

Indexing *see* Change

ANZSI Conference

12–14 September 2011

Brighton, Victoria

Table of contents

Papers

- Networking, marketing and the web for indexers, by Glenda Browne & Mary Coe
- Documenting historic quilts: Quilt indexes and registers of the world, by Nikki Davis (worksheets)
- Indexing cookbooks, by Nikki Davis
- Indexing craft objects, by Nikki Davis
- Indexing art books, by Nikki Davis and Max McMaster
- Small group discussion on Manuals, by Alan Eddy
- Volunteering — a path to happiness, by Amanda Everton
- Shifting keys — how words matter in 21st century discoverability, by Anna Gifford
- Indexing Chinese, by Lai Lam
- Indexing for Genealogy and Family History, by Clive Luckman
- Emerging trends in publishing: keeping up to speed, by Maureen MacGlashan
- Preparing the indexing quote, by Max McMaster
- Gardening, by Max McMaster
- Children's books, Max McMaster

- Local history journals, Jane Purton
- Volunteering at the Ballarat Mechanics' Institute, by Jane Purton
- Conference presenter bios, and notes on papers

External links

You've Come Along Way, Baby: folksonomies and taxonomies, by Matt Moore

- <http://innotecture.com.au/2011/09/11/folksonomies-taxonomies-anzsi-2011/>

Every story has a beginning: Entering the web of data, Tim Sherratt

- Paper: <http://discontents.com.au/every-story-has-a-beginning/>
- Presentation: <http://wraggelabs.com/shed/presentations/anzi/>
- Invisible Australian project: <http://invisibleaustralians.org/faces/>
- And how it was done: <http://discontents.com.au/the-real-face-of-white-australia/>

Networking, marketing and the web for indexers

Mary Coe and Glenda Browne

Introduction

- Intros
- Nature and importance of networking and marketing
 - Face-to-face networking
 - Social media networking
 - Marketing
 - Questions and comments

Networking

Look around the room and count the number of people you know in person, or know by reputation.

Icebreaker

- Stand up and move around the room talking to people until you find someone who fits each of the descriptions on the form provided.

Find an indexer who.....

- started indexing the same year as you. (If you haven't started, find someone else who hasn't started)
- lives in your local government area
- shares a subject specialty
- hates a subject that you like or loves a subject that you hate
- works for a publisher or client you have worked for
- had a similar previous career to yours (eg, librarian, editor, teacher, lawyer)
- has a similar hobby
- likes the same form of exercise

Face-to-face networking

- Madeleine Davis
 - ANZSI meetings and conferences
 - Groups of editors, technical writers, authors, knowledge managers, librarians
 - Groups with shared subject interest
 - Local interest groups
 - Interaction of electronic and face-to-face

Social media networking – case studies

- Pilar Wyman
- Matt Moore
- Comments from the floor

Precautions with networking

- Privacy – hacking
- Etiquette
- Time wasting?
- Not a real marketing tool?
- Any others?

Marketing – Opportunity Knocks



‘How come every time opportunity
knocks I’m out back taking out the
garbage?’

Marketing as individuals

- Networking
 - ANZSI NSW sponsorship to attend related events
- Social media networking
- Indexers Available
- Registration
- Mailouts/advertising postcards or brochures
- Business cards
- Sample indexes online
- Writing for the ANZSI Newsletter, The Indexer

Marketing as individuals

- Talk to the person/people next to you about the marketing you have done/plan to do. What has worked, and what hasn't?
- What do editors look for?
- Unexpected consequences
- Increase the quantity of work. When you have enough, increase the quality.
- Marketing by a newbie – Sarah Anderson
- Group discussion

Marketing – ongoing work

- Repeat work from clients
 - ‘It costs more to get a new client than to keep an old one.’
 - Meet deadlines and work to budget
 - Advice for businesses wishing to retain clients includes:
 - Contact editors to say you have time available
 - Maintain personal relationships
 - Describe your quality control systems (eg, AS/NZS)
 - Request feedback from clients

<http://www.marcusletter.com/retention.htm>

Marketing as an indexing company

- Potomac Indexing
 - Newsletter
 - Ongoing clients
 - Tables at conferences
 - Indexers can delegate marketing
 - Opportunity costs
- Editorial services companies
 - Offer combined indexing and editing services
- Intentional communities
 - <http://www.twinoaks.org/industry/indexing/index.html>

Marketing as a society

- Showing the availability of indexers
- Promoting the value of indexing
 - BISG, bookmarks
 - ASI Digital Trends Task Force

Indexers' websites

- Promotional tool
 - Sample indexes
- Resume substitute and store
 - Describe yourself and your skills and experience

Mailing lists

- Mailing lists – indexing
- Mailing lists – related topics, eg, ebook lists; taxonomy lists
- Appropriate use – specific queries, limited number

How's your marketing going?

- Fill in the form provided to assess how your marketing is going, and to get ideas of other things you could be doing.

Conclusion

- What is the future of indexing, and how will we market for it?

Resources

- <http://www.anzsi.org/site/emaillists.asp>
- <http://www.anzsi.org/site/res-business.asp>
- <http://www.anzsi.org/site/employment.asp>
(members only)

Resources – links

- LinkedIn Indexing Page
 - SI http://www.linkedin.com/company/223265?trk=NUS_DIG_CMPY-fol
 - Indexer Network
http://www.linkedin.com/groups?gid=2167703&trk=myg_ugrp_ovr
 - Indexing http://www.linkedin.com/groups?gid=1793363&trk=myg_ugrp_ovr
- Twitter
 - <http://search.twitter.com/> 'indexing' '#indexing'
- Facebook
 - <https://www.facebook.com/pages/The-Indexing-Companion-Book-Indexing-Workbook/82315763536>
 - <https://www.facebook.com/SocietyofEditorsNSW>
 - <https://www.facebook.com/pages/Australian-Society-of-Authors/197421880296477>
 - <https://www.facebook.com/pages/American-Society-for-Indexing/173798816017719>
 - <https://www.facebook.com/pages/ANZSI/133758013333148> - the ANZSI content was taken from Wikipedia

The Quilt Index Documentation Form

01 Administrative Fields

Contributing institution's name: _____

Contributing institution's collection or project name: _____

Contributor's institutional inventory control number: _____ Alternative Inventory Control # _____

02 Information source fields

Author/interviewee:

- | | | | | |
|---|---|---|---|---|
| <input type="checkbox"/> Author/researcher | <input type="checkbox"/> Dealer/Appraiser | <input type="checkbox"/> Quiltmaker | <input type="checkbox"/> Quilt designer | <input type="checkbox"/> Spouse of quiltmaker |
| <input type="checkbox"/> Blood relative of quiltmaker | <input type="checkbox"/> Friend of Quiltmaker | <input type="checkbox"/> Quilt owner | <input type="checkbox"/> Relative of quiltmaker | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Brother of quiltmaker | <input type="checkbox"/> Nephew of quiltmaker | <input type="checkbox"/> Quilt collector | <input type="checkbox"/> Sister of quiltmaker | <input type="checkbox"/> Other |
| <input type="checkbox"/> Daughter of quiltmaker | <input type="checkbox"/> Niece of quiltmaker | <input type="checkbox"/> Quilting teacher | <input type="checkbox"/> Son of quiltmaker | |

Other relationship to source: _____ Date of data collection: _____

Relationship of source person to quilt: ☐ Participated in design of the quilt ☐ Quiltmaker ☐ Other
☐ Quilt collector ☐ Quilt owner

If source person is quiltmaker: ☐ Bound the quilt ☐ Made quilt blocks or part of quilt top ☐ Quilted or tied the top
☐ Made entire quilt ☐ Marked the quilt top for quilting ☐ Other
☐ Made entire quilt top ☐ Participated in group quilting

If source person is quilt owner: ☐ Inherited ☐ Presentation or award ☐ Raffle or contest prize ☐ Other
☐ Made the quilt ☐ Purchased the quilt ☐ Received as a gift

Source person's participation in design of the quilt: ☐ Authored printed material that inspired design ☐ Produced kit for quilt
☐ Designed quilt motif ☐ Taught class that inspired design
☐ Designed the pattern ☐ Other
☐ Made a quilt that inspired this one

Other relationship of source person to quilt: _____

03 Overall Quilt Description

Type of quilt object: ☐ Finished quilt ☐ Quilted garment
☐ Quilt blocks or pieces ☐ Summer spread (quilt top bound but not backed or quilted or tied)
☐ Quilt top with unfinished edge ☐ Other

Other type of quilt object: _____

Quilt's title: _____

Owner's name for quilt's pattern: _____

Alternate name(s) for quilt's pattern in common use: _____

Brackman # _____ Overall width measurement: _____ Overall length measurement: _____

Shape of edge: ☐ Embellished or trimmed (some type of decorative edging added)
☐ Rounded ☐ Sawtooth ☐ Scalloped ☐ Straight ☐ T-cutout ☐ Other

Other shape of edge: _____

Shape of corners: ☐ Embellished or trimmed (some type of decorative edging added)
☐ Rounded ☐ Sawtooth ☐ Scalloped ☐ Straight ☐ T-cutout ☐ Other

Other shape of corners: _____

The Quilt Index Documentation Form

Predominate color(s):

- | | | | | | | |
|---------------------------------------|-----------------------------------|----------------------------------|-----------------------------------|---------------------------------|-------------------------------|--|
| <input type="checkbox"/> Beige or Tan | <input type="checkbox"/> Brown | <input type="checkbox"/> Cream | <input type="checkbox"/> Gray | <input type="checkbox"/> Maroon | <input type="checkbox"/> Pink | <input type="checkbox"/> Turquoise or Teal |
| <input type="checkbox"/> Black | <input type="checkbox"/> Burgundy | <input type="checkbox"/> Fuchsia | <input type="checkbox"/> Green | <input type="checkbox"/> Orange | <input type="checkbox"/> Red | <input type="checkbox"/> White |
| <input type="checkbox"/> Blue or Navy | <input type="checkbox"/> Coral | <input type="checkbox"/> Gold | <input type="checkbox"/> Lavender | <input type="checkbox"/> Purple | <input type="checkbox"/> Rust | <input type="checkbox"/> Yellow |

Quilt-specific colors:

- | | | |
|--|---|--|
| <input type="checkbox"/> Bubblegum Pink | <input type="checkbox"/> Chrome yellow | <input type="checkbox"/> Madder Red or Cinnamon Red |
| <input type="checkbox"/> Butterscotch | <input type="checkbox"/> Claret or Wine | <input type="checkbox"/> Madder Orange |
| <input type="checkbox"/> Cadet Blue | <input type="checkbox"/> Double Pink | <input type="checkbox"/> Manganese Bronze |
| <input type="checkbox"/> Cheddar Orange or Antimony or Chrome Orange | <input type="checkbox"/> Indigo Blue | <input type="checkbox"/> Nile Green |
| <input type="checkbox"/> Chocolate Brown or Hershey Brown | <input type="checkbox"/> Lancaster Blue | <input type="checkbox"/> Prussian Blue or Lafayette Blue |
| <input type="checkbox"/> Chrome Green | <input type="checkbox"/> Madder Brown | <input type="checkbox"/> Turkey Red |

Overall color scheme:

- | | | |
|--|---|---|
| <input type="checkbox"/> Multi color | <input type="checkbox"/> Two color | <input type="checkbox"/> Bright or primary colors |
| <input type="checkbox"/> One color/monochromatic | <input type="checkbox"/> Light or pastel colors | <input type="checkbox"/> Dark Colors |

Overall condition:

- ☐ Excellent/like new ☐ Very good/almost new ☐ Good/moderate use ☐ Fair/worn ☐ Poor/very worn

Damage to quilt:

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Dirty | <input type="checkbox"/> Fading | <input type="checkbox"/> Open seams | <input type="checkbox"/> Tears or holes |
| <input type="checkbox"/> Discoloration or dyes ran | <input type="checkbox"/> Fold marks or creases | <input type="checkbox"/> Pencil or pen or marking lines | <input type="checkbox"/> Uneven batting |
| <input type="checkbox"/> Disintegration of fabric | <input type="checkbox"/> Insect damage | <input type="checkbox"/> Quilting thread broken or ties missing | <input type="checkbox"/> Wear to edge or binding |
| <input type="checkbox"/> Distortion or shrinkage | <input type="checkbox"/> Mildew | <input type="checkbox"/> Stains | <input type="checkbox"/> Other |

Other damage to quilt: _____

Repairs to quilt:

- | | | |
|---|--|---|
| <input type="checkbox"/> Cut down to smaller size | <input type="checkbox"/> Patched with period fabrics | <input type="checkbox"/> Stabilized with netting |
| <input type="checkbox"/> Patched with new fabrics | <input type="checkbox"/> Rebound | <input type="checkbox"/> Tear or hole sewn together |

Other repairs to quilt: _____

Comment or notes on quilt's condition or repair history: _____

Type(s) of inscription:

- ☐ Date ☐ Initials ☐ Message ☐ Multiple Names ☐ Place ☐ Signature ☐ Single ☐ Other

Other type(s) or inscription: _____

Content of inscription(s): _____

Date of inscription: _____

Method of inscription:

- | | | | | | |
|---|--|---------------------------------|--|-------------------------------------|--------------------------------|
| <input type="checkbox"/> Attached label | <input type="checkbox"/> Embroidery | <input type="checkbox"/> Ink | <input type="checkbox"/> Printed in the fabric | <input type="checkbox"/> Stencil | <input type="checkbox"/> Other |
| <input type="checkbox"/> Computer generated | <input type="checkbox"/> In the quilting | <input type="checkbox"/> Pencil | <input type="checkbox"/> Stamped | <input type="checkbox"/> Typewriter | |

Other method of inscription: _____

Location of inscription:

- ☐ multiple locations ☐ on back ☐ on block ☐ on border ☐ other

Other location of inscription: _____

Time period:

- | | | | | |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <input type="radio"/> 1800-1849 | <input type="radio"/> 1876-1900 | <input type="radio"/> 1930-1949 | <input type="radio"/> 1976-1999 | <input type="radio"/> 2026-2050 |
| <input type="radio"/> Pre-1799 | <input type="radio"/> 1850-1875 | <input type="radio"/> 1901-1929 | <input type="radio"/> 1950-1975 | <input type="radio"/> 2000-2025 |
| | | | | <input type="radio"/> Timespan |

Date quilt begun: _____

Date quilt finished: _____

Family/owner's date for quilt: _____

Other external or professional date estimation: _____

Other date estimation by whom: _____

Further information concerning date(s): _____

The Quilt Index: <http://www.quiltindex.org/>

Core Fields

☐ choose only one ☐ choose as many as apply

The Quilt Index Documentation Form

04 Overall top description

Layout format: ☐ Block pattern ☐ Horizontal strip ☐ One patch or allover ☐ Vertical strip
☐ Crazy ☐ Medallion or framed center ☐ Pictorial ☐ Wholecloth
☐ Horizontal bands ☐ Nontraditional or art ☐ Vertical bands ☐ Other

Subject of quilt, if it has one: _____

Number of quilt blocks: _____ Size of quilt blocks (L x W): _____

Arrangement of quilt blocks: block orientation:

☐ On point or rotated 45 degrees ☐ Rotated, but less than 45 degrees ☐ Straight

Spacing relative to other blocks:

- ☐ Alternating with plain squares
- ☐ Bands or horizontal strippy (in horizontal rows separated by plain horizontal bars)
- ☐ Separated by plain sashing
- ☐ Separated by appliquéd pattern sashing
- ☐ Separated by cornerstones or connecting blocks sashing (different fabric in intersections)
- ☐ Separated by diagonal sashing
- ☐ Separated by floated or random sashing (size of sashing pieces varies visually in length and/or width)
- ☐ Separated by garden maze sashing
- ☐ Separated by inner and outer sashing (sashing surrounds all sides of blocks)
- ☐ Separated by inner only sashing (no sashing around outer edge of outer blocks)
- ☐ Separated by pieced pattern sashing
- ☐ Separated by other sashing
- ☐ Side by side
- ☐ Strippy or vertical bands (in vertical rows separated by plain vertical bars)
- ☐ Other

Other spacing: _____ Number of different block patterns present: _____

Block style: ☐ Diamonds ☐ Same block throughout ☐ Squares ☐ None
☐ Hexagons ☐ Sampler ☐ Triangles

Medallion size: _____ Sashing width: _____ Number of borders: _____

Border description: _____

05 Quilt top materials and construction

Fiber types used in quilt top:

- ☐ Cotton ☐ Linen ☐ Rayon ☐ Wool ☐ Other synthetic ☐ Unknown
- ☐ Cotton or polyester blend ☐ Polyester ☐ Silk ☐ Other blends ☐ Other

Fabric types used in quilt top:

- ☐ Broadcloth ☐ Flannel ☐ Glazed ☐ Linsey-woolsey ☐ Sateen ☐ Velvet ☐ Other
- ☐ Chintz ☐ Feedsack ☐ Handwoven ☐ Muslin ☐ Satin ☐ Unknown

Fabric patterns, styles, motifs, or print categories used in quilt top:

- ☐ Batiks (for contemporary quilts)
- ☐ Cheater (fabric with pre-printed appliquéd or pieced designs)
- ☐ Checked
- ☐ Conversation Prints
- ☐ Dotted
- ☐ Feedsack
- ☐ Floral
- ☐ Geometric
- ☐ Hand-dyed
- ☐ Mourning Prints
- ☐ Multiple scrap
- ☐ Novelty
- ☐ Paisley
- ☐ Plaid
- ☐ Premium type
- ☐ Print
- ☐ Printed patchwork
- ☐ Solid/plain
- ☐ Stamped
- ☐ Striped
- ☐ Unknown
- ☐ Other

Other fiber, fabric, or fabric print types used: _____

The Quilt Index: <http://www.quiltindex.org/>

Core Fields

☐ choose only one ☐ choose as many as apply

The Quilt Index Documentation Form

Construction techniques used in quilt top: piecing techniques:

- ☐ English template Piecing ☐ Hand Piecing ☐ Strip/string Piecing
☐ Foundation Piecing ☐ Machine Piecing ☐ Other piecing

Construction techniques used in quilt top: appliqué techniques:

- ☐ Blanket, buttonhole, or other decorative appliqué stitch ☐ Hand Appliqué ☐ Reverse Appliqué
☐ Fusible Appliqué ☐ Machine Appliqué ☐ Other appliqué

Construction techniques used in quilt top: novelty techniques:

- ☐ Biscuits ☐ Dimensional appliqué ☐ Gathering/ruching ☐ Other novelty technique
☐ Cathedral Window ☐ Folding ☐ Yo-yo

Were embellishment techniques used in the quilt: ☐ Yes ☐ No

Construction techniques used in quilt top: embellishment techniques:

- ☐ Attachments (beading, charms, buttons, etc.) ☐ Ink drawing ☐ Photography/photo transfer
☐ Embroidery ☐ Painting ☐ Other embellishment technique

Unique or other construction techniques:

Contains paper remains: ☐ yes ☐ no

Embellishment materials used in top:

- ☐ Beads attached ☐ Chenille thread ☐ Ribbon thread ☐ Wool thread ☐ Other Embroidery
☐ Buttons attached ☐ Cotton thread ☐ Silk thread ☐ Can't tell
☐ Charms attached ☐ Metallic thread ☐ Synthetic thread ☐ Other attachments

Unique embellishments:

06 Quilt back materials and construction

Fabric fiber types used in quilt back:

- ☐ Cotton ☐ Flannel ☐ Satin/Sateen ☐ Synthetic ☐ Woven or homespun
☐ Cotton or polyester blend ☐ Linen ☐ Silk ☐ Wool ☐ Other

Other fabric fiber types used in quilt back:

Color of backing:

- ☐ Beige or Tan ☐ Brown ☐ Cream ☐ Gray ☐ Maroon ☐ Purple ☐ Turquoise or Teal
☐ Black ☐ Burgundy ☐ Fuchsia ☐ Green ☐ Orange ☐ Red ☐ White
☐ Blue or Navy ☐ Coral ☐ Gold ☐ Lavender ☐ Pink ☐ Rust ☐ Yellow

Number of pieces in quilt back:

Width of pieces:

Description of back:

- ☐ Back art/design on quilt back ☐ Machine sewn ☐ Same fabric used throughout
☐ Different fabrics ☐ Print ☐ Solid/plain
☐ Hand sewn ☐ Reversible

07 Quilt binding

Materials used in quilt binding:

- ☐ Cotton ☐ Cotton or polyester blend ☐ Linen ☐ Silk ☐ Wool

Fabric structure used in binding:

- ☐ Plain weave ☐ Satin ☐ Flannel ☐ Velvet ☐ Other
☐ Twill weave ☐ Sateen ☐ Knit ☐ Unknown

Unique binding materials:

The Quilt Index Documentation Form

Construction techniques used in binding:

- | | | | | |
|---|---|---|--|-------------------------------------|
| <input type="checkbox"/> Back turned to front | <input type="checkbox"/> Edges turned in/ no separate binding | <input type="checkbox"/> Home cut | <input type="checkbox"/> Ribbon | <input type="checkbox"/> Woven tape |
| <input type="checkbox"/> Bias grain | <input type="checkbox"/> Fringe | <input type="checkbox"/> Lace | <input type="checkbox"/> Ruffles | <input type="checkbox"/> Other |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Front turned to back | <input type="checkbox"/> Machine sewn | <input type="checkbox"/> Straight grain | |
| <input type="checkbox"/> Cording | <input type="checkbox"/> Hand sewn | <input type="checkbox"/> Prairie Points | <input type="checkbox"/> Unfinished/raw edge | |

Width of quilt binding: ☐ less than a half inch ☐ half inch - one inch ☐ greater than one inch

If previously undefined, what is the width of the quilt binding: _____

08 Quilt batting

Material used for quilt batting or filling:

- | | | | | |
|--|---|---------------------------------|----------------------------------|-----------------------------------|
| <input type="radio"/> Another quilt | <input type="radio"/> Cotton | <input type="radio"/> Polyester | <input type="radio"/> Wool | <input type="radio"/> Cannot tell |
| <input type="radio"/> Blanket or flannel | <input type="radio"/> Cotton or polyester blend | <input type="radio"/> Sheet | <input type="radio"/> No filling | <input type="radio"/> Other |

Batting loft: ☐ Thin (Less than 3/16") ☐ Medium (3/16") ☐ Thick (More than 3/16")

Unique or other batting: _____

09 Quilting description

Quilting techniques used: ☐ Corded ☐ Machine quilting ☐ Stuffed work ☐ Other
☐ Hand quilting ☐ Not quilted ☐ Tied or tufted

Thread type: _____ Thread color: _____

Number of quilting stitches per inch (Place 1): _____ (Place 2): _____

Width between quilting lines (in inches): _____ Knots visible: ☐ yes ☐ no

Quilting designs used: motif/overall patterns:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> All-over-design | <input type="checkbox"/> Elbow/fan | <input type="checkbox"/> In-the-ditch | <input type="checkbox"/> Single parallel lines |
| <input type="checkbox"/> Clamshell | <input type="checkbox"/> Grid/crosshatch | <input type="checkbox"/> Meander/free motion | <input type="checkbox"/> Stipple |
| <input type="checkbox"/> Double parallel lines | <input type="checkbox"/> Grid diamond | <input type="checkbox"/> Outline | <input type="checkbox"/> Triple parallel lines |
| <input type="checkbox"/> Echo | <input type="checkbox"/> Grid square | <input type="checkbox"/> Patches outlined/in the ditch | <input type="checkbox"/> Other |

Quilting designs used: decorative patterns:

- ☐ Cables ☐ Fans ☐ Feathering ☐ Floral ☐ Vines ☐ Wreaths ☐ Other

Quilting designs used: background fill patterns:

- ☐ Grid/crosshatch ☐ Meander ☐ Parallel lines ☐ Stipple ☐ None ☐ Other

Other quilting designs used: _____

10 Quilt Notes and observations

Any other features or notes about the quilt's appearance, materials, or construction: _____

