz Pinz

Ph: +61 7 3848 3698;

<franzpinz@yahoo.com>

**Committee Members:** Mei Yen Chua, Jean Dartnall, Rachael Harrison, Beryl Macdonald, David Mason.

### North Queensland contact:

Jean Dartnall (Townsville)

Ph: +61 7 4729 0068

<jeandartnall@hotmail.com>

## New Zealand Branch

### President: Robin Briggs

<rm.briggs@farmside.co.nz>

### Vice-President: Tordis Flath

<indexing@paradise.net.nz>

### Secretary: Julie Daymond-King

<jaydayking@yahoo.co.nz>

### Treasurer: Jill Gallop

<jmgallop@ihug.co.nz>

**Committee members:** Susan Brookes, Pamela Strike

Postage  
paid

Australian and New Zealand  
Society of Indexers  
PO Box 5062 Glenferrie South  
VIC 3122 Australia