



Australian Society of Indexers NEWSLETTER

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This month's issue contains a report from the recent AGM in Victoria. Full reports about NSW and ACT Annual General Meetings will appear in next month's Newsletter. An excerpt of Rosemary Bunnage's presentation on Law Indexing in Victoria has also been included and more information on major international indexing events, and new members.

NSW News: AGM & Dinner

AGM dinner and AGM was held on 10 March at the State Library of NSW. The guest speaker was Connie Wilson, Senior Lecturer in the School of Information, Library and Archive Studies of the University of New South Wales. Full details of the AGM, dinner and Connie's discussion of her recent research will appear in next month's issue of the AusSI Newsletter.



Vic News: AGM and Dinner

A report on the National/Victorian Branch AGM by Ian Odgers.

The National/Victorian Branch Annual General Meeting for 1994 was held at a dinner at Spring Park Tea Rooms, Malvern on Wednesday, 2 March. Some 11 members and two guests attended what proved to be a very enjoyable evening, as has always been the case at this venue.

One of the guests was Josephine McGovern's cousin, who had arrived in Melbourne by air directly from Cork, Ireland just hours before. Despite understandable jetlag, she was very complimentary about her first dinner in Australia.

George Levick as Vice-President presented the Annual Report on behalf of Isabelle Mentha, President, who was on holiday in Tasmania. The Financial Report was presented by Joyce Gillespie, Treasurer.

The National/Victorian Branch Committee for 1994 was elected as follows:

President: George Levick
Vice-President: Mary Long
Treasurer: Joyce Gillespie
Secretary: Ian Odgers
Committee: Rosemary Bunnage, Heather Hillman, Josephine McGovern, John Simkin.

PRESIDENT'S REPORT

The following report was presented by George Levick, Vice-President, on behalf of Isabelle Mentha, President, at the Annual General Meeting of the Society held in Melbourne on February 2nd, 1994.

Annual Report 1993

I have pleasure in presenting the Annual Report of the Australian Society of Indexers for 1993.

Membership increased from 212 at January 1 1993 to 215 at December 31 1993, a nett gain of 3 members.

Membership displayed the usual changes. Twenty-eight new members joined but 25 members were lost, 4 resigned, and 21 did not renew their subscriptions. Again the ACT Region Branch gained the most members for the year.

Distribution of members as at 31 December 1993 with comparison at 31 December 1992:

	1992	1993
ACT	25	34
NSW	53	54
NT	3	3
QLD	11	9
SA	7	6
TAS	4	4
VIC	101	96
WA	3	2
NZ	5	6
Mexico	-	1
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Total	212	215

The Newsletter received 12 subscriptions, 8 Australian and 4 overseas. Complimentary and/or exchange copies of the Newsletter were sent to 13 overseas organisations and 10 Australian, a number of which reciprocate with their own publications.

126 members (133 in 1992) subscribed to *The Indexer* which continues to be made available to members of affiliated societies at a very generous discounted rate, by the Society of Indexers.

The Newsletter has again been our essential means of communication, and we are grateful to Elizabeth Baratto for all

she has done to inspire letters and articles and to keep us informed of Society activities in time.

Indexers Available: 1993/94 details have been entered, and are now being edited by Sally Irvine, and should be published shortly.

Preparation for the International Indexers' Conference to be held in Melbourne from 31 March to 2 April 1995 is well under way. Invitations for the keynote speakers have been issued and the first call for papers and expressions of interest to attend the conference have been posted. The Conference Sub-Committee, chaired by Max McMaster, has planned an interesting and varied programme covering plenary sessions, parallel papers, workshops and even a debate. More than enough to whet the appetite of the most fastidious indexer.

This year we have another first in the history of the Australian Society of Indexers Medal. After two winners for the first time last year, Max McMaster is the first indexer to win a second medal. The panel of judges, comprising George Levick chairman, John Curtain and Jean Conochie, had a greater number of entrants, and agreed that three finalists stood out. The winning index, to *Chemistry and biology of (1-3)-beta-glucans* by Bruce Stone and Adrienne Clarke showed all the virtues of a good index. The handling of technical terms and biological nomenclature was unfailingly competent, cross references were used with discretion and economy and its differentiated references to tables and diagrams were accurate and supported by an explanatory introduction. The publishers were Latrobe University Press. Commended by the judges were Elmer Zalums for his index to *The Cambridge history of Southeast Asia* (2 vols) published by Cambridge University Press and Michael Cathcart for his index to *Manning Clark's History of Australia* abridged by himself, published by Melbourne University Press. At the 1993 Medal Dinner we were lucky to be given a very interesting brief history of the

origins of our Medal by Jean Hagger who had been instrumental in organising the award for our Society.