11 Quilt maker identification

If quilting group, group name: _____

Quilt top made by: _____

Quilted by: _____

Other people who worked on this quilt: _____

The Quilt Index: <http://www.quiltindex.org/> Core Fields ☐ choose only one ☐ choose as many as apply 5

The Quilt Index Documentation Form

12 Quilt provenance

City: _____ County: _____ Reservation: _____

State: _____ Province: _____ Country: _____

How was quilt acquired by owner: ☐ Gift ☐ Made by owner ☐ Purchase ☐ Unknown
☐ Inheritance ☐ Presentation/award ☐ Raffle or contest prize ☐ Other

Occasion, date, person inherited from, etc.: _____

Any additional stories or notes about the quilt's ownership or history: _____

13 Quilt purposes uses

Quiltmaker's reasons for making the quilt:

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Art or personal expression | <input type="checkbox"/> Challenge or Contest entry | <input type="checkbox"/> Mourning | <input type="checkbox"/> Therapy |
| <input type="checkbox"/> Anniversary | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Personal enjoyment | <input type="checkbox"/> Wedding |
| <input type="checkbox"/> Autograph or friendship | <input type="checkbox"/> Gift or presentation | <input type="checkbox"/> Personal income | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Baby or crib | <input type="checkbox"/> Home decoration | <input type="checkbox"/> Reunion | <input type="checkbox"/> Not described |
| <input type="checkbox"/> Commemorative | <input type="checkbox"/> Memorial | <input type="checkbox"/> Teaching or learning sample | <input type="checkbox"/> Other |

Please explain other occasion, if applicable: _____

Quilt was originally designed to be used as: ☐ Artwork/wall hanging ☐ Decorative throw ☐ Pillow cover/sham
☐ Bedding, daily use ☐ Doll quilt/toy ☐ Unknown
☐ Bedding, special occasion ☐ Lap robe/shawl ☐ Other

Other previous use(s) of quilt: _____

Quilt is presently used as:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Artwork/wall hanging | <input type="checkbox"/> Doll quilt/toy | <input type="checkbox"/> Keepsake/memento | <input type="checkbox"/> Study or teaching aid |
| <input type="checkbox"/> Bedding, daily use | <input type="checkbox"/> Exhibit | <input type="checkbox"/> Lap robe/shawl | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Bedding, special occasion | <input type="checkbox"/> Inventory/ dealer stock | <input type="checkbox"/> Museum collection | <input type="checkbox"/> Other collection |
| <input type="checkbox"/> Decorative throw | <input type="checkbox"/> Investment | <input type="checkbox"/> Room decoration | <input type="checkbox"/> Other |

Other present use(s) of quilt: _____

14 Quilt design and materials sources

Source of quilt's materials: ☐ Feed or flour sacks ☐ Other quilts ☐ Sewing scraps ☐ Unknown
☐ Old clothes ☐ Purchased new ☐ Traded for ☐ Other

Other source(s) of quilt's materials: _____

Quilt top pattern source:

- | | |
|---|--|
| <input type="checkbox"/> Another quilt | <input type="checkbox"/> Original to maker |
| <input type="checkbox"/> Commercial/Published source: Book | <input type="checkbox"/> Provided in class |
| <input type="checkbox"/> Commercial/Published source: Magazine | <input type="checkbox"/> Public domain/traditional pattern |
| <input type="checkbox"/> Commercial/Published source: Newspaper | <input type="checkbox"/> Round robin exchange |
| <input type="checkbox"/> Commercial/Published source: Pattern | <input type="checkbox"/> Traditional pattern variation |
| <input type="checkbox"/> Commercial/Published source: Kit | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Commercial/Published source: Computer Software | <input type="checkbox"/> Other |

Other top pattern source(s): _____

Commercial source name(s): _____

The Quilt Index Documentation Form

Quilting design pattern source: ☐ Another quilt ☐ Kit ☐ Public domain
☐ Commercial pattern ☐ Original to maker ☐ Unknown
☐ Computer software ☐ Published material ☐ Other

Other quilting design pattern source: _____

Commercial quilting design source name: _____

Any additional note or stories about the quilt's design or materials source: _____

15 Exhibition history of quilt

Exhibitions (list all): _____

16 Contests entered

Contests (list all): _____

17 Quilt ownership and contact info

Ownership of this quilt is: ☐ Private
☐ Public
☐ Public Museum, Library or Institution

Name of quilt owner: _____

Quilt owner street address: _____ Quilt owner city: _____

Quilt owner county: _____ Quilt owner reservation: _____

Quilt owner state: _____ Quilt owner province: _____ Quilt owner country: _____

Quilt owner zip/postal code: _____ Quilt owner phone number: _____

Source of current ownership information: _____

Date that this ownership information was obtained: _____

18 Other source materials available for this quilt

Other related items such as publications, image, oral history, or ephemera: _____

19 Quiltmaker personal information

Quiltmaker's maiden name: _____

Gender: ☐ Female ☐ Male ☐ Group

Birth date: _____ If made by quilt, group's founding date: _____ Marriage date: _____

Death date: _____ Group's ending date: _____

Ethnic background/tribal affiliation: _____ Educational background: _____

The Quilt Index: <http://www.quiltindex.org/>

Core Fields

☐ choose only one ☐ choose as many as apply

The Quilt Index Documentation Form

Religious affiliation: _____

Unique characteristics of the group: _____

Occupation: _____

Quiltmaker's birth city: _____

Quiltmaker's birth state: _____

Quiltmaker's province of birth (if applicable): _____

Quiltmaker's country of birth: _____

In which kind of environment did the quiltmaker grow up: ☐ Rural ☐ Urban

20 Quiltmaker address

Street address: _____ County: _____

City: _____ State: _____

Province: _____ Reservation: _____

Zip or Postal Code: _____ Country: _____ Phone number: _____

21 Quiltmaker Family history

Father's name: _____ Father's birthplace: _____

Father's ethnic/tribal background: _____

Mother's name: _____ Mother's birthplace: _____

Mother's ethnic/tribal background: _____

Spouse's/spouses' name(s): _____

Spouse's/spouses' ethnic/tribal background: _____

Spouse's/spouses' occupation: _____

Number of children: _____ Number of female children: _____ Number of male children: _____

22 Quiltmaker personal quilting history

How did the quiltmaker learn to quilt: ☐ From Class ☐ From Home Extension Agent ☐ From 4-H Extension Agent
☐ From Friend ☐ From Relative ☐ Self-Taught
☐ From guild or club member ☐ From TV show ☐ Other

When learned to quilt: ☐ Under 10 years of age ☐ Age 30-39 ☐ After an illness
☐ Age 11-19 ☐ Age 40-49 ☐ After raising children
☐ Age 20-29 ☐ Age 50 or over ☐ After retiring

Why does/did the quiltmaker quilt: ☐ Church ☐ Income ☐ Therapy
☐ Fundraising ☐ Necessity ☐ Other
☐ Gifts ☐ Pleasure

Other, why the quiltmaker quilts: _____

The Quilt Index Documentation Form

23 Quiltmaker Membership in quilting group

Name of quilting group: _____

Location of group: _____

Specialized activities/events of quilting group: _____

24 Other quilts made by quiltmaker

Estimated number of quilts made by this quilter: ☐ 1-5 quilts ☐ 5-20 quilts ☐ 20-50 quilts ☐ more than 50

Does/did quiltmaker sell quilts: ☐ yes ☐ no

What price was charged for the quilts and when were they sold: _____

Does/did quiltmaker teach quilting: ☐ yes ☐ no ☐ only informally

Describe the quiltmaker's unique or favorite materials, patterns, quilting techniques, etc.: _____

Describe any unique traditions, quilting related customs, beliefs, songs, or rhymes used by the quiltmaker: _____

Any other notes or stories about the quiltmaker: _____

25 Other source material available for quiltmaker

Available sources for quiltmaker: _____

26 Image Information

Institutional accession/inventory numbers of image: _____ Content of image _____

Type of image: ☐ Black and White ☐ Color

Source of image: ☐ CD-ROM ☐ Negative ☐ Print ☐ Videotape
☐ Digital ☐ positive/transparency ☐ Slide ☐ Other

Other image source: _____

Size of source image in inches: _____ Date source image was taken: _____

Photo credit: _____ Date source image digitized: _____

Access and copyright information for image: ☐ Open/Public Domain ☐ Restricted

For holder of copyright, contact: _____

Credit line/Surveyed by _____

The Quilt Index Documentation Form

For copy restriction, contact:

For distribution restriction, contact:

For display restriction, contact:

For licensing, contact: _____

27 File Information

File function: ☐ Image-master ☐ Image-small display (100-250 pixels) ☐ Image-print ready, high dpi
☐ Image-production/normalized copy ☐ Image-medium display (250-500 pixels) ☐ Image-other
☐ Image-thumbnail (under 100 pixels) ☐ Image-large display (550 or more pixels)

File medium: ☐ image ☐ text ☐ audio ☐ video

File format: ☐ bmp ☐ gif ☐ jpeg ☐ tiff

File size: _____

Cookbooks: Small Group Discussions

Some points for discussion:

While cookbooks vary greatly in terms of content, they generally include headings for: main ingredients; recipe titles; types of dishes (e.g. soups); ethnic dishes; types of meals (e.g. breakfasts), cooking methods, holiday dishes (e.g. Christmas fare); and health conscious dishes (e.g. low-fat).

1) Main ingredients

- a) What is a 'main ingredient'? Are recipe titles reliable indicators of main ingredients?
- b) How specific should the index be when including ingredients? E.g. 'red capsicum' or 'capsicum'?

2) Recipe titles

- a) How should personal names in titles, e.g. 'Aunt Susan's bean soup', be indexed?
- b) How should recipe titles in two languages be indexed? E.g. 'Marzipan ring cakes', also known as 'Kransekage'. Should italics or roman be used for foreign languages?

3) Types of dishes

- a) How should cookbook sections such as 'meat' that include lamb, veal, beef, etc. be broken down?
- b) How should recipes that are categorised as the same 'type of dish', but to which multiple terms apply, be indexed? E.g. 'biscuits' and 'cookies'.

4) Ethnic dishes. When should recipes be indexed under the geographic location/ethnic group with which they are associated?

5) Cookbooks sometimes include other information such as family history and travel stories. What is the focus of such books and should this information be indexed? If so, would separate indexes be more suitable?

6) Cross-references

- a) Using cross-references when there are multiple terms for the same ingredient, e.g. 'eggplant' and 'brinjal'.
- b) Using cross-references when there are broad headings such as 'fruit', as well as headings for individual fruits.

7) Index style

- a) Using capitals to distinguish headings for main ingredients from headings for recipe titles.
- b) Using plural and singular forms in headings, e.g. 'apple', 'apples' and 'apple(s)'.
- c) Using symbols such as em dashes to replace main ingredients that are repeatedly mentioned in sub-entries. E.g., a heading for a main ingredient such as 'tomato', is likely to have several sub-entries in which the word 'tomato' appears.

Craft: Small Group Discussions

Some points for discussion:

During this discussion, participants will look at indexing three dimensional craft objects. In addition to the following discussion points, the Quilt Index Documentation form (included on this USB) offers useful pointers as well. The Quilt Index is regarded as a leadership model for material specific collections, particularly those related to craft.

Discussion points

- 1) **Type of craft**
How should the craft object be classified?
- 2) **Materials**
What is it made of?
- 3) **Tools**
What tools were used to make it?
- 4) **Date/period**
When was it made?
- 5) **Decorative, functional or both?**
Does the object serve a purpose or is it purely decorative?
- 6) **Design**
Does the design include any design features such as patterns or symbols?
- 7) **Craft communities**
Is the craft object associated with a particular culture, geographic location or craft movement?

Art Books Small Group Discussions – Nikki Davis and Max McMaster

Art and art books traditionally covered the visual arts – drawing, painting, photography, sculpture, design, architecture, crafts, etc., but can now encompass performance art, video art, sound art and digital art.

1) **Main headings:**

- a) artist's name only or artist's name + name of artwork, e.g. Stacey, Robyn or Stacey, Robyn, *The Infinity Garden II*. This piece of artwork is a photo-installation. Should this fact be recorded as well?
- b) name of artwork (with artist's surname in parentheses), e.g. *Paradise Tossed* (Scott) [video art, installation and performance]
- c) exhibition names, e.g. 'Houses and Homes' (exhibition), or Venice Biennale
- d) art styles, e.g. Impressionism, but what about broader groupings like landscapes?
- e) art terms, e.g. *plein-air* or *trompe l'oeil*
- f) Artists such as Jackson Pollock have produced numerous abstract artworks without a title. How should they be distinguished from each other, particularly if several have been produced in the same year?

2) **Location of artwork:**

- a) the gallery where an artwork is housed or displayed is not normally indexed.
- b) what about a large piece of sculpture, outside or in the foyer of an office building, should the location be recorded?
- c) graffiti art/street art is location specific, so must be recorded. However, how do you record the location? For example, if you say a piece of street art is near the corner of A Street and B Street, is that helpful? Which corner? Alternatively, what do you do when the artwork is on road flyover – do you mention which direction you are travelling in to see it?
- d) Cave paintings or rock art must have a location.

3) **Alternative names for artists.** For some Indigenous artists they may have several valid names, and may paint under a number of these names. For example, Mick Namarari Tjapaltjarri can be known as Japaltjarri, Numieri, Namari, Numerari, Ngamarari and Mumerrayi. Even indexing his 'main' name causes problems – do you go with Namarari Tjapaltjarri, Mick or Tjapaltjarri, Mick Namarari. Both alternatives are used depending on the authority you look at.

4) **Art communities**, e.g. Warlayirti Artists; Puruntatameri family (where generations of a family work together in a contemporary 'studio') or Angry Penguins

5) **Art series**, e.g. Sidney Nolan's Ned Kelly Series. These types of entries need to be indexed.

6) **Biographies about artists.** While biographies focus on the personal lives of artists, they may also contain quite detailed information about their artworks. Should indexes in artists' biographies have a different focus or treatment to publications that are arranged and presented as 'art books'?

- 7) A **list of illustrations** is a common feature in art books. In many books they include page numbers and act as the index. Why is a 'list of illustrations' not an index? How does a list of illustrations complement an index?
- 8) **Medium of the artwork.** Many paintings will describe the medium used, e.g. pencil and East Indian ink on paper; chalk on paper, or oil on canvas. Is the medium indexable? The same applies to sculpture. Is knowing that a piece of sculpture is a bronze, or marble, important to the indexer?
- 9) **Exhibition catalogues.** These catalogues provide important background information about the artworks and the artists who produced them, and may even indicate that an audio commentary is available for some of the artworks. Exhibitions may reflect 'one-off' events or may be a part of a touring exhibition. Should these exhibition catalogues be indexed or not?

MANUALS — HOW SHOULD WE DEFINE WHAT THEY ARE ?

Alan Eddy

Dictionary: a book that tells you how to do or operate something, especially one that comes with a machine etc when you buy it.

"A small book for handy use", Shorter Oxford English Dictionary.

Compare with 'handbook'.

Printed and other forms. Ikea . . . picturegrams.

Up to the minute: The manual of BMW car is on the hard drive of the entertainment system. Hyundai's manual is on an iPad that comes with the car.

Perfunctory guides:

What confidence can the buyer have in perfunctory User's Guides?

Example: Samsung User's Guide to a mobile telephone (printed in Korea in 2007), which has a brief Contents, an "Overview of menu functions", but no index. The booklet of 35 pages informs its reader that "Depending on the software installed or your service provider or country, some of the descriptions in this guide may not match your phone exactly", and "Depending on your country, your phone and accessories may appear different from the illustrations in this guide." "This User's Guide provides you with condensed information about how to use your phone."

Solo use or with an instructor ?

Manuals used by the Defence forces are as much to equip trainers as the individuals who will use equipment, and maintain it.

Example: Small arms training, Pistol (.455=inch), Webley Revolver (service issue from 1887 to 1963).

Example: How to remedy and prevent stoppages of Home Guard machine guns, (1942).

Third Party Manuals and Guides

VIDEO

MonkeySee Videos, <www.monkeysee.com/>

Videos in 20 categories of activities and equipment.

Derived from usage in English in Jamaica early 18th Century,(also in Mali, and in French). Monkey See Monkey Do is learning a process by mimicry, without understanding why it works.

PRINTED

"The Missing Manual: the book that should have been in the box."

Over 100 titles issued by O'Reilly Media, Cambridge, MA 02138, USA.

[New writers invited to apply.]

BILL JOHNCOCKS.

A freelance author and indexer who lives on the Isle of Skye.
 <www.technicalindexing.com>

He recognises several forms of manual: printed, CD, DVD, inbuilt.

The crux of a good manual and its index is to think of the needs of the person wearing the reader's shoes. Faulty indexes make many manuals some of the least usable publications in the world. Technical writers become institutionalised in vocabulary and style.

The number and commercial success of 'remedial manuals' marketed by third parties attests the limited usefulness of the manual which came in the box containing the phone, camera, computer.

How do people search ?**"The way people search for information."**

Professor Michaël Steehouder is a professor of Technical Communication from University of Twente in Enschede, the Netherlands, and also Vice President of IEEE Professional Communications Society. He spoke on 'What does research tell us about the way people search for information?' Michaël described seven steps of information seeking: problem awareness; problem definition or formulation; choice of medium/source/message; locating the relevant information; understanding the information; inferring a solution; and evaluating the solution. The origins of information needs are impasse, surprise, uncertainty, confusion, and curiosity.

He reminded us that in forming a question we frequently tell a story and do not actually ask a question. To illustrate with my own example 'I went to use the machine and it took my card. I was unable to get it back'. Instead of 'How do I get my card back?'

He pointed out that we look up problems not solutions. Think of a user manual, you are looking for answers to problem you are having, such as flashing red lights. You look in the index for flashing red lights, not knowing it indicates the cartridge is empty and needs replacing. It is therefore important to index the symptoms of a problem as well as the cause and solution. So for this example you need to index the three things, flashing red lights, empty cartridges and replacing cartridges.

A study of 60 computer manuals from 1980-95 found 22% had no index; 65% of problem solving information not indexed; and 32% indexes lack of keywords such as error messages, problems, etc.

I liked his point on indexing symptoms, something we are prone to forget as we index replacing cartridges.

(Notes kindly provided by Mary Russell)

Volunteering – A Path to Happiness

‘We make a living by what we do, but we make a life by what we give’

Winston Churchill



ANZSI Conference 2011

About Volunteering Australia

National Peak Body for volunteering in the Australian community

Representing diverse needs of the volunteer sector.

4 key areas of work:

- n Encouraging Good Practice (*National Standards*)
- n Influencing Policy (*Submissions to Government*)
- n Fostering Research (*Journal / VRAAG*)
- n Promoting Volunteering (*National Volunteer Week*)

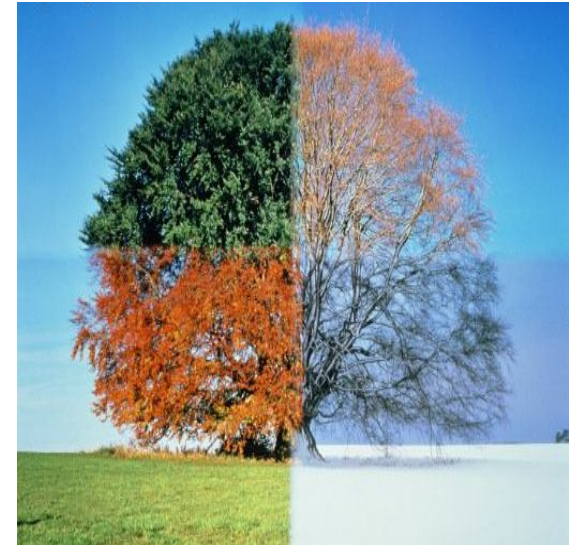
Snapshot of Volunteering...

- n 5.4 million Australians over the age of 18 (34%)
- n Total annual volunteer hours – 713 million
- n 36% women / 32% men
- n 44% are aged between 35 – 44 years
- n Top sectors: (1) Sport & Recreation
(2) Education & Training (3) Community Welfare
- n Top activities: (1) Fundraising
(2) Preparing/serving food (3) Teaching/providing information



New trends in volunteering

- n Project based
- n Spontaneous
- n Corporate volunteering
- n Skilled volunteering
- n Diverse demographic groups
 - q Increase # of Young People
 - q CALD backgrounds



Volunteering and social inclusion

- q Provides social cohesion and networks
- q Creates sense of identity
- q Opportunities to share values
- q Enhances confidence
- q Opportunities for learning and development



Volunteering makes us happy

“Volunteering keeps me in touch with my community”

“In a word? Stimulating – it’s incredibly rewarding”

“ It’s the best decision I’ve ever made”



Understanding motivations

Top important factors in decision to volunteer:

- n Making a difference
- n Personal belief for a cause
- n Location
- n Organisation values/principles
- n Personal satisfaction/gain

2009 National survey of volunteering issues



Finding the perfect fit

- n Matching volunteers to roles

Consider:

- n Flexibility
- n Organisational culture
- n Training
- n Communication

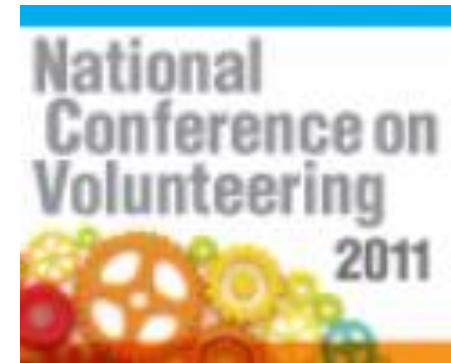


Get involved...



GoVolunteer[®]
com.au

an initiative of volunteering australia



Thank You

Amanda Everton

National Manager – Education, Policy & Research

Tel: 03 9820 4100

amanda.everton@volunteeringaustralia.org

www.volunteeringaustralia.org

Shifting keys – how words matter in 21st century discoverability

Anna Gifford



Agenda

- Defining controlled vocabularies
- Case studies
- Language and discoverability
- Controlled vocabularies in the 21st century





What *is* a controlled vocabulary?

