Third Meeting in 1982
Thursday, 16th September: 5.30 for 6.00 p.m.
at CSIRO, 314 Albert Street, East Melbourne
Committee Room, Third Floor

the Speaker:
Mr. Maurice Downer, Editor of Index to
New Zealand Periodicals

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AUSTRALIAN SOCIETY OF INDEXERS
NEWSLETTER

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AUSTRALIAN SOCIETY OF INDEXERS Postal Address: G.P.O. Box 1251L, MELBOURNE, 3001, Victoria.

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Ex Officio EDITOR: Coryl MUNTZ Ph: 874 1103

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SEPTEMBER MEETING

The Society is most fortunate that Mr. Maurice Downer, Editor, *Index to New Zealand Periodicals* within the National Library of New Zealand, and a member of AusSI, will be visiting Melbourne in September, and has agreed to speak at our meeting on September 16th. Mr. Downer will be talking about his work as Editor of the *Index* and also about a recent meeting held to form an Indexing Group associated with the New Zealand Library Association.

* * * * * * * * *

NOVEMBER MEETING

As a preliminary notice concerning the meeting to be held on November 16th 1982, members are asked to bring to that meeting any examples of good, bad, amusing, or otherwise noteworthy indexes appearing in old books.

* * * * * * * * *

NEW MEMBERS

Apologies to Mr. Chris COOK, whose entry in the June 1982 issue of the Newsletter was incorrect. He is Assistant Librarian at the Australian Council for Educational Research, and his address is 23 Thompson Street, Northcote, 3070. Apologies also to Miss P. LONCLEY, whose name was omitted, and whose address is Serials Librarian, La Trobe University Library, Bundoora, 3083.

The Society welcomes the following new members -

- Mr. J. D. ADAMS  
  Unit 17, 115 Torbay Street, Macleod, 3085.
- Mrs. R. M. BENNETT  
  26 Beatty Street, Balgowlah, Sydney, NSW, 2006.
- Mrs. D. J. BRIDGES  
  10 Talofa Avenue, East Brighton, 3187.
- Mr. Donald KINGSMILL  
  Australian Embassy, Amman,  
  C/o Department of Foreign Affairs,  
  Canberra, ACT, 2600.
- Miss M. ROGERS  
  7/11 Kooyong Road, North Caulfield, 3161.
- Mr. Phillip TAYLOR  
  111 Pickles Street, Port Melbourne, 3207.

* * * * * * * * * * * * * * * * * * * * * * * * * * * *

NEWSLETTER EDITOR

This issue of the Newsletter has been compiled by Joyce Korn and Vera Wicks, as the Editor, Coryl Muntz, is ill. We wish Coryl a speedy recovery.
"Are you well co-ordinated? A brief examination of the advantages of co-ordinate indexing, especially for personal indexes and as an aid in the construction of traditional book indexes."

Talk given at a General Meeting of the Australian Society of Indexers, 16 June 1982 by Peter H. Dawe, Chief Librarian, CSIRO and President, Australian Society of Indexers.

"When I use a word" Humpty-Dumpty said in rather a scornful tone, "It means just what I choose it to mean - neither more nor less." "The question is" said Alice "whether you can make words mean so many different things." (Lewis Carroll: Through the Looking Glass). In many ways Lewis Carroll, in this dialogue, encapsulates the indexer's problem - to find the right meaning of the words one is trying to index.

Before I begin, I should explain, for fear of projecting a false image, that this is not a finely wrought philosophical disquisition on the state-of-the-art of indexing as might befit a Presidential address, but rather a discussion at a fairly practical level of co-ordinate indexing. Nor could it be said to apply, immediately, to conventional back-of-the-book indexing, although I believe it can be applied, with advantage, by indexers in this situation in helping them construct their index.

In fact, co-ordinate indexing is often referred to as one of the unconventional systems. It operates on the inverted file principle and quite readily lends itself to mechanized or computer-based indexing methods.

