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“Excellence from A to Z”

NEWSFLASH: 2014 Conference

ASAIB - 20 YEARS OF EXCELLENCE

13 (Pre-conference workshops) & 14 (Conference) May 2014

At the Old Edwardian's Sports Club
4th St (11th Ave) Houghton Estate, Johannesburg

ALERT AND CALL FOR PAPERS

ASAIB has great pleasure in inviting you to take part in our annual conference.

Summaries of prospective papers should be submitted in MS Word to Marlene Burger at marlene@burger.nom.za before 31 March 2014

Workshops 13 May

09:00-12:15: Basic book indexing

13:00-16:15: E-pub indexing

R350 per workshop, including tea/coffee and lunch

Delegates must please bring their own computers and extra long leads

Conference 14 May

09:00-16:30

R750, including tea/coffee and lunch

ASAIB AWARD

The ASAIB 2014 Award for best index and/or bibliography published during 2013 will be made at the conference. Send your entries of to Marlene Burger before 15 April 2014.

GENERAL

The programme, registration form, map, etc will be communicated as soon as possible.

ENQUIRIES

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What a busy year
 2013 was!
 From a successful
 and stimulating an-
 nual conference, fully
 booked bibliographic
 referencing and in-
 dexing workshops, to
 updating our Constitu-
 tion, the ASAIB Exco
 committee members
 were kept on their
 toes.
 2014 is a special year
 - ASAIB is celebrating
 its 20th year of exis-
 tence.. Make a spe-
 cial note in your dia-
 ries for 14 May!
Karin McGuirk



ASAIB ANNUAL CONFERENCE 2013

Collective Wisdom – Placing the Indexer in Context

23 & 24 May 2013

In Fort Schanskop, near the Voortrekker Monument, Pretoria

The programme of the two-day annual conference was a true reflection of indexers' involvement and contribution in a wide variety of fields. Speakers and delegates demonstrated the concept of collective wisdom by sharing experiences and ideas. Thank you all for your special contributions.



ANNUAL ASAIB INDEXING AWARD

Every year ASAIB makes an award for the best index and bibliography published in the previous 2 years. This is an opportunity to submit your best work and to have it considered by a panel of experts who are independent of the ASAIB committee.

Previous winners include Jenny De Wet, Jackie Kalley, Abdul Bemath and Muhammed Haron.

Cliff Perusset received the 2012 award for best book index and Martha de Waal for a periodical index.

Hannalie Knoetze received the 2013 award for the best book index at the ASAIB Annual Conference, held 23 to 24 May 2013 at Fort Schanskop, Voortrekker Monument, Pretoria.



Left: View of the Voortrekker Monument from Fort Schanskop.



2013 WORKSHOPS

Some of the happy participants at workshops in Pretoria and Cape Town



Noteworthy members of the indexing and bibliographic profession in South Africa:

ELNA SCHOEMAN AND YVONNE GARSON

Elna Schoeman

Reflections...



When I reflect on my life (which I suppose one should do at this advanced age), I often wonder what made me choose librarianship as a career. Although theoretically in the early nineteen-fifties girls could choose to study for any professional career, they usually became teachers, nurses or social workers. Three of my siblings were teachers, and as I was the “laat lammetjie” in the family, I might have followed in their footsteps, had it not been for one of my brothers, who thoroughly hated teaching unruly teenagers. He often said to me: “Don’t you dare ever become a teacher!” From early childhood I loved books. My parents had a large book collection, and my mother used to read to us frequently, especially on long winter evenings.

Once I could read, the public library became my favourite place and the librarians my friends. I suppose with such a background it was quite logical to study for a B.Bibl. at Tukkies.

After a stint at the Merensky Library on campus, I became the Librarian at the Department of Foreign Affairs in Pretoria. The departmental library was situated in the Union Buildings and had a circular shape; it looked impressive with its big stinkwood round table at the centre, surrounded by high wooden shelves. I felt honoured to work in such an environment, and did my best to supply appropriate documentation to frequent queries from diplomats, academics and officials. It was here that I learnt to appreciate the value of indexes and bibliographies.

