



We acknowledge that we are on the traditional, ancestral and unceded territory of the hən̓q̓əmiñəm speaking Musqueam people.

**The mission of UBC iSchool is to enhance humanity's capacity to engage information in effective, creative and diverse ways, through innovative research, education and design.**

### **LIBR 512: Indexing – Course Syllabus (3)**

**Program:** Master of Library and Information Studies  
**Year:** 2018–2019 Winter Session, Term 2  
**Course Schedule:** Tuesdays, 8:00 AM to 10:50 AM  
**Location:** IKBLC, Terrace Lab  
**Instructor:** Dr. Florian Ehrensperger, Accredited Indexer (MSocInd)  
**Office location:** SLAIS Adjunct Office  
**Office phone:** 604-822-0051  
**Office hours:** by appointment  
**E-mail address:** [florian.ehrensperger@ubc.ca](mailto:florian.ehrensperger@ubc.ca)  
**Learning Management Site:** <https://canvas.ubc.ca>

**Course Goal:** The goal of this course is to provide students with knowledge of the theory and practice of indexing of traditional, electronic and object-based documents.

### **Upon completion of this course students will be able to:**

- Understand the benefits and problems of indexing systems based on pre-coordination, post-coordination or a combination of the two, with particular emphasis on computer-based retrieval systems [1.2, 1.2, 1.3, 1.4]
- Understand the basic types of indexing languages, with particular emphasis on the relative benefits and weaknesses inherent in controlled, uncontrolled, and natural languages, as well as the implications of each in manual and computer-based retrieval systems [1.2]
- Understand the use of natural and free indexing and their place in the indexing process of information storage and retrieval systems, particularly as enhancements to various types of controlled vocabulary languages and indexing [1.2]
- Understand the construction and use of thesauri and other controlled vocabulary mechanisms, with particular emphasis on the use of international thesauri standards [1.1, 1.2]
- Understand the basic types of indexes, including a consideration of international standards [1.2]
- Understand and effectively apply basic principles of back-of-the-book indexing, including both manual and automated approaches and international standards [1.2]
- Create controlled vocabulary indexing languages that are compliant with international standards [1.2, 1.3, 2.1, 2.2, 3.1, 5.1]
- Effectively use thesaurus creation software in conjunction with international controlled vocabulary standards [1.3]
- Effectively use back-of-the-book indexing software [1.3]

### **Course Topics:**

- Pre-coordination & post-coordination
- Indexing languages
- Thesauri
- Types of indexes
- Controlled vocabulary indexing [open system]
- Back-of-the-book indexing [closed system]



**Prerequisites:**

MLIS and Dual MAS/MLIS: Completion of MLIS Core or permission of SLAIS Graduate Advisor  
MAS: completion of MAS core and permission of the SLAIS Graduate Advisor.

**Format of the course:**

Class meets on Tuesday mornings. Class sessions will be a combination of lectures, discussion and in-class exercises.

**Readings for the course:**

- Bell, H.K. (1998). *Indexing biographies and other stories of human lives*. London: Society of Indexers.  
[Access will be provided in class]
- Booth, P.F. (ed.). (1996). How we index: six ways to work. *The Indexer*, 20(2), 89-92.  
[Available online via UBC Libraries]
- Coates, S. (2001). Term selection: putting Humpty Dumpty together, at last. *Key Words*, 9(5), 145-147.  
[Freely available at <http://www.sylviacoates.com/about-me.html>]
- Dunn, L. (2015). Name authority control in large projects. *The Indexer*, 33(3), C1–C7. (a)  
[Available online via UBC Libraries]
- Dunn, L. (2015). Names and the indexer. *The Indexer*, 33(3), C8–C16. (b)  
[Available online via UBC Libraries]
- Ehrensperger, F. (2013). In defense of multiple indexes: or the index as learning tool. *The Indexer*, 31(4), 153–158. (a)  
[Available online via UBC Libraries]
- Ehrensperger, F. (2013). Review of: Reading Augustine in the Reformation: the flexibility of intellectual authority in Europe, 1500–1620, by Arnoud S. Q. Visser. *The Indexer*, 31(4), 178–179. (b)  
[Available online via UBC Libraries]
- Information and documentation. (1996). *Guidelines for the content, organization and presentation of indexes. ISO 999*. Genève, Switzerland: International Organization for Standardization. [ISO 999]  
[Available at UBC Libraries – on reserve]
- Kells, K. (2004). How do I index thee? Indexers count the ways. Part 1. *Key Words*, 12(2), 54-57.  
[Freely available from <http://www.karikells.com/Indexer/about/publications/>]
- Kells, K. (2004). How do I index thee? Indexers count the ways. Part 2. *Key Words*, 12(4), 124-126.  
[Freely available from <http://www.karikells.com/Indexer/about/publications/>]
- Klement, S. (2002). Open-system versus closed-system indexing: a vital distinction. *The Indexer*, 23(1), 23–31.  
[Available online via UBC Libraries]
- Lancaster, F.W. (2011). Precision and Recall [ELIS Classic]. In Marcia J. Bates and Mary Niles Maack (eds.), *Encyclopedia of library and information science. Third edition*. Boca Raton, FL: Taylor and Francis, 4272–4277.  
[Available online via UBC Libraries]
- Mulvany, N. (2009) Back-of-the-book indexing. In Marcia J. Bates and Mary Niles Maack (eds.), *Encyclopedia of library and information science. Third edition*. Boca Raton, FL: Taylor and Francis, 484-491.  
[Available online via UBC Libraries]