However, my object tonight is to discuss manual methods of constructing a co-ordinate index since most of us are not yet in the happy position of owning a personal computer - although it won't be long before many of us do. For those interested in the computer application of what I'll be talking about, I refer them to an excellent and clearly written account of such a system. *(1)

Cooney describes a system which has been used since 1966. Up to 1970, all the work was manual; since then the computer has been used as an aid.

No matter how an index is set up, there is a fundamental cell on which all indexing is based; the term itself, and the document or item which it is identifying.

*(1) S. COONEY (Agricultural Institute, Dublin)
A Standard Procedure for Generating Personal Classifications and Indexes

The traditional document unit record (and it will be simpler if I relate what I have to say to a document, or discrete piece of information) is illustrated by the library catalogue card which represents the document. The unit records, or item cards, may be of persons, a book, patent, text, drawing, a photograph, etc. These are TERM ON ITEM systems. Co-ordinate indexing is concerned with the obverse of such arrangements - i.e. with ITEM ON TERM systems.

The word 'co-ordination' when used in the expressions 'concept co-ordination' or 'co-ordinate indexing' does not imply co-ordination in the sense in which it is used in mathematics. We are concerned in information retrieval with co-ordination in the sense in which the word is used in connection with the calculus of classes.

We are all familiar with the principles of Boolean algebra which, with the aid of Venn diagrams, illustrate clearly the nature of what we require from a retrieval system.

There are basically three kinds of questions which we might ask of a system.

1. A demand for information on one OR other of two or more subjects.

Logical Sum A ∪ B
2. A demand for information on one of the classes, but specifically excluding the other.

![Venn Diagram showing Logical Difference A \( \cap \overline{B} \)]

3. A demand for information on BOTH A and B - known as the logical product.

![Venn Diagram showing A \( \cap B \)]

In practice, of course, the combinations are frequently more sophisticated than this.


"The reason why non-conventional systems are to be preferred to conventional systems for some applications is simply that they are capable of providing for selection by some and not necessarily all, of the terms used in indexing. Though this is a matter of combinations, and such indexing might perhaps be better called 'combination indexing', the principle of 'logical products' of the selected terms is a legitimate way of regarding the method, and as logical sums and logical differences can also be provided for, the expression 'co-ordinate indexing' is now generally used for systems which make such provision."

It should be said also that another reason co-ordinate indexing systems are successful in the applications for which they are designed: -- viz.

- personal indexing systems;
- indexing of units of information;
- indexing of reprint collections, etc.

is that they solve the problem (with some provisos which we'll note shortly) of 'combinations' by employing methods which make the compilation and maintenance of the necessary records a manageable process.

Perhaps I should make another point to remove any doubt about the intended use of co-ordinate indexing systems.
The whole point and purpose of any indexing system is to enable us to retrieve desired information quickly and effectively. The co-ordinate indexing system produces only document identification and location which is the first and simplest level of information retrieval. In fact, the term 'information retrieval' as we know, is used loosely, and generally refers only to this aspect; that is, the identification and location of a reference.

We can now turn from theory and consider the nature of non-conventional systems.

Some evidence suggests that primitive forms of co-ordinate indexing existed in ancient Rome and Greece. There is, however, stronger evidence that a form of co-ordinate indexing was in use in Germany in 1876. The first indication of use of co-ordinate indexing in the United States was in U.S. Patent 1165465 issued to H. Taylor in 1915, for a "selective device" on bird watching. The next was in another patent issued in 1935 to H.P. Luhn (U.S. Patent 2011722) - "recipe guide".

The first major reference which we have to co-ordinate indexing, however, is in the work of the Englishman, Dr. William Batten, who was the originator of what subsequently became known as the 'peek-a-boo' or 'batten' cards. The first intensive use of a co-ordinate indexing system was that developed by the American, Dr. Mortimer Taube and described in the first paper on the subject written in 1952. The Uniterm System of Co-ordinate Indexing. Through this paper and his later work Taube popularized this concept and gave it a very much wider currency that it had had before.

