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LIS 419 – Schwartz
Final Report
May 10, 2007

Congregational Library – *The Bulletin* Project Final Report

BACKGROUND

Setting & Collection

The Congregational Library is a small, special library in Boston that focuses on the history of American Congregationalism. The Library's collection contains 225,000 items, housed in a small reading room and in closed stacks. Most of the patrons are members of the American Congregational Association, and are typically Congregationalists or pastors. Some laypeople also visit the library to use its resources on New England history and American religion in general.

Since 1949, the Congregational Library has produced *The Bulletin of the Congregational Library*, a periodical containing historical essays on Congregationalism and American religion, news about the library and its collections, book reviews, information on new acquisitions and other news of interest to the readership. *The Bulletin* is mailed out to those who support the library with a small donation, and is of course kept as part of the collection. Two to three volumes of *The Bulletin* are produced each year, though in 2001 and 2002 publication was suspended.

While in-library use of *The Bulletin* is not heavy, there is a need for an updated index—the current index covers issues up to and including the Spring/Summer 1989 edition. This index is available only in hard copy, and is used primarily by staff to answer reference questions. It consists of an author and editor index and a subject index, and covers “the scholarly essays . . . obituaries, unsigned articles of historic value, reports of anniversaries, and descriptions of items acquired by the library” (Sudak, 1989). The index omits book reviews and illustrations (unless an article was written about the illustration).

Objectives of the Project

The goal of this project was to update the index by incorporating the twenty-two unindexed issues, using the same parameters as described above. In addition, the entire index was put into a database so staff can update it more easily. The library currently uses Access 2003 for several other databases, and this software was used to create the new index to *The Bulletin*. Business rules and indexing policies were created, along with instructions for data entry, so staff at the library can update the index as new issues are published.

PROCEDURES & PROBLEMS: PRELIMINARIES

This section details the process of creating this index, and includes reviews of the existing index to *The Bulletin* and the *Congregational Methodist Messenger*, as well as an exploration of possible thesauri from which to draw headings, culminating with the selection of a subject heading list. Two resources for clarification of terminology are also briefly reviewed, as are the relevant indexing standards.

Getting Started

The first step in the project was to meet with librarians at the Congregational Library to discuss the library's needs and agree upon format for the index. This was completed quite early on; at the meeting, copies of the unindexed issues were collected, as well as a copy of the existing index. The only documentation available regarding this index was the introductory page.

Next, several monographs and journal articles were collected for background reading, as well as thesauri, indexing standards, and dictionaries of religious terminology. All were consulted at various points to see what information could be gleaned. Appendix A consists of an annotated bibliography of most of these materials. (Those that were not useful were not included.) Concurrently, citations of indexable matter were gathered from the issues to be indexed; a total of 56 essays, thematic bibliographies, major illustrations and articles were written out on index cards.

Many of the books and articles gathered focused primarily on creation of back-of-the-book, hard-copy indexes. Where periodicals were covered, it was frequently within the context of a multi-journal index. Reading through this material initially caused much confusion, and it was determined that a break should be taken from the reading, during which time design of the database was undertaken. An entity-relationship diagram (Appendix B) was created.

Returning to the question of how to complete the indexing itself, three issues of *The Bulletin* were "test indexed" in order to try and pinpoint the source of the confusion. This exercise, in addition to some useful readings that were completed soon thereafter, helped to alleviate some confusion. A strategy for performing the actual index was created, and the review of additional materials proceeded with examination of the existing index to *The Bulletin* and a dissertation project focusing on creation of an index to the *Congregational Methodist Messenger*.

Review of Indexes

The original index to *The Bulletin* consists of two separate indexes—an author and editor index and a subject index. Many of the entries in the subject index are proper names, both personal and corporate. While many of the remaining terms are religious in nature, subject headings such as *Nutrition*, *United States—Civilization*, and *Old Age* are also included. As stated above, the only documentation included with the index is the front page, which explains what types of articles have been indexed and how the index is formatted. There is no mention of what subject heading system was used. The terms are precoordinated and many of them were located in the Library of Congress Subject Headings list.

However, the index to the *Congregational Methodist Messenger* makes use of subject headings

from the *Guide to Social Science and Religion in Periodical Literature*; the indexer made this choice because she found that it contained “subject headings for the current events articles contained in the *Congregational Methodist Messenger*” (Gilmer, 25). While *The Bulletin* does contain some mentions of current events (for instance, an article on Hurricane Katrina’s effect on archival materials at a library in New Orleans) the small size of the periodical itself, and of its index, will allow for the occasional addition of terms that are not available in the subject headings list that is ultimately chosen.

