



Newsletter of the **Australian and New Zealand Society of Indexers Inc.**

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Council update

Council met recently on 23 August for its first session of the 2020-21 ANZSI year, when it discussed matters of membership, budget and plans for 2020-21. Reports on professional development and other items of interest appeared in the August *ANZSI Newsletter*. September and October are always a very busy time for members of Council in their work lives and it was necessary to cancel the Council meeting on 28 September. Routine ANZSI matters have been dealt with by email, and the next Council meeting will be held on 1 November.

Sherrey Quinn, Secretary



Indexing letters

In a book of letters, you index the people and organisations that letters were written to and by, other people mentioned, the place names mentioned and the theme of the letters.

Letters to people and organisations

If you index letters to a specific person under that person's heading, not the main character, this evens out the index by reducing the number of entries under the main character. I do the same for entries about people close to the main character, ie all the details about their relationship with their spouse are entered under the spouse's entry with a cross-reference from the main character.

Use a subheading called 'letters to', 'correspondence with' or just 'letters'. Be consistent in the use of that subheading so that this clearly identifies the people the main character wrote letters to.

Baigent, Lawrence
correspondence with JKB
JKB and
visits to

This is very useful when only one letter was written to someone: it places some importance on this entry by the addition of the subheading.

Wells, Peter, letter to 481

If there are a large volume of letters exchanged, then you may be able to split them into subheadings called ‘letters to’ and ‘letters from’ if replies are also published. If these subheadings get too long, you can then split these up by years or a period of years.

Paul, Janet (née Wilkinson) 23-4, 241, 269
 letters 12-13, 14
 1945-49 211-13, 214-17, 220-3, 243-8
 1950-54 268-70, 273-5, 294-6, 298-300, 303-4, 306-7, 313-14, 333-5
 1955-59 351-2, 364-7, 374-6, 380-2, 383-5, 395-7
 1960-64 414-17, 419-20, 422-3, 425-7, 430-2, 438-40
 1965-71 443-4, 446-7, 449-51, 453-60, 461-3, 467-9, 470-4

Note that using two spaces between the period of years and the page locator which makes it easier to read.

‘Relationship with *main character*’ is always a useful subheading in a biography but there will be other information about the people mentioned.

Kennedy, Rodney
 artistic influences on MTW
 fruit picking in Mapua
 helps MTW exhibit
 letters to
 lives with Charles Brasch
 painting
 photographs and drawings of
 refuses military service
 relationship with MTW
 and Ursula Bethell

If an artist has multiple exhibitions at a specific gallery then this correspondence can be entered under the gallery’s name with a cross-reference from the artist, exhibitions.

Place names

Sometimes it is relevant where the letters were sent from, especially if the person travelled or move around a lot, so the place names are then indexed.

Mapua
 builds mud brick house
 fruit picking
 letters from
 painting
 purchases house
 visits to

Sometimes the places themselves are a theme of the letters.

Auckland
 drinking bouts
 lives in
 poetry readings
 visits to

Themes of letters

Some writers may be writing about a specific subject in their letter and themes can become apparent throughout the letters.

Generic themes of the letters are sometimes appropriate to index, like adolescence, adultery, ageing, alcohol and drinking, birth control, death, dreams, drugs, humanism, love, marriage, music, pacifism, poetry, poverty, priests, religion, sexuality, social justice, vocation, women, writing.

In a book of letters about a writer or artist, this could include mentions of specific works which are often indexed as main headings, for example, correspondence with a friend about their latest project.

Aspects of New Zealand Poetry
 published as pamphlet
 talk

Qualifiers and nicknames

Conversely a book about a composer may mention many of their compositions as well as other people's works. In this case it may be useful to list all the composer's compositions in their main entry and everyone else's as a main entry with their surname as a qualifier.

It is very useful to put in the relationship of close family members, ie (father), (mother), (daughter), (wife) as qualifiers. This is especially useful when there are several family members with the similar or the same name (for example Johann).

Letter writers often use nicknames. These are also useful to add after the person's name in brackets, so it is clear to the reader who the person is.

Jackson, Emily (Millie)

Sometimes the person's real name is not even mentioned in the letters, so you may need to cross-reference to it.

