



Australian Society of Indexers NEWSLETTER

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Editorial

In the May issue of the AusSI Newsletter, we have details of coming events held by the ACT and Victorian branches. The 1993 President's report from the NSW AGM held on the 10th of March 1994. Details on major International Indexing events and Paul Michell writes the second of an ongoing series on Indexing in Northcote. In this issue, Paul discusses the problems encountered when indexing the local history collection onto the Inmagic Database.

Editor wanted !!!

Do you have a keen interest in indexing and or editing? Do you have keyboard and wordprocessing skills? 5-6 hours to spare each week, patience, imagination, creativity, bright ideas for a newsletter? Do you enjoy meeting people? And how about excellent crisis management skills? Well you're the person we're looking for! If you are interested in the position of editor of this newsletter please contact Ian Odgers on (03) 418 7275 or myself on (03) 270 6666 during normal business hours to discuss the vacancy.

ACT Meeting

Venue and date details have now been finalised for the ACT branch June Meeting. They are as follows:

Date: 21st June 1994
Time: 5.00 for 5.30pm
Venue: University of Canberra
Building 9
Radford College side

Theme: 'Quality from Quantity:
how to find what you want from a
database'

Speakers: Susan MacDougall will give
an overview of database indexes, Sandra

Henderson, of the National Library and
Brenda Gerre of Infoscan, will discuss
particular databases.

Contact:

Susan MacDougall Ph:(06) 201 2645

Vic News: Branch General Meeting

This meeting is titled 'PICTURES AND
EPHEMERA: HOW ARE THEY
ORGANIZED?' and will include talks by
Wendy Pryor and Kirstie McRobert of
the State Library's Latrobe Library.
Wendy will speak on the Riley Ephemera
Collection and how it is organised, and
Kirstie on the Historical Pictures
Collection on videodisc and how it is
catalogued. There will also be a
demonstration of the videodisc.

Date: Wednesday 15 June
Time: 6.00pm for 6.30pm
Venue: Seminar Room,
State Library of Victoria,
328 Swanston St, Melb

*(Enter via Swanston Walk; go through
the foyer, up the marble stairs to the
landing, then through the Arts, Music and
Performing Arts Library and through the
double doors at the end.)*

RSVP: Monday 13 June
Contact: Ian Odgers: (03) 418 7275
G. Levick: (03) 418 7344

Light refreshments will be served



A day in the life of the Editor

NSW BRANCH PRESIDENT'S REPORT

The following report was presented by NSW branch president Alan Walker, at the NSW Annual General Meeting held in Sydney on March 10th, 1994.

The third Annual General Meeting of the New South Wales Branch was held in Sydney on 16 September 1992. The New South Wales Branch Committee later took the decision to move the date of the Annual General Meeting to bring it into line with the National AGM, and the AGMs of the Victorian and Australian Capital Territory Branches, all of which are held towards the beginning of the year. This is the first New South Wales Branch AGM to be held at the new time.

Next year is the year of the International Conference organised by the Australian Society of Indexers in Marysville, Victoria. The New South Wales Branch Committee has proposed that the National and Branch AGMs for 1995 be held during the conference.

General Meetings

Five general meetings of the Branch have been held since September 1992. Topics and speakers were as follows:

16 September 1992 (AGM). Kingsley Siebel reported on his visit to the Society of Indexers (UK) Conference in July 1992. This was followed by a highly successful 'Nuts and Bolts' session on practical problems of indexing.

24 November 1992. Demonstration of MACREX indexing software by Meredith Healey.

5 May 1993. Thesaurus construction. Speakers: Elizabeth Drynan (Enterprise Information Management Pty Ltd), Graham Whittall (Systematics Pty Ltd) and Alan Walker (NSW Branch President).

11 August 1993. A demonstration of CINDEK indexing software by Garry Cousins. Garry also reported on his visit to the recent American Society of Indexers' conference in Washington, DC.

16 November 1993. 'Nuts and Bolts revisited'. Meeting on practical problems of indexing.

The NSW Committee members for 1994 were elected as follows:

President: Alan Walker
Secretary: Michael Wyatt
Treasurer: Kingsley Siebel
Committee: Garry Cousins,
Lorraine Doyle, Mary Turner,
Christine Winning

Committee Activities

Apart from planning and organising general meetings, the Committee has discussed a number of topics, including membership turnover, training and work conditions for indexers. A membership survey relating to these topics has been developed, and will be conducted later in the year.

Other topics discussed include liaison between branches and the National Executive, standards for indexing, the possible establishment of a 'blacklist' of publishers who have treated indexers badly, and the survey of indexing projects being conducted by the National Committee on Collaborative indexing Projects.

Education for Indexing

An Indexing Workshop, sponsored by the Branch, and conducted through the School of Information, Library and Archive Studies at the University of New South Wales was run in November 1992 and November 1993.

