



— AUSTRALIAN SOCIETY OF INDEXERS —
NEWSLETTER

Volume 15 Number 4 May 1991 ISSN 0314-3767

EDITORIAL

Following hot on the heels of the April issue - our first 'expanded' Newsletter, this issue is a brief one. I would like to extend thanks to the contributors who helped the April issue to swell to 16 pages. Along with the annual report it was pleasing to have two articles from our NSW correspondent, Kingsley Siebel; and I expect that members found practical value in the article 'How to cost and quote for an index' by NSW President, Garry Cousins. Those members wanting to attend the forthcoming Victorian General Meeting will find Garry's article a useful introduction to one of the evening's topics: 'Quoting for an index', to be presented by Kerry Herbstreit.

Other events to watch out for include: in Victoria, 'Databases and database design: a workshop' - this has been organised jointly by AusSI and the Australian Database Development Association (ADDA); in New South Wales, the NSW Branch July meeting will feature a talk on 'Indexing databases on CD-ROM'; in Brisbane, a meeting of indexers has been organised - Max McMaster, AusSI President, will be in attendance (see below for details of all these events).

In addition to the above, both AusSI and the Society of Editors (Vic) will be offering introductory indexing training in Melbourne. Details of the AusSI six-week course and the Society of Editors half-day workshop are yet to be

finalised.

Unfortunately, the International Conference of Indexers which was scheduled to be held in Hvar, Yugoslavia from September 22-25 has been cancelled as a result of the current political unrest in Yugoslavia.

Please continue to send in contributions and letters for the Newsletter, and any suggestions you may have on other aspects of the Society's activities. Members ideas are always welcome.

Helen Kinniburgh

GENERAL MEETING: INDEXING AS A BUSINESS

The General Meeting will be held at 6.00 for 6.30pm on Monday 27 May at the office of the Australian Society of Accountants, 170 Queen Street, Melbourne.

An accountant will talk about taxation aspects of indexing, and following this Kerry Herbstreit will speak on 'Quoting for an index'.

RSVP: Please telephone Joyce Korn on 6069610 by Friday 24 May.

NEXT NSW MEETING

The next meeting of the NSW Branch will be held on Wednesday 10 July 1991, at 6.00 for 6.30pm in Seminar room 1, 11th floor, State Library of New South Wales.

Mary Turner, who works on the CSIRO Australis databases, will be speaking on

'Indexing databases on CD-ROM'.

The meeting promises to be of interest not only to indexers involved in database indexing, but to anyone who would like to know more about CD-ROM technology.

A small donation will be requested to cover costs.

BRISBANE MEETING OF INDEXERS

A reminder that Brisbane indexers will have the opportunity to get together at a city restaurant on the evening of Wednesday 29 May.

For further details about the venue please contact either of our AusSI Brisbane correspondents: Jean Dartnall on (07) 371 0675 or Mary Anne Secker on (07) 391 3686 (B) or (07) 209 4527 (H) by Friday 24 May so that a booking can be made.

DATABASES AND DATABASE DESIGN: A WORKSHOP

AusSI and the Australian Database Development Association have organised this workshop for: library or information professionals; database designers; database indexers; and online searchers. Participants can expect 'hands on' involvement in designing and creating databases.

The workshop will cover: what is a database; database design; database indexing; searching databases; database creation; database input; and documentation/editing/authority control. ISIS software will be used to develop the databases.

Cost: \$125 for AusSI and ADDA members, \$150 for others.

To be held at CSIRO Information Services Branch, 314 Albert Street, East Melbourne on Tuesday, 30 July 1991, 9.00am - 5.00pm. For Victorian members an applic-

ation form is enclosed with this Newsletter. Members in other states should contact Max McMaster on (03)418 7335 or Lea Giles-Peters on (03)418 7339.

NEW MEMBERS

The Society welcomes the following new members:

Dr S Cauchi
20 Weld Street
Wadestown, Wellington
New Zealand

Ms J Cromer
22 Lennox Street
Bellevue Hill NSW 2023

Ms J Hogan
116 Wellington Street
Deniliquin NSW 2710

Ms S Lynch
Peter Isaacson Publ. Pty Ltd
45-50 Porter Street
Pahran VIC 3181

AUSTRALIAN SOCIETY OF INDEXERS MEDAL

This award is offered for an 'outstanding' index to a book or periodical compiled and first published in Australia or New Zealand.

To be eligible, the index must be in print and must have been first published after 1988. It must have been compiled in Australia or New Zealand, even though the text to which it refers may have originated elsewhere.

Interested persons are invited to nominate up to three indexes, and may nominate their own index.

Recommendations with bibliographical details should be sent to the Secretary, Australian Society of Indexers, GPO Box 1251L, Melbourne, 3001 as soon as possible, but no later than Friday, 23 August 1991.