Auntie Win see Butler, Winifred
 Butler, Winifred (Auntie Win)

Tordis Flath



ANZSI Library news

Recommencement of operations in Australia

We are pleased to announce that the ANZSI Library had now recommenced operations after the easing of COVID-19 related restrictions in Melbourne.

Library catalogue

The full lists of holdings in the Australian and New Zealand collections can be [viewed or downloaded](#) from the Members Area of the ANZSI website.

If you wish to borrow any items from the Library, or have any queries about loan conditions for either collection, please contact the relevant library officer:

Australia: [Karen Gillen](#)

New Zealand: [Carol Dawber](#)

Karen Gillen, Library Officer (Australia)



Photograph: Karen Gillen

Biography indexing Q&A report - Part 1

On 26 July 2020, ANZSI held its first professional development session conducted via Zoom. Using this video-conferencing medium enabled the session to be open to all ANZSI members regardless of their location. Past surveys of members had revealed a high level of interest in learning more about biography indexing, so this topic was chosen for the Society's inaugural online society-wide meeting. A panel of specialist biography indexers was assembled to discuss the issues and challenges of biography indexing, and questions were sought from intending participants in advance of the session so that the panellists could prepare their responses.



Promotion of the event met with an enthusiastic response from members. Although a couple of those who booked a place were unable to attend on the day, a total of twenty-four ANZSI members (ie, 25 per cent of the entire personal membership) logged in for the meeting. The group included participants from the Australian Capital Territory, New Zealand, New South Wales and Victoria. Unfortunately, a South Australian member who had booked was unable to join us on the day. However, it was especially pleasing to have both a panel member and a number of participants from New Zealand.

Although all the panel members were new to Zoom, the session ran very smoothly and there were no technical difficulties. This was due in no small part to the work done by the host, Sherrey Quinn [ACT], both prior to, and during, the session. The presenter, Madeleine Davis [NSW], did a great job of conducting the session, and the panel members (Tordis Flath [NZ], Trevor Matthews [NSW] and Michael Wyatt [NSW]) were all well prepared and provided detailed responses to the questions that participants had submitted.

The Q&As

The questions submitted by participants prior to the event were collated and grouped into three blocks covering: headings and locators; subheadings; and compilation and production issues. Madeleine Davis opened the meeting with a brief overview of biography indexing before inviting the panel to address the pre-submitted questions.

It was a very full program, and the session did run a couple of minutes over time; however participants chose to stay on for an additional 10 minutes to listen to the panel respond to further questions that had been submitted via chat during the meeting.

The complete list of questions, and summaries of the answers provided by the panel will be provided in Part 2 of this report, to be published in the December issue of the *ANZSI Newsletter*.

Biography indexing resources

The meeting concluded with some questions from the floor regarding biography indexing resources. Members were directed to the [recommended reading list](#) that can be found in the Members area of the ANZSI website, and advised that many of the items included in this list are available for loan from the [ANZSI Library](#).

Participants also asked the panel to nominate some notable biography indexes, and panel members agreed to supply a list to the Education Officer for inclusion in the recommended reading list on the website.

[The reading list (edited and revised) is reproduced below.]

[Contributors: Madeleine Davis, Tordis Flath, Trevor Mathews and Michael Wyatt; compiled by Karen Gillen; edited by Elisabeth Thomas.]

The indexes cited by the panel:

Alfred Deakin: A Biography vol. 2 (1965) by J A La Nauze

Run-on [aka run-in] format. The five-column entry for Deakin is organised under 13 subheadings: 'family and private life', 'education', 'literary interests', 'journalism', 'law', 'spiritualism', 'personal trait and opinions', 'oratory', 'friendships', 'political career to 1901', 'political career from 1901', 'general political opinions' and, interestingly, 'opinions about Deakin'.

Dickens (1990) by Peter Ackroyd [NB the layout was poorly done in the paperback edition]

Run-on format. A very lengthy 13 column entry for the main character Charles Dickens. The 'Dickens' entry is arranged under nine topical subheadings: 'biography and personal life' (chronological), 'characteristics' (alphabetical), 'ideas, beliefs and opinions' (alphabetical), 'literary life and endeavours' (chronological), 'portraits' (alphabetical by painter), 'public readings' (chronological), 'speeches' (alphabetical by place), 'theatricals' (chronological), 'travels abroad' (alphabetical by place). As with the indexes in many biographies published in the UK, the entries for other characters are also arranged in chronological order.

