BOOK REVIEWS


Ever since it was first published in 1951, Mr. Carey’s booklet has been widely acclaimed as a masterpiece of lucidity and common sense in its treatment of the problems of indexing. It formed No. III in the useful series of Cambridge Authors’ and Printers’ Guides. As The Indexer was not, alas, then in existence, it is thought that the present may serve as a suitable opportunity for taking a look at the work as a whole as well as referring to some of the changes in the new edition.

Mr. Carey makes it clear at the start that his words apply mainly to the indexing of books. His claim that an author ought to make the best indexer of his own books has certainly been borne out by the first award of the Wheatley Medal*, but I doubt its universal validity. At all events let us hope that there will not evolve a rival body or splinter group, the Society of Author-Indexers!

As regards the ‘One Index or More than One’ controversy which has recently been raging in The Indexer’s correspondence column, he shows himself an adherent of the ‘index one and indivisible’, although he admits that there may be exceptional cases where a subsidiary index may be helpful.

The author has rewritten his section on alphabetical arrangement in order to give more prominence to the ‘letter-by-letter’ system—another controversial topic. But he still holds the view, with which I am in whole-hearted agreement, that the ‘word-by-word’ is in general the better arrangement and that unless limited to lists of proper names the other method may at times confuse or mislead. There is one point of alphabetical arrangement, however, on which I venture to join issue with Mr. Carey when he states: ‘words commonly hyphenated should be treated as single words’. This seems to me an oversimplification; the new British Standard lays it down that where the word-by-word system is used both hyphenated words may be treated as separate words, except where the first one is a prefix that cannot (in that sense) stand alone, e.g., co-, non-, pre-, pro-, pseudo-.

The book of course has something useful to say about one of the author’s pet aversions—the overloaded index-entry for the central character or theme of a biography or other work, a topic that he elaborated so delightfully in his paper ‘No Room at the Top’ in 1961 (The Indexer, Vol. II, p. 120).

A word or two must be said about the index, in which the author has excelled himself. The original edition was published without one, but in response to a suggestion from the reviewer in the Times Literary Supplement he devised four columns, compiled in part with his ‘tongue in both cheeks’. The really necessary entries are marked with an asterisk, and there are a few unasterisked headings which I should like to have seen so distinguished, e.g., ‘Alphabetical versus chronological order’, ‘Biblical quotations’, ‘Page numbers’. But some of the non-serious entries or ‘paddenda’ are a sheer joy and help this index to rival the riotous efforts of E. C. Bentley, Norman Douglas

* See page 17.
and Sir Alan Herbert. Thus there is a new (unasterisked) entry:

Jehu (son of Nimshi), 12-13

Wondering what on earth can be the biblical furious driver’s connexion with indexing, we hasten to the text to light upon the following, used as an example:

Nimshison, J., accused of speeding offences, 97, 102, 111

Another entry reveals the author as a purist: ‘Horrid word, see Alphabetisation.’ Finally, there is ‘the splendid extravaganza’ referred to by Mrs. Anderson in ‘Indexers at Play’ in last Indexer. This alludes to entries under ‘Chase, wild goose’, under ‘Goose chase, wild’ and of course under ‘Wild goose chase’. In each case the reference is ‘see Von Kluck’ but on looking up that unfortunate German commander’s name we find ourselves referred to ‘Kluck, von’—and on a further search from ‘Kluck’ back to ‘Von’.

There are lessons to be learnt from all this wild hilarity.

Indeed, the whole pamphlet is packed with sage counsel and telling examples. At its very modest price it should be compulsory reading for all who aspire to be book-indexers. G. N. K.


This is very largely a guide for printers and publishers but authors would do well to be familiar with its contents.

The author takes his reader through each part of a book that precedes and follows the text, giving the essential historical information concerning the origin of its name and the reason for its appearance.

The printing of the prelims on a separate sheet from the text, and numbering them separately, allows them to be set (perhaps written) after the text, and permits material to be added or taken away up to a very late stage in the production programme.