At the end of another busy year we can look back on a variety of activities for our members. The Annual General Meeting was held on February 24 1993 in Malvern, Melbourne. We have enjoyed conducting our business in a friendly setting with good food at this venue for several years now, but as we are a national organisation our 1995 AGM will be held in conjunction with our International Conference in Marysville. The ACT Region Branch held their first AGM on February 23 1993, Geraldine Triffitt was elected inaugural President of the branch. NSW Branch decided to defer their AGM until February 1994 to be close to the National and ACT meetings.

The Victorian Branch held successful Macrex workshops in May, and ran an indexing course later in the year. A legal indexing meeting was held in September. Members of the NSW Branch committee presented courses and workshops at the University of NSW. Macrex and Cindex demonstrations were held. A meeting in November was entitled 'Nuts and Bolts Revisited'.

ACT Region Branch held a 'Meet the Book Indexers' meeting in May, and a 'Meet the Database Indexers' in June. In September a dinner meeting was held,



The Wonderful World of Indexing



The American Society of Indexers is holding its 26th Annual Meeting. The title of the Meeting is 'The Changing Landscapes of Indexing' and will be held over 2 days, from May 13 - 14, 1994.

Speakers & Topics: There are three Preconference Professional Development Workshops planned for Friday 13th. Workshops are titled 'Surviving the Big One: Managing Large Indexing Projects'; 'Traveling the Internet: What it Can do for You' and lastly 'An introduction to Indexing'. There is a wide range of speakers and topics lined up for Saturday 14, such as 'Evolving Index

the topic being The Australian Science Index, and in October the meeting theme was Indexing Videos.

Our Society was represented at the American Society of Indexers' 25th Annual Conference held in Alexandria, Virginia, by Garry Cousins who presented a paper entitled 'Survey of Publishers: some preliminary results'. Garry also attended workshops and sessions, a report was published in our Newsletter.

This year 13 indexes were submitted for assessment for Registration, 10 were successful. We are always grateful to the panel of assessors for the time and effort expended, our thanks to Max McMaster for being Chairman of the Panel of Assessors this year

The Society is fortunate to have members who work very hard on the National and Branch committees. While thanking them all I especially thank our Secretary Ian

Odgers and Treasurer Joyce Gillespie for yet another year of dedicated work, enabling our Society to function successfully and efficiently. At the end of my term as President I thank the committee for the honour entrusted in me and wish the Society and all its members very best wishes for the future.

Isabelle Mentha

Styles and Media in IBM Documentation', 'Can Indexing be taught?' and 'Indexing Atlases at National Geographic'.

Venue for the conference is at Town and Country Hotel, San Diego, California.

For further details contact: Carolyn McGovern, American Society of Indexers Inc, FX (512) 749-6334.

(AusSI has 8 brochures & registration forms.)

NATIONAL TREASURER'S STATEMENT

Income and Expenditure: January -December, 1992

Expenditure	\$	Income	\$
Memberships - ACHLIS	100.00	Memberships	7,215.50
-National book Council	75.00	The Indexer	3,097.00
The Indexer	3,160.36	Newsletter sales	380.00
Newsletter	2,622.26	Registration fees	268.55
Hon. Sec & Treas. expenses	331.77	Indexers available	200.00
Bank & Govt charges	120.61	Index 4	60.00
GPO Box rental	110.00	AGM Dinner	475.00
Phone book entry	91.00	Medal Dinner	420.00
Publishers survey	543.15	Vic. Branch refund	3,000.00
Membership lists - data input	172.50	Interest	
Information brochures	32.80	- Bank account	46.49
Conference attendances		Bank of Melbourne	
- J McGovern	110.00	- At call	13.09
- J Simkin	345.90	- Fixed term (1)	116.69
Indexers available	144.90	- Fixed term (2)	120.35
Registration expenses	109.70	- Fixed term (3)	14.41
General meeting expenses	40.00	Bendigo Build. Soc.	
AGM Dinner	419.75	- Fixed term	<u>116.95</u>
Medal expenses	415.10		15,544.03
Medal dinner	537.33	Operating loss	<u>1,102.45</u>
International Conference			<u>16,646.48</u>
Establishment grant	5,000.00		
Liability insurance	550.00	Balance sheet as at 31/12/1993	
ACT Branch	655.00	Cash in Bank at 1 Jan. 1993	627.82
NSW Branch	330.00	Bank of Melbourne	
Index 4	23.85	- at call	318.52
Stationery/printing	205.50	- Fixed term (1)	2,226.27
Advertising	<u>400.00</u>	- Fixed term (2)	1,155.38
	<u>16,646.48</u>	Bendigo Build. Soc.	
		- Fixed term	2,110.88
ASSETS as at 31/12/1993		Asset as at 1 Jan 1993	6,438.87
Cash in bank	1,305.40	Plus Income	<u>15,544.03</u>
Bank of Melbourne			21,982.90
- Fixed term (1)	2,032.35	Less Expenditure	<u>16,646.48</u>
- Fixed term (2)	<u>2,014.41</u>		
	<u>5,336.42</u>	Assets at 31 Dec. 1993	<u>\$ 5,336.42</u>

