OFFICERS AND COUNCIL, 1959-60

Chairman      J. C. THORNTON, M.A.
Vice-Chairman G. NORMAN KNIGHT, M.A.
Hon. Secretary DR. L. E. C. HUGHES,
               B.SC.(ENG.), PH.D.
Hon. Treasurer R. L. COLLISON, F.L.A.
Hon. Mem. Secretary A. T. H. TALBOT
Hon. Auditors
               DR. R. DICKINSON,
               B.SC., PH.D.
               A. T. H. TALBOT

MISS DOROTHY F. ATKINS, A.L.A.
JOHN BIRD, M.A., F.L.A. (representing ASLIB)
GORDON V. CAREY, M.A.
MISS F. V. CLARKE, B.SC.

THE INDEXER
Hon. Editor: Harold Smith, F.L.A.

Editorial Board:
A. R. Hewitt (Chairman)
G. V. Carey, M.A.
R. L. Collison, F.L.A.

GENERAL SOCIETY ENQUIRIES: Hon. Secretary, 15 Avenue House, Allitsen Road, N.W.8.


ARTICLES, REVIEWS, MATERIAL FOR 'THE INDEXER': Hon. Editor, 120 Grasmere Avenue, Wembley, Middlesex.

SUBSCRIPTIONS

Members are reminded that subscriptions for 1959-60 became due on the 1st April, 1959

PANELS

Members who have applied for admission to a panel of Indexers are asked to notify the Hon. Secretary of additional indexes they may have completed.

NEW MEMBERS

UNITED KINGDOM

Buckley, L. G.
Cunnell, Mrs. V. M., B.A., F.L.A.
FitzSimmons, D. J.
Haigh, Jack
Hossell, S. R., M.A.
Kerr, Mrs. A. C.
Powell-Perry, P. H.
Richards, Miss C.
Rundle, Miss M. B., C.B.E.
Shield, Mrs. M. F.
Spoonor, D. J.

INDIVIDUAL

Stern, Mrs. G. D., A.L.A.
Windham, Miss M.

OVERSEAS

Barron, Louis, A.B., U.S.A.
Bernier, Charles L., Ph.D., U.S.A.
Doherty, Miss Margaret, U.S.A.
Loomis, Miss Francis, U.S.A.
Pore, Verne L., B.S., U.S.A.
Rice, Randall G., U.S.A.
Shipperd, H. Robinson, U.S.A.
Trance, J. E., (New Zealand)

INSTITUTIONAL

OVERSEAS

R. R. Bowker Co., U.S.A.
Cardiovascular-Literature Project
   (National Academy of Science), U.S.A.
National Library of Medicine, U.S.A.
The modest progress mentioned in the last Annual Report has been maintained during the year. Membership has increased from 154 to 184; which includes 27 institutional members and 27 individual and institutional members overseas. An honorary corresponding member was appointed for South-east Asia, so that the Society is now represented in Canada, Central and South Africa, India, the Netherlands, the United States and Singapore.

Finances, as indicated by the accompanying financial statement, remain reasonably firm; but if the Society's work is to be extended it will be necessary to increase both the membership and the sale of The Indexer to non-members.

At the end of the Society's year the Chairman, Mr. A. R. Hewitt, expressed a wish not to offer himself for re-election. Having held the office during the first two years of the Society's existence he felt that he should make way for some other member. Mr. René Hague, Acting Hon. Secretary, has carried on the work begun by the Society's founder, Mr. Norman Knight. Unfortunately Mr. Hague has to be out of the country for most of the coming year and he will not, therefore, be able to carry on the duties of Secretary. Mr. Harold Smith, Editor of The Indexer, has recently received a new appointment which will prevent him from continuing with his editorial duties. To these officers the Council wishes to record its most sincere thanks for their work in helping to establish the Society on a firm basis.

The Council met on four occasions and, in addition to routine business, had before it matters connected with the series of training courses held in the spring of 1958, Indexers' remuneration, arrangements for the series of evening meetings during the winter of 1958/59, standards in indexing and co-operation with the Business Archives Council, all of which are referred to in the following paragraphs.

The Indexer has appeared twice in the year. The usual difficulties that attend the production of a new periodical have had to be met; these have, unfortunately, caused some delay, but the Council feel that The Indexer has already proved of great value to all who are concerned with indexing or the classification of information, and that it will continue to do so. The cost of production has been an anxiety, but arrangements have now been made by which this will be very considerably reduced.

In April and May, 1958, a course of training discussions was arranged for members. The first was an introductory discussion on the subject of indexing generally; the others were devoted to types of book indexing, form and choice of entry, form and style of name entries, arrangement of material and the editing and proof reading of indexes. The discussions were held in the University of London School of Librarianship and were very well attended. The Council desires, once more, to express its thanks to the speakers. A resume of the discussions appeared in The Indexer (September, 1958).