We learn the origin of the name ‘bastard’ or ‘half-title’ and what its purpose was. We discover the difference between, and the significance of, the preface, foreword and introduction, and are shown the was of setting up different kinds of contents pages.

Although, in this Series (see p. 22), there is a book dealing exclusively with making an index, over three pages of useful information is given on indexing. The author considers that indenting is one of the major problems of indexing and states that failure to settle it aright can lead to serious confusion which, if not sorted out, will impede the index’s usefulness. Five examples of setting indexes, which depend very largely on the way the index is compiled, are given.

This is a booklet which no indexer can afford to ignore. L. M. H.


If the annual indexes to The Engineer for the 104 years that this work covers were unselectively accumulated the result would be a 3,000 page publication; the subject of this review is a compact publication of attractive format of 212 pages.

Selection criteria for inclusion in the index are clearly laid down—articles had to be illustrated and more than half a column in length, though all obituaries were included. Totally excluded were references to patents, abstracts, annual reviews, standards, letters, book reviews and matters of ephemeral interest.
The index is divided into separate names and subject sections. The former comprises eighty per cent. of the bulk of the index; the fact however that it indexes under all types of name including, for example, names of ships and locomotives, means that many of the names are appearing in fact in a subject context. This is emphasised by the extensive breakdowns (by subject) appearing under the names of countries. Cross-references are given, but there are omissions. For example, additional material to that listed under Germany will be found under Berlin and Hamburg. Possibly more dangerously, under France you are advised to see also Paris—but not Marseilles and Lyons.

In the subject section volume and page references only are grouped under subject heads. On well represented subjects the resultant columns of collected numbers can be extremely daunting but the accuracy could not be faulted.

Good points are the international list of libraries filing The Engineer and, at the bottom of each page, the volume numbers associated with each decade.

This is not a comprehensive index, but for the quick reference enquiry in technical history it will no doubt be extremely useful.

B. J. S. Williams.


There are about 137 public library gramophone record departments now operating in this country, with another fifteen or so planned, and although their stock-in-trade are usually lumped together under 'special materials' with other non-book materials, gramophone records do present many unique problems. This practical handbook on these problems is written by members, and others, of the United Kingdom Branch of the International Association of Music Libraries.

Some of the matter is fairly contentious and has been challenged in other reviews in Library World (January 1964) and the North Western Newsletter (January 1964), but the chapters of most interest to indexers are ‘BBC Gramophone Library Cataloguing Practice’ by R. G. Angel, and ‘Catalogues and Visible Indexes’ by Jean C. Hitchon. In both the particular nature of the material to be catalogued and indexed is discussed and possible ways of dealing with the resultant problems are described. A uniform cataloguing code for records and tapes is obviously required and no doubt the newly formed Recorded Sound Group of the Library Association have this high on their agenda.

The index to the book is well set out and easy to use. Many topics are listed several times, e.g., ‘Catalogues, printed’; ‘Printed catalogues’; and ‘Gramophone record libraries, printed catalogues in’: but the pagination is not always complete, e.g., ‘Borrowing procedures, 75 et seq, 85 et seq, 104, 110, 178’; but ‘Gramophone record libraries, borrowing procedures, 75 et seq [only]’.

Andrew Strange


This is an excellent guide published in connexion with the talks being given on the Third Programme. Even those who are not able to listen to the talks but have a vague interest in history will find it very useful.

L. M. H.

On the 10th March, 1864, there died that remarkable sporting novelist, Robert Smith Surtees. Exactly one hundred years later there has appeared this valuable little commemorative volume in the form of a dictionary or index to the chief contents of Handley Cross, Hillingdon Hall and Jorrocks's Jaunts and Jollities.

Its author, Robert Collison, is rapidly becoming one of the more prolific of present-day writers; hard on the heels of his useful Modern Business Filing and Archives comes this delightful Jorrocks Handbook. How he finds the time for all these literary excursions on top of his B.B.C. librarian-ship, his treasurership of the Society of Indexers and numerous other commitments must remain a mystery.

