
Can you recommend a good book on indexing? amounts to a select bibliography, very thoroughly annotated, of recent American books on indexing, classification, information retrieval, database indexing, abstracting, thesauri, and automatic indexing. It is select in the sense that it is restricted to 20 American titles that have been reviewed by Bella Hass Weinberg between 1987 and January 1998. (Exceptions are a review of The Indexer, which began publication in 1958 and was, a decade ago when reviewed, still primarily a British journal, and a review of Wellsich’s Indexing from A to Z which was written by Susan Klement, Weinberg having felt herself disqualified to review it by having critically read the manuscript before publication.)

The book is divided into five sections: I General and theoretical works; II Book indexing; III Database indexing and records management; IV Thesauri; V Computer-assisted and automatic indexing. These are followed by a biographical note and a portrait of the author, and also a copious index.

Each review is prefaced by a full bibliographic citation of the publication reviewed and of the publication for which the review was written. The expected readership determines a certain bias, as the review of Jennifer E. Rowley’s Organizing knowledge published in the Journal of Education for Library and Information Science, ‘considers the place of the book in the American library and information science curriculum’ (p. 16), and that for Nancy Mulvany’s Indexing books, published in Journal of the American Society for Information Science, ‘will highlight the components of the volume that may be useful to those who index formats other than printed books’, particularly technical documentation (p. 42). There is also a note on the circumstances in which the review was written.

Weinberg is an honest, conscientious and rigorous reviewer. She goes through each book chapter by chapter, pointing to topics that are especially well treated — in Mulvany, for example, ‘the discussion of indexing contracts is excellent’ (p. 43) — and noting where the book’s author disagrees with the NISO standard and also with herself (giving chapter and verse). Editorial strictures are frequent. She also makes frequent typographical errors, xii. 13, 38, 60.113

‘Bonura’s book is a “good read”, but not a serious addition to the indexing literature’ (p. 53).

The index to this book was compiled by Susan Klement. It is exhaustive — 33 double-columned pages — and clearly legible. It includes entries for authors and titles mentioned in the text. The author requested detailed indexing. The compiler quotes Weinberg in her introductory note: ‘If the author put the information in the book, it should be retrievable’. She goes on to say ‘the index contains 3227 headings, 5426 locators and 432 cross-references’ (p. 125) and claims that it ‘constitutes a mini-index (albeit incomplete) to the indexing literature as well as an index to the book in hand’. To imply substantive information in the book under review, she uses the word ‘treatment’ as part of the index entry; ‘discussion’ implies that the reviewer has treated the subject in some detail. The following extracts in their entirety serve to show her method.

The collection of Weinberg’s reviews is offered partly to help readers choose the books most useful to them or, if they are teaching indexing, to their students, and also through the index to ‘determine which works discuss a specific topic or issue in indexing’ (p. xii). For the latter purpose the index, in spite of its thoroughness, is bound to be disappointing, either because the works reviewed do not contain material on a sought subject, or because the sought subject was not commented on by the reviewer. For example, the entry

geographic names
Art and architecture thesaurus guidelines, 98 beginning with ‘the’, filing, 44, 58 Cleveland and Cleveland treatment, 11 compilation by authors, 43 information for novice indexers, 24 precedence over things, 59 preferred entry type, 34 as qualifiers, 38, 48 thesaurus, 98 typographical considerations see also continuation headings; indentation; running feet; running heads; spacing boldfaced locators, 101 Chicago manual discussion, 36 Chicago manual indexing chapter discussion, 38 columns, 53 Mulvany discussion, 44—45 index, 47 shading in indentions, 101 turnover lines, 45, 58 type size, 59, 125 variation of type, 64, 92, 125 typographical errors, xii, 13, 38, 60, 113