A controlled vocabulary is a **managed set** of **terms** used in a particular **context** to aid or enhance **discovery**



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organisation

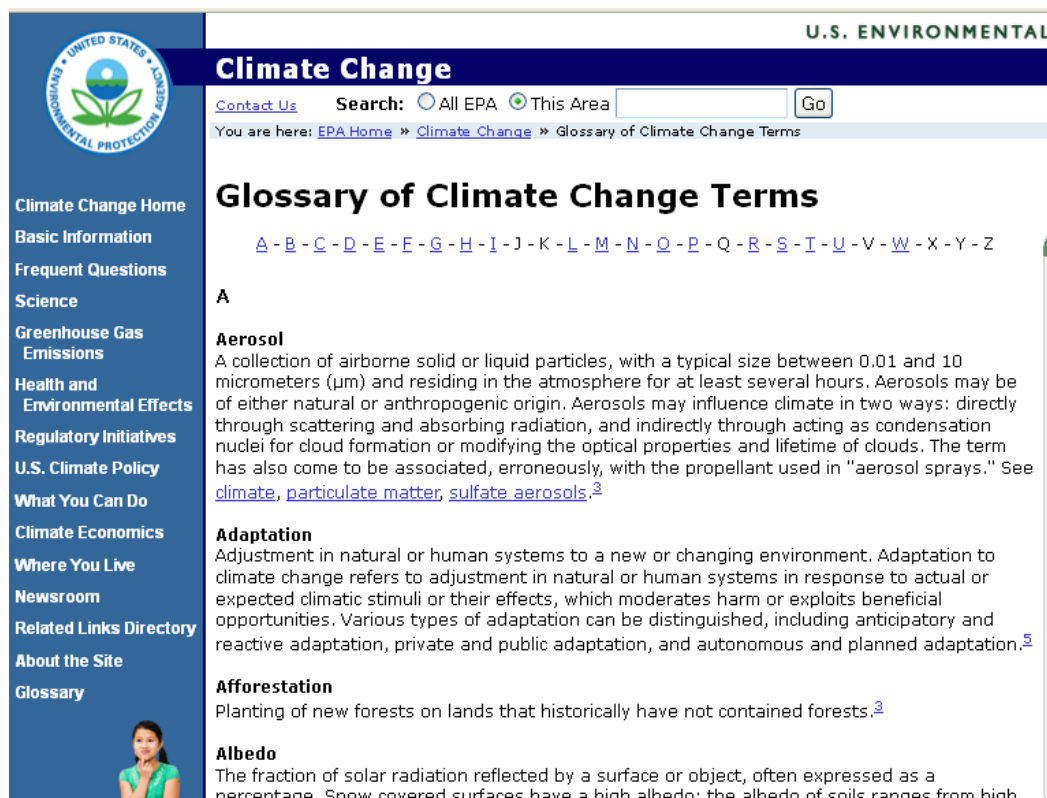
finding

re-use

sense-making

Simple controlled vocabularies

- Glossaries



The screenshot shows the U.S. Environmental Protection Agency's website. The header includes the EPA logo and the text "U.S. ENVIRONMENTAL". The main navigation bar is blue with the text "Climate Change". Below this, there is a search bar with the text "Search: All EPA This Area" and a "Go" button. A breadcrumb trail reads "You are here: EPA Home » Climate Change » Glossary of Climate Change Terms". The main content area is titled "Glossary of Climate Change Terms" and features a alphabetical index: "A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z". The letter "A" is selected. Under "A", the term "Aerosol" is defined as "A collection of airborne solid or liquid particles, with a typical size between 0.01 and 10 micrometers (µm) and residing in the atmosphere for at least several hours. Aerosols may be of either natural or anthropogenic origin. Aerosols may influence climate in two ways: directly through scattering and absorbing radiation, and indirectly through acting as condensation nuclei for cloud formation or modifying the optical properties and lifetime of clouds. The term has also come to be associated, erroneously, with the propellant used in 'aerosol sprays.'" See [climate](#), [particulate matter](#), [sulfate aerosols](#).³

The term "Adaptation" is defined as "Adjustment in natural or human systems to a new or changing environment. Adaptation to climate change refers to adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities. Various types of adaptation can be distinguished, including anticipatory and reactive adaptation, private and public adaptation, and autonomous and planned adaptation."⁵

The term "Afforestation" is defined as "Planting of new forests on lands that historically have not contained forests."³

The term "Albedo" is defined as "The fraction of solar radiation reflected by a surface or object, often expressed as a percentage. Snow covered surfaces have a high albedo; the albedo of soils ranges from high

The left sidebar contains a list of links: "Climate Change Home", "Basic Information", "Frequent Questions", "Science", "Greenhouse Gas Emissions", "Health and Environmental Effects", "Regulatory Initiatives", "U.S. Climate Policy", "What You Can Do", "Climate Economics", "Where You Live", "Newsroom", "Related Links Directory", "About the Site", and "Glossary".

Simple controlled vocabularies

- Authority files

The screenshot displays the homepage of the Western Australian Government website (wa.gov.au). The header features the state crest and the text 'GOVERNMENT OF WESTERN AUSTRALIA'. A navigation menu on the left lists various services under 'Guide to Government' and 'WA Top Ten'. The main content area is titled 'WA GOVERNMENT ONLINE SEARCH' and includes a search bar with the term 'government' entered. Below the search bar, it shows 'Results 1 - 10 for government. (0.23 seconds)'. The first result is 'Jobs WA - Government of Western Australia', with a link to 'www.jobs.wa.gov.au/'. The second result is 'Government of Western Australia', with a link to 'wa.gov.au/'. A 'Google Custom Search' logo is also visible. The footer contains the text 'Government House Refinancing - Financial Education Forum'.

Baby

Search

Advanced search

CATEGORIES

MOTORS

REAL ESTATE

THE BIG DEAL

GROUP DEALS

WHEELS & TYRES

Home > Baby > Baby

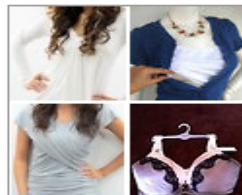
Baby

Please give us feedback about this page | Opt out

Browse by

Popular Categories

Baby Clothing >
Feeding >
Bedding >
Maternity Clothing >
Nursery Decor >
Toys (0 - 12 months) >
Baby Shoes >
Gifts >
Nappies >
Safety >
Furniture >
Prams, Strollers >
Bathing, Grooming >
Baby Carriers >
Other Baby Items



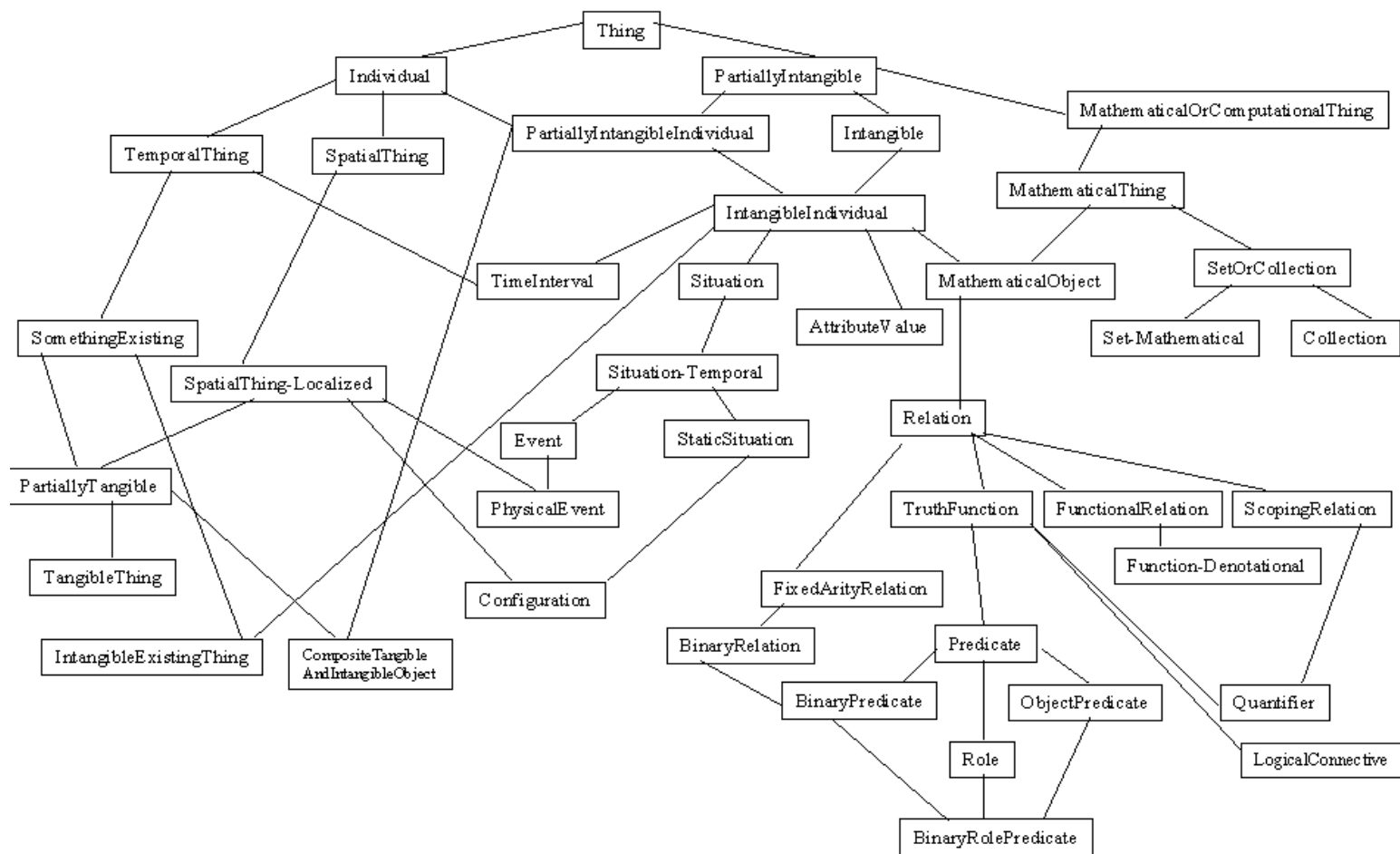
Baby Clothing
Girls
Boys
Accessories
Unisex
See all

Maternity Clothing
Tops, Blouses
Breastfeeding
Dresses
Bras
See all

Woolworths mobile

\$29 = \$500 VALUE*

* Terms and conditions apply



Source: <http://www.cyc.com/cycdoc/upperont-diagram.html>



Thesauri

- Structured vocabularies used in:
 - Description
 - Labelling
 - Metadata
- Greater structural complexity
 - Defining / scope
 - Synonyms
 - Hierarchical
 - Relational

Thesaurus entry example

Personnel evaluation

AD Jan 84

SN Judging employee value, competence, productivity, work quality, etc., using previously established objectives or standards, for decisions concerning selection, classification, placement, promotion, merit salary increases, etc.

UF Employee evaluation

Performance appraisal (Personnel)

Staff evaluation

Worker evaluation

BT Evaluation

NT Administrator evaluation

Counsellor evaluation

Teacher evaluation

RT Assessment centres (Personnel)

Competence

Dismissal (Personnel)

Employment qualifications

Informal assessment

Job performance

Job placement

Job skills

Management by objectives

SC 630 Labour and employment



Case study: Australian Thesaurus of Education Descriptors

- Formal thesaurus used for description and discovery in a range of databases, most notably the Australian Education Index
- Based on ANSI/NISO thesaurus standard
- 1st edition: 1984
- 2nd edition: 1996
- 3rd edition: 2003

Case study: Australian Thesaurus of Education Descriptors

- 4th edition in preparation
- Update and terms sourced from:
 - User feedback
 - Structural review
 - Usage
 - Identifiers
 - Other thesauri





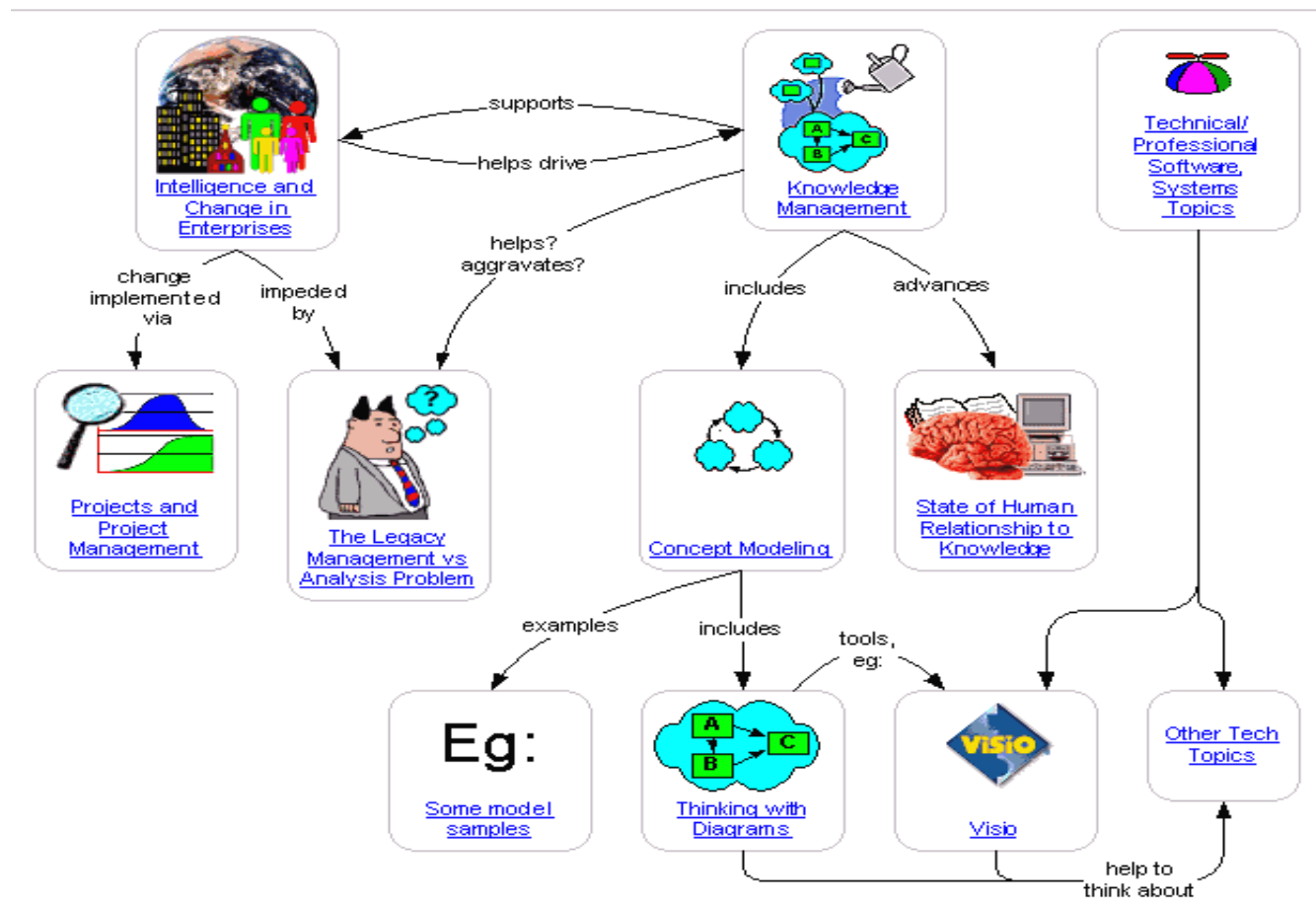
Time for semantics

- Topic maps – capturing the exact relationships between the concepts



“Personnel evaluation [ATED]

- BT – Evaluation – the application of evaluation to a specific group (personnel)
- NT – Administrator evaluation – the application of personnel evaluation to a specific group (administrators)
- RT – Job skills – criteria by which personnel evaluation is achieved



Source: <http://www.grahamwideman.com/gw/xm/index.htm>

Language and discovery

Yahoo! Directory

Arts & Humanities

[Photography](#), [History](#), [Literature](#)...

Business & Economy

[B2B](#), [Finance](#), [Shopping](#), [Jobs](#)...

Computers & Internet

[Hardware](#), [Software](#), [Web](#), [Games](#)...

Education

[Colleges](#), [K-12](#), [Distance Learning](#)...

Entertainment

[Movies](#), [TV Shows](#), [Music](#), [Humor](#)...

Government

[Elections](#), [Military](#), [Law](#), [Taxes](#)...

Health

[Diseases](#), [Drugs](#), [Fitness](#), [Nutrition](#)...

News & Media

[Newspapers](#), [Radio](#), [Weather](#), [Blogs](#)...

Recreation & Sports

[Sports](#), [Travel](#), [Autos](#), [Outdoors](#)...

Reference

[Phone Numbers](#), [Dictionaries](#), [Quotes](#)...

Regional

[Countries](#), [Regions](#), [U.S. States](#)...

Science

[Animals](#), [Astronomy](#), [Earth Science](#)...



Google Search

I'm Feeling Lucky

Search: ☒ the web ☐ pages from Australia

[Advanced Search](#)
[Preferences](#)
[Language Tools](#)

User language & changing literacies



The user regains control

- Folksonomies
 - user-generated ‘controlled’ vocabulary
 - used for categorisation and navigation
 - The authors are the users / the authors are the users

twitter

flickr™

 del.icio.us



 **australian
drugFOUNDATION**



Folksonomies continued

- The good side
 - dynamic
 - user-generated language
- The less good side
 - plurals
 - duplication
 - polysemy
 - synonyms
 - structure-less

Case study: Somazone tag cloud



Case study: Somazone tag cloud

is too short... Inhalants Feeling confused but knowing... Death being my way... First time Quitting Dating a friend Depression& do I have it? Bisexual Itching, dryness, etc. Cocaine Cannabis& mind health Bras Eating disorders Cannabis in general Hallucinogens Drug testing Other abuse Vagina Other friendship stuff Mind health Emotional health He cannot get in further than about 3 inches. Is the angle... Self-harm Girls Boobs Am I...? General health Heroin New Stories SEO Feeling depressed Erections Pregnancy Contact us Size and shape Drugs in general Tell us what you think... Disclaimer©right Hymen Other guy stuff Mixing drugs Family Hair Ecstasy Getting help Fact sheets Physical abuse

Case study: Australian AOD thesaurus





A proposed thesaurus

- Modify the AOD Thesaurus to bring it closer to local contexts and issues
- Incorporate user language within the structure
- Retain a capability for linkage with LC subject headings to preserve interoperability and data sharing
- Implement into the DrugInfo Library catalogue
- Roll out across websites

Technical language

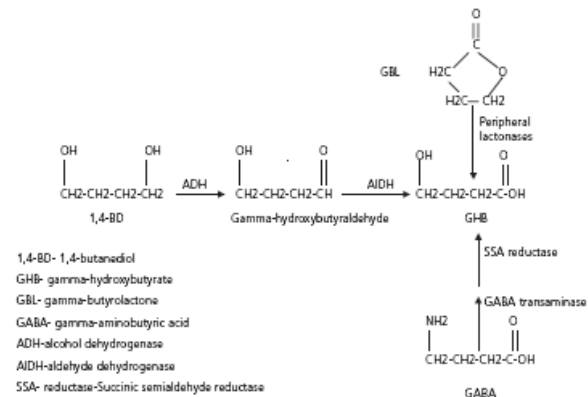
- cannabis,
methamphetamine,
gamma-hydroxy butyrate

Common language

- marijuana, crystal meth,
GHB

Slang

- dope, mull, weed, ganja, ice,
grievous bodily harm, fantasy,
liquid E, blue nitro...



Are controlled vocabularies still useful?



Source: <http://paulstamatiou.com/thoughts-on-the-future-of-the-web>

Controlled vocabularies 3.0 and discovery


[WHAT IS FAVIKI?](#)[COMMON TAGGING](#)[ORGANIZE BETTER](#)[TAG IN YOUR LANGUAGE](#)[JOIN](#)

Faviki is a social bookmarking tool that lets you use [Wikipedia](#) concepts as tags.

Faviki allows you to keep your own tags and connect them to common, universal concepts from the world's largest collection of knowledge!

YouTube - Amy Winehouse - Valerie Live In London

12:47 am



brilliant performance!

Amy Winehouse; Concert; [London](#); [Shepherds Bush Empire](#); Valerie (song). [1 person]

London is the capital of the United Kingdom and the constituent country of England, and is the largest city in the European Union. An important settlement for two millennia, London's history

chuck with friends

PEOPLE: chuck; TAGS: Search

chuck with friends

555 bookmarks

W M D E C A S

TAGS: FRIENDS

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Thank you...

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Some Annotated Resources:

GENERAL

Brown University. *Year of China: Pronunciation guide*

<http://brown.edu/about/administration/international-affairs/year-of-china/resources/pronunciation-guide/pronunciation-guide>

Short introduction explaining how tones work in Chinese. Worth reading even if you're not interested in learning to speak Mandarin. Contains brief history of the various transliteration systems.

Omniglot. *Chinese Script and Language*

<http://www.omniglot.com/writing/chinese.htm#characters>

Comprehensive source explaining various aspects of the Chinese language. Sections on writing system, evolution of characters, simplified characters, phonetic transcription system, even dialects. Also information about electronic dictionaries and translators.

TRASLITERATION SYSTEMS

Wikimedia. *Use pinyin not Wade-Giles*

http://meta.wikimedia.org/wiki/Use_pinyin_not_Wade-Giles

Interesting lengthy debate with participants offering (or defending) views on how to cope with the chaos caused by pinyin replacing Wade-Giles. Some heated discussions too!

U.S. Time Magazine (April 1979). *World: Pinyin Perils – Groans from the libraries*

<http://www.time.com/time/magazine/article/0,9171,916729,00.html>

Outdated article paints vivid and funny picture of the many frustrated news media professionals, geographers, academics, publishers as well as librarians who had to cope with the global switch to using pinyin during the late 1970s.

Pinyin.info. *A guide to the writing of Mandarin Chinese in Romanization*

<http://pinyin.info/index.html>

Site claims that what most people think they know about Chinese, especially about Chinese characters, is wrong. Has comprehensive selection of resources that aims to “set things right”. Includes a range of useful romanization tools.

CHINESE NAMES

Julin Pan (1999). *On your name and my name: Transliteration of Chinese personal names*

<http://www.white-clouds.com/iclc/cliej/cl16pan.htm>

<http://archives.cnd.org/HXWK/author/PAN-Junlin/cm9901e-5.gb.html> (Chinese version)

Chinese librarian in America expresses frustrations of people constantly mispronouncing hers as well as her family members' names. Author also describes confusion at work due to the lack of a common practice in handling Chinese resources.

Liqun Dai (2006). Indexing personal names

http://www.theindexer.org/files/25-2/25-2-cp1_001.pdf

Not to be missed by any indexers of Chinese materials! Sections on Chinese name construction, transliteration, and suggestions on referencing and distinguishing Pinyin transliteration. With "Hundred surnames Pinyin Index".

PLACE NAMES

Wikipedia. Chinese Postal Map Romanization

http://en.wikipedia.org/wiki/Chinese_Postal_Map_Romanization

Describes origin of the Chinese Postal Map Romanization and compares some of the main differences with Wade-Giles.

GeoName: A system for back-transliterating pinyin place names

<http://acl.ldc.upenn.edu/W/W03/W03-0104.pdf>

Highly technical and complicated, author explains how the GeoName system can help trace a transliterated place name to the actual Chinese characters. Helps explain the complexities of "decoding" transliterated Chinese geographical names. Not for the light-hearted!

OTHERS

Yahoo!Answers. Why is Chinese Romanization so complicated if it is only used for foreigners?

<http://answers.yahoo.com/question/index?qid=20090310191627AAtdCxe>

Many interesting answers provided - from expressing sympathy towards the inventor who only had 26 alphabets to use, to the system not designed for foreigners, etc. Provides insightful reading without the "boring" stuffs.

"There is probably no subject on earth concerning which more misinformation is purveyed and more misunderstandings circulated than Chinese characters or sinograms".

-- Victor Mair (qtd from foreword to *Ideogram*, J. Marshall Unger).

Indexing for Genealogy and Family History – Is there anything different about it? Use of volunteers

There are two sorts of indexing we do at the Genealogical Society of Victoria: books and journals for our general catalogue (public version via www.gsv.org.au which lacks some details reserved for our members); and for our large index of names.

In both cases our purpose is to provide family history researchers with leads to their ancestors – not just for the traditional family tree, but also for the relevant social history so that their ancestors can be understood in their broad social (economic, political, medical and so on) context. Establishing the family tree with names, dates and places is a prerequisite. Next comes the general social history part of the quest which is more interesting.

As I understand it the indexing approach for our general catalogue conforms to “normal” standards. However our clear emphasis is to index key names, date ranges and place names rather than general content or subject of the book, microform or CD/DVD in our library. The catalog also points to indexes of names on the Internet. The purpose is to provide leads to sources which might lead to the researcher’s family history rather than their family tree.

At any one time we have approximately four members engaged on this indexing, all volunteers. I leave this aspect as one of our broad objectives.

I want to concentrate on name indexing, since it is our major indexing effort. We have two indexes: one of about 9 million records, available to members who use our library; and a second of about 6 million records, which is an on-line index for members. The second comprises the first less some records for copyright/permission reasons.

