In the discussion which followed the two papers, some dissatisfaction was expressed that the recommendations 'lacked teeth' and had in several instances left to the individual indexer the choice between alternative procedures, such as whether one or more indexes should be made for a single work or whether alphabetical arrangement should be letter-by-letter or word-by-word. It was pointed out in reply that a rigid code would not suit all types of index, and that choices should be made to suit the work in hand, and having been made should be applied consistently throughout any particular index.

Among specific points raised was the suggestion that italic type, recommended in clauses 6.2.3.2 and 6.3, should be replaced by the use of parentheses for economy in type-setting; that more than five page references constituted 'a string'; that transposition of initials and fore-names occurring at the beginning of corporate names should be permitted (5.2.2.7). It was also pointed out that the use of the full point after abbreviated words had been inconsistent in the standard. It had. But the style of an index must follow the style of the text: house styles vary, and examples of abbreviations both with and without the point were given, consistency being maintained (it was hoped) within any single set of examples.

Mary Piggott

Leif Kajberg

This paper gives a summarized description of the main points to be considered in connection with the compiling of a cumulated index to Libri: International Library Review vols 1-25. Also touched on are the general problems facing the indexer concerned with the indexing of periodical publications including the assignment of priorities to special parts of the textual material to be indexed, the maintenance of consistency, and the difficulties stemming from the poor state of terminology in library and information science.

Cumulative or collective indexes to periodical publications in library and information science are not an unknown phenomenon. They range from the decennial index to the scholarly journal Zentralblatt für Bibliothekswesen, 1957-1966, to the recent LISA Cumulative Index 1969-1973. Other recent products are the Collective Index to the Journal of the American Society of Information Science, Volumes 1-25, and the other ASIS publication, Cumulative Index to the Annual Review of Information Science and Technology Volumes 1-10 which supersedes the Cumulative Index to Volumes 1-7 published by ASIS in 1972. Besides, mention may be made of the collective index to Nachrichten für Dokumentation, covering the period 1950-1969, published by the German Society for Documentation. The subject indexes included in this index are UDC-classified sequences. Finally, a notice in Information Science Abstracts vol. 11, 1976, No. 2 informs us that a cumulated index to vols. 1-10 (1966 through 1975) is to be prepared for publication.
The literature concerned with serial indexes and multi-volume or multi-author indexes is rather modest. However, a few contributions that deserve consultation do exist. For example, mention may be made of articles by J. Edwin Holmstrom on the indexing of multi-author, multi-volume and periodical publications.8

Thus, the indexer being confronted with the task of compiling or constructing an index of this category may find some help and guidance in the written sources as far as the procedural steps, the technical approaches and innovations are concerned, but it seems to me as if less treatment has been given to the more fundamental problems which arise in compiling this type of index, as a result of their specific nature.

Before concentrating on this set of problems a few words on the profile of Libri. As stated on the cover Libri, International Library Review is a quarterly journal "bringing original papers on all aspects of librarianship, including the history of books and publishing." Within these limits the spectrum of topics covered has been very wide. An index to it implies that it is possible to locate articles ranging from the study of manuscript fragments to the nature of information science, to mention two extremes. Many outstanding contributions are of a scholarly nature, especially those dealing with themes such as book history, bindings and manuscripts. Included in the corpus of articles are many high-level contributions by well-known theoreticians and professionals in the field. The articles concerned with research libraries, mainly university libraries, have preponderated over the years, but it is my personal observation that a shift in coverage and orientation has occurred during recent years leading to a broadened coverage of the area of librarianship, and quite in harmony with Libri's orientation and scope there has been a considerable number of papers reporting on national developments in the library field all over the world, thus paralleling other international library periodicals such as International Library Review and Unesco Bulletin for Libraries. Another salient feature that emphasizes Libri's international orientation is the section entitled 'IFLA Communications' which appeared regularly for many years as a separate section devoted to the reporting of meetings, conferences and other activities of IFLA sections and committees. On the other hand, an analysis of the recent volumes reveals that the number of papers falling within the sphere of book arts and historical bibliography has decreased, or even disappeared.