Frank Lowy: pushing the limits (2000) by Jill Margo

The index spans 11 pages in run-on format with one level of subheading. Entries under each subheading are in chronological order. Subentries under 'Frank Lowy' were entered in the following order: 'Childhood and War', 'Israel', 'Family, Religion and Friends, Soccer and Hakoah Club', 'Westfield - A Partnership and Family Business', 'A Character Analysis', 'Philanthropy', 'Awards and Honours'. The use of capitals letters in this example was a decision of the indexer and editor to improve the clarity of this entry in the index due to the sheer number of subentries. There are also many entries devoted to members of the Lowy family and John Saunders, his business partner. Due to the nature of Lowy's life and interests, many entities (eg, the Hakoah Soccer Club and numerous Westfield companies) took on lives of their own and are given equal space in the index with the main subject. Madeleine Davis's index was highly commended by the judges of the 2000 ANZSI Medal.

Lazarus Rising: a personal and political autobiography (2010) by John Howard

An important and unusual example of an index where the meta-character's name, John Howard, is not given a main entry. The indexer does not hesitate to use lengthy strings of undifferentiated locators. Indexed by Alan Walker, he was awarded the 2013 ANZSI Medal for this work.

Margaret Thatcher: The Authorized Biography (2013, 2016 and 2019) by Charles Moore

A blockbuster of a [three-volume] biography with a massively detailed six-page index in run-on format. The value of the index is that it shows that a three-column index can work if the typeface is small. The main entry for Thatcher is divided into a number of broad subheadings: 'Prime Minister', 'later life', 'character and characteristics' and 'political views'. The length, detail and chronological arrangement of the main subheading of the index - 'Prime Minister' - renders the index extremely difficult to navigate. The user would have been helped if this topic had been divided into years. This biography was published in 3 volumes. SI member Christopher Phipps indexed the first volume; Christine Shuttleworth, FSocInd, took on the second (2016) and third (2019) volumes.

Patrick White: Letters (1994) edited by David Marr

Entries for all who received a letter from White and for each recipient there is a subentry 'letters to'. The entry for White himself begins with a chronological list of events. It is followed by a range of topical subheadings: 'character', 'characters in novels', 'homosexuality', 'literary awards', 'photograph', 'poetry', 'politics', 'portraits', 'public speaking', 'style', 'unpublished works', 'views' and 'writings'. There is a separate entry for 'speeches'.

Toss Woollaston: a life in letters (2004) edited by Jill Trevelyan

Indented format and runs over 12 pages. Two pages cover the main character with three levels of subheadings such as 'awards', 'birth, childhood and family', 'exhibitions', 'fellowships and scholarships', 'health', 'homes', 'painting', 'religious convictions', 'sexuality', 'work' and 'writing'. References to, and illustrations of, specific works of the artist are indexed as main headings. Tordis Flath was awarded the 2004 ANZSI Medal for her index to this book. The ANZSI Medal Report stated 'The index is thorough, including references to footnotes, biographical entries and illustrations, and with clearly expressed sub-entries. The judges considered this to be a very creative piece of indexing especially in the framing of sub-entries'.

Trollope (1992) by Victoria Glendinning

Run-on format. The main entry for Anthony Trollope is arranged under three topical headings: 'opinions and interests' (subentries arranged alphabetically), 'life and career' (in chronological order) and 'works' (around 150 titles arranged alphabetically). Notable for including a lengthy entry 'characters in AT's works' (filed under 'C'). This work was indexed by Christine Shuttleworth, FSocInd.

Feedback from participants

An evaluation form was sent out to all participants following the session. The responses were overwhelmingly positive regarding the structure and content of the session, and the fact that it had been held at all. A selection of comments is reproduced below:

A very high quality presentation. All four had clearly spent significant time preparing their answers beforehand. Grateful thanks to Madeleine, Tordis, Michael and Trevor for their time.

Thank you so much for organising this excellent session, which everyone in the society could easily attend!

As ANZSI is spread over a very large area, our group events are usually limited to conferences, which always require travel and more time. So this was an excellent occasion to experience a group event from home.

