

Melbourne Indexers Bulletin

No. 5, October 2015

Working from home

Working from home can drive you mad, so said an article in *The Age* on 12 October. While I wouldn't agree as I enjoy working from home, the article raises issues that have to be faced when you do work from home:

- *Having to crack your own whip*
True you do have to push yourself to keep the index on track. It is very easy to fill your day doing everything else but indexing. Self-discipline and a deadline do help.
- *Way, way too much me time*
This is true, for some people the thought of spending days working on your own isn't appealing. However, indexing isn't a job you can easily do without quiet spells to focus on the task.
- *Cabin fever*
This is about life/work balance. This is very important. You need to make sure you are not focussing on indexing at the expense of time out or being social. It can also be difficult to sign off for the day or at weekends as the 'office' is so close. It is important to have other things you enjoy to enable you to sign off.
- *Friends and family don't get it*
How true this is. Why is it that people seem to equate working from home as not really working? They certainly don't see it as a full

time job. You need to be firm, particularly when you have a deadline. It is also important not to continually put them off or they won't ask again and you are at risk of cabin fever. Also, make sure you share household chores around so it isn't assumed because you are at home you will do them all.

Working from home can be a challenge. It is worth pausing to assess how you are managing working from home and see if there are things you could do better to get the work/life balance right for you. (<http://www.smh.com.au/small-business/managing/working-from-home-can-drive-you-insane-20150925-gjuyxg.html>).

Mary Russell



hrdaily.com.au

Indexer on TV

Catching up with episodes of ABC television program *Garden Australia* I was delighted to see a segment on the garden of Alex George in WA. Some readers may remember Alex spoke at the ANZSI

Indexing Life Conference in March 2007, Melbourne at the panel session on indexing gardening and botanical publications (report published *ANZSI Newsletter*, 2007:3(4):4-5). The segment and transcript is available at <http://www.abc.net.au/gardening/stories/s4310539.htm>

Mary Russell

Vale John Adams



Leader Community Newspapers

Melbourne Indexers mourns the death in September of John Adams. John was a long-standing member of ANZSI, having joined in 1982. He was an Associate of the Library and Information Association of Australia and Fellow of the Royal Historical Society of Victoria. He was Honorary Indexer to the RHSV and they published his book "Indexing for historical societies" in 2001. A noted local historian, he had several books to his credit dealing with the Gippsland area in which he grew up and Heidelberg where he lived for many years. Ave atque vale.

Michael Ramsden

Upcoming events

Melbourne Indexers meetings are open to all. If you know someone who is curious about indexing, you are most welcome to bring them along and to share

information about our upcoming meetings.

November meeting

Training in Indexing – the UCB way

Have you ever thought about supplementing your editing, proofreading or library/ information management skills with indexing, or just want to hone your indexing skills? If so, then this one-hour Melbourne Indexers seminar is for you.

The University of California, Berkeley Extension offers a six-month, part-time, online indexing course. The course provides a thorough grounding in predominantly back-of-book indexing. The course, although American, includes Australian and Canadian content, where it differs from US indexing practice. The course has the highest success rate for completion of any indexing course in the world, and the highest success rate of graduates finding real work. Further details at

<http://extension.berkeley.edu/search/publicCourseSearchDetails.do?method=load&courseId=41381>

The course uses continuous enrolment so you can enrol at any time.

Max McMaster, one of the course instructors will provide more information about the course, and two recent course graduates – Alisa Dodge and Sharon Lapkin, will outline their views and experiences of the course. There will be plenty of opportunity to ask questions.

Date: 4 November, 2015

Time: 6.00 for 6.30 pm

Venue: Holy Trinity Anglican Church Hall, 1 Pakington Street, Kew

Please join us for dinner afterwards at La Q Restaurant, at own expense (approx.

100 metres from the Church hall on High Street).

December meeting ***Index surprise packages***



At the December meeting we will be looking at index surprise packages. We will try to move on from the no index surprises one gets and focus on indexes that are different in some way. For example, Mary Russell has a book where every entry in the index is a *see* reference. As the book is an A–Z compendium the index works perfectly well.

Have you got an example of an indexing surprise package? It doesn't have to be limited to book indexes. Perhaps you have an ebook index or App of a book that is a bit different?

Can't make the meeting – why not join us for the meal afterwards?

Date: 2 December, 2015

Time: 6.00 for 6.30 pm

Venue: Holy Trinity Anglican Church Hall,
1 Pakington Street, Kew

Please join us for dinner afterwards at La Q Restaurant, at own expense (approx. 100 metres from the Church hall on High Street).

To contribute to *Melbourne Indexers Bulletin* email
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