The Indexing Workshop now consists of three segments, which can be taken individually or in succession. The basic course, Introduction to Book Indexing takes three days, Computer-Aided Indexing takes one day, and in 1993 this was followed by a one-day course on Indexing and Abstracting for Databases. Instructors for these courses included Garry Cousins, Alan Walker and Michael Wyatt from the New South Wales Branch and Max McMaster from the Victorian Branch.

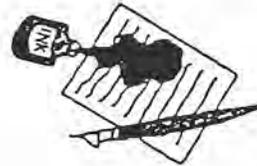
In addition, Michael Wyatt visited New Zealand in September 1992 to run a three day course on book indexing, at the invitation of the New Zealand Library Association. (*see Newsletter v.17 no.5, June 1993, pp.6-7*)

National News

An Australian Capital Territory Branch was inaugurated in Canberra on 22 October 1992 and held its first Annual General Meeting on 24 February 1993. This followed visits to Canberra by New South Wales members, Alan Walker and Garry Cousins, who each conducted seminars on indexing, at which it became clear that there was sufficient local

interest and involvement to establish an ACT branch of the Society.

Alan Walker



NSW BRANCH FINANCIAL STATEMENT 1993

Income

	\$
Balance transferred from The Commonwealth	167.22
Bank Interest (State Bank NSW)	6.26
Collections at meetings Soc. of Indexers (Reimbursement)	190.00
Univ. of NSW (1992 Courses)	325.00
530.00	
Total	<u>1228.48</u>

Expenditure

Australia Post (Box)	120.00
Postage	15.70
Government tax	1.00
Balance at Bank	<u>1091.78</u>
	<u>1228.48</u>

ABPA 1994 Book Fair

The ABPA 1994 Book Fair is on again. In this year's Fair, there will be over 200 displays from publishers and book trade suppliers from Australia and around the world. Exhibitors will include publishers, distributors, printers, freight forwarders, office equipment and suppliers and many more.

The Fair will run over a period of 3 days, and will include; the exhibition, cocktail party and the awards dinner. Limited tickets are available for all social events and it is recommended that they are purchased *before* the fair to avoid disappointment. Brief details are listed below:

Date: 22-26 June 1994

Venue for Exhibition: Sydney
Exhibition Centre

Venue for Conference: Sydney
Convention Centre

Contact: Robyn Lowe (02) 281 9788
Fax(02) 281 1073





The Wonderful World of Indexing



1994

June 14 1994

'The Indexer as entrepreneur: 9 years later'-
1994 IASC/SCAD AGM

Sponsor: Indexing and Abstracting Society of Canada *Location: Vancouver*
Contact: Rick Wiebe Tel: (604) 888-7511; email: "rick wiebe@faith.twu.ca"
Anne Taylor-Vaisey Tel: (416) 264-4601
email: "taylorvaisey@medac.med.utoronto.ca"

July 15-17

Society of Indexers Conference 1994
Sponsors: Society of Indexers;
Location: Norwich. Contact: Jill Halliday, The old Malsters, Pulham St Mary, Diss, Norfolk IP21 4QT; Tel: 0379 676586; Fax: 0379 608452

1995

March 31-April 2

'Indexers - partners in publishing'
Sponsors: Australian Society of Indexers; *Location: Marysville, Victoria*
Contact: Australian Society of Indexers GPO Box 1251, Melbourne, Victoria 3001 Australia

June 16-17

Joint ASI/IASC Annual Meeting
Sponsors: American Society of Indexers, IASC/SCAD
Location: Montreal; Fee to be announced.

Local History Indexing: The Northcote Experience



by Paul Michell
Local Studies Librarian- Northcote Library



Paul Michell, Local Studies Librarian at Northcote Library, now writes the second of an ongoing series on the beginnings and development of Indexing projects in Northcote.

In the last issue of the *AusSI* newsletter I described the Street Indexing project being undertaken at Northcote Library. Another longer and more detailed work has been going on now for over twelve months. This is the indexing of the local history collection onto Inmagic Database for public access.

I propose to detail in this article the reason for selection of the database and some of the difficulties that have been encountered with some of the materials.

There are over 3000 items in the collection which has accumulated over 14 years by the Northcote Historical & Conservation Society. The collection contains an incredible diversity of material dating from the late 19th century to the present time. The collection includes - letters, newspaper articles, photographs, plans, etc. This material (much of which is original items or only

existing copy) is in much demand and thus some form of computer access was needed, as the originals have to be preserved. The material is housed in vertical files where appropriate under various subject headings, eg. Town Hall.

Inmagic was selected as this software was compatible with other libraries, whose local history collections are being established on the same software. This program also allows free text searching in a number of areas - particularly the abstract (which can be of any length), as well as using complex boolean parameters. In constructing these parameters the final use of the index by the user was of paramount consideration. Thus title and author were not considered as main entry points (as few items had either author or title). Format (photograph, etc.), Subject, Name and Date however, were identified as the main search choices.