Each of these indexes focuses on a single publication, and thus the format of the indexes themselves is almost exactly the same—the main difference is that the index to the *Congregational Methodist Messenger* contains both authors and subjects. Subject headings (personal names or otherwise) are listed in all capitals, author entries are listed only with initial capital letters. Conversely, the index to *The Bulletin* contains a separate author index.

Review of Subject Heading Lists & Dictionaries

In addition to LCSH, two other possible candidates for subject heading lists were explored. The first is Julia Pettee’s “List of Theological Subject Headings,” created in 1947. Pettee’s list incorporates LCSH and headings from the Union Theological Seminary. While this thesaurus has the obvious advantage of being entirely focused on religious topics, it has two important disadvantages. There is no person or institution who is keeping the list updated, and the narrow focus on religious topics means that some subjects touched upon in articles in *The Bulletin* are not covered by the listing. Examples of this include “librarians” (there are several articles focusing on the staff of the Congregational Library), “nutrition,” “awards,” and “bicentennials and anniversaries.”

The next subject heading list investigated was “Subject Headings for Congregational Libraries,” a publication of the Church and Synagogue Library Association. As was found to be the case with Pettee’s list, the focus of the subject headings in this list is quite narrow, and excludes many of the non-religious topics covered in *The Bulletin*. In addition, though the list has been updated twice since its original creation in 1978, the most recent update took place 17 years ago, and no plan for additional updates is outlined in the publication.

It was determined that use of either of these lists would require a secondary list of subject headings from which to draw non-religious headings. Given that the original index to *The Bulletin* likely employed LCSH, and that the Congregational Library already uses LCSH in cataloging monographs, it was determined that descriptors would be pulled from this source. In addition, the Library of Congress Authorities File would be used to procure headings for proper names, where possible. This list should also be consulted for personal names (both as author and as subject), though it is likely that a good number will not be listed.

A dictionary and an encyclopedia, both focusing on religion, were located to aid in selection of appropriate subject headings—the “Concise Dictionary of Religion” and the “Encyclopedia of Religion and Society,” the latter of which was immediately useful in finding a clear explanation of the term “Congregationalism.” Both are available online for quick and easy access, though neither has a search function. However, they are both formatted such that a web browser’s page search function can be used to quickly determine whether or not a desired term is listed.

Review of the Standards

Two standards and a technical report were initially selected for review, and two of the three provided useful nuggets of information: *Guidelines for indexes and related information retrieval devices* (NISO) and *Information and documentation -- Guidelines for the content, organization and presentation of indexes* (ISO). Both covered ground that had already been reviewed in the various monographs that were consulted, and as such the new information taken away from these was minimal. In addition, neither covered creation of an index in database format. Both were well-organized (to be expected) and presented their points quickly and succinctly.

Reading through the ISO standard brought to light one point that had not yet been considered—format and placement of the introductory note to the index. Ultimately, the documentation produced was not integrated into the database—there was simply too much.

The NISO technical report, while not itself a standard, contained a useful section of guidelines for establishing names that are not in the authority file being employed. These guidelines will be consulted if necessary, though it is expected that establishing names outside of the LC Authorities will be relatively straightforward, as the index will employ them in the same format that *The Bulletin* prints.

PROCEDURES & PROBLEMS: STEP BY STEP

This section outlines the steps taken to perform the indexing and construct the database. Completion of the initial steps was straightforward and free of problems.

1. Citation cards (index cards with citations of indexable material), were written out and numbered for reference against subject cards. Initially, 56 items were selected.
2. Database tables were set up and readied for data entry:
 - **article:** holds article title, volume, issue, date, series, page range; automatically assigns a unique identifying number to each article
 - **author:** holds author first, middle and last name and assigns a unique identifier to each.
 - **subject:** contains subject headings and assigns a unique identifier to each
 - **auth_asst:** connects authors to the articles they write
 - **see:** creates *see* references
 - **see_also:** creates *see also* references
 - **subj_asst:** assigns subject headings to articles
3. The item associated with each citation card was read or otherwise examined. Item-level descriptors were written, individually, on index cards, and the number of the citation card was noted on the subject card. As many terms as seemed necessary were recorded. Terms used included personal and corporate names as well as topical terms. Ten additional items were indexed during the process of reading through each issue: ultimately, 66 articles, illustrations, photos and thematic bibliographies were indexed; and 271 subject cards were produced.
4. The subject terms were be matched and organized—proper and personal names that

appear more than once were brought together, as were topical terms and concepts that were deemed to be the same.