**Design of the index apparatus**

During the initial phase of preparation several issues were to be considered, including the structuring and dimensions of the index and its components, its scope, including the degree of selectivity and the physical size of the index, and the modes of indexing. A number of possible index structures based on combinations of such basic index components as author index, index of names, subject index, and a classified sequence were outlined, and after some consideration it was agreed that two separate sections covering authors' and subjects' names respectively would be sufficient to meet the minimum requirements for a journal of this nature.

When determining the design and composition of the index apparatus several points must be clarified, above all the obvious factors affecting the framing and elaborateness of the index, such as the space allocated—limited by the funds made available—and the time allowed for the compilation and production. In the case of Libri, a physical framework equivalent to 60-80 pages —being similar to a normal issue—was taken as a guideline before the project was implemented.

Among the alternatives rejected was the classified section that groups articles under broad subject headings or categorizes them according to some classification scheme (e.g. UDC or the Classification Research Group scheme). Comparing the systematized sequence with the alphabetical subject index is a debate often encountered in articles or discussions on indexing problems. The classified section displays the range of subjects and reflects the distribution of the material included, but although the systematic approach has its qualities—including the browsing feature—and may be of value to some users it cannot compare for ease of use with the alphabetical subject index.

Subsequently, a choice of indexing mode had to be made. In theory, several index systems might be chosen, ranging from the more 'dirty'* machine-aided approaches (e.g. KWIC) to

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*In this connection, 'dirty', which is of American origin, coupled with the word 'quick', denotes a rough machine-produced index based on the extraction of words from titles. The generation of the index requires no intellectual effort, and no refinement, such as control of synonyms, is aimed at.

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sophisticated systems like, for instance, PRECIS. However, selecting the latter would undoubtedly cause problems, since a specially trained indexer would be required. The decision was made to adopt a more traditional system in the back-of-the-book-index mode.

As indicated, the rather limited amount of space allowed necessitated a highly selective coverage implying that certain categories of material had to be rejected out of hand (e.g. book reviews). Besides, a vast number of items was sifted out during the indexing process including corporate names, names of individuals mentioned incidentally in the text or in footnotes, geographical locations, bibliographical references, and titles of books considered peripheral.

Efforts were made to isolate the subject matter regarded as relevant, and the concept indexing approach thus attempted involved scanning or reading all contributions and features within the categories of material to be indexed. As expected, difficulties in determining which items were to be considered for inclusion were often encountered, and a clear impression of the delicate problem of maintaining the consistency of indexing within a wide range of heterogeneous contributions emerged.

Choice and form of entries

When analysing in detail the overall body of textual material contained in the set of volumes to be indexed a number of special problems relating to weighing and assigning of priorities turn up. Do, for instance, the more recent contributions deserve a more thorough treatment implying an expanded coverage in the index? In other words should the factors of obsolescence and topicality be allowed to underlie the indexer's judgements? And is the indexer capable of performing an evaluation like this which involves a determination of the weight to be ascribed to various parts of the textual material? Although some items, for instance those concerned with themes in the fields of historical bibliography, are still valuable, it is clear that the factor of obsolescence does occur. It should be borne in mind that 25 years represent a wide span, even within the fields of library and information science, and the ravages of time may affect some articles. As an example mention may be made of Libri vol. 3 (1952) which is solely devoted to the proceedings of the First International Congress on Medical Librarianship including a wide range of contributions which doubtless would be of minor interest to professionals active in medical libraries to-day.

In addition, it will be possible to locate other items of a technological nature, dealing with operations and processes that can be considered less relevant in 1976. On the other hand, it must be admitted that a number of contributions will be of some importance and relevance from a library historical point of view. Or perhaps an observation of this nature is hypothetical, trifling and irrelevant?