I found the whole thing extremely useful. Most of all, it gave me a sense of collegiality. Other people are grappling with exactly the same issues that I grapple with. I felt less alone as an indexer than I've ever felt. It was really very moving! This sense of shared experience was more valuable than the technical knowledge I acquired, even though I was grateful for that too.

Clearly a lot of people had put a lot of time into preparing for the session, and it showed, from the compiling and distribution of the questions, to the panel members' thoughtful answers - fantastic. I thought Madeleine did a brilliant job of over-seeing, time-keeping and keeping the discussion on track. If the session hadn't been so well organised, my attention might have wandered (90 minutes is a long time), but it didn't. Congratulations to all concerned."

As ANZSI Education Officer, I am very grateful for the additional detailed comments that were provided by participants regarding the format, structure, content and duration of the session, as well as suggestions for future meetings. This feedback is being incorporated in the planning for future events.

Karen Gillen, Education Officer



People

New Member

ANZSI welcomes back William Vennell from Victoria, rejoining the society.

Nikki Davis, Membership Secretary

Research Award to Mary Coe

Mary Coe [ANZSI member and past President] and her colleague, Rebecca Muir, are the recipients of the Twila Ann Janssen Herr Award from the Australian Library and Information Association (ALIA) for 2020.

‘The Twila Ann Janssen Herr Research Award for Disability Services is a biennial award up to \$5000 that aims to provide an early career LIS practitioner with the opportunity to research or undertake a project, which may include travel, in the area of library and information services for people with a disability.’

Mary and Rebecca will receive the A\$5,000 grant for their project *What does it mean to include people with invisible disabilities as research participants?*

‘The project aims to critically reflect on their experience including people with an invisible disability as library and information science (LIS) research participants.’

During the course of the project the researchers will explore the following questions:

- How did I welcome participants with invisible disabilities? What might I have done differently?
- How did I revise my data collection methods for the needs of participants with invisible disabilities? What might I have done differently?
- How am I using the data collected from participants with invisible disabilities? What does it mean to use this data to the fullest extent?’

ANZSI congratulates to Mary and her colleague on this achievement.

With acknowledgements to *ALIA News* for this information:

<https://www.alia.org.au/news/21603/2020-twila-ann-janssen-herr-award-recipients-announced>.

Read more about Mary’s and Rebecca’s project at <https://arts-ed.csu.edu.au/schools/sis/home#Two%20of%20SIS%20PhD>.

Sherrey Quinn

Journal column editor role to Sherrey Quinn

Sherrey Quinn and her partner Ian McCallum will be Book Review Co-editors for the *Journal of the Australian Library and Information Association (JALIA)* from November 2020.

JALIA is a quarterly publication for information science researchers, information professionals, related disciplines and industries. It publishes original peer-reviewed research articles and other scholarly papers about, or relevant to, the Australian and Southern Asia Pacific regions, together with reviews of books, epublications and podcasts.

Elisabeth Thomas



Vale Carolyn Kearney

Carolyn Kearney (1952-2020): Reminiscences of a Friendship

Carolyn Kearney, ‘Caro’ as she was known to her family and close friends, died on 17 September, after what is often referred to as ‘a long illness’, which people have learned is a euphemism for cancer. At her death she was 68 years old.

In her busy, interesting, and happy life she worked for long stretches as a librarian and as an indexer, meeting people through both professions who became close life-long friends. This included the librarians at the University of Sydney who became the ‘Fisher Library Tea Table’, and regularly met socially after they had left the jobs that first brought them together. She also became firm friends with other people including Chris Matheson, who was our ‘data entry boy’ during our time of indexing historical photographs, and me. We have maintained the friendship, visiting each other when in the appropriate country, meeting partners, and having fun together at meals and many kinds of performances.

Caro and I first met when we were both union reps in the late 1970s and early 1980s; she representing the very old trade union, the Fisher Library Officers Association (FLOA), and I for library staff at University of New South Wales, members of the Public Service Association. There was a memorable court case, and both unions were devoted to reformist drives for conditions of employment: flexitime at the University of Sydney, and job-sharing at UNSW.