Here is an example, from our members-only index, of the results from a search for the surname Hillier, given name Vera

	Name (Click for more)	Place	Event	Date	Comment
1/2	HILLIER, Vera.	Fairfield, Victoria	Hospital record	28/04/1913 Born: 1912	Age: 23y1m.
2/2	HILLIER, Vera.	Fairfield, Victoria	Hospital record	29/07/1913 Born: 1890	Age: 23y. Parent or Guardian: Walker, Isabella

And clicking on the second result brings up this information (the astute reader will see an error in the first entry – I will have that error corrected)

Please check the GSV library catalogue for current location		
HILLIER, Vera.	Event Hospital record	29/07/1913
	Place: Fairfield, Victoria	Born: 1890
Age: 23y	Sex: F	
Source: Queen's Memorial Infectious Diseases Hospital (later known as Fairfield Infectious Diseases Hospital): record of patients. p./no. 04/28 Patient: 10021		
Click here to view image files: FH004028.pdf		
Comment: Parent or Guardian: Walker, Isabella		

And if the hyperlink is clicked then the relevant page from the Fairfield Infectious Diseases Admissions Register is displayed. (If you [click here](#) this imaged page should be displayed on your PC. In this case we imaged the Register in two parts then joined them, because at the time the camera we used could not cope with such a large document).

(Another aside: in the “Residence” column you will see the words “Tel Police” on a number of entries: this does not mean any crime was involved – it reflects the low incidence of houses with no phone in 1913 and one aspect of what I call “the social support role” of the police in society in those days – a role which continues but rarely, if ever, gets any media reporting).

An abbreviated on-line index is available to the public, and is on our home page via a link titled “Free Trial Name Search”. Try this at home.

Demonstrate this.

We have many different sources of value if indexed – of very little value if not indexed. All of them share one hazard: the varied spelling of names. It is important to remember that the precise spelling of names was unimportant until around 1900 which I expect reflected an increasing incidence of literacy but also was a direct result of the beginning of Government pensions which, in Australia, began with NSW in 1900. (I think it is also worth remarking that the final part of the OED was published in 1928 <http://www.oed.com/public/oedhistory>)

By way of one example I have seen two English legal documents, one dated 1610 and one dated 1833 where the one person’s surname had two renditions.

Add to this the low rate of literacy. Especially prior to about 1900.

Someone researching the surname Smith needs to spell it several ways: Smithe, Smyth, Smythe, at least). My favourite is the name Houlihan for which I have counted 11 different spellings my favourite being Whoolihan.

It was the pronunciation that mattered. Imagine an illiterate Irishman, even when sober, speaking his name to a partly literate Yorkshireman. It’s funny, these days, but to cite one scenario, from 1852 Ship’s captains arriving in Victoria were required to provide a list of their passengers to the Government. These lists, generally called Shipping Lists, are a key source for genealogists and probably the most popular index which the Public Record Office Victoria has on its web site. On this index there are countless cases where the one surname as one or more spelling variants.

I think there has been some interest in our very large indexing job of patients in the Melbourne hospital for the period of about 1860 to 1910. I will briefly discuss this one, followed by the indexing of memorials in cemeteries.

There are around 2,000 small, leather bound books (Ward Books, or Case Histories) in which the staff and doctors at the Melbourne Hospital (now the Royal Melbourne Hospital) recorded patients’ details (usually scant), their treatment and the result. This project began after considerable discussion with the hospital, especially their Ethics Committee, and the Public Record Office Victoria (PROV). Because we were not allowed to image the Ward Books, and because after we indexed them they would be transferred to PROV and so not

easily accessible to the many researchers who could not readily get to PROV, we chose to index much more detail than we normally would. Additionally we decided that we would contribute to medical history research and include patients' diseases but for privacy reasons make this detail in an index available only to those approved by the Hospital's Ethics Committee.

As a result of these decisions and agreements, the publicly available index contains the patient's name, age, and admission date together with some or all of the following: the patient's biography, birth place; the ship on which the person travelled to Australia and its arrival date; whether married, widowed or single; occupation; religion; residence and the result of treatment. Each set of details includes the full reference to the relevant Ward Book's location at PROV. A patient's disease or complaint can only be ascertained by viewing the Book at PROV, or by using the GSV's Research Service.

The particular challenges with this project are the poor legibility of the writing (for which doctors are still infamous), the spelling of names, and often interpreting the disease. In the case of the latter we have several retired nurses and some 19th century medical references to help. Also this latter case is one of the rare instances where we ask our indexers to interpret, or assess the evidence.

In the earlier years of the Melbourne Hospital it is clear that the staff had more time to record details about the patient. It is obvious to our indexers that as the years rolled by the hospital got busier, reflecting the growth of Melbourne after the gold rush and the extent of detail in the Ward Books decreased. We also observed the staffs' handwriting slowly improve.

Of all our indexing projects this is really the one which needs collaboration, to resolve difficult handwriting but especially the medical details. Each Wednesday between 5 and 8 volunteers meet and work on the index, when they can be heard discussing particulars, sometimes expressing horror and sometimes laughing.

One genealogical fact is that the rich and famous are always easy to research. Most people do not leave much of a paper trail for their descendants. The Melbourne Hospital did not treat the rich who paid the Doctor to visit them. The poor had no skilled medical treatment unless they went to a hospital that was funded by donations and often some government money. For these reasons we rate the Melbourne Hospital as important.

Also important for us are cemetery burial records and cemetery memorials (headstones and plaques). As more and more burial records are put online via the Internet we now concentrate more on indexing names on memorials, and it is this indexing I will now talk about.

While it is true that memorials to the rich and famous are, statistically, more common than the rest of the community it is remarkable how often memorials are found for members of all other classes of our community. But even the rich and famous have descendants who are neither rich nor famous and who are recorded on memorials.

Grief is, of course, powerful emotion and colours the way people choose to have recorded on memorials. Some memorials are meaningless to anyone except their author – for example there are some which merely read "Our parents".

Others contain unexpected details – for example there is a memorial to a teenager who died while playing football, which includes the names of both teams playing in that match. Some of the older memorials at the Melbourne General Cemetery include names of the deceased ancestors in the UK as well as their social position, such as Mayor.

Few are humorous – one often cited ends with the words “I told them I was sick”.

Certainly the majority of memorials, especially plaques, record the name and death dates of the person or persons in the grave. I would guess that the proportion of such memorials is about 60%.

Some are complicated. For example:

Ella Stephens, wife of Albert Thomas Cliff, died 17th Nov. 1936, Aged 43 years, also Stuart Thomas, son of the above, and step-son of Annie Maude Cliff, and brother of Phyllis, died suddenly 6th Jan. 1951, Aged 14 years 10 months, also Albert Thomas Cliff, husband and father of above, died 12th Feb. 1960, Aged 73 years.

Memorials often record the deaths of people not buried in the grave. The most common are deaths of servicemen overseas in the world wars.

A few are more informative but difficult to interpret. For example

Erected by Patrick and Ellen O’Shannessy in memory of their brother, Jeremiah O’Shannessy, Native of Glensharold, Co. Limerick, Ireland, who died at Boolara, 2nd February 1917, Aged 75 years, also Patrick, brother of above, who died 10th October 1920, Aged 85 years, also Ellen O’Shannessy, sister of above, who died 12th June 1926, Aged 81 years, also their cousin, Johanna Downey, who died 20th July 1935, Aged 80 years.

Fortunately the indexing of such a memorial does not need to include whether the people named are in that grave. Indeed, the grave may be empty.

Others include names of the family and present indexing challenges. To illustrate:

MARY KINNEAR
Beloved wife of
Joseph
Mother of
Lorraine and Colin

Most would read this to mean that Lorraine and Colin have the surname of Kinnear. But if it was Mary’s second marriage then one or both Lorrain and Colin may not have the surname Kinnear. There may have been a divorce to further add to the surname possibilities. So the indexer is advised to omit that surname, even if it is highly likely that Mary married just the once.

This is a good example of the value of being able to hyperlink the index record to its source, so that the researcher can make the analysis. Whenever we can at the GSV we do hyperlink the source.

Finally I should remark that because of the variations of name spelling and poor literacy it is most important that the software used for indexes permit the use of wildcards and preferably also Boolean logic. I hope the words “wildcard” and “Boolean” are meaningful to you.

I think you will have, by now, formed an assessment about the difference between the indexing challenges you face and the challenges in indexing for family history.

Finally. We have to cope with the several factors that affect volunteers ability to work at the GSV: “Grandparents’ Duty” as we call it; going to Queensland in the winter; lots of medical appointments; and others. I am sure these factors are present in all endeavours involving volunteers. Nevertheless most of our volunteers are committed members who enjoy their work, and get that satisfaction that they have the opportunity to give back something to their community.

Clive Luckman
The Genealogical Society of Victoria
September 2011

Emerging Technologies in Publishing
Introduction
by Bill Johncocks

1	Embedded indexing defined	p1
2	Other techniques often confused with embedding	p1
3	Advantages and disadvantages	p2
4	XML	p3
5	Embedded indexing examples	p4
6	Tagging with locator codes	p5
7	A word on eBooks	p6

In this session, I want to clarify the distinction between embedded indexing, XML and the system of indexing to coded text locators favoured by certain publishers and popularly called tagging. James and Maureen will bring the discussion up-to-date with some of the latest developments and the attached glossary and resources list should provide further useful information.

1 Embedded indexing defined

Embedded indexing involves inserting index terms at relevant text positions within the indexed document, allowing an index to be generated automatically from that document alone by the host software. There is no separate index file.

The technique is only possible with electronic documents because the association of terms with locations is itself electronic and usually features the use of hidden text (akin to formatting instructions and comments). For example:

Some piece of text in a manuscript...

With the 'show hidden text' option selected, might appear as

Some·piece·of·text{XE·“some·indexentry“·}·in·a·manuscript...

revealing the hidden embedded entry. Most word processing and page layout software provides some kind of embedded indexing module. XML can also embed entries and be used to generate an index. The above illustration is from Microsoft Word, which is still probably the most popular. Such systems generate a usable index by collecting the embedded entries, sorting them into alphabetical order, applying locators and sorting them into ascending numerical order, suppressing duplication, providing for subentries and cross-references and allowing sorting to be overridden, but few allow the flexibility or breadth of choice most SI members will be used to enjoying with MACREX, CINDEK or SKY.

For this reason, several add-on packages have been developed that address the shortcomings of the native indexing modules, like James Lamb's WordEmbed that adds functionality to Microsoft Word. CINDEK and SKY index entries can also be embedded into Word more laboriously using drag-and-drop operations, a facility not yet available with MACREX.

2 Other techniques often confused with embedding

With true embedding, remember, the indexer supplies no separate index file; the final index is derived automatically from terms embedded within the source document.

It's important to distinguish embedded indexing from semi-automatic (e.g. TExtract) and automatic indexing, where word occurrences are used to make preliminary term selections. In embedded indexing, the indexer can retain full control of the intellectual process of indexing; only the method

of indicating the position differs from conventional, standalone indexing using MACREX, CINDEX or SKY. Thus, if the text uses the term 'agricultural runoff' the indexer is perfectly free to supply 'farm wastes' instead.

That said, embedded indexing has evolved to be useful to authors who are not trained indexers so a measure of automatic 'indexing' (essentially a concordance function) is often possible by finding and marking all occurrences of a term with an identical index (as with Word's 'Mark All' option).

It's equally important to distinguish true embedded indexing from CUP/Elsevier-style 'tagging'. Under these systems, standalone indexes are supplied using location codes other than page numbers, together with a source text marked up with these codes in appropriate positions. In the case of CUP, these are inserted by the indexer, who is free to choose their position, format and extent: Elsevier required the paragraph numbers they supply to be used as locators, thus freeing us from bothering so much about ranges. In neither case are the index terms embedded; the requirement for a separate index file disqualifies them.

More generally, replacing page numbers in a standalone index with more precise position indicators, whether free-format codes, paragraph numbers, Kindle locations or hyperlink targets, isn't embedding because in all of these cases, the index terms remain in a separate index file. Embedding requires a single, independent source document that is by itself capable of generating the complete index: whether a more precise or pagination-independent locator results from running the index-generation software is a separate issue.

3 Advantages and disadvantages

Embedded indexing can be carried out before pagination, allowing indexing to take place as soon as the text is finalised but before the document is typeset. There is therefore an inbuilt time saving. In principle, embedding allows a draft or partial document to be indexed, at the almost certain cost of requiring significantly more changes to be made at the editing stage.

Because the index terms move with the relevant text, an embedded index is absolutely unaffected by simple reformatting like publishing a paperback edition with a different page size. It is rarely affected even by rearranging large sections of text – swapping the order of Chapters for example – and seldom seriously compromised by minor deletions but inserting new material or making more substantial changes are likely to undermine the integrity of the generated index.

An embedded index using a pagination-independent locators, like paragraph numbers, can in principle be displayed on any device, but of course this works too for standalone indexes using such locators.

In any embedded indexing system, apart from mastering the appropriate markup technology, there are additional problems for the indexer to overcome. The first is ensuring consistency. Once all the index terms have been inserted, the host software of the word processing or page layout system generates an index rather as would MACREX, CINDEX or SKY, but in some cases only at the end, or on demand. Microsoft Word, for example, doesn't display the growing index as terms are added to the document, neither does direct XML indexing with an XML Editor. This causes a real problem over consistency and controlling the lengths of locator runs, especially with multi-author books and for indexers lacking photographic memories! It's worth insisting on being able to generate a full index at intervals.

A further disadvantage comes with editing the finished index. Because every location indexed with a given heading includes an instance of that heading in the form of markup, changing one term entails finding and changing every occurrence. At the very least, embedded indexers would be wise to allow extra time for the editing phase.

Locator ranges are often a problem. Where embedding is going to result in a printed book, it's impossible to predict whether a brief treatment will extend over several pages, when even a single sentence can be split across a page boundary and sometimes interrupted by intervening pages devoted to illustrations or tables. Dealing with ranges is often very cumbersome so manual embedded indexing tends to feature too few ranges; the only satisfactory solution is to mark the extent of all indexed topics but, because many of these won't actually result in a page range, it's horribly time-consuming and best done with the help of software add-ons like WordEmbed.

If your client wants to maximise the time-saving offered by embedding, you may be asked to index a less-than-final version of the document, in which case, simultaneous or subsequent modification and even corruption of the embedding can be a problem too.

Finally, having a user-friendly interface is hugely important: embedded indexing systems aren't just verbose; they're notoriously fault-intolerant. Unless and until inserting the terms becomes smooth and painless, the mechanics of embedding are capable of distracting indexers from the process of selecting and relating terms.

4 XML

XML is really a family of technologies, and part of a larger group, including HTML, that all derive from a common parent called SGML, which survives in an international standard (ISO 8879) for markup languages.

SGML (Standard Generalized Markup Language)

was devised in the 1970s to delineate different types of content in files to be shared between mainframe computers

HTML (Hypertext Markup Language)

is the markup language of the world wide web and dates from 1990. It controls hyperlink connectivity and the display of different elements of a web page. The markup is rendered on the recipient's PC by browser software interpreting a standardised set of elements and attributes

XML (Extensible Markup Language)

is a data description language, first released in 1998. Instead of presentation, it defines different content types for subsequent manipulation. Individual implementations require a schema (or a DTD) setting out the allowed elements, while their rendering requires a specialised stylesheet like XSLT

All SGML-derived markup languages have a common structure:

```
<elementname attribute="value">content</elementname>
```

The sections within angle brackets are called tags (can you see the risk of confusion here?) and are usually paired, end tags differing from start tags by beginning with a forward slash. Attributes are not always present and empty-element tags also exist. The whole unit illustrated above is an element. Tags can be nested in complex hierarchies, in which case an indented layout aids human readability.

Once a document is marked up in valid and well-formed XML, it can potentially be rendered in a number of different formats, simply by applying the powerful stylesheet language, XSLT, which is itself written in XML. These formats include printed books (where the text and any embedded index can be laid out without human intervention), website pages and displays for handheld devices. This offers an unprecedented degree of integration of the publishing process, together with speed, reusability and platform independence advantages. XML seems certain to be the future of publishing, in which case page-based techniques are essentially doomed.

The use of XML might be thought to imply embedding of the index, and this does represent the purest application of XML, but the Elsevier and CUP tagging systems use non-embedded indexes to link to XML-coded documents. Indexers though never see that XML code; they work on texts rendered as MS Word documents.

5 Embedded indexing examples

Here's the same text passage, first in its plain-text form, together with the desired index entries, then showing MS Word embedding and lastly a possible form of XML embedding, each of which could be used to produce the same index.

plain text:

The dynasty's tenth ruler, Amenhotep IV, changed his name to Akhenaten, moved the capital from Thebes to el-Amarna and attempted to displace the supremacy of Amun-Ra...

intended index:

Akhenaten (Amenhotep IV), 1
Amenhotep IV *see* Akhenaten
18th Dynasty Pharaohs
 Akhenaten, 1

Microsoft Word embedding:

The dynasty's{XE."18th·Dynasty·Pharaohs;eighteenth·dynasty·pharaohs:Akhenaten".}·
tenth·ruler,·Amenhotep·IV,·changed·his·name·to·Akhenaten{XE."Amenhotep·IV".\t·
"see Akhenaten".}{XE."Akhenaten·(Amenhotep IV)".},·moved·the·capital·from·Thebes·
to·el-Amarna·and·attempted·to·displace·the·supremacy·of·Amun-Ra...

XML embedding

The dynasty's <indexentry><indexterm sortas="eighteenth dynasty pharaohs">18th
Dynasty Pharaohs</indexterm><subentry>Akhenaten</subentry></indexentry> tenth
ruler, Amenhotep IV, changed his name to Akhenaten,<indexentry><indexterm>Amenhotep
IV</indexterm><seeref>Akhenaten</seeref></indexentry><indexentry><indexterm>
Akhenaten (Amenhotep IV)</indexterm></indexentry> moved the capital from Thebes
to el-Amarna and attempted to displace the supremacy of Amun-Ra...

Those who have followed the fourth edition of the SI training course will recognise this from section D3.1. Unfortunately, some references to embedded indexing elsewhere in the training course, taken by themselves, could be misleading.

The Society has opted to teach embedded indexing based on in Microsoft Word as the most widely adopted system. Word has some disadvantages, one being that its top-level interface has changed between different versions, although the indexing module itself has been remarkably – some would say dispiritingly – stable for over a decade. Another is that its standard implementation is wedded to page numbers. Nevertheless, confidence acquired in embedding with Word positions an indexer well to master embedding using InDesign, LaTeX or most similar systems. For the indexer preparing to tackle direct XML embedding, knowledge of Word still leaves quite a steep learning curve, comparable perhaps to the initial challenge of mastering a standalone indexing package. This remains the case despite the fact that since Word 2007, Word itself has been built on an XML platform. And of course experience with CUP-XML, despite its name, neither requires nor imparts any knowledge of XML itself.

Some time in the future, all commercial indexing seems likely to be embedded rather than page-based; to use XML and to require device neutrality, so it can be quickly adapted to any reading platform. XML provides an integrated environment for book production and multiplatform availability of a given indexed document. At present, XML encoded documents can be indexed either by embedding (using XML elements specifically designed to generate index entries) or with a separate index file (linking to either location codes or hyperlink targets). Because pagination is a later stage of the XML production process, page locators are unlikely to be available.

In an ironic twist, today's embedding using word processors or direct XML markup provides a degree of precision that is sacrificed when exact text positions are converted to more familiar page locators.

6 Tagging with locator codes

By opting for the process popularly known as tagging (or in its CUP variant as CUP-XML) two major publishers have chosen to leave indexes outside their XML-based book production, and tagging exposes the indexer neither to XML nor to embedding. There might be various reasons why publishers should adopt so indirect an approach.

One factor might possibly be sensitivity over the details of their software, which represents a sizeable investment; another might be a conviction that indexers prepared to become proficient at manipulating XML would be scarce. A third might be the recognition that many indexes are likely to be prepared by authors, who have even less incentive to develop XML skills (though several have shown themselves perfectly willing to master word processor-based embedding). Neither system appears to have been developed in close cooperation with working indexers although other, smaller publishers have subsequently approached the Society for advice.

With all embedding, there is a concern, certainly expressed by some authors, that an indexer might inadvertently corrupt the original text. This seldom happens with Word (and a simple check using Track Changes would reveal any discrepancies) but with XML – a system that is notoriously fault-intolerant – it's common to add a further software level, a concurrent version system (CVS) to reconcile simultaneous changes that the indexer and others make to the developing text. Finally, of course, generation of the growing index requires the indexer to have a downloadable XSLT stylesheet. Indexing with something as verbose and inflexible as XML requires an indexer-friendly interface using pull-downs and incorporating validity checks, so indexers are not deterred by having to spend many unpaid hours acquiring new skills. The emergence of DocBook as a publishing standard will help, but the recruitment and retention of a trained and motivated workforce even using tagging has proved a problem.

For the indexer, the use of an indirect method like tagging allows the index to be compiled and edited using familiar indexing software, without the need to engage with unfamiliar markup processes, just as the use of indirect approaches shields Word indexers from that product's rather cumbersome and inflexible inbuilt indexing interface.

Simple paragraph numbering may free the indexer from worrying about ranges but assumes that changes of subject and of paragraph coincide, which isn't always warranted, while any conversion to page numbers will lead to misallocation even when paragraphs are kept short unless all indexable matter begins at the start of the paragraph.

The profession's low profile has led to missed opportunities over embedding itself, over the development of 'tagging' systems, and now the accessibility of eBook contents. We (and our readers) have everything to gain from closer contact with publishers and their IT advisers. PTG's present role is to develop a list of user requirements for any workable indexing system but the establishment of a Digital Trends Task Force by the American Society for Indexing with a broader remit suggests the need for a coordinated and timely professional response to publishing technology developments is being recognised worldwide. That need isn't going to go away soon.

7 A word on eBooks

The indexing of eBooks is in its infancy at present. Various compromises aimed at exploiting pre-existing indexes to printed versions are being tried with very limited success. The obvious solution is an approach similar to website indexing, since the language that drives Kindle displays is a variant of HTML, while the rival ePub system is essentially XHTML. Website techniques would take the eBook reader to an anchor tag at the precise beginning of the discussion of a topic, regardless of page or screen size. That said, the potential for true platform-independence and device-neutrality provided by XML embedded indexes is obvious; a marked-up document ought, given a suitable range of stylesheets, to be capable of generating both printed books and usable eBook indexes without further intervention.

Finally, index portability isn't simply a matter of ensuring that locators remain valid; the usability requirements of website-type indexes, say, are different from those of book indexes, while we need to warn publishers that capricious subdivision and combination of texts can lead to indexes containing internal contradictions and even nonsense.

WRJ

25/08/2011

Emerging Technologies: Panel Discussion, Saturday 3 September 2011

No, not embedded indexing – just a quick look at one of the alternatives

CUP-XML, Elsevier, OUP et al

NB : slides are not posted to the website but may be obtained on request to editor@theindexer.org

Bill Johncocks has just clarified for us the distinction between a genuine embedded index system and the standalone, linked (or ‘tagged’) index approach adopted by a number of publishers, CUP and Elsevier in the van, but now joined by OUP with a number of smaller publishers apparently joining in.

This is not a teach-in, just a quick introduction to help keep minds clear on exactly what is going on if a publisher asks us to prepare an index with ‘tags’ or ‘codes’ rather than page numbers. For those of you who are already familiar with all of this, don’t worry – I’ll be very brief. Ditto for those of you who think that it is something unlikely to come your way. But for the people in between...