Another difficulty is that of maintaining consistency, due to factors such as scope and structuring of individual articles, the subject matter itself, its heterogeneity and shifts in emphasis, and variations of style among contributors.

When embarking on a periodical indexing project (subject indexing approach) it is advisable to rely on a thesaurus or an 'authority list' so as to ensure some control in the selection of entry words and subject headings, for the sake of consistency and uniformity. However, here the indexer is faced with another basic problem arising from the weaknesses of library and information science terminology—ambiguity, lack of standardization, consolidation, and systematic development. This phenomenon, being one of our profession's 'shoemaker's children' syndromes, is true of any language, so far as I know. In Danish, for instance, the terminology of librarianship, let alone information science, is rudimentary and very poor.

Nevertheless, a plethora of terminology lists, glossaries, vocabularies, dictionaries, and index languages exists, partly as monographs and partly as sections of books and serial publications—but which are the appropriate ones, to help the indexer to distinguish the preferred from the non-preferred terms? A universal library and information science thesaurus possessing some recognition and authority has, so far as I know, not been constructed yet. One of the recent attempts in this area is the multilingual vocabulary entitled Terminology of Documentation issued by Unesco, a work which is not blameless in all respects. This was clearly illustrated by Mr Anthony Thompson in a presentation dealing with the translation of specialized terminology at the conference of documentalists in West Germany, October 1976. It appears that some of the terms included are questionable or even erroneous.

An alternative solution would be to try to build a 'thesaurus' of one's own during the
indexing process. But I consider that the indexer will be faced with the same basic problems due to the lack of a codified terminology/vocabulary.

Among the sources I preferred to consult when compiling the Libri index were A Classification of Library & Information Science by Daniel & Mills and the index terms to be found in the LISA subject indexes.

Also related to the field of terminology is the problem of determining English language counterparts of items which occur in German or French contexts—Libri is a multi-lingual journal accepting articles in all three languages. Precision is required during the process of translation so as to prevent erroneous index entries.

If the list of problems is to be continued, mention may be made of a classical one, that of making sure that the concepts and index terms selected constitute appropriate and relevant representations of the subject matter embodied in the set of volumes indexed. Do they actually meet the user's needs, and do they conform to his search approaches? Having adopted a pre-coordinate indexing mode, as is the case with back-of-the-book indexes or 'micro-indexing', the indexer cannot deny that he is left with a feeling of uncertainty, a feeling of operating in a vacuum. Perhaps the concepts displayed by the indexer appear to be too broad or too rigid to provide an adequate surrogate that expresses the various facets in an acceptable way. In addition, the adherence to a subject heading for reasons of uniformity may result in formulations that are too narrow, thus leading to inadequate subject characterization. In other words, information may be lost during the process of reformulation and translation into controlled vocabulary terms.

It is hoped that the desultory observations and reflections embodied in this account will serve to highlight the theoretical problems relating to the indexing of multi-volume and periodical publications.

References


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I cannot presume to call myself an indexer since most of my efforts were to compile a cumulative index. But I do have a keener knowledge of the complexity of that profession and feel that it is time that indexers be given full credit for their important contributions by having their names appear either in the acknowledgements or on the title page of the publication they are associated with.

I hope that this account of my miscalculations will be of assistance to other would-be compilers of gigantic projects and that it has been a source, not of ridicule, but rather of amusement, for those of you who would have had the intelligence not to undertake it.

The Storage and Exhibition of Archival Documents

A new British Standard, BS 5454 : 1977 *Recommendations for the storage and exhibition of archival documents* gives general but comprehensive guidance to those who are either improving an existing repository or building a new one. It deals with the depository's site, buildings and security, and with the special requirements that have to be taken into account in planning fire precautions. Detailed information about methods of storing parchment is provided, and advice is given about storing the newer media. Conditions suitable for documents which are to be on show outside the depository for not more than a month are also described.

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