Caro was a clever person who did well at school and university, ending up with an M.A. after studying English, Philosophy and Government, as well as becoming qualified as a librarian and as a lawyer. She joined the (then) Australian Society of Indexers in 1987, met indexers at meetings, training courses and (especially) conferences, and maintained her membership throughout her life. Indexers will remember her good looking appearance, always stylish, and her friendly and helpful but never pushy manner. She had high intelligence and integrity, strong opinions, personal empathy and good humour.

She was also athletic, playing a lot of tennis when young, and getting much comfort from her daily swimming, including body surfing, during her final years, when suffering from illness and its treatment. Her two hip replacements did not appear to hold her back.

I particularly remember her contribution to the team who indexed hundreds of thousands of historical photographs, mainly of New South Wales, first at the NSW Government Printing Office (GPO), and later at the State Library of New South Wales. This started as a project to commemorate the 1988 Bicentennial of the European invasion and settlement of the eastern part of Australia. It was based on the desire of senior officers of the GPO to organise the large collection of photographs which the institution had maintained since they first appointed a photographer in the 1870s.

There were two strands: the preservation of the images, which were still in the original format, including many glass negatives of various sizes; and the provision of subject and other access to them through the creation of a database. The database was the job of a team of about half a dozen indexers, led by me and (for a time) Andrew Wells, which included at various stages a number of experienced indexers and librarians, such as Carolyn, Marilyn Bryce, Michael Wyatt, Mary Turner, Christine Winning and Sylvia Griffin.

The indexers realised that they had to develop a thesaurus of terms to describe the images, and that development took considerable time and work, as we met to discuss (for instance) the precise differences between the definition and application of terms such as 'wharves', 'jetties', 'docks' and 'piers'. Current and historical Australian usage were the touchstones. As her sister Linda said at her funeral, Caro could be 'fierce about the correct use of language'.

The indexers were appointed some years before the Bicentennial events, and after the GPO was abolished, the project moved to the Mitchell Pictures department of the State Library of New South Wales, which itself owned numerous and extensive collections of historical photographs. Our work on these collections continued for some years and became (along with the thesaurus) the basis of the national PICMAN database.

The work method was appropriate for the time. Indexers wrote descriptions of the images, including descriptors from the thesaurus, onto worksheets that were then input to the database by a dedicated data enterer. We were fortunate to be able to appoint to this position Chris Matheson, originally a Canadian backpacker under contract, and later an integral member of the team.

We were not so lucky with the preservation of the images. When the project began it was too early for the possibility of digitisation and the early collections were transferred to what we suspected was the transient technology of videodisk. A few years later they were all digitised.

Caro's contribution as a member of the team was both professional and personal. From her experience as a cataloguer in the libraries of the Universities of Sydney and New South Wales she brought a sound knowledge of library cataloguing principles and techniques; and her personal qualities enabled her to develop a set of close, easy and productive friendships with other members of the team. I remember, with enormous gratitude, that the team's gift to me for my fiftieth birthday in 1990, largely organised by Caro, was a balloon flight at dawn from Camden, NSW. Having thoughtfully checked with my partner that I would appreciate such an adventure, the team combined to organise the memorable present.

After her years working as an indexer, Caro returned to librarianship, first to the University of Sydney Law School Library and later at the Australian Law Reform Commission.

Caro was able to be present at her own wake before she died, a situation many people might envy. When she was diagnosed with terminal cancer in 2015, she hired the restaurant in the Botanic Gardens in Sydney for a jolly wake, with food and drink, music and dancing. Many of us were happy to renew old friendships at this gathering. The tone of her funeral was set by the opening music played, that she had chosen, featuring the distinctive voice of 'Mama' Cass Elliot - 'Dream a little dream of me'.

In later years many of her friends were lesbian women and gay men. She was enthusiastic about things and people that interested her and was admired by many. She enjoyed travel, she loved her friends, she was warm and generous. Her strength of character and devotion to social justice, feminism, Aboriginal people and ALP politics, was witnessed in her time working in Alice Springs in the Northern Territory.

Caro was very much a strong representative of her generation. A remarkable person. Unique.

Alan Walker



Carolyn (Caro) at a favourite beach for National Indexing Day 2018

Photograph: Carolyn Kearney

Changed your contact details?

If you've changed your home address, email address or phone number, you can update your details by logging into the Member area of the ANZSI website. This helps us to keep ANZSI's records up-to-date and is much appreciated.