But soon my life changed – I got married, had three sons and later moved with my family to Zululand, where some knowledge about children’s diseases, lethal snakes and poisonous plants was more useful than the ability to provide answers to library users’ questions.

Many years later I became International Organisations Librarian at the S.A. Institute of International Affairs at Jan Smuts House on the campus of the University of the Witwatersrand in Johannesburg. The Jan Smuts House Library was headed by Jacqueline Kalley, who compiled the first bibliography of a new series called the SAIIA Bibliographical Series. Entries were annotated; the publication had both an author and a subject in-



lex. This first bibliography set the pattern for many more to come. As editors, Jackie and I found appropriate bibliographers, selected relevant topics and devised an indexing style that attempted to promote consistency. The series focussed on a variety of themes, all connected with the Southern African region – country surveys, socio-economic and political issues, as well as international subjects such as treaties and sanctions. A number of these were also published in revised form by outside publishers, such as G.K Hall, Clio Press and Greenwood Press. Some twenty-nine bibliographies were published over the years.

In the mean time, our indexing association was established in 1994. I became its first treasurer, and later the compiler of the Newsletter for some time. I am delighted that our professional organisation is in such capable hands and is active in many fields.

Retired for six years, I still have an interest in books, indexing and bibliographies, although reading for information and pleasure has replaced the specialised focus on bibliographies and indexing.

Elna Schoeman

Yvonne Garson

Matriculated in 1948 at Parktown High School for Girls, Johannesburg.

BA degree in 1951 at the University of the Witwatersrand University, Johannesburg.

Higher Certificate and Diploma in 1952 at the University of Cape Town.

After qualifying at UCT I joined the staff of the main library (later the William Cullen Library) of Wits University. I was fortunate to spend most of my working life in that splendid building. The experience gained there was varied. For a time I worked at the Wits Medical School Library; then I returned to the main reading room in William Cullen; then the cataloguing department and also the periodicals reading room. In all my years at William Cullen we led a fairly harmonious life, but inevitably dramas erupted now and then, some amusing, others alarming. It was never a dull place!

I left the library for 13 years to raise four children, during which time the whole family spent two sabbatical periods in London and Cambridge. My husband, Noel Garson was at that time senior lecturer in, and later professor and head of the department of History at Wits. On our return from Cambridge I joined the staff of the James Humphreys Library in Saxonwold. This collection, acquired by the university, was to be assessed and catalogued, and eventually to be exhibited to the public. It was an extremely interesting exercise, cut short by a disastrous flood which caused the collection to be moved to the William Cullen library.

Much of the material required expert restoration. We were eventually able to incorporate certain significant items into the John G. Gubbins collection of Africana, thus greatly enhancing its already outstanding holdings. The remaining multiple copies were housed in the basement with a view to later assessment of the suitability of some of the items for sale.

Under the guidance of Beth Strachan, then Africana librarian, all the printed material dating from 1501 to 1850 was arranged in a special room. This was a fascinating exercise and the contents of the room were regarded as the jewel in the library's crown. The nature of the material gave rise to some demanding and stimulating reference queries, not to mention contact with a variety of personalities, some very strange indeed. A delightful aspect of the work was the setting up of exhibitions by Beth Strachan, Peter Duncan (Early Printed Books custodian) and myself. It was a wonderful way to become familiar with the rare and beautiful material.

Some fine antique maps from the Humphreys and Gubbins collections came under my care and I was given the opportunity to compile three descriptive catalogues: *Versatile Genius*, listing a collection of splendid manuscript Royal Engineer maps; *Africa in Europe's Eyes*; and *From Myth to Reality in the Cartography of the Colonial Era*.

I have never regretted my choice of profession. My years as a student and as a working librarian were greatly influenced by contact with some remarkable teachers and colleagues. I make special mention of Beth Strachan, my companion and mentor in the world of Africana, Anna Cunningham, custodian of the Wits Historical Papers Department, Peter Duncan, as mentioned above, and Margaret Northey, Africana Librarian.