The problem of the remuneration of indexers was referred to an ad hoc committee which prepared a report for the Council in October, 1958. The Council decided to receive the report and to submit it to members for comments and observations before drawing up a formal set of recommendations. The report of the Committee will appear in the next issue of The Indexer.

A series of evening meetings was arranged. They were held at Chaucer House; Mrs. E. M. Hatt spoke under the title A Voice from Both Camps, dealing with problems of indexing from the point of view both of the publisher and of the indexer; Mr. J. C. Thornton guided a
discussion on the American Standards Association standards for indexing; and Sir Steven Runciman spoke as an historian who compiles his own indexes. These meetings were so well attended (between 25 and 40 members and guests being present on each occasion) and were followed by such vigorous discussion that the experiment of holding such meetings was more than justified. A fourth meeting in this series is still to be held (May 26th), when the subject of indexers' remuneration will be discussed in the light of the report, mentioned above, which should be in members' hands by that date.

The desirability of drawing up an agreed Standard for Indexing was discussed and an approach was made to the British Standards Institution. The Institution agreed to set up a committee to consider the desirability of such a standard and the Chairman and Vice-Chairman were appointed as the Society's representatives.

The Business Archives Council instituted a short programme of informal seminars for the benefit of non-professional archivists and the Society was invited to participate. The Chairman attended three of the seminars at one of which Miss F. V. Clarke of Imperial Chemical Industries, a member of the Society, spoke on indexing.

The Council expresses its most cordial thanks to the Library Association for allowing the Society the use of Chaucer House for Council meetings and for the evening meetings of members.

On behalf of the Council,

A. R. HEWITT

RENE HAGUE

31st March, 1959

Chairman

Acting Hon. Secretary

MINUTES OF THE SECOND ANNUAL GENERAL MEETING

Saturday, 25th April, 1959

Present: Mr. A. R. Hewitt (Chairman), Mr. J. C. Thornton, M.A. (Vice-Chairman), Mr. R. L. Collison (Treasurer), Mr. René Hague (Acting Hon. Secretary), Mr. Richard Bancroft, M.A., Mr. G. V. Carey, M.A., Miss F. V. Clarke, B.Sc., Dr. R. Dickenson, B.Sc., Ph.D., Mr. P. E. Found, F.I.P.S., Mr. Jack Haigh, Mrs. E. M. Hatt, B.A., Dr. L. E. C. Hughes, B.Sc.(Eng.), Ph.D., Mr. J. R. Lansley, A.M.I.B.E., Miss N. K. Lewis, Mr. A. P. Perrin, B.A., Brigadier E. E. G. L. Searight, C.B.E., M.C., Mr. A. T. H. Talbot, Mr. J. L. Thornton, A.L.A.

1. MINUTES

Proposed by Mr. G. Norman Knight, seconded by Mr. R. L. Collison, that the Minutes of the First Annual General Meeting held on 26th April, 1958, be taken as read and approved.

2. ELECTIONS

The Chairman reported that the following nominations had been received.

Chairman: Mr. J. C. Thornton
Vice-Chairman: Mr. G. Norman Knight
Treasurer: Mr. R. L. Collison
Members of Council: Mrs. E. M. Hatt and Mr. A. R. Hewitt

It was proposed by Mr. R. Bancroft, and seconded by Mr. G. V. Carey, that they be elected; carried unanimously.
The Chairman reported that Mr. René Hague, who had been Acting Hon. Secretary since July 1958, would be unable to continue the work, and that no nomination had been received for the office. After discussion, it was proposed by Mr. G. Norman Knight and seconded by Mr. R. L. Collison that some of the Hon. Secretary's work should be undertaken by a Membership Secretary, and Mr. A. T. H. Talbot's offer to undertake those duties was gratefully and unanimously accepted.

It was proposed by Mr. A. R. Hewitt and seconded by Mr. R. L. Collison that Dr. L. E. C. Hughes's offer to undertake the duties of Hon. Secretary be accepted; carried unanimously.

The Chairman reported that Mr. Harold Smith would be unable, through absence from London, to continue to edit The Indexer. It was proposed by Mr. R. L. Collison and seconded by Mr. G. V. Carey, that Mr. J. L. Thornton be appointed Editor; carried unanimously.