If you need any assistance with your password or with updating your record, please email members@anzsi.org

Nikki Davis, Membership Secretary

Membership renewal reminder

ANZSI members enjoy a range of benefits including the *ANZSI Newsletter*, a discounted subscription rate for *The Indexer*, listing in *Indexers Available*, use of the ANZSI Library, opportunities to connect with fellow indexers, and access to ANZSI's Accreditation process.

The due date for payment of 2020-21 subscriptions was 31 July. If you have yet to renew your subscription and wish to retain these benefits, please visit the [ANZSI Store](#).

Nikki Davis, Membership Secretary



What's in *The Indexer*?

The September issue of *The Indexer* is available.

Did you know that the electronic version of *The Indexer* is available to subscribers in the last week of the month before the month of publication? Get ahead with your reading by subscribing.

More info at <https://www.theindexer.org>.



ANZSI events

For full details, follow a link (if included) or go directly to the [Events webpage](#).

ANZSI Council meeting

28 September 2020

5:00 – 7:00 pm (AEST), teleconference

CANCELLED

ANZSI Council meeting

1 November 2020

4:00 – 6:00 pm (AEDT), teleconference

Business tips - Quoting

10 November 2020

3:00 – 4:30 pm (AEDT), videoconference

(full details on page 17)

ANZSI Council meeting

7 December 2020

5:00 – 7:00 pm (AEDT), teleconference



Reminder: ANZSI's only postal address is now GPO Box 2069, Canberra ACT 2601.

As mentioned in recent *ANZSI Newsletters*, the PO Box in Lawson in NSW has been closed. Please update your address books.

Simplicity

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Elegance

Flexibility

Sophistication


for professional indexers

SIMPLE installation, begin adding entries in 3 easy steps. No formatting pre-sets necessary.

POWERFUL capabilities for easy and efficient data entry and editing: search and replace, macros, abbreviations, auto-completion and more.

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Indexing Research

ANZSI upcoming event: Business tips - Quoting

The next event of our continuing professional development program will focus on one of the important business skills required—but not necessarily easily acquired—by freelancer indexers: quoting.

All ANZSI members, regardless of location or indexing experience, are invited to attend this video meeting. A panel of indexers will be available to discuss some of the methods, issues and challenges related to quoting, and to answer your questions.

Presenter: Karen Gillen, Education Officer, ANZSI

Panel: Nikki Davis, Sherrey Quinn, Karen Gillen

Date: Tuesday, 10 November 2020

Time: 3.00 pm Australian Eastern Daylight Time:

12.00 pm – WA

2.00 pm – Qld

2.30 pm – SA

3.00 pm – ACT, NSW, Tas, Vic

5.00 pm – NZ

MEDIA: Zoom (Please note this meeting will NOT be recorded for future viewing).

COST: Free

RSVP: Monday, 3 November 2020

BOOKINGS: For further details regarding the video meeting, and to book your place, please contact the [Education Officer](#).



Contact information

General email: info@anzsi.org



ANZSocietyIndexers



@ANZSI_indexers

ANZSI Council 2020-21

President: [Madeleine Davis](#)

Vice-president: [Michael Ramsden](#)

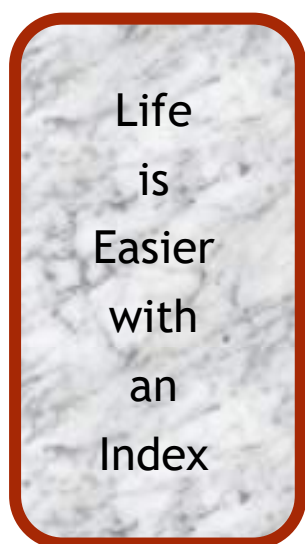
Secretary: [Sherrey Quinn](#)

Treasurer: [Karen Gillen](#)

Council members: Shirley Campbell, Elisabeth Thomas, Juliet Richters and Marnie Hannagan.

Group and regional contacts

Please consult the [ANZSI website](#) for details of regional and interest groups, and contacts.



Newsletter

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Open the PDF with Adobe Acrobat Reader for best reading/printing view.

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Schedule

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Please email contributions to the editor, Elisabeth Thomas, at editor@anzsi.org.

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