As mentioned earlier, the system is built on UNITERMS. These are subject headings (in the simplest practical work units of information) for unit concepts. Uniterms have equal hierarchical status, with none subordinated or superordinated to the other. There is no pre-co-ordination as in traditional subject heading arrangements. Uniterms are predominantly single words, but are not always single words - they are single unit concepts. Thus sodium chloride and potassium bromide are not single words but are considered as unit concepts. The very erroneous fallacy which grew from Mortimer Taube's popularization of co-ordinate indexing systems was the notion that uniterms were always single words, - a view which in practice created a vast potential for false retrieval. Sometimes it is possible to express two words as a unity, e.g., a combination of ethylene and alcohol, which when combined produces ethanol. Again, usage has brought new words into being; thus, thermal stabilisation and heat stabilisation remain as two words, but the stabilisation of light is now expressed as one word, - photostabilisation.

Uniterms and Uniterm Indexing

Document identification is achieved by assigning non-significant accession numbers to documents as they are indexed or become part of the collection. Accession numbers are then 'addresses' or physical locations if the documents are filed in accession number order. It may be seen that the same approach can be applied to the individual pages of a book.

The size of the overall system is dependent directly on the number of uniterms used in indexing and is independent of the number of documents, except that heavily posted items may require more than one card per unit record. It is typical in the establishment of co-ordinate indexing systems that initially the number of uniterms or unit concepts chosen seems to grow at an alarming rate. Once a good representative collection has been indexed, however, allotting of new uniterms tends to diminish and this process should stabilize.

In a purely manual system, retrieval of information is made by the visual comparison of document accession numbers.
The Uniterm or terminal digit card has ten columns ordered across the card from 0-9. Accession numbers are entered in the appropriate column designated by their last digit and arranged in ascending numerical order to facilitate search. The complete deck of cards for all terms is a co-ordinate index. Searches are made by selecting desired term cards and searching visually for document number co-incidence – in the example given No. 427.

Because of the opportunities for false retrieval in some situations, the use of "links" can be advantageous. "Venetian/blinds" is certainly not the same concept as "Blind/Venetians"! The use of "links" and "roles" – literally, the rôle which a word or group of words play in a sentence, e.g. manufacturing process, was developed at the Battelle Memorial Institute, Ohio, in the early '60's.

For the purposes of this discussion, I believe we can fairly safely disregard "roles". However, it may be useful to control the association of relevant terms, one with another, by a simple system of links, as the following illustration demonstrates.

In document number 125 (or it could be page 125) on "The copper lining of lead pipes" we wish to ensure accurate association of the words "copper/lining" and lead/pipes" and avoid false retrieval of "lead/lining" and "copper/pipes".

This can be done by the simple convention of attaching alphabetic characters to the document number; e.g. COPPER 125A
LINING 125A
LEAD 125B
PIPES 125B

As I hope will be evident, this type of indexing may also be used manually with punched cards, and as noted earlier in this talk, readily lends itself to computer storage and manipulation.

There would seem to be no reason why, in appropriate instances, the principles of co-ordinate indexing might not also be used to advantage by the indexer in preparing an index for a book.

* * * * * * *
REVISION OF THE SOCIETY'S CONSTITUTION

The Secretary has received the text of a proposed Revised Constitution which it is proposed to move for adoption at the meeting on 16 September.

The Committee has been working for some time on this project which is intended to remove a number of anomalies and to provide a proper constitutional basis for the increasing activities of our rapidly growing Society.

The full text appears below.

One new clause proposed would enable the Society to award Honorary Life Membership in recognition of outstanding service to indexing and/or the Society. Guidelines for nominations have been drawn up and they are printed following the text of the Constitution.

Other new clauses cover: the Register of Indexers; the powers and duties of the Committee; the distribution of assets; and directions - in the unlikely event - for the winding-up of the Society.

The principle change proposed is that the Annual General Meeting be the first instead of the last meeting of the year, thus enabling the outgoing President and Treasurer to present full year reports to members.

If the new Constitution is accepted it will be moved that the current Committee hold office until the first meeting in 1983.

It is proposed to move that the whole Constitution be accepted in one motion so members are asked to compare the text of the new Constitution with the copy of the Constitution they received when joining the Society. If any member has any comments they would like to make before the meeting they should contact Mrs. Joyce Korn on (03) 602 4466 as Mrs. Korn has been co-ordinating the work of the Committee in preparing the revision.