The present work may have had its origin in a sort of Jorrocks club which was set up in an officers' mess in a lonely camp in Ceylon during World War II. Here a common interest was discovered in Surtees, some of whose expressions, such as 'Hellish dark and smells of cheese' became part of the lingua franca—to the mystification of visitors to the camp. The text entry for this expression runs:

HELLISH DARK AND SMELLS OF CHEESE. A favourite quotation of Kipling's from the famous scene when the befuddled Pigg opened a cupboard in mistake for a door when going to see what the weather was like (Handley Cross, LVII).

Two other entries may be quoted at random, from which may be gauged the quality of the book and the author's erudite knowledge of his subject:

DAVEY, Mr. The new apothecary at Handley Cross: he had an old wife (Handley Cross, V).

DE GLANCEY, Miss. She favoured her brother's "appreciation" of Miss Glow, on the understanding that Miss Glow encouraged their Tom to "think well" of Miss De Glancey. (Handley Cross, LXI). This may be the same Miss Glancey who was after Captain Small (ibid. XLVI). And can this be the same Miss de Glancey who appears in Ask Mamma?

In an interesting Introduction Mr. Collison not only reassesses Surtees as a novelist but has also some notable remarks on indexing:

Authors are fond of speaking of their creations as a labour of love; it is doubtful whether any indexer would care to apply this description to his work. Indexing is largely drudgery without any spectacular reward, and certainly lacking any possibility of being filmed or translated into numerous languages. It is, however, a task which has its own peculiar advantages . . . The indexer, as no-one else, sees the author at his desk and waits with eagerness to see whether he will take this opportunity or avoid that trap . . . Even the literary critic does not achieve the degree of criticism to which the indexer is impelled by the very nature of his work.

This book, the type of which is reproduced by a photolithographic process, is published by a house whose chairman and managing director is Miss R. D. Coole, a member of Council of the Society of Indexers.

G. N. K.


This excellent, comprehensive and up-to-date book (dedicated incidentally to the Society's Chairman) has been written primarily for the businessman who is responsible for equipping and running efficiently a modern commercial or industrial office. It is divided into five parts: equipment, filing methods, registry work, business archives and reference material; it has
also a very useful appendix, 'Filing can be fun' illustrated by Nan Knowles. The text is illustrated by 106 photographs of equipment and line blocks of furniture arrangement. There is also a list of 79 manufacturers of equipment with sometimes indications of their specialities or the trade names of their manufactures.

The text is admirable and most informative. I would have liked to have seen an illustration of a double column visible strip index frame. At least one firm makes one of these excellent means of displaying large numbers of brief entries in a limited area. The name of the mobile stool (Fig. 53) is omitted from the caption and the list of illustrations but can be found in the list of manufacturers.

Names of the manufacturers of particular kinds of compact storage would have been useful, for most manufacturers make only a limited range of such equipment. The upper set of bookcases in drawing C on page 100 should have been brought away from the wall: as shown, the books on one side of one row of shelving cannot be got at. In drawing D it is only possible to have a group of three (not four) rows of bookcases, for the cases on the inside of the hinged ones must be fixed. If two are placed together books on the inner sides of these cannot be reached.

The drawing on page 105 of a double-sided bookcase in section should show sloped shelves facing both sides with the backing down the centre at right angles to the shelves. The position of the light fitting as shown in the top of the case is quite impracticable: even if brought out four inches from the face of the shelving it would only illuminate adequately the upper half of the bookcase. A greater disadvantage would be that the bookcases could not be moved without altering all the wiring—an extremely expensive business.

The micro materials mentioned in chapter 8 could be described or defined with advantage, although such materials are now becoming fairly common, do all readers know exactly, for example, what microslides are?

Librarians as well as office managers will find this a very useful book.

L. M. H.


This book reflects its author's wide-ranging interests, scholarship and personal enthusiasm; it is unmistakably the work of a librarian. Its style shows the urbanity and gift of phrase we have come to expect of Mr. Currie, and we can only regret that more of our professional literature is not so graced. The scope of the book is remarkable, ranging from an international survey of libraries, through classification and cataloguing, co-operation, departments and methods, to qualifications and rewards. Yet it is this very scope which impairs the book, for space devoted to cooperation in Stanislaus County, California, or to applications of the Colon Classification might have extended the useful but brief appendices on professional qualifications and salaries. The last-named topic, of vital concern to those seeking career prospects, occupies a page and a half merely; and half of this is devoted to salaries in the U.S.A.