- National Information Standards Organization. (2005). *Guidelines for the construction, format, and management of monolingual controlled vocabularies. ANSI/NISO Z39.19*. Bethesda, MD: NISO Press.  
[Freely available at <https://www.niso.org/publications/ansiniso-z3919-2005-r2010>]
- Sassen, C. (2001). Indexes in classic cookbooks: an analysis of the indexes in *The Joy of Cooking, 1931-1997*. *Key Words*, 9(1): 9–11.  
[Freely available at [http://www.culinaryindexing.org/sassen\\_article.html](http://www.culinaryindexing.org/sassen_article.html)]
- Shere, T. (2009). Indexing recipe titles. In Nickerson, Leise, Hudoba (eds.), *Indexing Specialties: Cookbooks*. Medford, NJ: Information Today.  
[Freely available at [http://shere-indexing.com/Shere\\_Recipe%20Titles\\_final.pdf](http://shere-indexing.com/Shere_Recipe%20Titles_final.pdf)]
- Thomas, K. (2015). How historians work. *The Indexer*, 33(4), 122–126.  
[Available online via UBC Libraries]
- White, H.D. (2009). Relevance in theory. In Marcia J. Bates and Mary Niles Maack (eds.), *Encyclopedia of library and information science. Third edition*. Boca Raton, FL: Taylor and Francis, 4498–4511.  
[Available online via UBC Libraries]

### Recommended general resources:

- Aitchison, J., Gilchrist, A., Bawden, D. (2000). *Thesaurus construction and use: a practical manual*. London: Europa Publications.  
[Available at UBC Libraries]
- Anderson, J.D. (1997). *Guidelines for indexes and related information retrieval devices. NISO Technical Report 2*. Bethesda, MD: NISO Press.  
[Freely available at <https://www.niso.org/publications/niso-tr02-1997-guidelines-indexes-and-related-information-retrieval-devices>]
- Booth, P.F. (2001). *Indexing: the manual of good practice*. Munich: Saur.  
[Available at UBC Libraries]
- Bridge, N. (ed.). (2012). *Indexing names*. Medford, NJ: Information Today.
- Broughton, V. (2006). *Essential thesaurus construction*. London: Facet.  
[Available at UBC Libraries]
- Browne, G., Jerney, J. (2007). *The indexing companion*. Cambridge: Cambridge University Press.  
[Available at UBC Libraries]
- Chicago Manual of Style. (2017). Chapter 16: Indexes. Chicago: University of Chicago Press.  
[Available online via UBC Libraries]
- Fetters, L.K. (2014). *Handbook of indexing techniques: a guide for beginning indexers. Fifth edition*. Medford, NJ: Information Today.  
[Available online via UBC Libraries]
- Information and documentation. (2009). *Thesauri and interoperability with other vocabularies. Part 1: Thesauri for information retrieval. ISO/DIS 25964-1*. Genève, Switzerland: International Organization for Standardization.  
[Available at UBC Libraries]
- Mulvany, N. (1993). *Indexing books*. Chicago: University of Chicago Press.  
[Available at UBC Libraries]
- Olason, S.C. (2000). Let's get usable! Usability studies for indexes. *The Indexer*, 22(2), 91–95.  
[Available online via UBC Libraries]
- Stauber, D.M. (2004). *Facing the text: content and structure in book indexing*. Cedar Row Press.



[Available at UBC Libraries]

- Weinberg, B.H. (2009). Indexing: history and theory. In Marcia J. Bates and Mary Niles Maack (eds.), *Encyclopedia of library and information science. Third edition*. Boca Raton, FL: Taylor and Francis, 2277–2290.

[Available online via UBC Libraries]

- Wellisch, H. (1997). *Indexing from A to Z. Second edition*. New York: Wilson, 1997.  
[If you want to purchase one indexing resource, make it this one; there is simply nothing comparable to this standard text!]