VICTORIAN BRANCH FINANCIAL STATEMENT 1993

Expenditure		Income	
Macrex Course	261.30	Macrex Course 1	750.00
Book Indexing Course	470.00	Macrex Course 2	90.00
Bank & Govt Charges	35.74	Book Indexing Course	3,250.00
Transfer to National C'ttee	<u>3,000.00</u>	Bank of Melbourne Interest	<u>203.89</u>
	<u>\$ 3,767.04</u>		<u>4,293.89</u>
		Less Expenditure	<u>3,767.04</u>
Assets		Operating Surplus	<u>\$ 526.85</u>
Cash in Bank	460.91		
Bank of Melb.(Fixed Term)	<u>5,133.78</u>		
	\$5,594.69		

Project - Legislation Victoria: Index in the Making



Rosemary Bunnage
Deputy Law Librarian, Monash University



A paper presented by Rosemary Bunnage at the AusSI legal Indexing Meeting on 29 September 1993.

The following is a brief excerpt of Rosemary's presentation. The full report can be found in the December 1993 issue of *Australian Law Librarian*.

History

The first general index to the subject matter of Victorian legislation was published in 1915. It was part of a substantial work comprising an index of case law, an index to the subject matter of the legislation and separate indexes to the individual public acts of the time. It is interesting to note the depth and level of the indexing which, because of the vastly greater amount of legislation which is in operation nowadays, would have been very difficult to achieve in the present index. (In 1915, 142 acts were published in five volumes. Compare this with the 542 acts in operation today).

The next comprehensive index to be published appeared in the volume of annotations accompanying the 1958 consolidation of the Victorian General Public Acts. This index was reprinted, with additions, in the annual volumes of the acts until 1966. From 1967-1987 it was published as a separate publication, the Acts Index. It was discontinued in 1987 after a review of the index found that it had become so inaccurate as to be misleading. It was originally planned to use this as the basis of the new index but the inaccuracies were so numerous that this proved impossible. This, together with the fact that it was not available in a machine readable format, determined that a fresh start was necessary. "In making a general index of several volumes, always index the volumes afresh, and do not be content with using what has been done before. It is always wiser to put new wine into new bottles."

The present index was funded by a grant from the Victorian Law Foundation. Subsequent supplements and indexes are funded by the Office of the Chief Parliamentary Counsel.

Specifications

Parliamentary Counsel specified that he required a published index to the Victorian principal statutes currently in force, which had to be:

- computer based
- simple to use and understand
- easily updated
- completed within a year

In addition the compiler was to prepare a thesaurus of the subject matter of Victorian legislation, for use in an internal computer database for the preparation of indexes, and the documentation of indexing principles and procedures developed during the project for future use by the Office of the Chief Parliamentary Counsel.

An overriding consideration in the production of the published index was that it should be targetted at a wider audience than the legal profession. It was to be suitable for the use of the lay person, the man in the street.

Initial Steps

The structure of the project had to be manageable and flexible. Two committees were established, a small in-house steering committee for the day-to-day running of the project and a large consultative committee comprising specialists from libraries and institutions. Both committees worked effectively and efficiently.

I have recently found it interesting to look back over past committee minutes and earlier notes, and retrace the steps taken to create an index of this magnitude. Approximately five hundred and fifty acts

were to be indexed, varying in subject matter and size from, in some instances, a double page act, the Constitutional Powers (Request) Act 1980, to major acts such as the Crimes Act 1958 comprising some three hundred pages.

Seeking guidance on how and where to begin produced confusing and conflicting advice. After much debate, it was finally decided to take the advice of Wheatley, "the alphabet should be followed throughout".