The indexing process begins at a very early stage in the production cycle, at a point when the author’s manuscript has been converted to an XML file which in turn has been turned into a PDF or Word document for the author, copy-editor and proofreader and the indexer to get to work on. It is, in fact, rather like the old galley proof (or today’s web page) in that any page numbers it carries are irrelevant for indexing purposes since they will not survive finalization of the text in the chosen medium or media. Indeed, for an E-publication they could vanish altogether, and could vary between different print versions even where the text remains the same. **(But as Bill points out, indexers and publishers should beware the idea that this is the easy solution to publication piece-meal or selling chapters independently for teachers and students to put together, in their preferred order, the bits of the text that appeal to them.)**

Different publishers use different terminology for the ‘tags’. CUP-XML currently calls them ‘unique numbers’, Elsevier ‘IDs’. The underlying principle is the same but there are differences of approach. In the Elsevier system, the link or ‘tag’ is supplied, on the PDF, by Elsevier (OUP do the same) and this what the indexer must use. Obviously the indexer is not required to annotate the PDF file. In the CUP system, the indexer is given total freedom of choice as to what unique number they choose provided it is unique. This is placed at the correct point (or points if it’s a range) in the PDF or Word file supplied to the indexer, and used as the locator in the index. The conversion of the tag to an XML tag in both cases is done by the setters.

Elsevier

Slide one

Elsevier IDs attach to

- chapters in the form c00005
- paragraphs – p0010, 00020, p0030 etc
- sections (or ‘subchapters’ in Elsevier parlance) – s0010, s0020 etc
- figures – f0010 etc
- tables – t0010 etc
- boxes – b0010 etc
- order list items – o0010 etc
- unordered list items – u0010 etc
- definition list items – d0010 etc

Slide two – A typical Elsevier proof page, with the IDs ranged down the left hand margin

Ranges

In the Elsevier system, the range is integral to the ID. If you choose, for example, a paragraph (or p) ID, that is sufficient to cover the whole paragraph. Ditto, if you want to include a whole chapter as your ‘locator’. *Slide three* shows an example of a [Chapter ID](#).

Slide four shows an extract from the body of the text, and offers, as it happens, an example of something which has caused some Elsevier indexers concern. The heading ‘Environmental temperature’ has the tag ‘s0030’ which runs through to ‘s0040’ a bit further on. But, in this slide, you also have ‘Heat cramps’ labelled ‘s0110’ and ‘Heat stress’ labelled ‘s0120’. So ‘s’ for ‘section/subchapter’ does not always represent the same level in the hierarchy. But the ID will always run to the next ID in that sequence.

OUP

Slide five OUP seem to follow much the same system as Elsevier with the same rules about ranges, but a rather simpler approach to IDs which always start with the chapter number (in my example, this is ‘C3’), followed by the subchapter (to use Elsevier terminology), ‘C3.52’, followed by the subsubchapter – ‘C3.52.1’.

CUP-XML indexing

The CUP system gives indexers total flexibility over start and end of range etc., and what they choose as unique number.

Here is one way of doing it working on a PDF file:

- a) A simple version (*Slide 6*)
- b) A more complicated version (cumulative indexing) (*Slide 7*)

The unique number in these examples consists of the PDF page number plus the line number, essentially the approach currently recommended by CUP, but there are alternatives. In these examples *ranges* are always indicated. But this is not always necessary (for example in a bulleted list), or if the text is structured by paragraph number when this could be used as the unique number much as in the Elsevier and OUP systems.

Some cons, some pros and a comment

Just a very short list of points particularly relevant to the ‘why linked indexing?’ discussion. Discussion of the whole range of issues is matter for a 2-day workshop, not a 90-minute panel session!

Some indexers would leap in with the complaint that it is difficult to work on a text not yet copy-edited, but this easy enough to adjust to. However, as Bill’s analysis suggests, publishers and indexers between them, by going down the linked index route, have got themselves into a bit of a cul-de-sac, with a system which, even on its own terms, is unnecessarily cumbersome with too many stages between creation of the index and ‘linking’ to the eventual output. Tricks are certainly being missed.

The pros? Publishers claim that up-front indexing shortens the production cycle and cuts out delays. It would be more accurate to say that it means that the index is ready simultaneously with the proofed text so there is no hanging about at that stage. There is certainly no saving of time to the indexer – indexing at an ID/tag level is usually much slower -, but where the indexer (and the publisher) clearly benefit is that the threat of post-indexing repagination vanishes.

And just one comment on indexing to paragraph number: I’m a keen advocate of structuring books by paragraph or section and therefore see strong attractions in the Elsevier/OUP system. But those Elsevier/OUP examples I have seen (and the examples I have worked on for other publishers) have the text neatly divided up into neatly labelled bite-sized chunks. But this only works well when the eventual locator is the paragraph/section number, not the page and when they truly are bite sized.

Emerging Technologies: Panel Discussion, Saturday 3 September 2011

Relations with publishers in the digital age: some do's, don'ts and random thoughts

- **It's a tough world** not just for indexers but for publishers who are desperately searching for ways to keep their heads above financial waters in an age when there are so many threats to their traditional business – the 'book' as we have known it for 200 years and more. **It's in our interests to cooperate with them.**
- In indexing terms, some publishers **seem content to continue indefinitely** with traditional approaches, some have clearly articulated indexing policies to reflect changed publishing practices, others fall somewhere in between.
- Indexers (while perhaps wishing there were more of the first group) are most likely to be affected in their day to day work with demands from the group of publishers who express reasonably clearly what they require of the indexer.
- Some may ask for a true **embedded index**, using, for example, the Word indexing feature, InDesign, Framemaker. **Give them what they ask for, if you have or can/want to acquire the relevant skills. But think very hard before undertaking to learn a new technology for what may well be a one-off job.**
- Others require you to prepare the index up-front using some sort of **mark-up or linked system**, at a stage when the author's manuscript has been 'normalized' (current jargon), and is ready for copy-editing and proof-reading. (This is likely to be an XML version but that won't be obvious to the indexer since the XML coding isn't visible.)
- Some publishers (e.g. **CUP, Elsevier, to a certain extent OUP**) provide clear instructions on exactly what they want. Others are feeling their way, and are seemingly dependent on the individual indexer to suggest how to do the mark-up. The more we can encourage a dialogue between publishers and SI on this the better.
- **With publishers on a learning curve**, you need to draw on your experience with comparable systems. One of the tasks of the SI-PTG will be to gather together examples of good (and indeed bad) practice and offer advice and guidance both for the inquiring publisher and for SI members.
- **With publishers who are clear** about what they want
 - Don't waste time and emotion telling them that this sort of up-front, re-purposable, indexing is a nonsense
 - And don't waste time explaining why their particular system is no good.

Just get on with it (or decide that you would rather opt out).

- **Make sure you are clear** exactly what you are being asked to do. If you don't understand an instruction, ask for clarification. Make your enquiry short and specific, sticking to essentials and using an example. 'But I sent a long email about it' is a recipe for not getting the kind of answer you are looking for.
And remember that **the person you are in contact with may have no understanding of the underlying technology** - that's not their job - so don't press them for answers which they can't supply themselves. It can help sometimes to say 'Could you ask your IT people?'
- **Challenging the requirement** as a whole is counterproductive, but there may be occasions when you think that **a slight modification to the requirement** would make the system more effective both for you and for the publisher. Do put your idea forward.

- A surprising number of publishers and other **clients are not really au fait** with the possibilities for indexing in the digital age.
 - Some will assume free text search and the like mean indexing is no longer necessary (and the presumed financial implications may well confirm them in this view). **Tell them loud and clear that this is not true.**
 - Others will look to the indexer to work magic with hyperlinking and the like. **Assure them that all this is possible** adding, if necessary, that you will need to take advice, and possibly recommend another colleague for the work.

This is where the **survival of the profession** lies. We need as individuals and as a Society to make sure we develop the technical skills, and the technology, to offer what the future market requires.

Maureen MacGlashan

August 2011

Emerging Publishing Technologies

G L O S S A R Y

Italicized terms in the definitions are themselves glossary entries

attributes

In *markup* languages, attributes are predefined variable settings for the *elements* themselves, formatted as name-value pairs, for example in *HTML*

```
<a href="anotherpage.html">click here</a>
```

the anchor *element* (<a>) is a link to another page or object and the ‘href’ attribute tells the browser where to find the linked file, when a user clicks on ‘click here’. In *XML*

```
<indexterm sortas="three-dimensional">3-D</indexterm>
```

the attribute ‘sortas’ tells the *rendering* software to override the default alphabetisation and locate the index term ‘3-D’ as though it was spelled out.

CSS (Cascading style sheets)

A *stylesheet* language controlling the *rendering* of *HTML* that avoids the need to style each element (inline styling) and assists in maintaining a consistent appearance throughout a website, regardless of content changes.

CUP-XML

A system devised for Cambridge University Press in which indexers are required to mark location points in the text with freely-chosen locator codes (‘unique numbers’ in CUP parlance), and also to supply a *standalone index* using these locators. Ranges are delimited with start and end markers. In the case of book production, the markers are converted to page numbers by a third party after final pagination. Despite its name, the system requires no knowledge of *XML* on the indexer’s part.

CVS (Concurrent Versions System)

A software tool to manage changes to a developing project (e.g. a book or website) so as to avoid or reconcile conflicting changes. A CVS is extremely valuable whenever a remote indexer is working on anything short of a definitive version of a text, along with editors, proofreaders, graphic designers etc.

DocBook

An *XML*-derived semantic *markup language* for presentation-neutral description of documents, capable of interconversion with a number of publishing formats. DocBook is regulated by the *OASIS* consortium.

DTD (Document Type Definition)

A declaration of document type and *markup* conventions, normally found early in the code, to allow the precise *rendering* of a *markup* language document. Where that language is *XML*, *XML Schema* is another way of achieving the same thing.

elements

The individual units of a *markup* language, on which *rendering* software like web browsers and *stylesheets* operates, usually comprising a pair of ‘*tags*’ delimited by angle brackets together with their content. For example

```
<p>Hello World!</p>
```

embedded indexing

A technique in which index entries are electronically attached to the text regions which they indicate, so that there is no need to provide any separate index file. Instead, the constituents of the index are ever-present and resistant to changes in the pagination or even ordering of the text. Most present-day word processing and page-layout software provides some inbuilt *embedded indexing* functionality; most are fairly cumbersome (especially in their treatment of ranges).

ePub

An *XHTML*-based standard for electronic publishing, used for tablet-based eBook readers but not by the current Amazon *Kindle*.

hidden text

Describes the formatting, commenting and other additional information not normally visible (unless explicitly specified) in the conventional view of a marked-up document like a word processing file. Hidden text includes control characters like line-feed and paragraph markers, as well as *embedded index* terms in for example Microsoft Word.

normal view:

The cat sat on the mat.

showing hidden text:

The { XE "domestic pets" } cat sat on the mat.¶

HTML (HyperText Markup Language)

The *markup language* that drives the World Wide Web and enables a hyperlinked multimedia internet experience, by specifying a mix of content descriptive and presentational information and links to external files. In website indexing and eBooks, hyperlinks can be used in place of locators to take readers from index entries to the relevant text treatments.

Kindle

Amazon's eBook reader, which drives its display with a variant of *HTML* so that website-type indexing is feasible. Nevertheless early downloads have been predominantly of fiction, and other titles not requiring indexes. Because page size is variable under the reader's control, Kindles use a system of 'locations' to specify approximate position, and Amazon states that index use is not supported, although indexes of varying degrees of usefulness do appear.

markup languages

Document description languages, now usually complying with the *SGML* standard, which allow different types of content to be selected, grouped and subjected to consistent operations like display, editing and sorting. The best known example is *HTML* which encodes website pages.

namespaces (XML)

Used to disambiguate potentially clashing *element* and *attribute* names, the namespace is usually declared early in an XML document and takes the form of a URI, its format resembling the URL familiar as a website address.

OASIS (Organization for the Advancement of Structured Information Standards)

A not-for-profit consortium promoting worldwide standards in various applications including security, web services and electronic publishing. *DocBook* is an OASIS-supported standard.

parsers (XML)

Software tools for checking the *well-formedness* and sometimes the *validity* of an *XML* document.

rendering

The presentation of a *marked* up document in the intended form, e.g. *HTML* code as a readable web page by a browser.

schemas (XML)

Schemas are a set of constraints on an *XML* document's structure, content, and the ordering of its *elements*, of which *DTDs* are one common and straightforward form. XML Schema is the name of a specific schema language.

SGML

The earliest document *markup language* to appear, SGML introduced the use of universal codes to identify document components according to their format to facilitate their exchange in machine-readable form. SGML now features in the ISO 8879 standard that formulates requirements for all other *markup languages*.

standalone indexes

The conventional form of back-of-the-book index, in which a separate index file is compiled, giving access to the significant treatments of topics using some form of locator (usually the page number). The term is used chiefly to distinguish this traditional approach from an *embedded index*.

stylesheets

Software imposing a consistent rule set on one particular *rendering* of *markup*, whether *HTML* as the matching pages of a website or *XML* in virtually any desired format. *CSS* is the commonest *stylesheet* language for *HTML*; *XSLT* the commonest for *XML*.

tags (XML etc)

One component of *markup language elements*, the other being content, tags are delimited with angle-brackets and fall into three groups; start tags, end tags and empty-element tags. Their formats are <element>, </element> and <element/> respectively. The use of the term, by indexers at least, is undesirable, not least because of possible confusion with the use of *tagging* by publishers.

tagging (publishers)

Marking the precise location of a treatment or a term occurrence, often in as yet unpaginated text, by means of one or more codes, which appear as the locator in an accompanying *standalone index*. Though they may subsequently be converted into page numbers or some other locator form like hyperlinks, in principle they can indicate the location and extent of the treatment to a greater degree of precision than would a page number.

validation

To be valid, a marked up *XML* document must contain a reference to a *schema* or *DTD* that declares its *elements* and *attributes* and must follow the grammatical rules specified in that *schema*.

W3C

The World Wide Web consortium, which maintains standards governing and documentation defining most *markup languages*.

well-formedness

A required format of an *XML* document, meaning that it meets the very strict requirement of *XML* syntax rules with regard to criteria like matching *tags*, legal characters and correct nesting.

XPath

A language used in examining the *elements* and *attributes* of *XML* documents in a systematic way, it is used in the production of *XSLT stylesheets* and therefore contributes to the *rendering* of *XML* documents.

XHTML (Extensible HyperText Markup Language)

One of a growing family of XML-derived *markup languages*, this is essentially a stricter form of *HTML*, meeting *XML* standards of *well-formedness*. XHTML is supported by a W3C Recommendation and is the basis, for example, of the *ePub* standard from eBooks.

XML (Extensible Markup Language)

A flexible and powerful data description language – now a derived family of languages – used worldwide to provide inter-convertibility for documents and web services. The *markup* comprises *elements*, whose grammar, relationships and rendering rely on supporting *schemas* and *stylesheets*. Since Office 2007, Microsoft Office applications have been XML-based.

XSLT (Extensible Stylesheet Language Transformations)

The *stylesheet* language used to *render* a document *marked up* in *XML*, bearing a similar relation to XML as *CSS* does to *HTML* but being much more powerful and flexible. In the case of a printed book, the XSLT needs to generate the page layout and also collect the index terms, sort and format them, suppress duplication and add locators and lay out the resulting index.

Emerging trends: keeping up

Some resources for the indexer in the age of digital publishing

'Digital publishing' is a vast and amorphous subject, changing by the minute. Terminology is unsettled and emerging trends hard to identify. As with many other technological changes it will be easier to say where we are going once we have got there. Indexers vary greatly in their understanding of the issues and how these affect them. Some are IT experts, reveling in the new opportunities, others just want to understand enough, at least at this stage, to go on doing a good professional job. It must also be remembered that it will be a rare client who has much understanding of the technology involved or how indexing fits in. This makes it all the more important for indexers themselves to be clear what the issues are, what the challenges and possibilities. This list of resources is intended to help keep heads above water. Inevitably it is highly selective (and will be out of date as soon as posted). If you have ideas for improvement, please contact editor@theindexer.org.

Arriving through your letterbox

The Indexer: the international journal of indexing, published by SI on behalf of the international indexing societies, has a long record of articles and reviews looking at technology and the indexer. Consult the index at Index (from 1996) at <http://tinyurl.com/indexerind> or (for a quick overview) Contents by Category at <http://tinyurl.com/indexercontentscategory>

Online issues: <http://tinyurl.com/indexeronline>.

NB: The March 2012 issue of The Indexer will focus on indexing in the digital world.

Sidelights: The Society of Indexers Newsletter has regular features and special articles on various aspects of technology of interest to the indexer. Check out the index at

<http://www.indexers.org.uk/files/sidelights/index.pdf> (1999-2005)

<http://www.indexers.org.uk/files/sidelights/Sidelights%20index%202006-2010.pdf>

Help!

You are rushing to complete a job, and suddenly something goes wrong with your hard or software. Forget that resentment that hardcopy manuals are a thing of the past – there are now so many other ways to sort out problems:

- a) Hardware manuals are often available for downloading, to print out or not as you please.
- b) There is a wealth of independently produced user manuals, the Dummies series being very reliable (but before buying check out customer reviews on Amazon)
- c) The 'help' feature built into almost all of today's software is often excellent. Key in 'smart quotes' for example, and Word help will explain precisely how to do whatever you want with them.

- d) Google your problem – the chances are that you will find dozens of websites discussing exactly how to resolve it. And this at least brings the reassurance that you are not alone.
- e) It can be well worthwhile using the ‘contact us’ option to discuss your problem. This often works well, whether you do it by a simple email, by signing up to an online ‘chat with our technical adviser’, or by telephone (though sadly too many of the big companies still work office hours – Monday to Friday, 9-5).
- f) If you are having problems with your emails, take a look at your server’s website. They can be slow to spot there is a problem (and by definition you may have problems accessing this), but again it is reassuring once they do to know that it is nothing to do with you or your equipment.
- g) If it is specialist software, in particular indexing software, that you are having problems with, put your problem to the relevant listserv, or to the software supplier (Cindex, SKY and Macrex all offering excellent back-up services).
- h) Post to SIdeline.

And forget your indexing habits! Natural language and word order gets you further with Google than inversions. And best of all, with Google, if you have it, is to key in the error number. (You will also need this for discussion with the supplier, and may also need to do a screen grab. Don’t know how? Google ‘screen grab’!

Read also Jon Jermey, ‘Misbehaving computers’ (*The Indexer* **25**(4), 195-6)

Helpful software

In addition to the standard software (word-processing, database tools, PDF readers and the dedicated indexing software packages) there is a lot of other software which is particularly useful for indexers working on digital material. The items listed below represent only a small selection and will be added to as we build up a fuller picture of what is available with reasonable confidence that a product is worth consideration. All the products listed below have received enthusiastic support from users and have had good reviews in *SIdelights*, *The Indexer*, and/or *Key Words*.

Converting an index prepared using the indexer’s preferred software to a Word-embedded index:

WordEmbed : <http://www.jalamb.com/wordembed.html>

DEXembed: <http://www.editorium.com/dexembed.htm>

Direct indexing in Word

DEXter: <http://www.editorium.com/dexter.htm>

IndexAssistant (<http://www.jambient.com/indexassistant/>)

Preparation of an existing index for importing into a standalone indexing program:

Indexdeconstructor: <http://www.editorium.com/indexdeconstructor.htm>

InDesign

IndDesignConverter: <http://www.editorium.com/indesignconverter.htm>

HTML Indexing Freeware:

XRefHT32 <http://xrefht32.software.informer.com/> (For a description, see Heather Hedden's review at http://www.hedden-information.com/XrefHT32_Review_KW2005_10-12.pdf)

Repurposing a print index for the Web:

HTML/Prep™: <http://www.levtechinc.com/publishing-indexing-products/utilities/html-prep.asp>

Mapper™: <http://www.levtechinc.com/publishing-indexing-products/utilities/mapper.asp>
(creation of hyperlinks)

PDF-indexing software interface

Megabit Macros (<http://www.edit-mb.com/megabit/>) (Margaret Berson)

Semi-automatic indexing (the jury's out on this!)

TExtract (<http://www.texyz.com/textract/>) (Harry Bego).

Scripture indexing:

SriIndex: <http://www.editorium.com/scrindex.htm>

Online discussion groups and listservs

Not all of us like them and it is arguable that there are too many jostling for space in a very small world but some are essential if one is to keep in touch with what's going on in the indexing world. Possibilities include:

SIldeline (<http://www.indexers.org.uk/index.php?id=284>)

The indexing software user lists (Cindex - <http://tech.groups.yahoo.com/group/cindexusers/> , SKY - <http://tech.groups.yahoo.com/group/SKYIndexUsers/>, Macrex (a closed group) - <http://www.macrex.com/>)

Index-L (<http://www.indexpup.com/index-list>) (a US-based group, by no means coterminous with the American Society for Indexing, and with subscribers from around the world)

LinkedIn (<http://www.indexpup.com/index-list/faq.html>) has a number of indexing-related groups including

Indexer Network

Society of Indexers

Scholarly publishing

Ebooks, Ebook Readers, DigitalBooks

ASI Digital Trends Task Force

Scholarly indexing (<http://finance.groups.yahoo.com/group/scholarlyindexing/>)

Web indexing (<http://www.web-indexing.org/discussion.htm>)

For other ideas take a look at <http://www.anzsi.org/site/emaillists.asp>

Some blogs

James Lamb at <http://ccgi.jalamb.com/>

Nancy Humphries at <http://wordmapsindexing.com> looks, inter alia, at some of the issues facing indexing and the indexer in the digital age:

O'Reilly Radar at <http://tinyurl.com/radaroreilly> ('Insight, analysis, and research about emerging technologies')

Peter Meyers at <http://newkindofbook.com/2011/04/my-new-book-project-%E2%80%9Cbreaking-the-page-saving-the-reader%E2%80%9D/>

Where's it all going?

The argument rages as to whether eBooks will be the death or the salvation of the publishing industry and the book as we know it.

You might like to take a look at some surveys of ebook trends:

<http://tinyurl.com/NYT090811expandedpublishing>

<http://www.against-the-grain.com/2011/03/v-22-6-the-future-of-the-textbook/>

<http://tinyurl.com/e-textbook>

<http://tinyurl.com/sudentuseofebooks>

http://dl.dropbox.com/u/2248375/academic_ebook_usage_survey.pdf (UC Libraries Academic e/Book Usage Survey)

<http://www.sacbee.com/2011/08/06/3820241/uc-davis-csus-bookstores-selling.html>

Background reading

Overview

Jan Ross, 'The impact of technology on indexing', *The Indexer*, vol. 22, pp. 25-6. Written in 2000 this still provides an excellent overview of what changing technology means for the indexer.

Bill Johncocks, 'The myth of the reusable index', *The Indexer*, vol. 24, pp. 213-17

Choosing your eReader

eReader Resources: <http://ipl.org/div/ereader/>

eReader reviews: <http://ebook-reader-review.toptenreviews.com/>

ePublishing

For an overview of the sort of thing that's going on in e-Publishing and where the indexer might fit in take a look at:

<http://www.ebookarchitects.com>

ePub 3.0 standard: <http://idpf.org/epub/30/spec/epub30-overview.html>

Peter Meyers <http://newkindofbook.com/2011/08/search-inside-ebooks-why-readers-look-what-they%E2%80%99re-finding/>

Topic maps

The basic concepts are set out in Steve Pepper's [The TAO of Topic Maps](#). And take a look at [Towards Seamless Knowledge — Integrating Public Sector Portals in Norway](#).. More information and links can be found on the [Ontopia](#), and [Topicmap.com](#) sites.

See also Richard Northedge, 'The medium is not the message: topic maps and the separation of presentation and content in indexes', *The Indexer*, vol. **26**, pp. 60-4

Taxonomies

The [Taxonomy Warehouse](#) is a directory of taxonomies, thesauri, classification schemes and other authority files from around the world, plus information about taxonomy references, resources and events.

