Indexing

Indexing: Is the process of analyzing the information content of records (documents) of knowledge and expressing the information content in the language of the indexing system. It involves:

1. Selecting concepts (able to be indexed) in a document.
2. Expressing these concepts in the language of the indexing system (as index entries) and an ordered list.

Indexing system: Is the set of prescribed procedures (manual or mechanical) for organizing and representing the contents of records (documents) of knowledge for purposes of retrieval and dissemination.

Index: Is a systematic guide to items contained in , or concepts derived from a collection of documents . These items or concepts are represented by entries arranged in a known or stated searchable order, such as alphabetical, chronological or numerical.

Common indexing procedures:

1- Selecting subjects. Subjects are the principal ideas represented, discussed , or otherwise treated in a discourse (document) or creative work.

2- Paraphrasing subjects. Indexers select words from the materials (documents) indexed to provide broad guides , then they paraphrase subjects specifically in order to index them.

3- Selecting guide words. Next step is to select the words from the paraphrase that best lead the index user to the subject paraphrased. These guide-words will become the subject heading in the index.

4- Translating guide words: Guide words selected from the subject paraphrases are translated into standard subject headings, in order to avoid the scattering of identical or related entries in the index.

5- Making index cards: Index entries are first made on cards to permit alphabetization of the entries .
Index entries are typed or written onto cards.

6- Making cross-references. To provide guidance in the index by means of cross-references, which are:
See cross references.

Ex: Librarianship see Library Science

See also cross references.

Ex: Library Science See also Information Science.

Indexer:

The indexer is the person who does the indexing procedures.
The qualifications of the indexer are:

1 -Educational background.
2- Breadth of knowledge.
3- Depth of knowledge.
4- Interest.
5-Experience in subject field.
6- Experience in related fields.
7- Subject cataloging experience.
8- Indexing experience.