[Available at UBC Libraries]

**Course Assignments:** Due dates and weight in relation to final course mark.

Assignment	Due Date	Weight
#1. Thesaurus creation	Feb 26, 2019	40%
#2. Back-of-the-book index (PDF)	Mar 19, 2019	30%
#3. Back-of-the-book index (MS WORD)	Apr 2, 2019	20%
Class participation (in-class exercises participation, attendance)	Throughout the term	10%

Course Schedule [week-by-week]:

Week	Date	Topics
1	Jan 8	<u>No class</u>
2	Jan 15	<u>Introduction to the course and to indexing</u>  Readings: <ul style="list-style-type: none"> <li>• Ehrensperger, 2013 (b) [required]</li> <li>• Thomas, 2015 [required]</li> </ul>
3	Jan 22	<u>Indexes and indexing; Indexing languages; Open versus closed indexing</u>  Readings: <ul style="list-style-type: none"> <li>• Klement, 2002 [required]</li> </ul>
4	Jan 29	<u>Indexing and information retrieval</u>  Readings: <ul style="list-style-type: none"> <li>• Ehrensperger, 2013 (a) [recommended]</li> <li>• Lancaster, 2011 [required]</li> <li>• White, 2009 [recommended]</li> </ul>
5	Feb 5	<u>Controlled vocabularies and thesauri</u>  Readings:



		<ul style="list-style-type: none"><li>National Information Standards Organization, (2005) (ANSI/NISO Z39.19) [required]</li></ul>
6	Feb 12	<u>Thesauri continued</u> Readings: <ul style="list-style-type: none"><li>National Information Standards Organization, (2005) (ANSI/NISO Z39.19) [required]</li></ul>
7	Feb 19	<u>Mid-term break</u>  no class
8	Feb 26  Assignment #1 due	<u>Indexing names</u> Readings: <ul style="list-style-type: none"><li>Dunn, 2015, (a), (b) [required]</li></ul>
9	Mar 5	<u>Back-of-the-book indexing</u> Readings: <ul style="list-style-type: none"><li>ISO 999 [required]</li></ul>
10	Mar 12	<u>Back-of-the-book indexing continued</u> Readings: Mulvany, 2009 [required]
11	Mar 19  Assignment #2 due	<u>Indexing software</u> No readings.
12	Mar 26	<u>Indexing special materials: cookbooks &amp; biographies</u> Readings: <ul style="list-style-type: none"><li>Bell, 1998 [required]</li><li>Sassen, 2001 [required]</li><li>Shere, 2009 [required]</li></ul>
13	Apr 2  Assignment #3 due	<u>Course wrap-up</u> No readings.



THE UNIVERSITY OF BRITISH COLUMBIA

iSchool (Library, Archival & Information Studies)

Faculty of Arts

**Attendance:** Up to three excused absences are allowed with prior notification to me. Additional absences will require a note from a health professional or Access and Diversity. Failure to provide this documentation could result in a lower course mark. Any penalties imposed for excessive absences are at the discretion of the instructor.

**Evaluation:** All assignments will be marked using the [evaluative criteria](#).

**Access & Diversity:** Access & Diversity works with the University to create an inclusive living and learning environment in which all students can thrive. The University accommodates students with disabilities who have registered with the Access and Diversity unit: [<https://students.ubc.ca/about-student-services/access-diversity>]. You must register with the Disability Resource Centre to be granted special accommodations for any on-going conditions.

**Religious Accommodation:** The University accommodates students whose religious obligations conflict with attendance, submitting assignments, or completing scheduled tests and examinations. Please let your instructor know in advance, preferably in the first week of class, if you will require any accommodation on these grounds. Students who plan to be absent for family obligations, or other similar commitments, cannot assume they will be accommodated, and should discuss with the instructor before the course drop date. UBC policy on Religious Holidays: <http://equity.ubc.ca/days-of-significance-calendar/>

## Academic Integrity

### Plagiarism

The Faculty of Arts considers plagiarism to be the most serious academic offence that a student can commit. Regardless of whether or not it was committed intentionally, plagiarism has serious academic consequences and can result in expulsion from the university. Plagiarism involves the improper use of somebody else's words or ideas in one's work. The UBC policy on Academic Misconduct is available here: <http://www.calendar.ubc.ca/Vancouver/index.cfm?tree=3,54,111,959>.

It is your responsibility to make sure you fully understand what plagiarism is. Many students who think they understand plagiarism do in fact commit what UBC calls "reckless plagiarism." The UBC Learning Commons has a resource page on how to avoid plagiarism, with policies on academic integrity and misconduct found here: [<http://learningcommons.ubc.ca/resource-guides/avoid-plagiarism/>]

If after reading these materials you still are unsure about how to properly use sources in your work, please ask your instructor for clarification.