3. REPORT OF THE COUNCIL, 1958-9

The Report, circulated at the meeting, was presented by the Chairman. The following points were raised in the Discussion:

1. That an Hon. Corresponding Member should be appointed for Australia
2. That attention should be directed to the provision of courses of training in indexing
3. That further meetings of the Society, similar to those held in 1958-9, should be held in the autumn and winter of 1959-60, possibly more frequently, and that a report of the meetings and discussions should be circulated to all members
4. That a formal Resolution expressing the Society's thanks for the use of Chaucer House should be sent to the Library Association

4. BALANCE SHEET, 1958-9

The Treasurer presented the Balance Sheet for 1958-9. On the proposal of Brigadier Searight, seconded by Miss F. V. Clarke, this was accepted, with an expression of the gratitude of the Society to the Treasurer and Auditors. On the proposal by Miss N. K. Lewis, seconded by Miss Clarke, Mr. A. T. H. Talbot and Dr. R. Dickenson, were re-appointed Auditors.

The Chairman concluded the Meeting by expressing, on behalf of the Society, thanks to the retiring Chairman, Mr. A. R. Hewitt, for the many services he has rendered the Society in his two years of Office.
## Balance Sheet as at 31st March, 1959

<table>
<thead>
<tr>
<th>£ s. d.</th>
<th>£ s. d.</th>
<th>£ s. d.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Purposes Accumulated Fund</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance as at 1st April, 1958—</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At Bankers</td>
<td>186 11 7</td>
<td></td>
</tr>
<tr>
<td>Petty Cash</td>
<td>4 4 0</td>
<td></td>
</tr>
<tr>
<td>Less Transfer to Costs</td>
<td>190 15 7</td>
<td></td>
</tr>
<tr>
<td>Balance as at 1st April, 1959</td>
<td>166 15 6</td>
<td>24 0 1</td>
</tr>
<tr>
<td>Less Estimated Liability to Life Members</td>
<td>40 0 0</td>
<td>86 12 3</td>
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<tr>
<td>Creditors—Life Members</td>
<td></td>
<td>40 0 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>£150 12 4</strong></td>
</tr>
<tr>
<td><strong>Balance at Bankers—</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Account</td>
<td>152 3 9</td>
<td></td>
</tr>
<tr>
<td>Deposit Account</td>
<td>152 6 8</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>304 10 5</strong></td>
</tr>
<tr>
<td>Less Cheques not yet presented</td>
<td>176 18 6</td>
<td>127 11 11</td>
</tr>
<tr>
<td>Petty Cash</td>
<td></td>
<td>3 0 5</td>
</tr>
<tr>
<td>Stock of Publications—</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approximate Valuation by Hon. Treasurer</td>
<td>20 0 0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>£150 12 4</strong></td>
</tr>
</tbody>
</table>

## General Purposes Revenue Account for the year ended 31st March, 1959

<table>
<thead>
<tr>
<th>£ s. d.</th>
<th>£ s. d.</th>
<th>£ s. d.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To Expenditure—</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot; Postages and Secretarial Expenses</td>
<td>45 11 9</td>
<td></td>
</tr>
<tr>
<td>&quot; Cost of Printing Distribution, &amp;c</td>
<td>353 1 3</td>
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</tr>
<tr>
<td>&quot; Less Stocks in hand</td>
<td>20 0 0</td>
<td>333 1 3</td>
</tr>
<tr>
<td>&quot; Stationery</td>
<td>3 13 0</td>
<td></td>
</tr>
<tr>
<td>&quot; Expenses of Meetings</td>
<td>15 4 2</td>
<td></td>
</tr>
<tr>
<td>&quot; Advertisements</td>
<td>5 12 0</td>
<td></td>
</tr>
<tr>
<td>&quot; Balance, being excess of Income over Expenditure, carried forward to Accumulated Fund</td>
<td>126 12 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>£529 14 5</strong></td>
</tr>
<tr>
<td><strong>By Income—</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot; British Subscriptions</td>
<td>264 12 0</td>
<td></td>
</tr>
<tr>
<td>&quot; U.S. Subscriptions</td>
<td>28 13 9</td>
<td></td>
</tr>
<tr>
<td>&quot; Life Members</td>
<td>42 0 0</td>
<td></td>
</tr>
<tr>
<td>&quot; Sales of Publications to Non-Members</td>
<td>19 0 6</td>
<td></td>
</tr>
<tr>
<td>&quot; Advertisements in The Indexer</td>
<td>6 6 0</td>
<td></td>
</tr>
<tr>
<td>&quot; Interest on Bank Deposit</td>
<td>2 6 8</td>
<td></td>
</tr>
<tr>
<td>&quot; Transfer from Reserve to cost of first issue of The Indexer</td>
<td>166 15 6</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>£529 14 5</strong></td>
</tr>
</tbody>
</table>

Audited and found correct:—

R. Dickinson  
A. T. H. Talbot  
Hon. Auditors  

R. L. Collison  
Hon. Treasurer.  

7th April, 1959