

ICRIS 2015 Triennial Meeting at the SI Conference
University of York, York, UK
Friday 4 September 2015, 1100 am to 3.40 pm
MINUTES

Representatives

American Society for Indexing (ASI): Pilar Wyman
Australian and New Zealand Society of Indexers (ANZSI): Mary Russell (chair); Glenda Browne
China Society of Indexers: Nie Hua; Yang Guanghui; Feng Zhanying; Guo Lifang
Nederlands Indexers Netwerk (NIN): Caroline Diepeveen ; Pierke Bosschieter
Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI): Heather Ebbs
Society of Indexers (SI): Maureen MacGlashan
The Indexer: Maureen MacGlashan; Nic Nicholas

Notetaker: Max McMaster (ANZSI)

Translator: Kelly Hong Wang

1 Welcome/Regrets

Mary Russell welcomed the attendees. Regrets were recorded from Jochen Fassbender (Deutsches Netzwerk der Indexer (DNI)) and Marlene Burger (Association of Southern African Indexers and Bibliographers (ASAIB)).

Mary Russell thanked ANZSI for hosting the meeting in the UK.

2 Minutes of the 2012 International Triennial Meeting at Brighton

The minutes of the 2012 International Triennial Meeting held on 11 July 2012 were accepted as a true and correct record.

3 Business arising from the 2012 International Triennial Meeting

a. ISO999

For some time there has been no work done on updating ISO999. Recently, Janet Shuter (SI) was asked to chair a working party to revise the standard. Her suggestion was that the standard should be extended to indexing of other things apart from books, for example, websites and ebooks. Some participants expressed reservations about being involved, as little use was made of the existing ISO999 around the world. Glenda Browne mentioned that Michael Wyatt and Max McMaster (both from ANZSI) had been suggested as participants. Note was also made that CSI had an interest in any revision as the Chinese standard was based on ISO999. It was decided that ICRIS would keep a watching brief on developments.

b. Society publications

The sharing and uploading of newsletters was going well and was appreciated by members of the various societies. The China Society journal, *China Index*, was freely accessible on CSI website.

c. ICRIS presence at Frankfurt Book Fair

DNI was only having a one hour meeting during the 2015 Frankfurt Book Fair, due to the cost of hiring a suitable venue.

It was hoped that a joint DNI/NIN meeting to celebrate the Networks' 10th birthday could be held during the 2016 Frankfurt Book Fair.

4. Review of the International Agreement

Mary Russell went through the 16 points and the various schedules of the International Agreement. Apart from some cosmetic changes to correct spelling, remove repetition and to improve clarity, there was only one change made.

The change affected the last dot point of the existing Schedule D. The last sentence of this dot point commencing “This reciprocal arrangement ...” was deleted. An additional dot point reflecting the sentiments from the deleted sentence as well incorporating information about China Index has been added, as follows.

The Indexer and *Key Words* (ASI) are not part of this reciprocal agreement.

A copy of the revised version of the International Agreement of Indexing Societies, marked Agreed at York September 2015 is provided. It is important that each Board/Council approve the changes to the International Agreement.

5. Review of ICRIS Terms of Reference

Mary went through the nine points. The following amendments were made:

Item 6C, previously called *Reimbursement for attending meetings*, has been renamed and rewritten as follows:

6C. Costs of attending meetings

As outlined in the International Agreement, one authorised ICRIS representative from each Society will have their Conference registration waived by the hosting Society. Any additional costs such as accommodation, travel expenses or special events are not part of this agreement.

6E. Accommodation – deleted.

8A. When – 2015 deleted, and 2027 added

8B. Where – 2015 - York, UK added

9. Society Newsletters. The last sentence commencing “A list of the specific...” has been deleted. It has been replaced with the following:

Additional information can be found in Schedule D of the International Agreement.

Caroline Diepeveen has been asked to update Schedule A: Current ICRIS Email List of Members with details of the new CSIDM names as the existing details are out of date.

A copy of the revised version of the ICRIS Terms of Reference, dated 4 September 2015 is provided. It is important that each Board/Council approve the changes to the ICRIS Terms of Reference.

6. The Indexer

Maureen MacGlashan provided a brief history of *The Indexer* prior to her taking over as Editor and explained the historical relationship between *The Indexer* and ICRIS. She raised the following points about *The Indexer*:

- No major problems getting copy to fill issues, but contributors dropping out at the last minute can cause problems.
- Maureen thanked Susan Curran (production editor), Rebecca Lindford (webmaster) and Nic Nicholas (marketing) for their contributions.
- Subscriptions – currently around 900. In budget terms, individual society member subscriptions are just above break-even point. Personal non-society memberships bring in a small return over the marginal cost. Institutional subscriptions are the most beneficial, and have been sustained over the years. But the collapse of Swets (subscription agency) in 2014 had some short-term implications while institutions found alternative agents; and is likely to

have ongoing repercussions as institutions take a hard look at their old subscriptions. It will be a year or so before the full impact is known.

- Indexer website – Rebecca has done a lot of housekeeping on the website, including fixing security issues, has reorganised the subscriber database and is developing a confidential repository of material relating, for example, to the state of play on articles for future issues. This is essential protection against the chaos that would ensue if any of the key players became unexpectedly unavailable.
- The implications of the possible new relationship between SI and SfEP for The Indexer is not known but will be an important item on the agenda for discussions between the two Societies.
- The meeting asked each Society to help promote *The Indexer* to institutions in their own country.

7. ICRIS webpage

It was agreed that this was working well.

8. Informal ICRIS meetings 2012–2015

There had been six informal meetings during which minutes had been taken. The minutes are available on the ICRIS webpage.