5. The Library of Congress Subject Headings and Authority File were consulted. LC descriptors were noted on the index cards, and notes for potential *see* or *see also* references were taken down. Author names were also looked up in the Authority File at this time.
6. The subject cards were then entered into the subject table in the database.
7. The author and citation tables were filled in using the citation cards, and the subject cards were matched back up with the citation cards.
8. Next, the authors and subjects were assigned to the articles by filling in the auth_asst and subj_asst tables.

At this point, several days were spent constructing forms, queries and reports to support data entry and display. As expected, this was the most difficult part of the project; even so, it proved more time-consuming and troublesome than was expected. The first hurdle was creation of Forms to facilitate easy data entry. Through trial and error, it was determined that a Form can only be used to enter data into a single table. Thus, there is a Form for data entry into every Table.

- **Article:** for data entry into the table 'article'
- **Author:** for data entry into the table 'author'
- **Author Assignment:** for entry into the table 'auth_asst'
- **See References:** for entry into the table 'see'
- **See Also References:** for entry into the table 'see_also'
- **Subject Assignment:** for entry into the table 'subj_asst'
- **Subjects:** for data entry into the 'subject' table

Ultimately, with support from Sheila Denn (who solved two key problems), the following Reports were created. These reports can be used within the database or can be printed out into hard copy or saved to PDF. Brief screenshots have been included here for quick reference.

Article Citations: This report displays the full record for each article in the database, including the subject headings and the article number.

Article Citations

<i>Article ID</i>	<i>Title</i>	<i>Date</i>	<i>Series Volume.Issue</i>	<i>Pages</i>
87	"A New Errand:" Massachusetts Puritans and the Founding of Dorchester, South Carolina	Winter 1977	First 28.2	4-10

Francis J. Bremer

Dissenters, Religious
Dorchester, S.C.

Articles by Subject

<i>Subject</i>	<i>Date</i>	<i>Series Volume.Issue</i>	<i>Pages</i>
Abolitionists			
Congregationalism and Racism: The 19th-Century Challenge	1997	First 48.3	4-14
	Clara Merritt DeBoer		

Articles by Subject:

This report displays the subject headings used in the database (without *see* and *see also* references) and provides citations to each article assigned to the heading.

Thesaurus: This report prints out the subject headings with *see* and *see also* references. As with the Authors report, this will primarily be used as a data entry reference tool.

<i>Term ID</i>	<i>Term</i>	
	<i>See Also</i>	<i>See</i>
48	<i>Clothing and dress</i>	
161	<i>Colonial New England</i>	New England
146	<i>Colonial period, ca. 1600-1775</i>	
231	<i>Commission of Nineteen</i>	

Please note: "See Also" references are italicized, "See" references are not.

Authors

<i>Author Name</i>	<i>Author No.</i>
-- --	30
Ahlstrom, Sidney E.	31
Allen, Francis W.	32
Anderson, Stuart LeRoy	33
...	...

Authors: This report displays the author names along with their unique identifiers. This report is used as a tool for data entry.

Author Index: This report prints brief article citations, arranged by author. Unsigned articles appear at the beginning, under the entry "-- --".

<i>Author</i>	<i>Title</i>	<i>Series Volume.Issue</i>
<i>Douglas K. Showalter</i>	The Story of the Haystack Prayer Meeting	Second 3.1
<i>Douglas Walkington</i>	"To Prevent the Heathenizing of Christians:" The Memoirs of Rev. Ammi James Parker	First 31.2
<i>Duane W. H. Arnold</i>	The Congregationalist and the Cardinal: Gaius Glenn Atkins and the "Silver-Grey Enigma" of John Henry Newman	First 39.1
<i>Edgar J. Park</i>	A Minister's Reading [Park]	First 1.1

EVALUATION

Once the steps above were completed, the indexing and the user interface were evaluated by librarians and part-time staff at the Congregational Library. The evaluation took place on April 30, and the evaluators were the associate librarian, archivist, library assistant, administrative assistant and a student intern.

Five issues of *The Bulletin* were selected at random, and the first two pages of the main article of each were photocopied, with the author and title removed. The items were:

1. Bendroth, Margaret. (Spring 2005). "Why Congregational history?" *Second Series*, 2(1).
2. Nordbeck, Elizabeth. (1989). "Puritans go north: Massachusetts and the northern territories, 1630-1658." 40(2).
3. Nordbeck, Elizabeth. (1995). "The legacy of Francis E. Clark." 47(1).
4. Cogley, Richard. (1999). "The letters of John Eliot, Puritan minister and Indian evangelist." 50(3).
5. Linden, Marshall. (1990). "In and beyond Joseph Bellamy's shadow: A life of Azel Backus (1765-1816)." 42(1).

The evaluators took turns finding the articles using a hard copy and a digital copy of the report "Articles by Subject." All of the evaluators found four of the articles—one article, number 1, was not located by any of the evaluators. (Detailed charts can be found in Appendix D.) However, one of the pages copied for this article contained a full-page photo, limiting the information available for the evaluators to use in locating the citation.