AUSTRALIAN SOCIETY OF INDEXERS

CONSTITUTION

Name

1. The name of the Society shall be AUSTRALIAN SOCIETY OF INDEXERS (hereinafter called the Society).

Objects

2. The objects of the Society are:

(a) to improve the quality of indexing in Australia.
(b) to promote the training, continuing professional development, 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 provide opportunities for those interested in and connected with indexing to meet and exchange information, ideas and experiences relating to all aspects of indexing.
(e) to establish and maintain relationships between the Society and other bodies with related interests.
(f) to publish information in accord with the foregoing objects.
Membership

3. Membership of the Society shall be open to persons and institutions engaged in indexing, and to others interested in promoting the objects of the Society.

(a) Admission to the Society shall be by completion of the "application for membership" form and payment of the subscription fee applicable at the time.

(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 Committee of the Society.

(c) Honorary Life Membership may be awarded to members or other persons in recognition of outstanding service to indexing and/or to the Society with due consideration to Guidelines drawn up and amended as considered necessary from time to time by the Committee.

(i) an Honorary Life Member of the Society shall have full membership rights without being required to pay membership fees.

(ii) there shall be no more than five (5) Honorary Life Members at any one time.

(iii) no more than two (2) nominations shall be submitted to any Annual General Meeting.

(d) Any member wishing to resign from the Society shall give written notice to the Honorary Secretary on or before 31 December of the then current year. The resignation of such member shall be accepted upon receipt of such notice provided all subscriptions and dues have been paid by the member up to the end of the financial year.

(e) (i) the address of each member shall be given by the member concerned to the Honorary Secretary which address shall be the registered address until the same is altered by due notice given to the Honorary Secretary.

(ii) any notice posted addressed to a member at the registered address shall be deemed to have been served on the day when in the ordinary course of post the notice would have been delivered.

Register of Indexers

4. The Society shall establish a Register of Indexers.

The inclusion of a member's name in the Register shall entitle that member to be known as a Registered Indexer of the Australian Society of Indexers so long as he or she remains a member of the Society.

Subscriptions

5. (a) Each member shall pay such annual subscriptions as may from time to time be determined by the Committee.

(b) Subscriptions shall be payable in advance and fall due on 1 January.

(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) Upon election as an Honorary Life Member no further subscriptions are payable.
Members whose subscriptions are more than 1 year in arrears shall be deemed to have resigned.

Subscriptions to "The Indexer" shall be voluntary and not part of the membership subscriptions.

Officers of the Society

6. The affairs of the Society shall be managed by a Committee which shall consist of the Executive, up to three other members and ex-officio the Editor of the Newsletter and a Minute Secretary.

(a) The Executive shall consist of the President, Vice-President, Honorary Secretary and Honorary Treasurer.

(b) 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.

(c) 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 conclusion of the following Annual General Meeting.

Election of Office Bearers

7. (a) Election for all offices shall be conducted at each Annual General Meeting. Those elected shall hold office for one year until the conclusion of the following Annual General Meeting.

(b) Nominations for office shall be signed by two members of the Society and countersigned by the nominee.

(c) Nominations shall reach the Honorary Secretary not later than 21 days prior to the Annual General Meeting.

(d) The list of candidates for election shall be circulated to all members not later than 14 days prior to the Annual General Meeting.

(e) Voting shall be by ballot. Postal votes shall reach the Honorary Secretary not later than the day preceding the Annual General Meeting.

(f) A returning officer shall be appointed by the Committee.

Tenure of Office

8. No member of the Executive shall be eligible to serve more than three consecutive years in the one office with the exception of the Honorary Treasurer, but will be eligible for re-election after a lapse of one year.

Powers of the Committee

9. The Committee shall have and may exercise and perform the following powers and duties:

(a) Conduct the business and carry out the objects of the Society as set out in Clause 2.

(b) Appoint the Editor of the Newsletter and a Minute Secretary.

(c) Co-opt additional members for specific purposes.