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A comprehensive and readable exposition of the theory, principles and applications of subject indexing and abstracting, this text for library/information science students is also aimed at information services managers and others interested in content analysis.
Lancaster, a respected writer in the field, recognizes (p. 6) that the distinction between indexing and abstracting is becoming less clear; a list of index terms can be used as a mini-abstract. The main theme is the representation of the subjects of bibliographic items in databases (printed or electronic). There are a few references to back-of-the-book (whole-document) indexes; the reader is directed (p. 61) to other recommended texts for instruction on their compilation (International Standard ISO 999: 1996 is not included).
Ken Bakewell, reviewing the first edition in The Indexer (18(1), April 1992, 59—60), rated it 'outstanding'. The second edition is equally impressive. There are new chapters, on multimedia sources and on the Internet; others have been substantially revised. The chapter on indexing and abstracting of imaginative works now refers (pp. 201—2) to articles by Bell and by Bradley on indexes to fiction; Bakewell's review highlighted the omission of such references from the earlier edition.
Considering the Internet as an indexing problem, Lancaster examines current approaches and is concerned about the output of search engines (p. 305). Searches that retrieve thousands of items of variable relevance and quality are unsatisfactory.
Filtering within a digital library environment provides a way of matching users and resources more effectively (p. 314).
Multimedia sources (image databases and sound databases) also present complex problems for indexers. Research on image and sound retrieval is said (p. 221) to depend more on automatic indexing techniques than on human indexing. However, when looking to the future of indexing and abstracting as a whole (p. 321), Lancaster suggests that the increasing importance of subject analysis will cause more people to be involved and that — despite improved automatic systems — human indexers are unlikely to be replaced for a long time.
The indexing exercises contain abstracts of reports and articles for indexing with the UNBIS Thesaurus. The suggested answers reveal that some items cannot be adequately indexed because of the lack of suitable terms. The abstracting exercises (also with suggested answers) require the reader first to write abstracts for selected articles and then to comment on abstracts taken from the publication Irricab.
The index (unattributed) covers 15 pages (three columns) in word-by-word order. It includes topics discussed and also names of the many authors cited in the text and the list of references.
Pat F Booth, information/training consultant

The author of this work needs no introduction to readers of this journal. She was its editor for many years and continues to be one of its most prolific contributors. Her booklet on the indexing of recorded lives, published only a few years ago, was obviously a success; a second edition is now available for those who may have missed the first one or may have just joined their fellow indexers. This edition is more than half as long again as the first one, mainly due to a few new chapters and a large number of examples, taken from biographical indexes old and new, good or bad. There are also extensive lists of articles from The Indexer appropriate to the subjects discussed throughout the text.
The first chapter establishes the differences between 'soft' texts, that is, biographies, memoirs and diaries, and 'dry' texts such as science and technology works, the indexing of which is much more rigidly tied to the terms of a text. Also discussed are the features of narrative forms, and the problems posed by what the author calls 'sensitive content': things not normally mentioned in polite society. On the latter issue, Bell is perhaps a little too cautious, considering what kinds of memoirs have been published during the past two years or so. Perhaps the best advice to indexers of such 'sensitive' works would be: tell it like it is! The indexing of fiction is treated next, followed by a discussion of 'the great and good'; that is, outstanding indexers and their indexes of biographical texts.
The next chapters deal with technical matters: the analysis of a text, annotation and coverage of introductory matter, illustrations, and so on. The often vexing problems posed by names, including those of British nobility, merit their own chapter. 'Coming to terms' explores the difficulties of finding adequate or appropriate wording for index entries, especially subheadings, which 'calls for the indexer's highest skill of all'. The pros and cons of using 'and' for unspecified relations of the biographee with other persons are also discussed. The pitfalls and perils of biased language when indexing emotionally charged events and conditions are the topic of the next chapter,
which also warns against the use of standardized lists of terms and thesauri; the latter may be useful for 'hard' texts but are woefully inadequate for 'soft' ones. Examples taken from the indexes of biographies of Jane Austen, Thomas Carlyle, John Keats, Vladimir Nabakov, Bertrand Russell, Stalin, Virginia Woolf and others illuminate the discussion of this sensitive topic.

Various types of arrangement of subheadings (by page number, chronological, alphabetical) are the next topic discussed, followed by the related issue of subheadings arranged thematically in paragraphs. On the perennially discussed issue of undifferentiated strings of page numbers, Bell seems to favour even very long strings under certain conditions (a no-no in 'hard' indexing). 'The works' explores the various ways of indexing the works (including letters) of a biographer, followed by the treatment of 'mighty characters'; that is, persons who dominate a biography: whether to leave them out as individual entries, to be subdivided by innumerable subentries and classified paragraphs, or to deal with their lives by means of entries throughout the index. Copious examples of each form are provided.

'Presentation and layout' deals with the technical issues of prefatory notes, the format of subheadings (indented or run-on) and typography. The last chapter, 'Softly, softly', is entirely new, and summarizes aptly the gist of the matters explored throughout the text. A much-enlarged chapter, covering reference works, concludes the work.