Shortly before I retired from the Wits library, and for some years after that, I was privileged to become a member of the Association of South African Indexers and Bibliographers (ASAIB), and later to serve on its committee. In this way I was able to interact to my great benefit with like-minded colleagues. I was honoured on one occasion by the award to me of its annual prize for the best published bibliography for *Africa in Europe's Eyes*. ASAIB is a flourishing body with a strong educational and publishing focus. Long may it continue to thrive.

Yvonne Garson

Right: Elna and Yvonne at their posts during a time when ASAIB still did its own catering for conferences.





HAPPENINGS AND DEVELOPMENTS

ASAIB MENTORSHIP SCHEME

by Jenny de Wet

The ASAIB Executive Committee has decided to introduce a Mentorship Scheme in order to assist indexers gain confidence and competency in indexing.

The mentorship will not provide a course in indexing, but will build upon previous course-work done in indexing training by ASAIB. At least one ASAIB training course should have been completed.

The mentorship will enable the novices to proceed in aspects of interest to them, while being assisted to gain confidence and develop their professional skills. It is thus the supervised transfer of feedback and knowledge from the mentor to the mentee, while acknowledging the mentees' fields of interest and competencies.

It will thus

- develop indexing skills
- provide guidelines in the preparation of professionally acceptable indexes
- assist novice indexers to develop and gain confidence in their work
- provide practice and stepped instruction to further develop the new indexer
- be a process through which the new indexer gains information, and skills through an interactive process which builds confidence.

At the end of the mentorship, the novice indexers will have

- put into practice the indexing theory learned
- been given advice and guidance from experienced indexers in a one-on-one relationship
- developed their skills based on individual interests
- developed self-confidence
- become aware of client expectations and the importance of following client briefs
- had practice in checking their own indexes
- been encouraged to continually develop their indexing skills
- had their individual progress checked continuously
- had ten hours' guidance from the mentor.



Thereafter, if necessary, the mentee can request on-the-job assistance to monitor indexing skills in a work situation (with permission from the mentee's client).

No mentorship can be provided unless the prospective indexer has completed at least one of ASAIB's training courses in indexing.

For more information and costs, please consult the ASAIB web-site

ASAIB Western Cape

The Western Cape Branch stopped functioning as a branch during 2012. They have decided to rather become an indexing circle that will meet regularly to discuss indexing problems.

ASAIB Constitution

The Constitution has been revised and approved. Thank you every one for your input, comments and suggestions. A lawyer was consulted to look at the final product. It can be consulted on the ASAIB webpage.

ASAIB AGM

HELD ON 17 NOVEMBER 2012 AT LEA'S PLACE, LYTTTELTON MANOR, CENTURION

The ASAIB AGM breakfast was attended by 25 members and friends in the lovely garden of Lea. The meeting consisted of two parts, namely the AGM business meeting where the annual report for 2012 was tabled, followed by the guest speaker, Dr Michaella Janse van Vuuren (both an artist and an electronics engineer). She discussed her involvement in medical designs and 3-D printing. She received multiple awards for her designs.

Annual Report 2012 (shortened for the *Newsletter*):

- 1 The ASAIB Exco meets once a month, except during July and December.
- 2 ASAIB currently has 246 members.
- 3 The ASAIB Exco is working on the website, is offering indexing and bibliography training, and organises the annual conference.
- 4 International contact: ASAIB, like other international indexing societies (ASI, ISC/SCI, ANZI, CSI, DNI, NIN) is affiliated to the Society of Indexers (SI). These societies are governed by ICRIS (International Representatives of Indexing Societies). The purpose of ICRIS is to ensure indexing standards are applied across the world. Indexing societies exchange newsletters and are invited to each other's conferences. ASAIB always try to send a representative to one of the other conferences each year. This year, Marlene Burger attended the SI conference in Brighton.
- 5 The SI publishes *The Indexer*, a scholarly indexing journal [see *article contribution in this newsletter - Ed*]. It includes a column, *Around the world*, to which ASAIB sends regular reports.
- 6 Training: Three indexing workshops were held in Pretoria, a bibliography training workshop in Cape Town, and one Afrikaans indexing workshop in Pretoria.