In general the book beguiles, then disappoints. Full of information, it fails to inform in a way most useful to new or
prospective entrants. Nor does the index help here. An example: work with children is scattered, both in index and text. Test chapter headings and index to discover whether languages are of special significance, and one finds no lead, there being no direct entry in index, nor mention in the chapters on staff, or qualifications. Entrants interested in arts, economics, politics, will get no help from the index, though they will note in passing that law libraries, and archive work, have seven entries each.

The book's merit lies in its engaging manner. Certainly it should be read by those already embarked on their career, for it will enlarge their vision of librarianship, especially outside the U.K., though such readers may find the pages on cataloguing rather less fruitful. But what of those readers for whom the book was really intended? They will find little of the detail they need—describing typical progressions in chosen fields of interest, indicating the relative gradings at different stages. And they may wonder, as I do, why this second edition was not re-titled A prospect of librarianship. For this more accurately indicates the picture the author presents.

F. J. Bungay


An immense amount of material on documentation in India is included in this book. Naturally there is much about Insdoc and its many activities; in fact half the book is concerned with the routines and problems of Insdoc, and some of the contributions read like chapters from the organization's staff manual. For readers, especially in developing countries, charged with the responsibility of setting up a similar organization, it could be a very useful guide.

Documentation is interpreted in wide terms; it is 'impossible unless backed by every facet of library activity—from document selection through acquisition, accessioning, classification, cataloguing, circulation work, reference service, and maintenance work to every detail of library management—developed to a higher pitch of efficiency'. The five facets dealt with extensively and thoroughly in this book, and illustrated by descriptions of the work of Insdoc and other Indian institutions, are: documentation work, documentation service, abstracting work, document reproduction service, and translation work.

All this is preceded by the theoretical and historical approaches to documentation, and followed by consideration of the future of documentation and of problems for research.

The usual system of symbols used by Ranganathan has been used for this book; e.g., main sections of the book are given a capital letter, each chapter in the section is given a consecutive number following the letter, and in each chapter each sub-section is given a further consecutive number, while each paragraph in each sub-section is also given a consecutive number within the sub-section, and so on until there may be five figures. To help the reader find his way through the book, paragraph symbols are printed at the top of each page, e.g., the symbol of the paragraph which appears at the top of page 260 is F626 and this is printed as a catchword in the top left-hand corner of the page while the symbol for the paragraph at the bottom of page 261 is given as a catchword at the top right-hand corner of this page. It is F65. Unfortunately the first figure of each symbol is never given
except at the beginning of the chapter and in the catchwords, so that at the opening of pages 260-1 the symbols printed before the paragraph headings (and every paragraph has a centred heading) are 26, 3, 31, 32, 4, 5. On page 516 the catchword is L42151 but two of the paragraphs are numbered with only two numbers—22 and 23. In some places other combinations are used, for example H532:1:41 and J631D. All this tends to be confusing for the user and enables the indexer to make mistakes easily.

