

# **Policy on Exchange of Publications**

Note: New Zealand publications are to be included

## 1. Aims

- 1.1 The Society encourages a free and open exchange of information with other indexing societies and allied professional organisations. One aspect of this is to participate in the exchange of journals, newsletters and other publications. An additional aspect, involving exchange of information in electronic format via websites and emails, is covered in the Communications Policy.

## 2. Exchange with indexing societies

- 2.1 ANZSI subscribes to the exchange provision in the international agreement between indexing societies (<http://www.aussi.org/administration/intagree.htm>), which states ‘Each Society shall circulate an agreed number of copies of its newsletter to the other Societies.’ The ‘agreed number’ is currently one newsletter to each Society.

## 3. Exchange with allied professional bodies

- 3.1 ANZSI encourages the exchange of publications with allied professional bodies. This can be done at both the federal level for publications of Society-wide interest or from national organisations (eg the Australian Society of Authors) or at the branch level for state- or branch- based organisations (eg the Canberra Society of Editors).

- 3.2 Branches should notify the ANZSI Council of any exchange arrangements they make at the branch level.

## 4. Use of exchange publications

- 4.1 Exchange publications are used to extract information of interest to ANZSI members. To this end, publications should be circulated to relevant officers, eg office bearers at federal and/or branch level, newsletter editor and ‘From the Literature’ compiler.
- 4.2 Once relevant information has been extracted, exchange publications should be deposited in a relevant repository. At present, publications sent to the ANZSI Council are eventually deposited in the Society’s deposit collection, while publications sent to branches are held with branch archives.

## 5. Procedures for dealing with exchange publications

- 5.1 Publications should be sent to the ANZSI Secretary at the ANZSI postal address.
- 5.2 The ANZSI Secretary will compile a list of publications received and publish this information regularly in the newsletter and the Society’s website.
- 5.3 The ANZSI Secretary will forward newsletters and journals to appropriate officers, particularly the ‘From the Literature’ compiler or newsletter editor. These publications will be scanned and summaries of the most relevant or interesting articles will be compiled.
- 5.4 Newsletters and journals will be returned to the ANZSI Secretary after use, at which time the Secretary will forward them to the Society’s deposit collection.
- 5.5 Miscellaneous publications received on exchange (eg annual reports of other societies, members’ directories, one-off publications, etc) will be noted for the newsletter and website, and deposited directly into the Society’s deposit collection if appropriate.

## 6. Online publications

- 6.1 In the event that an organisation which has a publication exchange agreement with ANZSI changes its publication to a totally online format, ANZSI will continue to send print versions of the ANZSI newsletter to the organisation if it so requests. For further details of ANZSI’s approach to online and electronic formats, see the Communications Policy.

## 7. Current exchange publications

7.1 ANZSI currently receives the following print publications on an exchange basis:

- Sidelights from the Society of Indexers (UK)
- Australian Author (Australian Society of Authors)
- Ancestor (NSW Genealogy Society)
- Genealogy (Victorian Genealogy Society)
- Newsletters from the societies of editors in NSW, Qld, Vic and SA

7.2 ANZSI currently has access to the following online publications:

- The newsletter of the Indexing and Abstracting Society of Canada (IASC/SCAD) (<http://www.indexingsociety.ca/bulletin.html>) which is freely available online.
- The newsletter of the Association of Southern African Indexers and Bibliographers (ASAIB) (<http://www.asaib.org.za/newsletter.html>) which is freely available online.
- The ASI newsletter (Key Words). This is available online in the members area via a password (User Name: Direc7841 and Password: 7841) which has been supplied to the ANZSI Secretary for use by a reasonable number of people (e.g. council members). Once you have logged in you need to select 'Documents and reports' then 'KEY WORDS Bulletin'. There are also some sample articles which are available freely to all (<http://www.asindexing.org/site/keypast.shtml>).

## 8. Future exchanges

8.1 ANZSI would be willing to exchange publications with other allied professional bodies such as technical writers, archivists, records managers, bibliographers or librarians if these groups were amenable.