Software

Evaluation of software packages suitable for the compilation of an index of this size proved difficult. Among those considered were; Inmagic, Titan, ISIS and a polyhierarchical software which is not produced commercially. As support was a critical factor, the latter two packages were omitted from the list. Due to time constraints it was decided to opt for Titan as the preferred package.

The evaluation process took into account the following considerations(not listed in order of priority);

- ease of use
- the type of base operating system (DOS/UNIX)
- whether data would be transferable to a network or to a word processing system
- whether it was a database or other system
- whether it has relational facilities and whether it could accommodate a subject index, a thesaurus or any other special listings
- whether the system was large enough and fast enough to meet requirements
- what output facilities it had, i.e printing features
- whether there was adequate product support
- cost (capital, development and support)

Titan, designed by Knowledge Engineering, satisfactorily met all of the above requirements but importantly the software was capable of adding new fields or levels of information as required and sorting on any of these fields and levels. As the main objective was to publish a printed index, these features were essential. Another feature of prime

importance was the ability to cope with the volume of material.

Several other issues affected the Titan decision. Such as the fact that the Museum of Victoria was using Titan in order to retrieve its classification of insect taxonomies, and last but not least the decision was influenced by the success of a children's bibliography published using Titan.

The Desired Level of Indexing

The index was to be designed as the first point of reference for locating legislation. It was therefore necessary that sufficient information should be produced to enable a user to identify relevant legislation in a particular subject area. The Fisheries Act was selected to be indexed in depth as a trial for the system. Once indexed it was closely scrutinised with regard to the following:

- the desired depth and level of indexing
- subject terms
- thesaurus terms
- composition of Act (easily indexed ?)
- criteria for programming.

Composition of Act and Criteria for Software

The pilot index was then scrutinised in order to establish the parameters for software design. A prototype record format was drafted which included the following information fields:

Act Title; Act Number; Year of Passing; Reprint Number and Date; Reprint Note; Act Summary; Major Subject/s; Section Title; Section Number; Subjects; Major, Minor; Qualifying Fields; See References; See Also References; Notes.

Fields were also included for Specialised Indexes: Acts, i.e references to Commonwealth Legislation; Boards, Committees, Councils, Statutory Bodies; Definitions; Corporate Names; Tribunals; Thesaurus Terms.

Rosemary then went on to discuss such essentials as database structure design; the components of the Acts and Subject Database and the use of broad Subject Headings, cross references and look up tables.

Rosemary concluded by stating that overall this document cannot do justice to

the magnitude of the task and the time and space constraints, nor to the help and enthusiasm of the people involved. Nor does it display the scope and interest of the work of the laws of Victoria which is in fact a history of Victoria. This was perhaps one of the most fascinating aspects of indexing the laws of Victoria. When considering in this light what could have been an extremely dry and tedious project is full of the romance and adventure of a developing state. "As there is 'a soul of goodness in things evil' so there is a soul of humour in things dry, and in things dry by profession. Lawyers know this, as well as index-makers, or they would die of sheer thirst and aridity."

Rosemary also included, in her presentation, may entertaining quotes and examples relating to indexing. Here's just one.

- "Cards see Dice"
- "Cattle see Clergy"
- "Chastity see Homicide"
- "Election see Bribery"
- "Footway see Robbery"
- "Westminster Hall see Contempt and Lie"

Cross References taken from Pleas of the Crown, 1716



Al Kaufman

"THE REASON THERE ARE SO MANY 'L'S IS BECAUSE WE GET A LOT OF LETTERS."

New Members

The AusSI welcomes the following new members:

- Ms P Handyside, Canberra ACT
- Mrs W Haszler, Eltham VIC
- Ms C Schmidt, North Ryde NSW
- Mr S Tulip, Trigg WA

More Spare copies of ...*The Indexer and AusSI Newsletters*

for any person or institution which has incomplete holdings of either of these two publications, please contact Kathryn Moss, ph.(03) 8076119. Katherine has the following issues of *The Indexer* to give away:

- V.16 n 1-3 1988-89
- V.17 n 1-4 1990-91
- V.18 n 1-4 1992-93

and the following issues of the *AusSI Newsletter*:

- V.14 n 1-4 1990
- V.15 n 1,3-11 1991
- V.16 n 1-10 1992
- V.17 n 1,3-10 1993

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Next Deadline - April 7 1994



News, views and reviews are always welcome. Floppy disks will be appreciated where articles are longer than one A4 page (preferably 3.5" Macintosh disks; Microsoft Word software; IBM is also OK).