The index covers 15 pages and could be much longer with advantage. It could also be compiled more advantageously, e.g., under 'Maintenance of' there are four entries: 'photo equipment, press cutting, reading apparatus, scheme of classification' but there is no entry under any of these subjects except under 'Scheme of classification'. Under 'Need for' there are entries for 'bibliographical service, documentation research, editing translation' and three more similar entries which together give a possible 12 headings if the indexing were to be done fully. Three have been done fully and three ignored. There are some oddly chosen headings, e.g., 'Buckling', which is the heading of paragraph J225 and deals with the buckling of microcopies on film. But there are no entries under film or microcopies. There is, however, one under 'Microcopy, Abrasion of, J221' which is a paragraph of equal importance to J225, both being sub-sections of 'J2 Physical Damages' to microcopies. This paragraph J221 has the heading 'Scratches and Abrasions' and there are index entries under 'Abrasion J221' and 'Scratch J221' but no further enlightenment as to what was, or can be, abraded or scratched. The entry 'Puffs F13544' intrigued me. Could it do with trains, cosmetics, food or dandelion seeds? Reference to the text indicates very detailed staff instructions for compiling the Insdoc List, that 'occasionally the title of an article contains puffs, that is, words not essential to make the title intelligible. In the Insdoc List such words are omitted'. Chapter G2, Standards and Specifications, deals with the stock, management of the material in, and the catalogues of, the library of the Indian Standards Institution, but there is no reference to it at all in the index. Standards and specifications both lose their 's' in the index and so their meaning. The paragraph 'Arrangement' (of the Standards) appears in the index as 'Arrangement, standards for, G251'. The catalogue of this library becomes 'Catalogue, Dictionary, Standards for', i.e., standards for a dictionary catalogue instead of 'Catalogue, Dictionary, of the I.S.I.' The entry 'Dictionary catalogue' does not include a reference to this particular institution's dictionary catalogue. Moreover, the chapter receives no mention in the index under 'I.S.I.' or 'library'. The paragraph on this library's classified catalogue has entries for 'classified catalogue for standards' but not one under the heading 'Catalogue, classified'.

Under the heading 'Library' there are 22 entries. I looked up two chosen at random. The first was 'Departmental': it refers to a paragraph dealing with the way of allocating library numbers to departments of an institution whose publications are entered in the union catalogue of periodical publications which is compiled by Insdoc. The other was 'Development of': this contains suggestions for the future building of the National Central Science Library. The real meaning of both of these entries is obscured. Unfortunately this is the case with many of the entries.

There are 32 entries under 'Insdoc' but I have come across 22 more which could
quite well go in and I have not searched the book for them. There are doubtless scores more.

First words of headings or entries are not repeated for second entries beginning with the same word, neither are second or subsequent ones. This results in waste of time in consultation because one cannot always immediately determine the meaning of an entry, and it results in the breaking up of the names of institutions and publications. It is apparently done to save space in the index but this does not always result. Examples:

1. Indian
   Agricultural Res Inst H3221
   Council of
   Agricultural research M313
   World affairs K112
Science
   abstracts D13
   bibliography M32
   in
   Fourth Plan M332
   Third Plan M33
[Note.—Indian Council of Agricultural Research and Indian Council of World Affairs are both proper names and Indian science abstracts is the name of a periodical.]

2. National
   central
   medical library M312
   science library M2
   Building of M17
   Capital budget for M82

There are four pages of definitions. I checked the first five entries; they are all entered but only two with the indication that they are definitions and three of them have wrong numbers, the chapter number being either duplicated or omitted. This last is not surprising because of the omission of each chapter heading number in each paragraph or sub-paragraph in the text.

This index suggests that the work was allocated to a junior clerk who was told to index according to the words of the paragraph heading and was given no instructions about duplicate entries, consistency in entering or making sure that he knew the subject matter of the paragraphs. Much of the usefulness of this book, as with other of Ranganathan’s books, is lost because of inadequate or inaccurate indexing.

L. M. H.

NO COMMENT

‘There is even a classified index on “methods” from “A” for “Assassination” to “W” for “Without a Body Murders” —Bernard McElwaine, reviewing Encyclopaedia of murder, by Colin Wilson and Patricia Pitman (Pan) in the Sunday Mirror, January 5, 1964.

Clemency Canning, contd. from p. 20.

able research. Where he has been unable to supply the date of death the indexer sometimes replaces it with a brief but colourful description, as in the following:

Khanlar Mirza, craven Persian prince, 53.

If the test of a good index is that it enables the user to find what he is seeking in the text with the greatest of ease, then the index to Clemency Canning triumphantly passes the test. The Indexer would like to be associated with the congratulations due to Mr. Maclagan for his well-deserved award. He has undoubtedly compiled an outstanding index. Perfect, perhaps no. But then who can claim to have compiled the perfect index?

G. N. K.