Computerized typesetting has condemned footnotes to the fate of the dodo. The hapless reader who wishes to follow up the copious notes is forced to leaf back and forth to the three pages of 'References and notes' at the end of the text. Adding to this annoyance is the fact that a large number of notes, especially those in the latter half of the book, have only a tenuous relationship to the actual references; that is, they are two or three numbers off or do not have references at all. Knowing the author as a most diligent stickler for accuracy, I can only conclude that some computerized gremlins were at work. Some annoying typos also occur, one of them combobulating a name (!), and making it appear that 'Clemency' was the given name of Lord Canning by leaving out the quotes around his nickname in two instances. (The bibliographic data of this often-cited biography is also missing.) Despite these blemishes, this is a valuable piece of work, from which all indexers, not only those doing indexes of biographies of Jane Austen, Thomas Carlyle, John Keats, Vladimir Nabakov, Bertrand Russell, Stalin, Virginia Woolf and others illuminate the discussion of this sensitive topic.

The previous authors are joined by David Bawden, a Senior Lecturer at City University's Information Policy Unit and leader of Aslib’s training courses in thesaurus construction and development; vocabulary control; specificity and compound terms; structure and relationships; auxiliary retrieval devices; thesaurus display; multilingual thesauri; construction techniques; thesaurus management; thesaurus reconciliation and integration. As Ken Bakewell, reviewing the previous edition in The Indexer (16(1) April 1988, 63) commented, the section on standards is still 'ridiculously short at only one page', although reference is made to relevant national and international thesaurus standards throughout the text. However, there is still no reference to an indexing standard (BS ISO 999).

The section on thesaurus displays is of particular interest to indexers as a wide variety of alphabetical and hierarchical displays are illustrated for comparison. A selection of thesauri in an indexer’s subject field can be a most useful reference tool when determining preferred terms and concept relationships. There is a comprehensive bibliography ranging from 1955 to 1997. The index refers the reader to specific sub- and sub-subsections, which is useful though cumbersome. However, it suffers from poor editing in that there are lists of headings that could have been merged to provide more accessible subheadings. The see and see also references are not always helpful. A misspelling of thesaurus in the index ('alphabetical thesaurus, see alphabetical display') perhaps indicates the usual minimum of time allocated to the preparation and editing of the index and may be a source of irritation to the user of such a volume. However, this manual will continue to serve as a standard introductory text to thesaurus compilation.

Caroline Barlow, freelance information scientist

Indexing aids: dictionaries and related sources


This is a great book, if weight is the criterion; and it has five indexes, plus an 'expanded Contents', to make nearly half of its weight, which sounds like a Good Thing. The 'American' of the subtitle refers to the United States only, it seems; and no subtitle at all appears until the title page — all the exterior titular material reads Famous first facts, although the spare bit of the dustcover front does begin a 37-word blurb with: 'Thousands of First Happenings, Discoveries and Inventions . . . Throughout American History'. (Opening the book at random I was puzzled to read that the first Salvation Army service took place in New York.) I'm sure this comparative shyness is owed more to blinkered confidence than to sharp practice; but it could be expensive misleading for those buying an Australian Grandad's present in a hurry. No doubt the work will mostly be bought by librarians, who know everything about books without being told.

Joseph Nathan Kane is clearly among the blessed individual

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benefactors of the reference world. The first edition (1933) of this major work was the result of years of thought and research undertaken on his own initiative; it was rejected by many publishers and only accepted by Halsey W Wilson because librarians were asking for it. The investment paid off; there is now a whole family of Wilson ‘Facts’ books, including two more initiated by Kane. Podell and Anzovin are apparently responsible for the updating and for the modifications in this fifth edition; they are credited, with Kane but in smaller print, as ‘authors’, but their precise roles are nowhere explained. Their Preface does, however, state that the format has been reshaped for this edition and that the subject index is an innovation.

