

MLIS 7360 Indexing Assignment

Indexing Terms-

Listed below in black are the terms I noted while examining Chapter 6. When I finished my list I looked up each term in the index and found that not all of the terms I picked were listed in the index. I also found that most of the terms I picked were the same or very similar to the terms used in the index (see blue notation). Several discrepancies were found in terms I picked that had totally different terms associated with the same content, were indexed under other headings, and had terms that were not addressed at all in the index (see red notation). Lastly, I reviewed all the page numbers I had recorded and what the index recorded for accuracy. I found that all page numbers were topically accurate except for one listing which I felt should not have been included in the index (see advertising). I also found that some of the page listings I provided were not included and after checking, I feel that they should be added to those particular entries.

Indexing

- process 97, 99 [process of 2](#)
- art 97 [as an art 1, 10](#)
- trade-offs 97 [not listed under indexing, but under Vocabulary control 36](#)
- success 97 X
- profession 97 [as a profession 5, 243-245](#)
- user problems 98 X [user needs 20,25](#)
- creation 98 X
- aboutness 98 [not listed under indexing, but separate heading](#)
 - language & meaning 98 [not listed under aboutness, but under indexing 37](#)
 - subject choice 98 X [uses Documents: subject of 98, concepts 98](#)
- exhaustivity 98, 105 [see also indexing policy, information retrieval 100, 187 not under indexing, but separate heading](#)
- specificity 98, 100, 106 [see also information retrieval see also Specificity of Indexing 106, 187](#)
- guides 99 X [uses Indexable Matter: factors for decision on 99](#)
- by humans 99 X
- by computers 99, 103 X

- steps, ~~see guides~~ 100
- determining information needs 99 X uses Indexable Matter: factors for decision
 - user needs 100 X not relevant to this chapter
 - indexing policy 100 not under this topic, but under Periodical indexes
- periodicals 100 uses Periodical indexes 7, 53 : exhaustivity 100, indexing policies 100
- books 100 uses Book indexes 49 : exhaustivity 100, specificity of indexing 100
- bibliographic data 100 bibliographic entries 100-101
- content analysis 101, ~~see also indexing policy~~ see also Documents: indexable concepts 101; Indexable Matter: types of units 101-103
 - title 101 title words 9, 101, 110 not under topic, but separate heading, see also Indexable Matter: types of units 101-103
 - abstract 101 X unrelated entries to this chapter, see Indexable Matter: types of units 101-103
 - text 102 X see Indexable Matter: types of units 101-103
 - references 102 X see Indexable Matter: types of units 101-103
- subject analysis, see content analysis term not used, but see also term used
- decision making 103, 106 ~~see also indexing policy~~ X uses subject determination 103
 - terms 104 not under this topic, but separate heading using Terms: selection 104
 - entry terms 104 not under this topic, but separate heading, additional page number 45
- locators 104
- page numbers, see locators term not used, but see also term used
- depth 105, ~~see exhaustivity, specificity~~ not separate entry, is under Index. See also separate heading of Depth of indexing 105

Indexes

- characteristics 97 X uses Indexing: procedures 97,98
- entry points 97, see also entry terms corrected page number entry points 104
- displays 107
- typographical conventions, see displays X term not used, but see also term used

Knowledge Record 97 X

- subject content, see indexing/guides X

Controlled Vocabulary 97 X not relevant to this chapter

Natural Language 97 X not relevant to this chapter

Recall 97 X not relevant to this chapter

Precision 97 X not relevant to this chapter

Terms I did not have similar wording for, but were used in the book:

Extraction 102

Articles: indexing techniques 100

Advertisements 100 [I feel this entry should be removed from the index as it is not relevant.](#)

Access points 104

Indexing Evaluation Essay

In my evaluation of the index of the text: *Introduction to Indexing and Abstracting*, 3rd edition by Donald B. Cleveland and Ana D. Cleveland, I used the four criteria recommended by the authors for evaluation of an index.¹ The first criterion asks about the readability of the index. I found the readability factor to be quite easy to read, organized, and well designed. The index terms were organized according to the alphabet with space divisions between changes in letters and indentions to denote primary headings from secondary headings.

The second criterion asks about the level of detail of the index. I found the detail level to be sufficient, somewhat exhaustive for important key areas such as the terms 'indexing' and 'index' and specific for remainder terms such as 'locators' and 'aboutness.'

The third criterion asks about the degree of consideration the index shows for the user's viewpoint. I found the index to be aimed at a user viewpoint that is more familiar with indexing terminology and methods. I understand that this is a beginning (graduate level) book for those interested in indexing, but I still felt as if some of the first steps are being overlooked. The clearest example I found was in my selection of the term 'subject choice'. I felt as a user, that finding information on how to choose what subjects to index would be of interest to most users and a valid entry point. However this term was not used in the index; instead the term 'subject of' and 'concepts' were used as subheadings under the term 'documents'. Another example

occurred with the term 'decision making' that was listed under the term 'indexable matter's' subheading 'factors for decision on'.

The last criterion for evaluation of an index is about the use of multiple entry points within the index to access the information within the text. Similar to the third criterion, I found that this index did not offer as many entry points as it could have. I say this based on the same reason listed above concerning the level of the anticipated user. I found I was much more helpful in the selection and use of cross reference in my term choices than the authors were. For several of the terms I used, I listed 'see also' or 'see' designators to help the user. Terms in my list such as 'exhaustivity' and 'specificity' provided the user with a 'see also information retrieval' and terms like 'subject analysis' were added with a 'see content analysis' to point the user toward the correct terminology. In use of the text index the lack of 'see' and 'see also' designators diminished the effectiveness of the index especially for the neophyte (see also beginner.)

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1. Cleveland, Donald B. and Ana D. Cleveland, *Introduction to Indexing and Abstracting*. 3rd ed. Englewood: Libraries Unlimited 2001.