Heather Hedden, 'Controlled vocabularies, thesauri, and taxonomies', *The Indexer*, vol 26, pp. 33-5

Heather Hedden, 'Comparative evaluation of thesaurus creation software', *The Indexer*, vol. 26, pp. 50-9

Fred Leise, 'Controlled vocabularies: an introduction', *The Indexer*, vol.26, pp.121-6

Website/HTML indexing

Glenda Browne and Jonathan Jermy, *Website indexing: enhancing access to information within websites, 2nd Edition*, ISBN 1-875145-56-7

James Lamb, *Website Indexes: visitors to content in two clicks, or website indexing with XRefHT32 freeware*, ISBN 978-1-4116-7937-5

Heather Hedden, 'Software for HTML indexing: a comparative review', *The Indexer*, vol. 25, pp. 31-7

David Ream, 'Repurposing Print Indexes for the Web', *Key Words*, Vol. 19, no 1 (Jan/March 2011) (available at <http://www.levtechinc.com/indexing-resources/articles/repurposing-to-web.asp>)

Indexing software

A few articles to help you make your decision on which software is for you. Each of the 'big three' is continually developing and offering new ways to help the indexer, but the underlying approaches (which these articles look at) remain constant. Read them, try out each system using the free demonstration packages, enough to handle your training course assignments and then complete a modest index. Then choose what you are most comfortable with.

Caroline Diepeveen, Jochen Fassbender and Michael Robertson 'Indexing software', *Information Wissenschaft & Praxis*, Vol. 58, no. 8 (2007) available at <http://www.cdiep-indexing.com/publications.htm>

Sylvia Coates, 'Software solutions, *The Indexer*, vol. 27, pp. 168-72

For an exhaustive list of what's available see <http://www.anzsi.org/site/software.asp>

Preparing the Indexing Quote – Max McMaster

You have been provided with a 16 page extract from this 268 indexable page *Oxford Atlas*. You can assume the balance of the text is of a similar complexity to the extract.

You are asked to prepare a standard indexing quotation (excluding taxes) for this text using whatever method you like and charging whatever rate is the norm for you. Don't forget to include time for editing your index in your calculation.

An embedded index is not required.

The specification requires an index of 6 pages, set in 3 columns.

You have 10 minutes to come up with a quote.

Quoting Methods

Per page rate

With this method charging is based on the number of indexable pages. Rates vary enormously depending on the complexity of the text but figures quoted range from \$2.50 per indexable page for a very simple text up to around \$9.00 per indexable page for complex academic/scholarly texts.

Per locator rate

This method charges based on the number of actual locators used in the index. A page span like 4546 is classed as one locator. Note the number of locators will nearly always be greater than the number of index entries. With the per locator method, charging is usually around \$0.50 per locator entry.

The obvious disadvantage of this method is that it is hard to predict how many locator entries you will have until you complete the job! However, you can make a reasonable guestimate based on the number of indexable entries per page and then extrapolating for the extent of the text.

Hourly rate

This method on the face of it is the simplest, because the hourly rate is already set. The ANZSI recommended rate is currently \$65 per hour, but indexers may charge above or below this rate at their discretion, generally based on their level of experience. A newer indexer is likely to be slower than a more experienced one so to be competitive they may need to charge at a lower rate. However, even as a new indexer, remember you still are a professional so you have costs and overheads so I think charging any less than \$40 per hour is simply uneconomic and undesirable for the profession.

The problem with the hourly rate method is that you still have to establish your indexing speed for the text at hand. In other words how many pages can you realistically index in an hour. When you start out this can only be determined by indexing a sample of the text – this might be 20-30 pages or might be a chapter of the work. Do not even consider giving a quote to an editor or author without having seen the text or at least some part of it. Ask for a PDF of a couple of chapters. Once you have looked at the PDF, and done some indexing, then you can extrapolate to the full extent of the text.

The factors which will determine your indexing speed are as follows:

- Your knowledge of the subject
- The level of the intended audience
- How well the work has been written and/or edited
- The amount of text on a page
- The number of illustrations which need to be indexed
- The depth of indexing required

- The number of indexes required
- The amount of space available for the index

Some ball park figures for indexing speeds depending on the type and level of text are as follows:

Text type	Indexing speed (pages/hr)
Upper primary school texts	25-30
Lower – middle secondary school texts	20-25
Upper secondary school texts	14-18
Tertiary texts (undergraduate)	10-14
Scholarly (very academic texts)	8-12
Trade titles (for the public)	14-20
Local histories	10-14
Biographies	10-14

Word count

Quite often an editor will tell you that a title has say 85,000 words and you need to provide a quote for indexing. The trick here is to convert the number of words to the number of indexable pages. Word counts are usually only supplied for very textual material with limited illustrative matter, for example academic works, some trade titles and biographies.

For academic/scholarly texts you can assume a word count around 350 – 400 words per page, and for trade titles and biographies a word count around 300 – 350 words per page.

So for our 85,000 word text this equates to a book of around 242 indexable pages (based on my middle of the road 350 words per page). You can then use one of the previously mentioned methods to determine the quote.

Final quote

Remember on top of the indexing cost you need to add a percentage for editing the index. My rule of thumb is 10% of the indexing time, but I have heard of some indexers adding on as much as 50%.

These estimates have all assumed a standard back-of-the book index based on page proofs and/or PDFs. If the editor requires an embedded index you will need to add on an additional 40-50% to the quote for the time involved in embedding the entries. Although the embedding process can be sped up using software like DexEmbed, there is still a lot of time consuming work to get the index to a presentable stage where it can be sent to an editor.

Quoting workshop

Quotes from participants;

\$400 or less

\$401 - \$600

\$600 - \$800

\$800 - \$1000

\$1001 or more

Per page rate method

What is a realistic rate to charge for this title, considering the audience for which it is aimed? My feeling is either \$2.50 per page or \$3.00 per page.

So @ \$2.50 per page x 268 pages = \$670

And @ \$3.00 per page x 268 pages = \$804

Editing extra

Per locator method

How many indexable entries are you likely to add per page – my guesstimate would be 5 per page.

Therefore 5 entries per page @ \$0.50 per entry x 268 pages = \$670

Interestingly enough I checked my locator count on completing the index and it came in at 1267 locators (an average of 4.7 entries per page).

Editing extra

Hourly rate

What indexing speed is appropriate for this title? Think of the audience and look at the table in the handout. I would have assumed a figure of 25 pages/hr.

Therefore 268 pages/25 pages/hr = 10.72 hrs @ \$65/hr (ANZSI recommended rate) = \$695

Editing extra

What method are you going to choose? Do you go with the method that is going to give you the maximum return, or will you be more pragmatic and go with a method that is likely to get you return business?

Gardening Small Group Discussion – Max McMaster

- 1) Common names of plants – do you use direct entry, inverted headings or double post. e.g. French marigold or marigold, French. But what about where there are 3 parts to the name, e.g. mountain plum pine. Do you have entries under plum pine or pine, or both, as well?
- 2) Botanical names – plant names consist of both a genus and a species, e.g. *Wisteria floribunda*, where *Wisteria* is the genus, and *floribunda* is the species name. The genus name always starts with a capital letter, whereas the species name always starts with a lower case letter, even if the species has been named after an individual, e.g. *Eugenia smithii*. Of course, wisteria is the common name as well. If talking about wisterias in general, then use the plural form. The same situation applies to acacias, banksias, hakeas, etc., because *Acacia*, *Banksia* and *Hakea* are genera.
- 3) Varieties – where varieties exist, var. is used to indicate variety. The var. is not italicised, but the varietal name is. For example, *Viola sororia* var. *priceana*. Note var. needs to be considered in filing.
- 4) Cultivars – these are indicated by names in single quotes, generally appearing after the species name. For example, *Lobelia erinus* 'Crystal Palace'. Each part of the cultivar name will start with a capital letter.
- 5) Hybrids – these are indicated by a ×. This is a wire cross (multiplication sign) and not an 'x'. For example, *Laelia anceps* × *Leilicattleya*, or the entry may combine hybrid characteristics with cultivars, e.g. *Leucanthemum* × *superbum* 'Tinkerbell'. Ignore the × in filing, and file by next word. Sometimes the × can even appear before the genus name. Again ignore the × in filing, e.g. × *Epicactus* 'Bridesmaid'.
- 6) Subspecies – where subspecies exist, subsp. is used to indicate subspecies. The subsp. is not italicised, but the subspecies name is. For example, *Eucalyptus pauciflora* subsp. *niphophila*. Note: subsp. needs to be considered in filing.
- 7) Roses – some roses are classified by type, e.g. Old Garden Roses or Modern Garden Roses, and then subclassified even further, e.g. Gallicas, Albas, Damasks, etc. So you will find entries like the following: *Rosa*, Old Garden Roses, Damask, 'Omar Khayyam'. For filing, ignore the comma after *Rosa*, and file by next main word.
- 8) *Narcissus* (daffodils) – In a similar vein to roses, *Narcissus* have a classification system that subdivides the cultivars into 11 separate divisions, for example Trumpet daffodils (Division 1); Large-cupped daffodils (Division 2); Small-cupped daffodils (Division 3), etc. So you will find entries like, *Narcissus*, Double-flowered daffodil (Division 4), 'Tahiti'.
- 9) Gardening book indexes can have either one or two indexes. A botanical index and a common name, pests, weeds, diseases, etc., subject index, or they can be combined into a single index. What is the most useful?

10) Structuring botanical entries – there are three different approaches:

Method 1

Cornus 339, 529

Cornus alba 339

Cornus alba 'Elegantissima' 339, **339**

Cornus alba 'Sibirica' 339

Cornus controversa 529, **529**

Cornus controversa 'Variegata' 529, **529**

Cornus kousa 530, **530**

Cornus kousa var. *chinensis* 530

Method 2

Cornus 339, 529

C. alba 339

C. a. 'Elegantissima' 339, **339**

C. a. 'Sibirica' 339

C. controversa 529, **529**

C. c. 'Variegata' 529, **529**

C. kousa 530, **530**

C. k. var. *chinensis* 530

Method 3

Cornus 339, 529

alba 339

'Elegantissima' 339, **339**

'Sibirica' 339

controversa 529, **529**

'Variegata' 529, **529**

kousa 530, **530**

var. *chinensis* 530

11) Pests – do you list all the pests under the 'pests' heading, with subheadings for all the different types of pests, eg. aphids, cabbage white butterfly; mealy bugs; thrips, etc., or do you keep the pests heading for general information about pests, and then list the individual pests under their specific names, eg. aphids? A similar situation could apply to diseases, weeds and fertilizers.

Children's Books Small Group Discussion – Max McMaster

Here we are talking about the indexing of non-fiction books for children, which in the trade are referred to as information books.

- 1) **Audience.** As in all indexing, it is important to remember the audience you are indexing for. You should index at the same level to which the book is written. If the author talks about the Crown-of-thorns starfish in a book on marine life, do not show your erudite knowledge and index it under *Acanthaster planci* if the term is not used in the text. However, a book on dinosaurs which refers to stegosaurus or *Tyrannosaurus rex* should certainly be included, as children can be very knowledgeable. Remember, be guided by the text.
- 2) **Depth of indexing.** What depth of indexing is required? For children up to around Grade four (age 9 or 10) ideally only one level of heading is required, i.e. only use main headings. For children in Grades 5-6, a two level index is fine, but try and keep the number of subheadings to a minimum.
- 3) **Number of locators after headings/subheadings.** How many undifferentiated locators will a child search through before they give up? For young children (Grades 1 – 3) try and avoid having any more than 4 locators, otherwise they will give up. For students in Grades 4 – 6 the number of locators can be increased to 6, but certainly no more.
- 4) **Precision in language.** Index entries should match the exact words on the text page. Adults interpret what is on a page, e.g. an index on the human body might use the heading 'backbone' and indicate the information about it is on page 15. However, on page 15 the actual term used is 'spine', and the word 'backbone' may not be used. The adult interprets 'spine' as synonymous with 'backbone'. Children, particularly at the more junior level, are far more literal, so if you index the word 'backbone', the word 'backbone' must appear on the designated page.
- 5) **Precision in numbering.** If you are going to show a page span be sure to use all digits rather than a more compressed form, e.g. 26–27 rather than 26–7, as the latter looks like a subtraction sum to a child. Alternatively, do not use page spans at all and index as 26, 27.
- 6) **Avoid classifying information.** If a book on music talks about a number of musical instruments, index them separately under their individual names rather than classifying them under the main heading 'instruments', and having subheadings for each instrument thereafter. Just keep the heading 'instruments' for discussion about instruments in general. Following this approach, it may be desirable to use a *see also* reference of the form: 'instruments *see also* specific types of instruments, e.g. violins'.

- 7) **Index all important information.** Being indexers, this may seem blatantly obvious, but quite often in children's books useful information is left out of the index.
- 8) **Consistency in style.** If you are using direct entry, maintain the one style and do not include inverted headings for variety.
- 9) **Cross-references.** Try and avoid *see* cross-references as much as possible. Use double or even triple posting when necessary. *See also* cross-references can be used, but with discretion.
- 10) **Illustrations.** As most children's information books contain large numbers of photos and the text to which they refer is usually on the same page, there is no need to index the photos separately.

The principles of indexing children's information books are essentially the same as indexing non-fiction books for adults. The major difference is that you are dealing with a younger and less linguistically sophisticated audience, and as such you need to take this into consideration.

Small discussion group: Indexing local history journals

Why are local history journals important?

Local history newsletters open a door to an unknown world, an appreciation of which adds so much depth and colour to the present. Local history newsletters are an important resource for academics, students of history, genealogists, families, local businesses and organisations.

Types of local history journals

There are countless local history newsletters published monthly, bi-monthly and quarterly by historical societies. Some are only three or four pages, while others are twenty or more. They can be online or hard copy. However, most have one thing in common; they are not indexed.

Cumulative index

Unlike back of book indexing, which is generally a one-off effort, newsletters require a cumulative index which may go on forever. Obviously, there will be a succession of indexers, so in order to preserve uniformity some sort of controlled vocabulary is required for the subject headings or terms.

Thesaurus

The Centre for Gippsland Studies uses a thesaurus named GippsDoc for cataloguing its material so I drew my subject headings from this when I indexed *Coach News* (Moe). GippsDoc had its drawbacks, one of which was currency, eg. terms such as 'call centres' were not included. I was able to suggest a few additions to the thesaurus.

A vexatious issue

Subject headings used in indexing newsletters is a vexatious issue. The Royal Historical Society of Victoria (RHSV) has created a thesaurus for the use of historical societies which choose to mount their catalogues on the RHSV database. However, many societies make up their own subject headings and I have heard that even the RHSV volunteers stray off the straight and narrow to take short cuts through the scrub.

Catalogues, not indexes

Local history societies are producing catalogues of their materials but very few indexes as we know them. There are several reasons for this state of affairs.

Local historical societies are run by people of a certain age because young people are generally not interested in local history. Thus we have groups of volunteers who, because of their age, are not up to speed with computer technology and the mysteries of indexing. This may be a rash generalisation and I am willing to stand corrected. Most volunteers cannot afford the time to devote to indexing and societies certainly cannot afford to pay an indexer. A local history society can arrange for someone from the RHSV (Royal Historical Society of Victoria) to visit a society to teach a group how to catalogue their items in the database. But this does not produce an index.

Royal Historical Society of Victoria <http://www.historyvictoria.org.au/>

Indexing example

Coach News Moe Historical Society's quarterly newsletter

The index only covered ten years of the thirty or so years the newsletter had been in existence at that stage so it was less than ideal as a reference tool. I donated the index to the Moe Historical Society and having recently begun to wonder how useful it had been to researchers I contacted the Moe Historical Society to find out.

To cut a long story short, it was not much use at all. The file had been mounted on a PC and virtually forgotten. I think it had been looked at once. Reasons for its mothballing included its limited ten year range and general ignorance of its existence.

My index had three rivals;

- a real live person who WAS the society and could answer most queries
- the staff who knew most of the content in a vague fashion
- an up-to-date database maintained on InMagic's DB/Text Works software

These alternatives had their drawbacks too. The real live person is very old and the database is not an index. The database was a catalogue of all the items in the society's collection.

A *Coach News* record for an issue in the database included article titles, obituaries and mailbag letters.

The index I produced was comprehensive; all people, events, places and subjects were indexed with liberal sub-headings so that the finished product was a Word document of about 50 pages.

Examples by Vicki Court See pages 4 -5

Vicki has indexed two local newspapers, the *Knox Journal* and the *Knox News*, and the two indexes have been incorporated into the Eastern Regional Libraries catalogue.

Vicki used DB/TextWorks for the indexes.

Fields used were title, subjects, source, page and date entry altered, though the fields that are used depend on the project and how it is employed. Fields were added for item type (article), and storage location (newspaper boxes).

The source field information was entered in the record skeleton.

Date entry altered went in automatically so all that was needed to be entered were the article titles, subjects and page numbers. Vicki said that she probably would not use the description field unless she had a great deal of time. A vague article title was usually allocated a short description in brackets. An example can be seen in the Knox Historical Society section of the Eastern Regional Libraries community databases.

Vicki was also involved in an indexing project for the *Rowville Lysterfield Community News*, indexing the local history articles in the publication.

The RLHP A-Z Index helps searchers find keywords (including names) and is described as a 'back of the book' index of topics.

Numbers beside each topic indicate newsletter edition numbers. A 'P' after the edition number indicates a photograph. An asterisk (*) indicates that the article or photograph is primarily about this topic.

The index references are not web links. To find specific information, the user employs the [RLHP Search](#).

American examples

Debbie Olson: www.olson-info.com

See page 6

Debbie Olson has indexed local newsletters and the first 50 years of a local peace and justice organization newsletter. She initiated and undertook the project as a volunteer in honour of the organisation's 70th anniversary.

According to Debbie, the PDF search function can assist someone, including an indexer, with locating very specific terms but is not a replacement for a human created index which takes into account the user, and brings together related pieces of information. Changes in terminology over time, an important aspect when indexing a long span of years, can be tabulated.

The reliance on volunteers brings with it the problem of continuity; and Debbie suggests that the indexing be broken up into short, medium and long-term commitments. For consistency, she believes that the actual indexing should be left to one or two people who can make a long-term commitment.

Debbie included her index as an example of her work

Syracuse Peace Council – Peace Newsletter Index – 1936-1960 – 1-250

<http://www.olson-info.com/PNLindex1936-1960.pdf>

Terry Hudoba

Minnesota History Quarterly magazine

See page 7

Terry Hudoba indexes the Minnesota History Quarterly magazine as if it were a book. Every name is indexed with a qualifier of some sort, most place names, most events etc.

<http://www.mnhs.org/market/mhspress/minnesotahistory/index/indexa.htm>

The managing editor likes to oversee the index content, so after each issue is indexed, Terri sends the draft for inspection and correction. Once it passes muster the index is merged into the master index. Terri owns a copy of Cindex, unlike the MHS, which could create a problem if she moves on. Terri converts her documents into HTML-readable language and sends them to an IT person at the MHS to post on to the web.

The index is massive. Each locator links to the article etc. or, alternatively, there is a search box.

Terri believes that the chief problems associated with comprehensive indexing of newsletters include the depth of detail/length of index, time available and indexers' fees. Terri is paid for her work, but because the funding comes from the state the progress has been sporadic.

And here is a win for indexers. Terri's managing editor has convinced the "powers that be" that despite the ability to do online searches, the index still provides a better, faster and more useful access to the magazine's contents.

Lexington Public Library – Local History Index See page 8

This is a wonderful index which includes selective citations from various Lexington newspapers from 1787 to 2007. The nucleus of the database is a card file developed by library staff.

Possible solutions

Local history societies are usually part of a group of adjacent societies. Moe and Casterton are examples of these. Even within these groups, a variety of controlled vocabulary is used to catalogue their materials. It would be useful if all Victorian societies made use of the RHSV subject headings and indexed the newsletters using DB/TextWorks which can be used to produce an index as demonstrated by Vicki Court. The societies that mount their catalogues on the RHSV Local History Database are accustomed to the software and would not need a lot of extra training to create an index. The biggest hurdle is the retrospective indexing required but once that is completed, it would not be a huge job to keep the index jogging along.

Volunteering is a term that is being bandied about in indexing circles. Local history is a worthy and largely poorly funded sector that could well benefit from the attentions of trained indexers.

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Olson, Debbie. www.olson-info.com



Knox Post

Search: "knox news" and article and tew

Eastern Regional Libraries Community Databases

[Eastern Regional Libraries](#) | [Community Database list](#) | [About](#)

Knox Historical Society

"knox news" +article +tew  

Record 6 of 8 search results.

[Back to search results](#)

[Previous record](#)



[Next record](#)

Title	Sport Boost For Community
Subject	Knox School Tew, Wally Wells, Kim Dare, Richard Knox Community Sports Centre Sports grounds
Item type	Article
Storage	Loose Newspaper Boxes
Source	Knox Post 3 December 1997

Copyright

Knox Historical Society Inc.
P.O. Box 8124
Ferntree Gully 3156
Victoria, Australia

Rowville-Lysterfield History Project Index



[Home](#) [Local Stories](#) [Photo Album](#) [About RLHP](#) [Search](#)

[Home](#) » [RLHP A-Z Index](#)

Browse Newsletters:

- [by Date](#)
- [by Edition](#)
- [by A-Z Index \(Keywords\)](#)
 - [\[0-9\]](#)
 - [\[A\]](#)
 - [\[B\]](#)
 - [\[C\]](#)
 - [\[D\]](#)
 - [\[E\]](#)




RLHP A-Z Index

This is a 'back of the book' index of topics in RLHP.

Numbers beside each topic correspond with newsletter edition numbers in which this topic appears.

- A 'P' after the edition number indicates a photograph.
- An asterisk (*) indicates that the article or photograph is primarily about this topic.

The index references here are not web links. To find specific information, use the [RLHP Search](#).

[Home](#)
[Local Stories](#)
[Photo Album](#)
[About RLHP](#)
[Search](#)

[Home](#) » [A-Z Index](#) » [A]

Browse Newsletters:

- [by Date](#)
- [by Edition](#)
- [by A-Z Index \(Keywords\)](#)
 - [\[0-9\]](#)
 - [\[A\]](#)
 - [\[B\]](#)
 - [\[C\]](#)
 - [\[D\]](#)
 - [\[E\]](#)
 - [\[F\]](#)

[A]

- Aborigines
- Accident
- Accordians 153
- Aeroplane crashes 111*, 121
- Aeroplanes 182
- Agricultural shows 118, 140, 154, 183
- Air Raid Precautions wardens 130
- Air raid shelters 182
- Air raid sirens 122
- Al-Ville Stud 182, 183*
- Alberni, Albert 144
- Alberni, Enrique (Henry) 103, 154
- Alberni family 103, 131, 144, 153, 179, 200

Syracuse Peace Council - Peace Newsletter index - 1936-1960

Index Protocols

Main headings are alphabetized word-by-word. Well-known national and international organizations are alphabetized under their abbreviation while other organizations, including local and state organizations, are indexed under the spelled-out version of their name.