The mass of material (8155 facts) is highly organized and it is difficult to see how the main frameworks could have been better done. The work is divided alphabetically into subject sections: Agriculture, Americana, Animals etc., which may be subdivided into subsections and sub-subsections. The entries are in the form of numbered short paragraphs in two columns, each entry beginning with an emboldened phrase which forms the entry head. For example:

**4142. Police chief who was a woman was Dolly Spencer, who was appointed in 1914 by the mayor of Milford, OH.**

(One rapidly becomes used to supplying the ‘First’ which is understood as the initial word of every entry.) This entry forms part of the ‘Police’ subsection of ‘Health and Safety’. Orientation within sections is reasonably straightforward: the running heads are formed by entry-number ranges (here ‘4136—4149’) and the first line on each verso is a section or subsection continuation line (HEALTH AND SAFETY — POLICE — continued), though these are not very conspicuous. It is easy, however, to miss the title of a new section, since it will be placed in mid-column, or wherever it falls, with the same bold capitals and spacing as a new subsection. You can take a breath (though not even here a new page) for a new letter-group: a bigger capital, centred, with double space above and below.

This comparative reluctance to give the eye a resting-place is equally evident in the ‘Expanded Contents’, which is a 19-page miniature of the book’s arrangement (by subject, in alphabetical order, with sub-subjects up to two levels as required), with no variation of type or spacing. I should have preferred a clearer, more index-like layout for the Contents; the 28 subsections for books all begin with ‘Books’, with the subsections separated by 2 em-dashes on the same line:

- Books 65
- Books — Agriculture and Gardening 68
- Books — Medicine 78
- Books — Medicine — Dentistry 81
- Books — Various 89
- Books — Writers 91

There seems to be no reason why this sequence should not begin with a bold Books . . . 65-91 to help the reader’s eye to locate. (Pages 65-68 are ‘general’ facts; and ‘Various’ seems an odd heading.)

A ‘How to Use this Book’ page notes that sub-subjects have been assigned where appropriate to ‘priority’ subjects; for example, that naval hospitals will be found under ‘Medicine — Military’ rather than under ‘Military’. This is reasonable.

Anzovin and Podell are proud that the new subject index ‘has permitted the elimination of space-consuming cross-references from the main text’. It is true that not a cross-reference is to be found; but the subject index has not really done its job of permitting this. It consists almost entirely of the entry-head phrases of the entries (minus their bold type) though some keywords have been dug out and placed with a colon before entry-head phrases.

My third random opening found the following interesting entry (under Medicine — Immunizations):

**4920. Vaccination program by the federal government to protect Native Americans against smallpox was authorized by congressional act of May 5, 1832, ‘an act to provide the means of extending the benefits of vaccination, as a preventive of the smallpox, to the Native American tribes, and thereby, as far as possible, to save them from the destructive ravages of that disease’. An appropriation of $12,000 was made. Physicians were paid $6 a day for their services.**

Turning to the subject index, I found the whole initial phrase under ‘V’; and again, following a colon, after ‘Native American’ (there are more than two columns beginning ‘Native American’); no entries at all under ‘Immunization’ (the listing of an ‘Immunization’ subsection of ‘Medicine’ in the Contents is presumably supposed to be enough; there are two columns of entries in the subsection but none of them is lucky enough to begin with the word ‘immunization’); and the only entries under ‘Smallpox’ were ‘Smallpox epidemic’ and ‘Smallpox vaccine clinic’ (the latter does not appear under ‘Vaccination’). This is not an index; it is an almost automated rehashing of entry-head phrases, a few of them with additions. There is nothing to make the columns of long phrases easy to negotiate. The type size (as in all the indexes, presumably because of the large amount of actual reading required for such long and repetitive entries) is the same as that of the main text, so it is difficult to imagine where the ‘space-saving’ comes from (though easier to imagine where much of the book’s weight — and price — comes from).

The second index is an Index by Years; my vaccination programme duly appears under a centrally placed ‘1832’ and my woman police chief under ‘1914’ (entry-head phrases in full again). There follow an Index by Days (January 1 etc.); a Names Index (this has ‘Spencer, Dolly: Police chief who was a woman, 2142’); and a Geographical Index (by states: ‘OHIO’; under it ‘Milford’, with under that: ‘Police chief who was a woman, 2142’). These minor indexes, presumably inherited from earlier editions, are much easier to use, since some thought has been given to typography and layout. However, the New York City section, for instance, in the geographical index is far too long to scan through without subheadings, and the use of entry phrases as index entries means that the term you are searching for may be well hidden.

And first find your index. There are 492 pages of indexes, following 629 pages of main text; there are no coloured interleaves, no thumb-index, no guide-headings.