9. Society reports on key developments over the last three years and future plans

ISC/SCI (Heather Ebbs)

- Proposed joint conference with ASI in Chicago in June 2016
- Rewriting constitution

ANZSI (Glenda Browne)

- Restructure of the organisation has resulted in the dissolution of the Branches. The major reason for the restructure was due to administrative top heaviness.
- Five new groups loosely based on the geographic regions of the previous Branches have formed, together with new groups in South Australia and Tasmania. Two special interest groups – education and conference, have also been formed.
- Future of conferences still uncertain – thoughts have varied from no conferences to regional conferences, and with timeframes of biennial to triennial have been mooted.

CSI (Guanghui Yang)

There have been five aims/achievements:

- Advancement of computer technology in indexing.
- Annual academic conference in indexing - covering editing and publication of China Index; publishing academic books on indexing; publishing academic works about indexes. The next CSIDM conference will be in Shengdu in November, 2015.
- Attaching great importance to the published work, and enhancing the level of research and indexing skill.
- Developing the national standards of indexing and promoting the popularisation of indexes, for example, the Local Chronicles Indexing Guide (2016).
- Deepening international cooperation and promoting China Index to the world.

NIN + DNI (DNI, Jorchen Fassbender as reported by Caroline Diepeveen)

- Overhaul of the NIN website being done by a new volunteer; Dutch and English sections are considered.
- Proposed joint conference with DNI at Frankfurt Book Fair in 2016. Netherlands Flanders is the featured country/region.

- Anticipate a half-day conference. In an attempt to keep accommodation costs for delegates down, it was suggested that delegates stay out of Frankfurt and travel in by train.

ASAIB (Marlene Burger and Madely du Preez as presented by Maureen MacGlashan)

- Successful indexing training in July 2015 and getting bookings for December 2015 workshops. A few new members have joined as a result of the workshops
- Mentorship programme is doing very well.
- Started discussions on an accreditation programme.
- Looking at updating some of the chapters in the ASAIB indexing book.

SI (Maureen MacGlashan)

- Problem of declining membership and lack of people wanting to take on Society roles.
- SI Members were likely to approve the resolution at the SI AGM being held during the York conference 'authorising the EB to discuss with SfEP areas where the two societies could work together more closely on a permanent basis'. It was far too early to predict what the eventual implications might be but realistically it would be three years before any changes come into effect.

ASI (Pilar Wyman)

- Membership has declined and is now less than 500.
- The management company previously used to administer ASI has been sacked and ASI has hired a new Executive Director.
- Training, particularly through webinars has been very effective.
- Publishing program continues, with two new publications in preparation – Margery Towery – best practice for indexers, as well as an update to Wellisch.
- Digital Task Force no longer active.
- Regional conferences have been very good, particularly for face-to-face training. They involve one-day of training, with a minimum of four sessions.
- Proposed joint conference with SCI/ISC in Chicago in June 2016.
- ASI indexing course still going strong.
- Currently reviewing by-laws,

10. New Business

a. Association of Freelance Editors, Proofreaders and Indexers (AFEPI), Ireland

It has come to the attention of ICRIS that this indexing-related body was not represented on ICRIS and preliminary communication by Mary Russell and Ann Kingdom had elucidated that the body currently had 76 members, of which 12 represented indexers (4 full-time and 8 part-time). Avril Buchanan is the head of the organisation, and she confirmed that the body had a formal membership structure and constitution. They have no strong links with any other professional organisation.

Debate ensued whether a body like AFEPI should be classed as a full member or an Associate. It was explained that Associate members do not have a formal member structure or membership fees, as is the case with DNI and NIN. Hence, an organisation like AFEPI, would need to be considered as a full member.

Discussion needed with AFEPI to explain what was involved and could only proceed if AFEPI was interested. Mary Russell was requested to initiate dialogue.

The issue of whether there was any restriction on having more than one indexing-related Society from a country represented on ICRIS at a future date was raised. The emphatic answer was no.

b. Future activities for ICRIS

Possible topics:

- ASI agreement with STC
- Presence at London Book Fair or similar

No action was taken on any of these topics.

11. Appointment of International Coordinator for 2015– 2018

Mary Russell was appointed unanimously as International Coordinator for the next three years, until the next Triennial Meeting in 2018.

12. CSI presentation on hosting 2018 Triennial Meeting

Nie Hua made a formal presentation about hosting the 2018 Triennial Meeting. In summary, she explained that CSI represented around 2500 Higher Education (HE) institutions comprising three groups:

- CALIS (Chinese Academic Library and Information System) – 58% of 2500 members
- CADAL (Chinese Academic Digital Association Library) 70 members
- CASHL (Recording China Academic Social Science and Humanities Library) – 39% of members.

Active members of CSI include:

- Academic libraries
- Library consortiums
- Content and service providers
- Other stakeholders

The proposal is to host the ICRIS Triennial Meeting at Fudan University, in Shanghai in October 2018.

13. Appointment of host for 2018 Triennial Meeting

As no other nomination to host the 2018 Triennial Meeting had been received, ICRIS approved the appointment of CSI as host for the 2018 Triennial Meeting, to universal acclaim. CSI were congratulated on the quality of their presentation.

14. Other business

Rogues' Gallery. During the 2012 Triennial Meeting, Ruth Pincoe had proposed the establishment of a "rogues gallery" of photographs taken at ICRIS meetings over the years and at other related events. No action had been taken. As such, it was strongly recommended that the collection of photographs be a responsibility of all members. Photographs to be forwarded to Nic Nicholas. Photographs could be stored in the ICRIS archives and be exhibited on the ICRIS website.