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- 7 Exco projects: The uploading of all past conference proceedings to the website is planned. The Exco is in the process of acquiring the necessary permissions from the presenters/ authors to publish their presentations in a different format.
- 8 ASAIB Newsletter: The newsletter is published twice a year. Amanda Simpson is the editor of the newsletter, but has since resigned and Karin McGuirk has been appointed the new editor.
- 9 Finance: The Treasurer (Karin McGuirk) reports that ASAIB's financial statements are not made available on the website (due to problems experienced in the past), but registered and paid members are welcome to ask a statement from her. She reports a balance of R73 700-00; membership fees will remain R120 per annum; and in 2013 ASAIB will sponsor a Western Cape Branch member to attend the ASAIB conference in May in Pretoria.
- 10 The Western Cape Branch decided to stop functioning as a branch and preferred to rather become an Indexing Circle, holding regular meetings where indexing problems will be discussed.
- 11 LAMP: ASAIB is also affiliated with other 'sister organisations' through the alliance of **L**anguage and **M**edia **P**rofessionals. These include PEG, SATI, SAFREA, and WGSA. LAMP had many discussions on skills, training, standard rates, and cooperation.
- 12 ASAIB Constitution: The Constitution was originally drawn up in 1993, therefore the Exco decided it was time for a revision. Amongst others, the Western Cape Branch also provided valuable feedback on the Constitution. Once it is completed, it will be submitted to a legal advisor, and when approved, it will be made accessible on the website.
- 13 Conference 2012: ASAIB conferences are not intended to be fundraisers, but to provide members with a scholarly forum to remain updated on indexing and bibliographic issues. The EXCO always manages to find knowledgeable speakers. The theme for the 2013 conference is "Collective wisdom" and will be held on 23 May in Pretoria.
- 14 ASAIB Exco: Although the Exco members have different portfolios, they always help each other when events are organised.

A very special thank you to the ASAIB Exco, as well as all the ASAIB members, and friends.

Marlene Burger

ASAIB WEBSITE

by Peter Storbeck

When I was first approached to look at the ASAIB.ORG.ZA redesign I didn't really have an idea of how complex and dynamic Indexing and Bibliography really are. In order to provide a customer with the correct website solution you need to have a good understanding of what they actually do. Jenny de Wet gave me both a comprehensive overview of Indexing and Bibliography as well as the site requirements.

Objectives

We had to achieve the following major objectives for the organisation through the website.

- Membership Management
- Email Communication and Newsletter Management
- Easily updatable by the organisation's administration staff
- Event Management
- ASAIB Constitution and Committee
- Conferences and Papers
- Links



What We Did

Membership Management

We created a self registration page which included over 130 different fields. Once a member had registered, members of the ASAIB committee were notified via email. Once the members had paid their fees the ASAIB web administrator activated the accounts, and the system automatically sent emails notifying those members that the accounts were activated.

More importantly, members could now update their own records at any stage via the website.

We achieved two objectives here. A massive reduction in the administration overhead of the ASAIB administration team, and accurate, updated membership records.

In addition, the membership database is searchable, so anyone requiring Indexing or Bibliography services could easily find the exact skill needed easily and quickly.

Email Communication and Newsletter Management

Keeping members and the wider community informed was a critical requirement. We implemented an online newsletter system to facilitate this.

When members register they are automatically subscribed to the newsletter, and at the same time non members can subscribe on the website using only their name and email address.

The emailed newsletter is legally compliant regarding anti spamming legislation. Each newsletter has an unsubscribe link at the bottom, and should subscribers wish to unsubscribe, they are automatically, and instantly, removed from the mailing list.



Easily updatable by the organisations administration staff

We implemented a system where any authorised ASAIB member can update an existing webpage, or add a new webpage in certain parts of the site themselves. The member would need skills no more complex than that required to use Microsoft Word or Open Office Writer.

This means only more complex changes require the intervention of a web developer, saving the organisation considerable money on website maintenance costs.

Event Management

We implemented an online calendar to list any events that the organisation, or its associates, would be hosting. The next three upcoming events are all listed on the main page, and if you click the event, it will take you to the right place in the calendar, where additional event information is available. You can even import the event directly into Microsoft Outlook or any other iCAL compliant email client.