Difficulties encountered so far have included in particular, press clippings. Situations arise where the original clipping is held, together with an enlarged photocopy, and another copy with notes

on it. Should they be in multiple entries or copies defined in the abstract? The difficulty increases when the article continues for more than one page. The article should be measured in column cms, however thought must be given to the user and it is considered that few people could or would use this information. Thus only the physical dimensions of the article is given and not column cms.

A particular difficulty was encountered in relation to the coat of arms for the City. There is a collection of material that included a letter from the town clerk responding to an earlier letter requesting details on the city's seal. There is also another letter seeking information on the seal. Also included is a mimeographed document from what appears to be a council report. In addition, there is a report from an archivist which itself includes extracts from council minutes in 1883 describing the seal. Furthermore there are two articles on heraldry on local government included as well. Individually the above items are of immense interest - however together they clearly indicate an additional aspect. Namely that the letters of inquiry stimulated the council to examine the possibility of changing the seal of the city [note: it was not changed]. As can be imagined from an indexing point of view there are major difficulties with this material. Each item needs to be interlinked, and from an archival point of view the items should not be separated. Thus whilst each item is indexed separately, with appropriate abstract - the referral to the other items has to be included in the abstract to allow successful searches. A Notes field has been established on the database to provide archival and conservation details of the item which is not relevant to searches. Thus that field cannot be utilised in this case.

A problem that was struck with the collection was the problem of defining an item as a pamphlet, leaflet or brochure. A dictionary did not help as both pamphlet and brochure refer to each other. However from the collection's point of view it was felt necessary to indicate that there is a difference. As a result a hierarchal structure has been introduced to define this problem. A leaflet is

defined as a single page describing an event, etc. A pamphlet is either more ornate, folded or contains more page/s. A brochure we have defined as being quite lavishly made (sometimes in colour) and on better quality card/paper.

I have only included a small number of examples to show how difficult the area of indexing of local history collections can be. Currently Northcote Library has 850 items on its local history database, and by August this will be well over 1500. Inquiries from users are coming from as far away as Queensland and South Australia. As can be imagined many thousands of people have had connections with Northcote over the last 150 years. The area of local history is increasingly popular with inquiries averaging about three a day.

LETTERS



Kingsley Siebel, writes a letter discussing the work done on the Subject Index of Legislation Victoria (see March 1994 issue). Here are excerpts of Kingsley's letter.

Looking at the Index I think this is an exciting contribution by one of our members and should receive some commendation.

This bold adventure was a major task and its execution within the limited 12-month period is noteworthy. The breadth of its coverage, the very detailed database that was developed and the thought that went into the choice of headings are all matters worthy of praise. I noted also that the programme was designed to include relevant references to Commonwealth Acts and International Conventions, though these objects have yet to be undertaken. I am also glad to know that updating and a subsequent consolidation are in hand. The Introduction contains useful guidance on how to use the publication (in conjunction with others where necessary) to best advantage, so that its usefulness is not only to lawyers but also to the general public whose inquires arise from every day living problems.

There are a few suggestions that can be made for its further improvement but the flexibility of the system can easily accommodate such action, and the experience itself must have engendered further ideas.

Indexing legislation is a subculture of law indexing but this work is more than indexing individual Acts. It examined and analysed the whole of the Statute law of Victoria. Its thorough execution may well make it a model for indexing the laws of the other Australian jurisdictions.

Indexers Available 1993/94.

The 1993/94 edition of *Indexers Available* has now been printed. Copies of the new edition will be sent to publishers and to other organisations throughout Australia who commission indexers. Members are encouraged to make the booklet known to their author/publisher contacts. AusSI members (and those of affiliated societies) may obtain copies at the special price of \$7, including postage. The cost to others is \$10, including postage.

An order form was sent out with last month's issue of the Newsletter. If you have mislaid the form, or require further forms, please contact Ian Odgers on (03) 418 7275

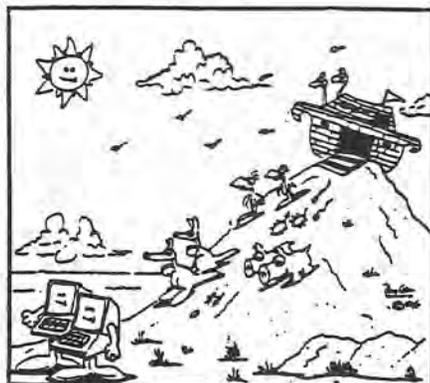
Recommended rate for Indexing - 1994

The Australian Society of Indexers has set the recommended rate for 1994 for freelance indexing at \$32.50 per hour.

New Members

The Society welcomes the following new members:

Library, Australian Taxation Office Sydney,
Dr. T. Matthews, , Paddington, NSW
Ms. P. Millist, St Kilda, Vic



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Next Deadline - Thursday 9 June 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).