(d) Appoint Special Committees.
(e) Accept and present Honorary Life Membership nominations to the Annual General Meeting.

(f) Convene, postpone and/or cancel meetings.

(g) Generally deal with the property and monies of the Society.

Meetings

10. (a) General meetings
The Society shall hold general meetings, including the Annual General Meeting, at least four times per 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 the first General Meeting of the year and shall be held not later than the last day of February. The business of the Annual General Meeting shall include

(i) the election of Office Bearers and Committee Members as provided for in Clauses 5 and 6.

(ii) the consideration of the Annual Report.

(iii) the consideration of a Financial Statement for the past financial year.

(d) Quorum
A quorum for general meetings shall be formed by ten members, personally present and each entitled to vote.

Finance

11. (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) Funds may from time to time be transferred to an investment account the authority for which shall be signed by any two of the President, Honorary Treasurer and Honorary Secretary.

(c) The financial year shall commence on 1 January.

(d) A Financial Statement shall be presented to the Annual General Meeting.

(e) The assets and income of the Society shall be applied solely in the furtherance of its objects and no portion shall be distributed directly or indirectly to its members except as bona-fide compensation for services rendered or expenses incurred on behalf of the Society.

(f) If upon the winding-up or dissolution of the Society there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but shall be given or transferred to some other society having objects similar to the objects of the Society and which shall prohibit the distribution of its income and property among its members as in sub-clause (e) above. Such society shall be determined by the members of the Society at or before the time of dissolution and if and in so far as effect cannot be given to the aforesaid provision, then distribution shall be to some charitable object.
Amendments to the Constitution

12. (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.

Guidelines for nominations of Honorary Life Members

(1) Honorary Life Membership may be offered to members or other persons who have rendered meritorious service to indexing or to the Society.

(2) Nominations shall be by any 2 members of the Society.

(3) Nominations, accompanied by an outline of the case supporting Honorary Life Membership should be submitted to the Committee of the Society by the nominator and seconder. The case may be supported by testimonials if considered appropriate.

(4) The nomination must be accepted by 75% of the whole Committee at that time before being presented to the next Annual General Meeting of the Society.

(5) If the nomination is accepted by 75% of the members voting at the Annual General Meeting, that member shall be accepted as an Honorary Life Member.

* * * * * * * * *

BOOK REVIEWS - INDEXES MENTIONED

Australian Accountant 52(5) June 1982. TAFE ACCOUNTING, by Nicholas Mraczkowski and Lindsay Yates (Thomas Nelson Australia) reviewed by Ray Edgecombe. "One feature which is unfortunate is the omission of an index. The contents listing is detailed, but the book should include a comprehensive index to complement its useful qualities."

52(7) August 1982. EDP SYSTEM DEVELOPMENT GUIDELINES, by B. C. Glasson (University of Western Australia Press) reviewed by T. Robbins-Jones. "Finally, the table of contents was too detailed to make it easy to navigate around the book and the lack of an index exacerbated this problem."

Australian Book Review (42) July 1982. JOB GENERATION, by T. O'Brien (Hill of Content) reviewed by Rodger Rade. "As a final point I found the lack of an index frustrating when trying to check back over points raised earlier in the text."


Family History News and Digest 3(1) Spring 1981. Richard Gough, THE HISTORY OF MYDDLE, edited by David Hey, (Penguin Books) reviewed by Derek A. Palgrave. "An index would have been helpful but bearing in mind that the editor has already published a study of the village of Myddle in his An English rural community: Myddle under the Tudors and Stuarts (Leicester University Press, 1974) details of the various families are accessible there."

Over the Teacups : an anthology in facsimile from women's magazines of the 1890's, edited by Dulcie M. Ashdown (Cornmarket Press) INCOME FOR LADIES by Wilhelmina Wimble (The Lady's Realm, November 1896). "Indexing, in an age when time is valuable, is the rising profession that promises to give much employment to women. It is a sedentary occupation, requiring method and a knack of choosing comprehensive headings under which to range the various subjects and allusions found in the work. To a lady has been entrusted the indexing of Hansard's parliamentary debates; and this lady takes pupils
and gives out work. A well-known editor employs women to index his journal. We hope
to enter later more largely upon this field of activity, to which many women may look
for employment. Meanwhile, we would suggest the indexing that women of Society might
do better than any other – the cataloguing of the pictures, the china, the books and
MSS, in country houses – the sorting and arranging of old family letters and archives
lying in hopeless confusion in muniment chests. It would be easy to select and adopt
a simple plan of cataloguing.