Adding an event is as easy as logging onto the website (with the appropriate permissions) and adding the event directly on the website.

Committee and Contacts

The ASAIB Committee is listed on the website with each person's contact information.

We also implemented a Contact Page which lists the Committee members responsible for the website.

The Constitution is posted on the website.

Other considerations

Besides the “self help” nature of the website, most other changes can be implemented very quickly. For example, if ASAIB decides to add a new field to the list of items indexed, the new item can be added, by an ASAIB administrator, within 30 minutes. This ensures that the skills profiles can be kept current with any new technologies or requirements.

Conference papers can be uploaded after every conference.

Conclusion

Besides enjoying the somewhat challenging requirements of the website, I also expanded my knowledge of the field and met some of the brightest people I have the pleasure to work with in a very long time. To be honest, it was somewhat intimidating at times. It becomes a little scary when you begin to realise just how much you don't actually know. I also gained a new respect for something which I have always taken for granted – the index. At the same time I realised that in the computer age, indexing is becoming even more important, rather than less relevant. We do have information overload and proper indexing can reduce the burden.

The Indexer

by Maureen MacGlashan

I welcomed the invitation from Marlene and Madely to write about *The Indexer* for the ASAIB Newsletter, to say something about what we've been doing and where we're going.

The background

The Indexer started in 1958 essentially as the newsletter of the Society of Indexers (SI) (then the only indexing society) and gradually developed over the years as other societies were established into the "International Journal of Indexing", published by SI on behalf of all the societies and networks which have signed up to International Agreement (IA) (<http://tinyurl.com/icrisagreement>). This agreement is not just about *The Indexer*, but about the whole range of activities which bind the various indexing societies together. It was last revised at the Triennial Meeting of ICRIS (International Committee of Representatives of Indexing Societies) at ASAIB's 2009 Maropeng Conference, and comes up for further refinement at the SI Conference this year in Brighton.

As far as *The Indexer* is concerned, the IA sets out various matters like pricing, editorial and management responsibilities. Most crucially, perhaps, it provides that every society is entitled to nominate somebody to the international advisory committee, the main channel for communication being the ICRIS listserv, and informal meetings of ICRIS at society conferences.

An international journal

The journal itself has become increasingly international over the years with over 70% of articles now coming from contributors from outside the UK, including several whose mother tongue is not English and many of them from outside the indexing profession. (Indexers just talking to indexers isn't really going to get the profession anywhere: a danger ASAIB avoids by having a much broader remit than the other societies.) The proportion of non-UK contributions shoots up every now and again when we have an issue guest-edited by one of the societies, most recently the September 2009 issue (CSI – China Society of Indexers) December 2011 issue (ISC/SCI – Indexing Society of Canada) and the June 2012 issue (ANZSI - Australian and New Zealand Society of Indexers). This was also the case with the March 2012 issue, guest-edited by Jan Wright (ASI – American Society of Indexing).

A built-in "international" feature, reflecting the fact that *The Indexer* is the journal of all the indexing societies, is *Around the world* (ATW), newly reinforced with *Around the digital world* (ADW). These regular features are intended to report, in particular, on key society happenings, including in particular society conferences: but the remit goes wider to include events of significance to individual indexers and indexing-relevant events outside the societies. The present (very new) editor of ATW/ADW is Sanet le Roux (ASAIB). I'm really looking forward to seeing how this develops under her leadership.

(Continued on page 14)



Why a journal on indexing?

One editor after another of *The Indexer* has been told that they are onto a lost cause, that there is no way in which they will be able to find sufficient material about indexing to sustain such a journal. This is simply not true. Even by trying to operate pretty strict parameters, avoiding, for example, too much overlap with the library and cataloguing world, I find there is a steady flow of solicited and unsolicited material. The range is wide. As one of our *Indexer* fliers put it:

Not just back of the book – see also

archives – bibliography – databases – embedded indexing – history of indexing – index design – indexing methods – indexing societies – indexing software – indexing standards – information retrieval – information technology – thesauri – training and qualifications – usability studies – web indexingand much more

An interesting example of non-BOB indexing is Marlene Burger's article on indexing African musical instruments in the October 1999 issue. Even more pertinent is the October 2002 issue – this was guest-edited by ASAIB and demonstrates just how wide a perspective ASAIB has on indexing issues. Ten years on, it must surely be time for another ASAIB guest-edited issue. Guest-editing is not onerous – you just need to find the articles and make sure they get submitted in good time. *The Indexer* production team looks after the rest.