Subheadings are arranged chronologically by *PNL* publication date. The earliest date appears first. *See also* references follow the last subheading. Citations include the title of the article in quotation marks (or subject in brackets) followed by the issue number, date in parentheses, and page number. Example:

U.S. foreign relations
 "Those 'Neutralist' Americans," 217 (Sep 1957): 1
 [role of diplomacy in], 221 (Jan 1958): 1
See also **name of country or region**

If editorial corrections are made regarding an article in a previous issue, the corrected citation appears in brackets followed by the citation for the original article. Corrections are also grouped under **Syracuse Peace Council (SPC) - - PNL - - corrections**. Example:

taxation
 "Why Not Do This?" [44 (Apr 1940): 2], 43 (Mar 1940): 1

Syracuse Peace Council (SPC) - - PNL - - corrections

A-bomb. See **atomic bomb**

Abson, Melvin

[prayer for peace], 136a (Jul 1949): 1

ACLU (American Civil Liberties Union)

[on the national scene], 68b (Oct 1942): 1

"Fashion Show," 108 (Oct 1946): 2

["Subversive Activities Control Act"], 144 (Apr 1950): 2

[AFSC conference cancellation], 167 (Sep 1952): 1

[on wiretapping], 211 (Jan 1957): 2

Adams, Rita

"No Armistice Nov 1951," 159 (Nov 1951): 1

adoption

[and religion], 214 (Apr 1957): 2

advertising

"Radio Advertising...", 68b (Oct 1942): 2

"No Change Occurrence," 238 (Oct 1959): 3

Afghanistan

[Soviet airfields in], 182 (Feb 1954): 2

AFL

"Slave Labor Law," 75 (May 1943): 1

Africa

[clothing donations], 76 (Jun 1943): 2, 81 (Jan 1944): 1, 82 (Feb 1944): 2

[AFSC Institute lecture], 188b (Apr 1954): 1

[seeds to Finland], 113 (Mar 1947): 1

[dumping of U.S. potato crop], 116 (Jun 1947): 2

"Grapes of Wrath," 123 (Mar 1948): 1

[price supports], 140 (Dec 1949): 2

[dumping of U.S. potato crop], 143 (Mar 1950): 2

[National Farmers Union], 144 (Apr 1950): 2

[dumping of U.S. apple crop], 158 (Oct 1951): 2

["Tanks or Tractors"], 178 (Oct 1953): 1, 182 (Feb 1954): 1

[food surplus], 183 (Mar 1954): 1

[Soviet farmers to visit U.S.], 196a (Jul 1955): 1

"New Era in Russia," 198 (Oct 1955): 1

[food surplus], 211 (Jan 1957): 1

[UK milk ban], 219 (Nov 1957): 2

[AFSC Institute lecture], 222 (Feb 1958): 1

"Food for Peace," 238 (Oct 1959): 2

See also **food and nutrition**

aircraft industry

"Vultee Sacrifice," 64 (Apr 1942): 2

"Taking Profits Out of War," 75 (May 1943): 1

Alabama

"White Supremacy," 68a (Sep 1942): 1

Albany Peace Council

"News on the State Front," 164 (Mar 1952): 1

"What Others Are Doing," 188b (Oct 1954): 1

Minnesota History Magazine Index

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Home

Subscriptions

Purchase Issues

Index

Featured Articles

Author Guidelines

Prizes

MHS Press

articles

SEARCH



MINNESOTA HISTORY

A-Index

Home / Minnesota History Magazine / Index

| [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

A. —, Anthony (feeble-minded person), [59:337](#)
A. —, Eugene (foster father of Anthony), [59:337](#)
A. and W. Blumer, Allentown, Pennsylvania, printers, [27:31](#)
A. B. Cutter and Company, [55:245](#)
A. Booth and Sons, fish dealer, [58:62](#)
A. C. Adams, tugboat, [54:219](#)
A. G. Barnes circus, [59:79](#)
A. H. Sonnen Pharmacy, depicted, [53:60](#)
A. H. Wilder and Company, St. Paul, failure, [19:326](#)
A. Kirby Barnum Cottage, White Bear Lake, [53:203](#)
A. M. Chisholm Museum, Duluth, [54:287](#)
A. T. and Stewart Company, department store, New York, [59:287](#)
Aadland, Mons, pioneer farmer, [2:228](#)
Aaker, Lars K., land officer, [5:91](#), [12:277](#), [37:206](#)
Aakhus, Eivind D., author, [18:446](#)
Aal, Mrs. J. M., author/speaker, [11:223](#), [11:337](#)
Aalbu, Olaf H., Sr., artist, [57:82](#)
Aalund, Jacob, author, [4:284](#)
Aamot, Gregg, author, works reviewed, [60:246–247](#)
Aamot, Ole N., [12:436](#)

Lexington Public Library

Local History Index Lexington Public Library Home

The Lexington Public Library's Local History Index is a very selective index to newspaper articles pertaining to significant people, places, events, churches, businesses and organizations in Lexington and Fayette County. In recent years some articles relating to key issues in the state of Kentucky, such as strip mining, hazardous waste and state government have been included as well.

In recent years the Lexington Herald, the Lexington Leader, and the Lexington Herald-Leader have been issued in several editions. The index does not indicate the edition indexed, but all editions of the newspapers are generally included on the microfilmed copies of the newspapers. If you have trouble locating a citation, be sure to check all editions. Over the years, some errors in indexing have inevitably been made. It was impossible to verify all the card entries when converting them to the web version.

The selective citations included in the Lexington Public Library's Local History index appeared in various Lexington newspapers beginning with the Kentucky Gazette in 1787 through the Lexington Herald-Leader of December 31, 2007. The nucleus of the database index is a card file in the Kentucky Room developed by staff over a number of years. Not all newspapers for all years are indexed. We are currently involved in an effort to selectively index back issues of the Lexington Leader, thus new citations frequently appear.

"world war II" YYYY-MM-DD YYYY-MM-DD

Sort by:

[help me search](#)

showing 0 - 20 of 463 articles found for "world war II"

[1989-09-01]	[WARS. WORLD WAR II.] [Herald-Leader. A-1 col. 5-6 and A-6]	577010
"Nazi march into Poland exploded in epic conflict"		
Fifty years ago today, Adolf Hitler ordered the German invasion of Poland, which marked the beginning to World War II. [Part of a continuing series on World War II]		
[1992-12-07]	[WARS. WORLD WAR II.] [Herald-Leader. Business Monday p. 1 col. 2-5 and p. 8]	577245
"The war changed their attitudes"		
Maurice and Evelyn Hymson opened the Tots and Teens clothing store in downtown Lexington in 1939, two years before the United States entered World War II. By 1945, when the war ended, they had witnessed sweeping changes in business and in society. Gone were the genteel pre-war days when women shoppers wore white gloves and stores delivered purchases to the shoppers' home.		
[1982-09-28]	[UNIVERSITY OF KENTUCKY. HISTORY DEPARTMENT.] [Herald. A-3 col. 2-5 and A-4]	579044
"Professors give war history personal touch"		
Robert Seager brought World War II back to life the other day. For 50 minutes, the University of Kentucky history professor and World War II veteran held a class of 125 UK students at rapt attention. . . . They were caught up in a		

Indexing *see* Change: 2011 ANZSI Conference

Volunteering at the Ballaarat Mechanics' Institute by Jane Purton

This paper consists of four parts; the history of mechanics' institutes, the Ballaarat Mechanics' Institute (BMI), volunteers at the BMI, and my experience as a volunteer at the BMI.

Mechanics' Institutes

Mechanics' institutes were founded by George Birkbeck in Glasgow in 1821 when he found that very few factory workers and artisans could understand the blooming scientific and technological marvels which were revolutionising their workplaces. He started a series of lectures for mechanics, a Scottish term for tradesmen (remember also Shakespeare's "rude mechanicals"). A mechanics' institute was set up in London in 1823, after which they sprang up around Britain. Success was mixed due to the mechanics' failure to understand the academic language and exhaustion following a hard day at work. To encourage them to pay their subscriptions and attend lectures, the institutes provided libraries, reading rooms and entertainments.

Hobart (1827) and Sydney (1833) saw the first mechanics' institutes in the colonies. Expansion in NSW was due to the growth in popular reading and many became known as Schools of Arts, Lyceums and Athenaeums. By 1853 there were six in Victoria and by 1860 there were twenty, including the BMI in 1859.

Ballaarat Mechanics' Institute (BMI)

Ballarat or Ballaarat? When Ballarat was named both spellings were used. However, when the shorter term was officially adopted the Ballaarat Mechanics' Institute retained its original spelling.

Ballarat burst in to life during the 1850s with the discovery of gold.

The BMI was formed in 1859 to fulfil the demand for a knowledgeable workforce which increased with the expansion of the town and the need for skills in engineering. Along with this quest for the acquisition of "useful knowledge", the BMI deemed that "the supply of rational indoor recreation", such as chess, cribbage, cards, and conversation was of equal important in the provision of services to members. Billiards was also introduced as a "scientific pleasure".

The BMI thus provided a community focus, central meeting place, a place for recreation and refined entertainment, for like other mechanics' institutes, the BMI promoted moral improvement.

The BMI librarians developed a much-admired collection which included a wide range of literary, classical, and technical publications; the latter relating to the main industries, mining, metal fabrication and engineering. However, popular fiction accounted for 50% of the budget and 90% of the loans. Goldfields mechanics' institutes were unique in Australia as they did cater for mechanics, both in the publications held and displays of botanical and geological specimens and mechanical models.

Theatrical pursuits, in the form of uplifting entertainments, balls, soirees, dances, bazaars, exhibitions and concerts were popular (but not with everyone). The Rev. Henderson in 1876 complained about

the indecent performance of Madame Franzini, "Queen of the bicycle". Political meetings, committee meetings, auctions, and moving pictures also had their day.

The last 25 years

By the 1980s the building was in poor repair and only the subscription library remained. However, in the 1980s people were beginning to value the past and the economic advantages of heritage. The centenary of federation in 2001 brought federal government grants for heritage conservation and preservation, and in Victoria a resurgence of interest in mechanics' institutes. Since then the BMI has received considerable funding from both the federal and state governments. At the same time as the boom in heritage preservation early retirement became more common. This created a growing pool of people with time, interest and skills to devote to volunteering. Most of the impetus for the restoration of the BMI came from the volunteers.

The last ten years has seen the rebirth of the BMI as a cultural organisation. The library has doubled its membership. There are two collections, the popular lending collection which has always soldiered on, and the heritage or research collection which is soon to be opened to the public. In 2000 a volunteer was engaged to catalogue and evaluate the historical collection which is now listed on the Victorian Heritage Register as a significant collection.

The lecture tradition has been revived and seasons of Twilight Talks draw crowds on Friday evenings. For an entry fee of \$5 one browses on wine and cheeses before listening to a speaker who could be a writer or scientist or historian.

The BMI's goals have been conservation, accessibility and sustainability. Income sources include lease and hire of retail and office spaces and the auditorium, the Heritage and Reading Centre, and strategic alliances and partnerships. The Friends of Minerva group has also raised a considerable amount of money.

Volunteers at the BMI

The last twenty-five years reflects the achievements of the Board, library staff and volunteers who carry on the tradition of community service established since the BMI's inception.

The BMI was conceived by the citizens and has been governed by a voluntary committee for more than 150 years.

The library has about 600 members and about 50-60 volunteers. About 30 make regular contributions to the BMI, including Board members and library/project volunteers.

Volunteers have lent computers and created programs for the reference collection and newspapers. Many of the volunteers involved in establishing the databases and systems provide ongoing data input. Grant money has funded four new computers and an internet site has been operating since 2008.

The BMI has numerous volunteers working on a range of tasks. Over the next few years, as the Heritage & Reading Centre is established and the auditorium is brought back into use, there will be opportunity and need for many more interesting volunteer roles.

The BMI Business Plan 2007-2018 recognises a need for more volunteers (possibly 100) and paid staff.

The BMI is looking ahead to establish sound policy and practice for the many volunteers who will help achieve the BMI's goals of "Illuminating Our Past - Enlivening Our Present - Envisaging Our Future".

Ballarat Mechanics' Institute Volunteer Development and Management Plan

The Committee of the BMI commissioned a report entitled the *Ballarat Mechanics' Institute Volunteer Development and Management Plan*. The report was prepared by Dr Sharron Dickman of Pathfinder Marketing and was funded jointly by the Department of Planning and Community Development and the City of Ballarat. The BMI acknowledges with appreciation the support of these two agencies.

The BMI saw the need to attract more volunteers, and increase the level of professionalism in their management. It was agreed that the *Plan* should include:

- Identification of current and future volunteer roles and opportunities for expansion of their activities
- A recruitment strategy
- Planned and sustainable employment of volunteers including position descriptions and a roster system
- Identification of training needs
- Identification of other volunteer bases to partner with (if practicable)
- Recommendations on sources for training and the potential for shared resources or training opportunities
- A code of practice for volunteers and volunteer management

According to the Pathfinder study, following interviews with Ballarat people, the best volunteers come from the existing membership and responded most positively to one on one approaches from people they knew. The BMI librarian agreed with this and said that the BMI once had an agreement with Centrelink to send interested people along but the plan was doomed to failure. The prospective volunteers had no interest in the subject which is a crucial factor in volunteering longevity.

Reasons for volunteering given by the Pathfinder interviewees included:

A desire to help others, to do something useful and worthwhile, enthusiasm for a cause or project, to acquire specific skills or knowledge, to give back to the community, make new friends, use spare time satisfactorily, work with people they like or admire, have sense of belonging, and to continue to be creative and useful.

Sources of Volunteers

Primary: people at BMI events, in the library, through current members and volunteers

Secondary: members of similar organisations, people interested in history and heritage, research and family history

Additional: community groups, the university, theatre, multicultural groups, corporations, and schools

Historically, due to limited staff resources, the close connections between volunteers, staff and committee has been informal with limited paperwork and processing and this has been effective with

the existing volunteers. With an increase in numbers the procedure will have to be more formal. The BMI would need to take more responsibility in its management of volunteers.

This means principles outlined in the *National Standards for involving volunteers in Not for Profit Organisations* should be followed, and which will help in future applications for support and funding. Eg. Standard 1 requires a written volunteer policy.

Volunteers are unpaid but they are not free due to recruitment, training, managing and rewarding. The 2007 value was \$19.20 per hour.

A volunteer policy needs to look at

- **PDs:** There is no typical BMI volunteer PD. The policy is to meet with prospective volunteers to determine their particular skills, interests and expectations, thus assessing how they might complement BMI needs. The development of a particular project will include in its general format the purpose, tasks, and skills required, project timeframe for training, length of time for the project, and reporting person.
- **Volunteer registration:** It is proposed that a volunteer registration form be instituted for all volunteers.
- **Management:** Volunteers are to be guaranteed fair treatment, a safe workplace and insurance cover.
- **Recruitment Selection and Orientation:** As numbers increase, the BMI may consider preparing a manual.
- **Training and Development:** Limited budgets preclude a wide range of training. Volunteers are to be encouraged to improve their skills.
- **Volunteer recognition:** Recognition will include awards for length of service, a reference in the Annual Report, special formal and informal occasions, recognition of milestones, visits to other organisations, attendance at lectures, seminars and training.
- **Service delivery:** The informal and relatively small volunteer base means monitoring of service delivery is straightforward.
- **Documentation and records**
- **Continuous improvement:** The BMI will seek feedback regularly

At this stage the Pathfinder Report has not been looked at. However, the new committee is to consider the recommendations and see how they would benefit the BMI and its volunteers. In November there is to be an Institute Planning Day, overseen by a facilitator, to determine the BMI's visions and goals for 2012 and onwards. All volunteers are invited to attend.

BMI Projects: Archive Projects for Consideration – July 2011 (Clive Brooks)

There are twenty-two projects listed, some of which have been started.

The archive projects include:

BMI Filing System Review	85% complete
Documents database	Database developed, using FileMaker 5.5. 12,750 entries recorded
Minutes database	Database developed, using FileMaker 5.5. 2075 entries recorded
Theatre (events) database	Database developed, using FileMaker 5.5. 1340 entries recorded

Indexing see Change Volunteering at the Ballarat Mechanics' Institute

Artefacts database	Database developed, using FileMaker 7. Needs major review
Scan/Photo Policy	
Committee members	Checklist and start Aug 8. Register inaccurate, data to be cross
checked	
Annual reports	
Membership records	Start Dec 09 on MS Word. Needs conversion to FileMaker db
Financial records	
Document scan project	
Maps, plans and posters	
Periodical runs	
Library bookplates	
Trade advertisements	
BMI chronology	Copy on MS Word
Newspapers database	
Library accessions	
Photographs and images	Worksheet developed – some entries made. Database developed;
project on hold	
BMI long-term tenants	
Courier index	
Oral histories	

Volunteer Allocation to BMI Databases and Archival Projects – July 2011

Documents	Start 2004
2 volunteers	
Minutes	Start 2005 – 1859-64. Completed 2009
6 volunteers	Up to date. Three volunteers to be allocated to other projects
Artefacts Stage 1	
1 volunteer	Start 2004-05 On hold
Von Mueller collection	Start Sep 2007. Completed Mar 2008
1 volunteer	
Committee/Board members	Start Aug 2008. Completed Jan 2009
	Revise – register inaccurate
Old members (MS Word)	Start 2010. MS Word table
1 volunteer	
Photographs and images	On hold
1 volunteer	
Newspaper records	Start Jun 2011
2 volunteers	

Annual reports, financial records, document scan project, library bookplates, library accession records, artefacts stage 2, maps and plans, and trade advertisements have yet to be allocated volunteers.

My volunteering role

When I decided to live in Ballarat about ten years ago I went into the BMI to see if it were anything like the now defunct mechanics' institute I knew as a child in Pakenham. There I learnt ballet, saw movies, attended a fancy dress ball and borrowed books. Built in 1890, it was the only hall in Pakenham until 1959. When I first saw the BMI it was about to start on its restoration proper and the only operating part was the library. I was conducted on a tour of the building, from the top floor to the basement which was full of dusty archives, newspapers etc. The building, history and contents were so fascinating that I resolved then to become a volunteer when I made the move to Ballarat which was not until early 2010. At the end of January 2011 I was interviewed by Clive Brooks who signed me up as a volunteer. I was asked if I would like to join two volunteers on the BMI Archives – Events (Theatre) project. I work three hours on Monday afternoons, Helen does two hours and Fay works most of the day.

The Pathfinder research listed sixteen areas under the title *Current and future role of volunteers and opportunities for expanding volunteer activities*. The only one of interest to me was described as follows

Database and data entry work –

- transferring records and information onto electronic storage/retrieval systems, newspaper digitising, indexing
- requires 12-15 people, divided into overall tasks or specific projects, ongoing
- keyboard skills, attention to detail, interest in types of material being handled
- best volunteer category: Builders Generation, Baby Boomers
- Ongoing need, increasing as space and projects increase. This is an important and core task for the BMI.

Our job is to scan *The Ballarat Star* for all references to any events held in the BMI since 1859.

The Ballarat Star began publication in 1855 and ceased in 1924 when it was merged with the *Ballarat Courier* which is still in operation. *The Star* was an advocate for the diggers' newly-won rights and had a reputation as "one of the most consistently and ably conducted organs of public opinion extant in Australia." (Kimberley)

At the moment we are working on bound copies of *The Ballarat Star* of the early 1870s. The paper was a broadsheet of four pages, published six days per week and each bound volume covers six months. Page one is taken up with shipping, conveyances (timetables for Cobb & Co, other coaches and trains), and advertisements for insurance companies, banks and trade. Page two has shipping and commercial intelligence, births, deaths and marriages, news, letters. On page three there are telegraphic despatches, in and out, parliamentary and mining intelligence, police and courts, auctions, government advertisements, amusements, exhibitions, meetings, and lost and found. The last page covers various intelligences, mining calls, tenders and meetings, books and stationery, medical advertisements and a long column of impoundings, mostly horses and cattle.

I started with the July to December 1872 volume in January and reached November in mid August. I have grown very fond of 1872 as it happens. The slow scanning for references to the BMI also brings up any other interesting piece of news and a wonderful sense of the life of the period. The content we were looking for appeared mainly in the local *News and Notes* where there may be a report of an event held at the BMI, the amusements column which listed forthcoming events, the auctions, and mining meetings. Each page is divided into seven columns and the font size (especially in the *News and Notes*) is tiny.

Each reference (event) is entered on a sheet of paper which is divided into fields. These are type of event (selected from a subject list), title, date, details of event, people involved, key associations, notes, and reference. The latter is entered thus, for example.

The Star 13/8/1872, p2f Report, p3 g.

The sheets build up in a folder and are copied into the database by Fay using FileMaker.

The terminology used in 1872 is of interest and has me rushing to a dictionary. For example, *neat cattle* (neat is a term for ox, cow, bull etc. and is the source of neat's foot oil) and *bait* (horse feed). *Slut* was a term for a bitch and surfaced in the Ballarat Show dog catalogue and lost column (lost, brown retriever slut).

One marvels about things reported as current events which we now see as history. For example, there was an item on Henry Stanley's meeting with Livingstone from his book *How I Found Livingstone* (1872).

"I would have run to him, only I was a coward in the presence of such a mob--would have embraced him, but that I did not know how he would receive me; so I did what moral cowardice and false pride suggested was the best thing--walked deliberately to him, took off my hat, and said: "DR. LIVINGSTONE, I PRESUME?"

"Yes," said he, with a kind, cordial smile, lifting his cap slightly. "

Stanley, Henry. (1872). *How I Found Livingstone* (Ballarat Star)

My experience as a volunteer at the BMI has been very enjoyable. There is no pressure to perform and it is deemed natural that we will take an interest in the newspaper as a whole. Our supervisor is interested in our task and asks if we would like a change, for example, do some work on the book plates. As a newcomer to Ballarat the BMI is a marvellous source of kindred spirits. There are regular get-togethers in cafes etc. so that we meet all the volunteers.

I have been asked to work through the *Ballaarat Mechanics' Institute Volunteer Development and Management Plan* with Clive Brooks, the supervisor of archives which should be very interesting.

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2011 conference : presenters and notes

Glenda Browne & Mary Coe: Marketing, networking and the web for indexers

This practical workshop will explore the nature of marketing and networking for indexers, with a focus on social networking, but not forgetting the importance of face-to-face meetings. Short exercises and discussions will give you the chance to network right away. We'll also look at the many ways that people find those crucial first jobs, and then expand on them to develop a stable client base.

Glenda Browne has been a freelance indexer since 1988. She is co-author of *Website indexing* and *The indexing companion*, and author of *The indexing companion workbook: book indexing*. Glenda is Vice-President of the NSW Branch of ANZSI. Glenda was awarded Highly Recommended in the ANZSI Medal for her index to *The indexing companion*. Details at www.webindexing.biz.

Mary Coe has indexed hundreds of books and journals in a wide variety of topics over the past 20 years. She also has experience with database indexing and controlled vocabularies, including work on the National Library of Medicine's Medline database. Mary is Secretary of the New South Wales Branch of ANZSI. She works from a home office on Sydney's Northern Beaches.

Madeleine Davis: Indexing biographies

This session will concentrate on the indexes to a couple of biographies - going through them in detail and focusing particularly on how to handle the various different types of people in the book:

- the main subject of the biog. (the 'meta-character') and how to break down their entry
- the lead supporting cast - the sort of people (husbands/wives/rivals etc) who are mentioned a lot and so also need breaking down in their own way
- walk on parts - minor characters and those who may crop up a lot but aren't very important etc
- and perhaps discuss the way the development of biography indexes can be very different in style to other types of indexes - the extent to which they form a 'narrative' and can often look almost like a precis of the book.

Madeleine Davis has 17 years' experience as a back-of-book and loose leaf indexer, including indexing over a dozen biographies. She has, over the years, also 'morphed' into a Web surfer and classifier and a lecturer for online legal research. She is currently also co-general editor for Thomson Reuters' Online Currents journal. Madeleine was awarded Highly Recommended in the ANZSI Medal for her index to the biography -

Frank Lowy: pushing the limits (HarperCollins, 2000). Madeleine is currently a member of the ANZSI NSW Branch Committee.

Nikki Davis: Documenting historic quilts: Quilt indexes and registers of the world

In the decades following the great quilt revival of the 1960s, quilts have increasingly been recognised as important social documents that hold valuable information about the people that made them and the times in which they lived. Textiles and patterns in quilts provide clues about social and economic conditions, political and historical events, trends in art and design as well as developments in technology. The last twenty years have seen the establishment of national quilt indexes and registers in Australia, the United Kingdom and the United States, which undoubtedly have been spurred by an exponential growth in quilt scholarship. The value of these indexes to researchers is that thousands of quilts have been uniformly documented, creating records with several search points including quiltmaker, date, technique, pattern and colour. They are also widely accessible as complete records for the Australian and American indexes have been made available online.