A lady I know earns £400 a year by indexing the autograph letters of a
millionaire collector. Her plan is to summarise the contents of the letter; to give
a short account of the writer; of the circumstances attending the writing of the
letter; and explanations of the allusions therein. This involves much study at the
British Museum, as the collection she is indexing is unique."

(The last two items were contributed by Mrs. Theo E. Sharples, Howrah, Tasmania).

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LETTER TO THE EDITOR

From D. H. BORCHARDT,
P.0. Box 9,
North Balwyn, Vic. 3104.

A while ago I appealed through your Newsletter to members to let me have
references to their contributions to the indexing and abstracting arts. Needless to
say the volume of replies received was further evidence of the difficulties of
conducting bibliographic research in Australia.
(The omission of the address in the earlier letter from Mr. Borchardt - see
Newsletter, June 1982, p. 14 - may have contributed to the lack of response.
Apologies to members and to Mr. Borchardt from the Editors).

Anticipating the lack of cooperation, I persuaded my erstwhile colleague,
John Thawley, to take an interest in the little project designed to help (a) Professor
Wellsich to obtain full international coverage for his bibliography, and (b) Australian
work on this topic to become more widely known. The result of John's efforts consist
of a list of 13 entries which are set out below.

If any member is aware of omissions please contact John Thawley, C/o C.I.L.E.S.,
CSIRO, 314 Albert Street, East Melbourne, Vic. 3002, as soon as possible.

References compiled by John Thawley

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Wollongong University Catalogue Study.
Australian Academic and Research
Reports on a comparative study of PRECIS
and LCSH to assess the possible
applications of PRECIS to subject
catalogues usually found in Australian
University libraries.
Outlines the background and development of a personal system designed to suit the requirements of the professional indexer.

Discusses problems associated with creating and maintaining an index to the Library's map collection of approximately 70,000 sheets.

Examines the extent of newspaper indexing in Australia and puts forward proposals for the establishment and maintenance of an index to the major Australian newspapers.


Discusses the definitions and concepts of indexing.


10. Sandford, K. The possibility of the publication of an index to an Australian newspaper. Australian Society of Indexers Newsletter 4 (Mar. 1980) 3-13
Considers the possibility of providing an index to an Australian daily and examines past and present indexes as a guide for the future.

Traces the development of AESIS with emphasis being placed on its co-operative structure.

13. Triffitt, G.R. Citation Indexing: with Reference to Science Citation Index and Social Science Citation Index. Canberra, National Library of Australia, 1975 (Albis Technical Paper; No. 1)

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Great Barrier Reef Marine Park Authority
P.O. Box 1379, Townsville, Qld. 4810 Telephone (077) 71 2191
Telex: GRMPA 47332
Telegraphic "REEFPARK"

Expressions of Interest in Performing Bibliographic Indexing Work

The Great Barrier Reef Marine Park Authority invites expressions of interest from people and organisations able to undertake indexing for the Authority's bibliographic database, REEF.

REEF has been developed in conjunction with C.S.I.R.O. and is intended to be an indexed, machine readable bibliography of all types of published material, in all
subject areas relevant to the Great Barrier Reef. The Authority will be considering contracts for the indexing of retrospective material including scholarly and popular journals, theses, Hansard reports, maps and audiovisual materials.

Further information may be obtained by contacting the librarian at the address or telephone number above.

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NEW SERVICE TO READERS

A decision has been made to accept advertisements for publication in the Newsletter at very modest rates:-

½ inch block $5
1 inch block $10

To place an advertisement please forward text to:-

The Editor,
Australian Society of Indexers,
G.P.O. Box 1251 L,
Melbourne. 3001.

Closing date for next issue : October 15.

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