The future (1): content

The future for many of us is how indexing is going to fit into the new world of digital publishing. This is not exactly “the future” as far as *The Indexer* is concerned as we have in fact had good and prompt coverage of technological developments from more or less our very first issue in March 1958: but with the quickening pace on this front, it is likely that more of our pages will be exploring this aspect of indexing. We have made a significant start in this direction with the March 2012 issue which is devoted entirely to “digital” matters – ASAIB have already been sent the table of contents. Take another look at www.theindexer.org.

The future (2): accessing The Indexer

For some years now *The Indexer* has been available online, free to subscribers, or on a pay-by-article basis to non-subscribers. In addition, non-current issues (issues more than 3 years old) are freely available at (http://www.theindexer.org/index.php?option=com_content&task=view&id=95&Itemid=60).

Hitherto, the print version has normally been available on a subscription-only basis, but we have now decided to make single print issues available via Lulu (the “print on demand” publishing company): the link is on *The Indexer* website.

Much the best option, of course, from the reader's point of view and that of *The Indexer*, is to take out a subscription (<http://tinyurl.com/indexersubs>). Subscription rates for members of indexing societies are extremely attractive, currently £28 per annum (330 ZAR), for four issues including p&p. Subscribers also get free online access to current issues.

Purchasing single “Lulu” issues, even at a society discount rate, will always be significantly more expensive: and does not give online access.

So please, do take advantage of the fact that international indexing has a journal to serve its interests, and think about taking out a subscription.

Maureen MacGlashan; March 2012

Resource Description and Access (RDA)

by Madely du Preez

Since the late 1960s, cataloguers have been using the Anglo American cataloguing (AACR2) rules to describe various information sources in a library catalogue in a standardised manner. While revising the AACR2 to become AACR3, the editors came to realise that AACR2 can no longer support the description of all the new electronic resources that have become available. As a result, a new cataloguing code known as Resource Description and Access (RDA) was born. Unlike AACR2 which is a print based cataloguing tool, RDA is a fully online resource. It is based on conceptual frameworks such as functional requirements for bibliographic records (FRBR) and functional requirements for authority data (FRAD).

The changeover from AACR2 to RDA does not necessarily mean that all libraries need to change over simultaneously. This is because AACR2 records are compatible with RDA records. Therefore, libraries will be able to follow a phased in approach when changing from AACR2 to RDA. Furthermore, the changeover will not require libraries to “re-catalogue.”

Cataloguers have anxiously been awaiting the official change over from AACR2 to RDA. The time has finally arrived and the first changeover happened on 31 March 2013, when the Library of Congress changed the format for authority records from AACR2 to RDA. Since AACR2 records are compatible with RDA records, this changeover implies that all authority records that were created according to AACR2 will have now been changed to the RDA format and those elements that are not RDA compliant, will no longer be visible in a RDA record.

Everything is now in place to start using the new cataloguing code. This means training is required. In South Africa, the National Library (NLSA), anticipated this need and a national steering committee was established to manage (and support) the changeover from AACR2 to RDA. In co-operation with LIASA-IGBIS, the RDA-Steering Committee has been devising strategies and planning ways on how to assist cataloguers in this changeover. Please visit www.RDA-SA.org.za for more information on RDA, the national steering committee's work and the changeover to RDA in South Africa.

Madely du Preez





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LITERARY AWARD — Otterley Press Release

The World Federation of Rose Societies Literary Award was presented to *Veld, Vlei and Rose Gardens: Inspiration from South African Gardeners* edited by Sheenagh Harris and Jacqueline Kalley (Johannesburg: Otterley Press, 2011) at a gala function in Johannesburg on Thursday 18 October 2012 celebrating RosaAfrica 2012, the 16th International Rose Convention.

Dr J Kalley is an ASAIB Exco member.



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