This is a marvellous book, full of useful information and surprise and material for wasting time happily; but not as full as it looks, since so much of its great weight is taken up by wordy indexes of which the largest is the least useful. The least experienced member of ASI could make, simply and inexpensively, a far better fist of that Subject Index and do H W Wilson some credit.

Judy Batchelor, freelance indexer

There are, apparently, over 5000 languages in the world, most of which will die out before they can be recorded in complete dictionaries that cover meaning and etymology, but may of the better-known languages are covered by thousands of dictionaries. Andrew Dalby, a librarian specializing in foreign languages and literature who received the Runciman Award in 1997, has compiled what he calls 'a guide to the cream among language dictionaries'; at once highly specialized and extremely general, obviously essential for libraries, especially for the researcher and those who work in several languages.

His stated aim was 'to pick out those dictionaries that offer something more than a simple list of words placed alongside brief equivalents ('glosses') in another language'. Trapped in blissful browsing, one learns that Tangut and Tasmanian are now extinct because the speakers were massacred, the first in the thirteenth century by Kublai Khan, the second by nineteenth-century European colonists. Basque is spoken not only in Spain and southwestern France but was one of the earliest European languages to cross the Atlantic — the native Americans of the St Lawrence River learned it from Basque fishermen. Particularly serendipitous was the discovery of a work known as Hobson-Jobson, an 'historical dictionary of words current in Anglo-Indian and on the eastern trade routes, from the sixteenth to the end of the nineteenth century' and unique in English lexicography.

All the main dictionaries of 276 languages from Abkhaz to Zulu are evaluated, cross-referencing to language families and comparative works, with the latest information on new editions and the progress of multi-dictionary projects. Dictionaries of dialect, slang and colloquialisms are included. Titles are translated into English and examples of scripts are printed, showing alphabetical order and transliteration where needed. There are details of dictionaries for varieties of English, including those of Australia and New Zealand, Canada, the Caribbean, Ireland, Scotland, Surinam, the USA and Vietnam.

There is a most helpful introduction and the main body of the text is arranged in alphabetical order of languages. An excellent index covers personal names and titles of works located by the entry number given to each language. Surprisingly, there is no information on availability of the dictionaries, some of which might be difficult to locate, nor is an ISBN given for many recent publications. The whole work was typeset by the author, a tremendous achievement and clearly the culmination of a labour of love.

Valerie A Elliston, freelance indexer and lecturer in English

Information management


Rapid advances in electronic communication, together with the increasing needs of business for the management of the vast mass of knowledge now available, have produced a near revolution in the work of librarians and other information professionals. The ten contributors to the book all have plenty of experience in the field of information management and the editor has ensured that they present a coherent discussion of the problems involved.

There will still be a place for books for many years to come, if only because of their ease of use and relative cheapness. However, electronic materials and computer networks are becoming increasingly essential in the provision of and access to information. After surveying the current situation, the authors go into details of strategic and financial planning for information services, with special reference to the need for the proper management of change.

Customer care by library staff and others is well covered. An interesting feature is the reproduction in full of the Library service charter of the University of Sheffield library (August 1997), which takes the form of a sort of contract between the library and the student, setting out the responsibilities of each concerning service and good behaviour, respectively. Evaluation of the information service and research into ways of making improvements are very important and the authors suggest methods of making information audits, including the construction of an 'information resources index' (which bears some resemblance to a library catalogue rather than a back-of-the-book index).

Other matters covered include the preservation of materials and how to cope with disasters, copyright and various aspects of staff training and development. The final group of chapters concentrates on electronic resources, gateways, networks and electronic publishing. There is a useful directory of organizations, a very necessary glossary and a concise index.

Elizabeth M Moys, freelance indexer

Publishing and writing


In his preface to the twelfth edition of The writer's handbook, Barry Turner observes that 'a writer needs an understanding of chaos theory to sort out the profusion of media interests, many of them overlapping and with no clear idea of what they are trying to achieve'. How different from the ordered compartmentalized world of the communication and entertainment industries of 1988, the first year of the The writer's handbook's publication. This book, then, is an attempt to bring a sense of order to the confusion and to channel talent in the right direction.