Nikki Davis: Indexing cookbooks

While indexing a cookbook might appear to be easy, it is not uncommon for indexes to these books to fall rather short. The indexer has to manage recipe names, a multitude of ingredients as well as the increasingly common practice of incorporating family stories and other text into cookbooks.

Nikki Davis: Indexing craft objects

Indexers are well used to working with concepts on paper. During this discussion however, participants will look at three dimensional craft objects and consider how best to index the variety of materials, techniques and tools used to create them. Also to be considered are the decorative and functional purposes of craft objects as well as the cultures and communities that make them.

Nikki Davis is a Melbourne-based indexer who enjoys working on humanities and social science books. She is the current ANZSI Victorian Branch Secretary and writes a column, Indexing Indaba, for the ANZSI Newsletter. Nikki has had a long interest in textile arts, particularly decorative hand quilting, which she has discovered requires the same patience and attention to detail as that needed for indexing.

Nikki Davis and Max McMaster: Indexing art books

Surprisingly, many publishers believe that art books either do not need indexes or at best that they should be cursory. This view will be considered along with some of the challenges of this subject including: untitled artworks, artists with multiple names, forged

artworks and graffiti.

Jane Dyer: So what happens in School Archives? Let's look at Presbyterian Ladies College, Melbourne

The PLC Archive exists to retain and preserve the history of the education of women and the contribution that the PLC Community has made to raising the status of women within the Australian society. The Archive resources and enriches stories told in the PLC Heritage Centre Galleries, supports curriculum Prep - Year 12, the life of the College and researchers from within and beyond the PLC community. Recent curriculum projects include Women in War and research for the Dame Nellie Melba 150th Birthday Commemorations. The Archive has a current database of 12,000 catalogued (and possibly as many un-catalogued) items. Our collection continues to grow.

The PLC Archivist is employed 0.4 during the school term. The Archivist is supported by a cataloguer one day per fortnight, an accessions officer employed one day per week and a group of dedicated Old Collegian and current student volunteers. The PLC Heritage Centre Manager is also employed 0.4 during the school term. At times our staff and users may lack the patience, skill and the time to wade through separate lists and groupings of content and different indexing tools.

Jane Dyer. DipGenLib, DipEd, GradCertCulturalHeritage. Jane is a Librarian, Teacher and Archivist at Presbyterian Ladies College, Melbourne. Established in 1875, PLC is one of the oldest schools for girls still in existence in Australia. As member of the PLC community for 20 years a professional highlight was the opening of the PLC Archive and Heritage Centre in 2005 to commemorate the College's 130th Birthday.

Jane has also worked at the British Institute Archive and Library in Florence; Heide Museum of Modern Art, Bulleen and as a consultant Archivist for schools, local government and community groups. She has published several papers on Archives in the curriculum and is the current Convenor of the Australian Society of Archivists (Vic) School Special Interest Group.

Alan Eddy: Small group discussion on Manuals

Definition, scope, examples of effective and poor manuals, with discussion steered by members of the group. Some suggested topics: Do indexes to manuals win the booby-prize? Are too many instruction manuals mere 'literature for the stupid'? How close to extinction are printed instruction manuals? Who writes user manuals? Remedial manuals by third parties. Do user manuals have some of the most unusable indexes? Alternatives to printed manuals.

Forester with Victorian State Forests Department 1949-1989; Research Officer, Victorian Forest Industries Training Board 1990-1993; editor and writer of reports and codes of practice for forests practices 1993-1995. Freelance copy editing and indexing 1997-

Amanda Everton: Volunteering – a path to happiness

In Australia, 34% of the adult population (5.4 million people) are actively engaged in volunteering. Studies show that people who volunteer experience an increase in their own feelings of health and wellbeing, as volunteering can be a great way of contributing to their communities, supporting a cause they are passionate about, making new friends and staying connected. This presentation will provide a snapshot of the current picture of volunteering in Australia – who does it and why, and will highlight some key issues for volunteers to consider when choosing a volunteer position.

Amanda Everton has been with Volunteering Australia for the past eight and a half years, and is the National Manager of Education, Policy and Research. Amanda has an in-depth knowledge of the volunteer sector in Australia and the challenges faced by organisations that involve volunteers. In her position, Amanda assesses emerging critical issues affecting the volunteer sector, and develops appropriate responses and advice for government and the volunteer sector. She is experienced in working with organisations to implement best practice standards in the management of volunteers. Amanda has a background in social work, a postgraduate degree in Australian Migration Law and Practice and a Certificate IV in Workplace Training and Assessment.

Judith Gibson: Yesterday, today and tomorrow – Valuing ‘Significance’ and ‘Stories’ in the Caulfield Grammar School Archives

The Archival Collection at Caulfield Grammar School holds many unique and irreplaceable records dating from the first school day of 25 April 1881. Within the collection are examples of records that form the ‘story’ of our school, providing evidence of our heritage and cultural identity. These stories deserve to be told but often require arrangement, description and interpretation before they can be utilised in the curriculum or provided to researchers. This paper will discuss the joys and challenges of being a school archivist and the importance of working with allied professionals to enhance collection usage.

Judith Gibson is founding Archivist at Caulfield Grammar School. Prior to this she worked at the Metropolitan Fire Brigade Melbourne as a Senior Records Officer and as Archivist, University of Queensland. Her qualifications include a Bachelor of Education (Art & Craft), with teaching experience in secondary schools, a Graduate Diploma in Archives & Records from Monash University and Graduate Certificate in Business Management, University of Queensland. Judith is on the Executive Committee of the Australian Society of Archivists (Vic) School Archives Special Interest Group. She is also a practising textile artist, whose interests in history, design and writing have proved instrumental in her current role.

Anna Gifford: Shifting keys – how words matter in 21st century discoverability

Controlled vocabularies and subject headings are familiar tools within the library and information sciences, but their value is also now well established within the context of online discoverability. This paper reviews how controlled languages are applied in electronic spaces, using examples ranging from thesauri to topic maps, with a bit of tagging on the side. Language is fast becoming the dominant discovery tool, and so getting it right is more important than ever for information professionals.

Anna Gifford is Resource Centre Manager at the Australian Drug Foundation. Her work in this role involves managing a library for the alcohol and drug sector plus a drug information phone & email service, and extends into multiple information roles across the organisation. Previously she has worked as Information Architect for Victoria Online (VO), the entry portal for Victorian Government, where her work included developing VO's information architecture plan and focusing on thesaurus and taxonomy construction. Her special expertise is in thesaurus and taxonomy development in both online and database environments. Anna developed and implemented the Victoria Online Thesaurus, a 5000+ term structured vocabulary used in both metadata and discovery, which won the Sir Rupert Hamer Records Management Award for Innovation & Excellence in Records Management - Inner Budget Agency in 2005. She has previously developed subject-specific thesauri as part of Curriculum Corporation's Schools Online Thesaurus Project, and edited the third edition of the Australian Thesaurus of Education Descriptors (ATED) (ACER Press, 2003). She is about to commence assisting in the development of ATED's fourth edition. With a traditional library background, Anna has a deep understanding of information management and structures.

Dr Susan Hawthorne: Publishing Change *see* Digital *see* Bibliodiversity

The publishing industry is undergoing massive changes with the advent of digital publishing. Digital publishing arrives at a time of ecological crisis. I will explore how we can learn from ecology in dealing with these changes. We can create diverse culturally sustainable systems (bibliodiversity) or we can recreate monocultures. In a bibliodiverse system change is dynamic and balanced, while in a monoculture dominance is the key force. The question for publishing professionals is also about fear: fear of change. Do you need to be up with all the technology? Or can a conceptual approach be useful? I talk about my experience as an innovator and a non-technical person. What can eBooks do for you? What are the pitfalls? How can you envision what your eBooks will look like? How can you contribute to bibliodiversity?

Susan Hawthorne has worked in publishing for close to 25 years, beginning as an editor at Penguin and then in 1991 co-founding with Renate Klein, Spinifex Press. She is Adjunct Professor in the Writing Program at James Cook University and the Co-ordinator of the English Language Network of the International Alliance of Independent Publishers. In 2006, Spinifex Press began producing eBooks in multiple formats; a

significant learning curve followed this decision! She is also a writer, author of six books of poetry, a novel and several non-fiction titles including *Wild Politics* (2002).

Lai Lam: Indexing Chinese

The session will start with a short history of the different transliteration systems used to romanise Chinese in the past, followed by a brief introduction of Pinyin, the most widely used system throughout the world today. Discussion will centre around problems indexers face when dealing with Chinese personal names, place names as well as other general terms. There will be suggestions on how to tackle those problems.

Born and raised in Hong Kong, I emigrated with my family to New Zealand in 2004. My background is in graphic design and marketing. I was also a freelance translator for many years after our daughter was born. I had studied and worked in Japan and hold a BA in Japanese as well as an MLIS from Victoria University of Wellington. From 2008 to 2009 I did a one-year project indexing the New Zealand Chinese Journal Database at the Auckland City Libraries. I am currently cataloguer at the University of Auckland Library.

Frances S. Lennie: The visual appeal of indexes, further thoughts on

While preparing our indexes – structuring, writing entries, checking page references etc. – we should also be mindful of how the index might ultimately be displayed and its ease of use for the reader. This presentation, which enhances one given in 2009 in Sydney, including additional material on right-justified references, will examine decisions that indexers can and cannot control. Although concentrating on the print medium, a brief look at electronic indexes will also be taken.

Frances began her indexing career while still living in the United Kingdom. On her move to the United States, she established her company, Indexing Research, to develop and market CINDEXTM indexing software, which sees the 25th anniversary of its public debut this September. Frances is a frequent speaker at indexing and library meetings in North America and overseas, and conducts indexing training courses as well as CINDEXTM workshops. She has served as a juror for the ASI/H. W. Wilson Award for excellence in indexing, was instrumental in establishing the American Society for Indexing (ASI) Training in Indexing distance learning course, and most recently has just concluded her second term as President of ASI.

Frances lives in Rochester, NY, with husband Peter, and they both greatly enjoy travelling to spend time with children and grandchildren who have made their homes in Jackson Hole, Wyoming, and Byron Bay, New South Wales.

Clive Luckman: Indexing for Genealogy and Family History

Indexing for Genealogy and Family History – Is there anything different about it? Use of IT and volunteers.

BA (Melb) in History and Political Science. Almost all working life was with Dept of Defence, in an intelligence area. After retiring in 1996 took up genealogy, joined The Genealogical Society of Victoria (GSV), was President for 8 years until 2008. Has overseen GSV IT and indexing programs for the past 10 years.

Maureen MacGlashan, Ruth Pincoe, Pilar Wyman and Max McMaster: Indexers' Office Environment

For freelancers in particular, our entire working environment revolves around our home offices, yet quite often, little consideration is given to the placement of the desk and other furniture, to say nothing of how we set up our computer, monitor, lighting and other essential equipment like scanners and copiers. What of the ambience of the office: does background music, a pleasant view through the window, photographs around the walls, or the presence of a pet improve productivity? Four international panellists discuss their office arrangements, revealing through images the physical layout of their offices, as well as explaining what works for them.

Maureen MacGlashan: Emerging trends in publishing: keeping up to speed

Hot-foot from the SI Conference in Keele where 'emerging trends' was on the agenda, Maureen MacGlashan reports on what is being done in the indexing world not just to keep indexers up to speed with new publishing practices but also, even more crucially, to influence those practices.

Maureen MacGlashan spent the first forty years or so of her working life in the British Diplomatic Service. A sabbatical along the way took her into the academic and publishing world and, eventually, indexing. She has always had a particular interest in ways of enhancing the indexer — client partnership and exploring new techniques for producing what the client wants if only they knew it could be done. She was president of the British Society of Indexers from 2002-5, and has been editor of *The Indexer*, since 2004.

Max McMaster: Preparing the indexing quote

Preparing an indexing quote for an editor or publisher is one of the most difficult and, for some indexers, the most frightening part of freelancing. You don't want to overquote, because you might not get the job, but you don't want to underquote either, as you do need to make a living. This workshop will consider the three quoting methods – per page rate, per locator rate and hourly rate, and compares them using a practical indexing example, to determine which method is best.

Max McMaster: Gardening

Gardening books pose many difficulties for the indexer. How do you deal with botanical

names, common names (do you use direct entry or inverted forms) ? and what about hybrids, cultivars and varieties? Come along to this small group discussion – pick up some useful tips, as well as contributing to the session.

Max McMaster: Children's books

Indexes in children's non-fiction books tend to be either poorly done or non-existent, yet providing children with good indexes is just as important as for an adult. Come along and explore the fascinating field of children's indexing. Issues to consider cover dealing with specific age groups, appropriate level of terminology, dealing with illustrations, and depth of indexing. We may even do some practical children's indexing!

Max McMaster has been a full-time freelance indexer for the past 19 years working across a range of subjects with emphasis on the sciences, but covering environment, business, social sciences and general trade titles as well. He has in excess of 1800 indexes to his name. Max lectures on indexing to editing and publishing students at a number of Australian universities and is an instructor for the University of California, Berkeley Extension indexing course. He also runs indexing training courses for ANZSI and other organisations throughout Australia, New Zealand and Singapore. Max has been awarded the AusSI Medal (now ANZSI Medal) for book indexing on three occasions. He is a Life Member of ANZSI, and is currently a member of ANZSI Council.

Matt Moore: You've Come Along Way, Baby

In the last 15 years, we have moved from a world of information scarcity to information saturation. Taxonomy work should play a key role in the effective management of this new world – but is it? Based on the 2010 Australian Taxonomy Skill and Use Survey and his own experiences talking about taxonomies with some of Australia's largest organisations, Matt will discuss:

- Who is working with taxonomies in Australia and what are they doing?
- Do organisations value taxonomies?
- How do user-generated folksonomies play with traditional thesauri?
- Can we leave information organisation solely to machines?

Matt Moore is a director of Innotecture, an occasional lecturer at University of Technology Sydney and chair of the New South Wales Knowledge Management Forum. He has spent over a decade working in knowledge and information management, learning and development and internal communications with organisations such as PwC, IBM, Oracle and the Australian Securities and Investment Commission.

Ann M Philpott: Indexing French and German

This session is for indexers who work in English but who come across French or German names or terms and wonder how to index them. We shall look at the treatment of names with prefixes—an article, a preposition, or a combination of both, and names with suffixes indicating one's gender; the use of online and hard-copy dictionaries; and the issues of cross-referencing and translation of terms. Participants are welcome to bring along their own questions and are encouraged to contribute to the session.

Ann M Philpott: Indexing Religion

This session is for indexers who work mainly with secular texts but who come across biblical scripture (Catholic and Protestant), names and titles of people in Christian denominations, and Christian terminology and wonder how to index them. Participants are welcome to bring along their own questions and are encouraged to contribute to the session.

Ann M Philpott has worked in her own business of indexing, editing, writing, teaching and training since late 1994. She has studied English, German and French in her Arts (with Honours) degree from the University of Melbourne; scripture, theology, church history, religious education and pastoral studies in her Bachelor of Theology degree from the ecumenical United Faculty of Theology at the Melbourne College of Divinity; and editing, fiction and non-fiction writing, and scriptwriting in her Graduate Diploma in Professional Writing from Deakin University. She has a Graduate Diploma in Education, a Bachelor of Commerce as well as a Certificate IV in Training and Assessment.

Ann has taught English, French, German, religion and society, church history, and religious education in state, Catholic and independent schools. She has worked in the following sectors: youth, environment, arts, media, journalism, trade and educational publishing, and education. She is a registered indexer and corporate trainer, and will add lecturing in editing at Swinburne University of Technology (Pahran campus) to her portfolio of activities from 2012.

Ann has served as a newsletter editor, treasurer and president for the Australian Society of Indexers (AusSI), now known as ANZSI. She is currently serving as the training officer for the Society of Editors, Victoria.

Ruth Pincoe: A Music Detective's Notes from the Old Spuriousity Shop

This presentation will describe the process of documentation required for repertoire lists for music examinations and for graded pedagogical music publications. It will include basic research skills, rules for working with titles of musical compositions, research sources and techniques, and an indexing software application for working with graded repertoire lists.

Ruth Pincoe: Indexing music

The focus of the session will be around music titles (style, alphabetization, etc.). Music titles are really complicated, because what you do with them depends so much on the genre and on the period. It will be dealing totally with what we call "classical" music, although it will include some traditional and folk music issues. Ruth has no reliable background in pop music, and will leave that to other experts!

Ruth Pincoe holds a master's degree in musicology from the University of Toronto. Her varied career has included musical activities, stage management, library work, and archival arrangement and description. She has been a freelance editor, indexer, and researcher since 1982, and has years of experience in trade, educational, and scholarly publishing.

Dr Fiona Swee-Lin Price: Indexing Asian names

Indexing names which do not follow the standard given names + surname format found in Anglo-Saxon names can be challenging. This session will explore some of the issues indexers are likely to encounter when working with names from Asian countries, including how names are structured in different countries, how they may be Westernised, and some of the ways these names may be listed. After the talk there will be a roundtable discussion where delegates will have the opportunity to raise questions.

Fiona has a Malaysian Chinese mother and an Anglo-Australian father. She has been working with international students since 1991, and completed a PhD in cross-cultural psychology in 2000. In 2001, after developing the highly popular training program "Working with Asian Names", she set up her own consultancy specialising in cultural diversity management, and has since worked for a wide range of clients, including the Australian Crime Commission, International House New York City and 18 Australian universities. Her book 'Success with Asian Names' was published by Allen & Unwin in 2007.

Jane Purton: Volunteering at the Ballarat Mechanics' Institute

This paper looks at the history and the role of mechanics' institutes, and the BMI in particular. Were they involved with Shakespeare's rude mechanicals? The BMI has been operating for 152 years and until 1985 was an important cultural institution in Ballarat. However, during the 1980s the building was in poor repair and the only service provided was the subscription library. Where do the volunteers come in? Fortunately, the 1980s saw a surge in the sentimental and economic value of heritage and resulting government grants, followed by the trend to early retirement. This created a growing pool of people with the time, interest and skills to devote to volunteering and it was from this group that the impetus for restoration of the BMI came.

Jane Purton: Local history journals

What are the special features of local history journals and how do these affect the approach to the index? Points to discuss also include the training of the usually volunteer indexers, software selection and role of the Royal Historical Society of Victoria.

Jane is a retired academic librarian and a freelance indexer who indexes books from the humanities and social sciences. She is also a volunteer worker at the Ballarat Mechanics' Institute, working with an early local newspaper from 1872. Jane is the president of ANZI's Victorian branch.

Mary Russell: Indexing quilt patterns

Patchwork quilts are often made using geometric patterns. This session will examine how you can index geometric patterns based on how they are constructed.

Mary Russell: Indexing endnotes, footnotes and cited authors

Endnotes, footnotes and cited authors appear in academic books. This session will examine when do you index them and what, if any, notation style do you use? Please bring any questions you may have.

Mary Russell: Indexing your family history

A family history can be like a mix of biographies and local history. This session will examine some of the tips and traps in indexing family histories. Please bring any questions you may have.

Mary Russell: Thesaurus creation workshop

You have heard of thesauri, but what are they and how are they constructed? This practical session will help you understand the basics.

Mary Russell: Indexing annual reports

Indexing an annual report for the first time can seem daunting, but they tend to follow a specific structure. This session will examine the tips and hints to indexing annual reports. Please bring any questions you may have.

Mary Russell is a freelance indexer. While she enjoys indexing predominantly science and medical works, she occasionally branches out to index/catalogue a private collection of objects, such as bookplates, or to prepare a descriptive bibliography of perhaps an author's complete work, or a collection of old books. She is the President of ANZSI.

Tim Sherratt: Every story has a beginning: Entering the web of data Discovery is more than entering keywords in a search box. The success of Google encourages us to think that data is data -- that it is the power of our search algorithms that matters, not the quality of our metadata. But this is changing. In recent years interest has shifted back towards familiar concepts of structure, meaning and context.

New forms of data visualisation help us interpret structures and find connections. Maps are everywhere, inviting us to move beyond the online realm and explore relationships in physical space. The linked data movement highlights the value of seemingly unfashionable practices like authority control and vocabulary construction.

Dr Tim Sherratt is a digital historian, web developer and cultural data hacker who's been developing online resources relating to archives, museums and history since 1993. He has written on weather, progress and the atomic age, and developed resources including Bright Sparcs, Mapping our Anzacs and The History Wall. Tim is currently working as a freelance troublemaker, as well as being an Adjunct Associate Professor in the Digital Design and Media Arts Research Cluster at the University of Canberra. He is one of the organisers of THATCamp Canberra and is a member of the interim committee of the new Australian Association for the Digital Humanities. He answers to @wragge on Twitter.

Alan Walker: Indexing political memoirs

Late in 2010, the former political leaders of three countries published their memoirs: Tony Blair (UK), George W. Bush (USA) and John Howard (Australia). The index to the Blair autobiography, in particular, became a hot topic on indexers' discussion lists, raising questions about differences between British and North American editions, and about indexer neutrality.

The author of this article, who indexed the Howard autobiography, will discuss the process of indexing politicians' memoirs, and will compare the way in which these published indexes cope with various technical challenges, such as indexing the subject of a biography and managing strings of undifferentiated locators.

Alan Walker: Indexing legal material

Alan Walker will lead discussion on the special requirements of subject indexing for legal materials, including books, periodicals, looseleaf and online services. Discussion will also cover the compilation of Tables of Cases and Tables of Statutes, and other topics of interest to legal indexers.

Alan Walker has been a professional indexer for 29 years, after a 20-year career as a librarian. He is a Life Member of the Australian and New Zealand Society of Indexers, of which he was President for four years. He has twice been awarded the Medal of the Society for an outstanding index. Over a number of years he has taught both basic and

specialist courses on indexing, including indexing legal materials. Indexing biographical texts is one of his special interests.

Dr Elycia Wallis: Biodiversity history

The Atlas of Living Australia (ALA) is a national project that is building an information platform to support scientists in their work to understand Australia's biodiversity. It is funded by the Australian Government through the Super Science Initiative and the National Collaborative Research Infrastructure Strategy. The ALA has many components, and work on each is distributed around the country through partnerships with museums, herbaria, CSIRO and universities. Museum Victoria is acting as the lead agency for the Biodiversity Heritage Library, Australian node, which is the digital literature service for the ALA.

Biodiversity informatics, and particularly taxonomy, is a branch of science that relies heavily on published literature. Furthermore, historic literature is just as important as recent publications. In taxonomy, it does not matter how long ago a species name was published, the original description must still be consulted in order to make a case for electing other new species.

The Biodiversity Heritage Library seeks to provide access to digitised versions of historic and, where possible, more recently published literature. Originally started as a consortium of 12 US and UK museums and herbaria, it has now grown to a global partnership with members in Europe, China, Brazil, Egypt and Australia. In this talk, the Atlas of Living Australia and the Biodiversity Heritage Library will be described. The Australian activities of the BHL will be outlined, and some topical issues relating to open access, e-publishing and public domain will be covered.

Dr Elycia Wallis works at Museum Victoria as the Manager of Online Collections. In this role she coordinates and project manages the design and development of websites that showcase the Museum's 16 million collection objects, across the disciplines of History and Technology, Sciences and Indigenous Cultures. Elycia also coordinates publishing museum data and information to external websites through collaborations such as the National Library of Australia's Trove project and the Atlas of Living Australia. Elycia was originally trained as a scientist and holds a PhD in Zoology. Since moving into the area of informatics she has also gained a Masters degree in Knowledge Management. Elycia is also the Team Lead for the Biodiversity Heritage Library in Australia, the digital literature component of the Atlas of Living Australia.

Pilar Wyman: Indexing Islamic names and terms

In addition to names and terms, we will also talk about fonts for diacritics, Unicode fonts, transliterated Arabic (and all the lovely inconsistencies -- have you noticed the many versions of Qaddhafi's name that were in the news not too long ago, for example?), resources, etc.