**REPORT: NSW GENERAL MEETING
(HELD 5 DECEMBER 1990)**

[Now that AusSI has an active NSW Branch the Newsletter aims to provide a forum for their news. As the newsletter is produced in Melbourne, NSW office bearers are at a disadvantage in getting the Editor to do their bidding. Hence this report comes to you some time after the event, but there are a number of points of interest to members. In future we'll be quicker off the mark. Ed.]

The President of the NSW Branch, Gary Cousins, welcomed, on behalf of the meeting of 17 people, both our guest speaker, Elizabeth Wallis, from the Society of Indexers (UK), and two visitors from Melbourne, including John Simkin, the Chair of the Panel of Assessors.

Training for indexing in Australia

John Simkin reported on the Indexing Training Workshop which he had convened at the University of New South Wales on the previous day. This had been attended by ten invited delegates: five from Sydney, four from Melbourne and Elizabeth Wallis from the UK. From evidence presented at the workshop it appeared that courses in librarianship and information science now being offered in Australia at the tertiary level contained components which were adjustable to fit the Society's training needs. The workshop had agreed that two market surveys were desirable: one surveying employers' needs and another surveying indexers' (or potential indexers') needs; a committee from NSW was established to plan a strategy for conducting these surveys. It was also agreed that the

National Executive should investigate the opportunities presented by the recent establishment of Industry Training Councils in each State, and the national Training Guarantee Scheme.

In the meantime the Panel of Assessors continues to operate, and John, as its Chair, invited members to submit indexes for accreditation.

Criteria for the registration of indexers in the UK

Elizabeth Wallis, the Registrar and Chair of the Society of Indexers (UK), explained that the Registrar operates as the contact between publishers and indexers, and in fact the position has nothing to do with the professional registration of indexers.

The Society of Indexers has taken a big step forward with its open learning course. This was developed from the Rapid Results course (originally written by Harrod) which had become out of date; the Society budgeted 10,000 pounds to rewrite and publish the new version, and has made a handsome profit from it.

Since the UK Society is 31 years old, the registration tradition goes back a long way. There was originally a Board of Assessors, with three assessors assigned to each book; only Registered Indexers were used as assessors, and each application took a long time to process. Now two assessors are normally used, with a third only if they disagree. This process is administered by the Secretary.

The open learning course includes tests at the back of each of the four component volumes; the final test is to index the course. As a preliminary to registration, a 36-item self-assessment form

has been devised.

The Society asks Registered Indexers to act as supervisors of students doing the course, and pays them for this and for assessment and marking, at the recommended minimum rate for indexing.

The training and Accreditation Board runs a correspondence course (there are two sections still to be written) and wants to develop past this.

Elizabeth expressed concern about the lack of scientific appraisal methods to judge the quality of an index, particularly in relation to the text indexed. She is also concerned about the number of indexers who are not members of the Society who are engaged by publishers and editors.

Vocational education in the UK

Elizabeth went on to describe the establishment by the British government of the Council for National Vocational Qualifications. The old apprenticeship system has disappeared.

Each industry has an organisation within it which has been identified as responsible for training. The Book House Training Centre will be the Qualifications Board for the publishing industry; it is interesting that it has fallen to this body (which traces its ancestry back to the old National Book League) rather than to the Publishers' Association.

The work of various employment categories is defined, and elements of competence are defined in each unit (including the copy editor's role to 'co-ordinate and check index production'). Candidates work towards a certificate of competence (eg. in copy editing) and will be assessed by authorised

assessors. Once candidates pass the course, they can become assessors, but at present assessors come from approved Society lists. A system of verifying assessors will also be developed; verifiers will undergo comprehensive training run by the Publishing Qualifications Board, and centres will be set up to do this.

A national database will record individual achievements, within this framework for quality assurance.

The meeting continued with a lively discussion following Elizabeth's stimulating address.

Alan Walker

CORRECTION

Please note that an incorrect telephone number was given in the April issue for Committee Member, Josephine McGovern. The correct number: (03) 596 1555.

DEADLINE - JUNE ISSUE

Contributions should reach the Editor at the address below by 5 June 1991.

AUSTRALIAN SOCIETY OF INDEXERS
GPO Box 1251L
Melbourne, Victoria 3001

President:	Max McMaster	Phone 418 7335
Secretary:	Ian Odgers	Phone 418 7275
Editor:	Helen Kinniburgh	Phone 418 7320

Membership of the Society is open to persons and institutions engaged in indexing or interested in promoting the objects of the Society. The annual subscription, due on 1 January each year, is \$20; a half-yearly subscription for entry after 1 July is \$10. All material appearing in the Newsletter is subject to copyright but may be reproduced for non-commercial purposes, provided that appropriate acknowledgement is made. This publication is indexed and abstracted by the Australian Clearing House for Library and Information Science for Australian education index and Library and information science abstracts.