Only the first 100 pages are devoted to conventional publishers, both English and Irish. Then follows 5 pages on audio books, 30 on poetry, 23 on small presses, 6 on packagers, 2 on book clubs, 25 on UK agents and 10 on copyright. The remainder of this part of the book is devoted to national and regional newspapers; magazines; news agencies; TV and radio; film; TV and video production companies; theatre producers; festivals; European and US publishers; and professional associations. The remaining part of the book covers tax, law of libel, and research and development.

A useful capital-letter code classifies the companies in an index of 27 pages and finally there is a comprehensive 73-page subject index. In it are three entries of interest to indexers: (1) Indexing, Editorial Research and Other Services; (2) Indexing: Prizes and (3) Indexing: Professional Association. It is interesting to note how few of the organizations mentioned that include indexing amongst the services they offer are members of the Society of Indexers. The publishing world in fact seems to be one in which...
the client has to take a great deal on trust, accepting the write-up of people offering their services. It is a great pity that the Register of the Society does not appear under the heading `Services' and unfortunately with the Society's move to Sheffield the entry under 'Professional Association' is now out of date. The Library Association Wheatley Medal entry mentions three distinguished indexers — Betty Moys, Paul Nash and Richard Raper — with the names of their prize-winning books.

Any indexer leafing through these pages should certainly find ideas for drumming up more work. Excellent value at £12.99; cheaper than most hardback novels.

Elizabeth Wallis, Registrar, Society of Indexers

Related subjects: cataloguing


OCLC has grown from modest beginnings to be one of the great oaks of the international library world. This edited volume of scholarly contributions celebrates 30 remarkable years of OCLC developments. There is a fine balance between chapters on the history of the organization and the constitutional safeguards of its bottom-up origins, chapters on the impact of new technological developments, and chapters on OCLC's impact worldwide and projections for the future.

Founded in 1967 as the Ohio College Library Center, OCLC was incorporated as a non-profit organization following a meeting of ten leaders of academic institutions in Ohio. That seminal meeting decided to act on the recommendations of Frederick Gridley Kilgour and set up a bottom-up shared cataloguing initiative. OCLC's mission was 'to further access to publications, but has also proved a valuable historical archive. OCLC through a series of regional networks. WorldCat (the OCLC Union Catalog) not only gives access to the world's information. Edited by K. Wayne Smith. New York and London: Haworth Press, 1998. 289 pp. 19 cm. ISBN 0-7890-0536-0 (cased): $45.00; ISBN 0-7890-0542-5 (pbk): $19.95. [Price outside America varies. Also published as Journal of Library Administration 25 (2/3 and 4) 1998.]

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OCLC's success was phenomenal and by 1997 more than 24,000 libraries in 63 countries and territories were OCLC users. Within the United States, 99.9 per cent of libraries participate in OCLC through a series of regional networks. WorldCat (the OCLC Union Catalog) not only gives access to the world's publications, but has also proved a valuable historical archive. The total physical destruction of the Bosnian National Library could not destroy its existence in WorldCat. The 104,000 entries of Bosniaca still exist and are forming the basis for reconstruction. OCLC took over Preservation Resources in 1994 and, from 1996, has been running a research and demonstration project to prove the viability of a centralized electronic archive.

Professor Daofu Zhang of Shandang University of Technology in China has said: 'Using OCLC is faster than riding in a rocket. With it, I am able to travel around the world at the speed of light within a wide span of 4,000 years'. Yet OCLC's current director (the editor of this volume) has pledged it to 'continue emphasizing the enduring, old-fashioned, non-technical values — cooperation, collaboration, resource sharing, democratizing access to information'. With such a philosophy, the world of librarianship can look forward with confidence to future OCLC development. The index is exceedingly useful and, coupled with the chronology of OCLC's 30-year history on pages 264-70, provides a rich resource even without the text they cover.

Moyra Forrest, Edinburgh University

Publications received and publications noted


Indexing biographies and other stories of human lives

by Hazel K Bell

Reviews of first edition, 1992

'A Joy to read and enjoyable to use ... both invaluable and delightful' American Society of Indexers Newsletter

'An Informatve, well written guide, which does much to clarify the mysteries of narrative indexing.' Aslib Information

'It is a particular pleasure to read.' Australian Society of Indexers Newsletter

'An excellent and essential reference book for ... any indexers wishing to improve their indexing acumen' Indexing and Abstracting Society of Canada Bulletin

'... admirably clear ... common sense is to the fore' Times Literary Supplement

(how much? how do I get it? see back cover...)

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