Each of the evaluators found the other four articles quickly, and without checking more than two or three spots in the index, on average. This is due to the fact that so many of the subject headings are personal and corporate names; a better evaluation task would have been to ask them to find the articles without using this headings, but this modification to the evaluation exercise was not thought of until after the fact.

Despite the uninteresting hard data collected, the evaluation was still useful in re-focusing the project: it provided feedback that indicated it was necessary to step back from the sharp focus on the process of creating an index for the sake of creating an index, and refocus on creating an index that would be as useful as possible in the day-to-day functioning of the Congregational Library. As one evaluator noted, "We need to find these articles fast. We're not going to look at the thesaurus first, and we don't want to be paging through the index looking for things while a patron is on the phone." This index is essentially a tool for ready reference, and the construction and assignment of subject headings was reworked with this in mind.

EDITING THE SUBJECT HEADINGS

Terms pulled from the Library of Congress Subject Headings and Authorities were modified and simplified. Some headings were modified to alphabetically file in the place one might think to look first. For example, the LC heading *United States -- History -- Revolution, 1775-1783* was modified and is now entered as *American Revolution, 1775-1783*. An LC Authority that differed from the commonly used form of the name was dropped out in favor of the common name: the *United Society of Christian Endeavor* is listed in the index as simply *Christian Endeavor*.

Out of the 167 subject headings in use at the time, 33 were deleted entirely. Many of these were deleted because they employed unnecessary subdivisions. For example, only one article appeared under the headings *Eliot, John* and *Eliot, John – Correspondence*. The latter was deleted.

In addition, subject headings constructed for bibliographies were removed from the index in favor of appending “[bib.]” to the title. For example, the following entry was deleted:

American Board of Commissioners for Foreign Missions – History and criticism – Bibliography
 “Read More About Haystack and the American Board”

This item now appears in the index under the subject heading *American Board of Commissioners for Foreign Missions* with the title “Read More About Haystack and the American Board [bib.]”

The evaluators also pointed out that some of the broader subject headings were not useful. For example, 11 items were listed under the heading *Congregational Library (Boston, Mass.)* and five were repeated under the heading *Congregational Library (Boston, Mass.) -- Archives*. The use of this subject heading was rethought, and five subdivisions were created for use with the heading (which will not be used on its own). The goal in creating these was to provide a useful segmentation of a large list of articles that are all on the same broad topic. These subdivisions were not taken from LCSH, but were constructed to mimic it:

- -- **Collections:** For articles focusing on the holdings, archival or otherwise, of the library.
- -- **History:** Articles pertaining to the history of the library.
- -- **Librarians:** Items regarding the librarians themselves (retirement, new appointments, etc.)
- -- **News:** Other news items and announcements
- -- **Portraits:** For articles on portrait holdings of the library.

The same concern was raised regarding the subject headings *Congregationalism* and *Congregationalism – History and criticism*. However, the index from 1989 makes use of the term *Congregationalism*, and so it was kept: Despite the broadness of the subject heading, it is appropriate for articles that focus in on aspects of Congregationalism, and not every item indexed in the database falls into this category. The second subdivision was modified to become *Congregationalism – History*; All articles that specifically deal with the history of Congregationalism were listed under the second subject heading, and not the first. In the future, librarians at the Congregational Library may wish to revisit the articles and add subdivisions.

Unfortunately, there was no way to integrate the *see also* and *use* references from the Thesaurus into the “Articles by Subject” report—a quirk of Access that one must live with. This was also kept in mind while editing and reworking subject headings, and has been noted in the documentation provided to the library.

After the subject headings were reworked, several passes were made through the listing of articles, assessing the level of subject access assigned to each and adding or changing subject headings as necessary.

DATA ENTRY OF THE EXISTING INDEX

At this point, attention was turned to the existing index to *The Bulletin*, which started with the first issue, published in 1949, and covered thorough 1989. The existing index contained an author and editor index as well as a subject index, which made data entry easier than it might otherwise have been.

First, a pass was made through the author and editor index to determine which authors were already entered into the database. For those who were, the author number was noted next to their name. Next, the rest of the authors were entered, and the number for each noted in the index.

The same process was completed with the subject index. During the actual data entry, some subject headings were not entered into the database—primarily those which only had *see* or *see also* references listed under them. As with the authors, the subject numbers were noted throughout the old index.

Next, the author and editor index was once again used for data entry, this time of the article citation information. Again, the article numbers were noted on the index as the data entry was performed. Then, the article and author data was matched up in the `auth_asst` table. The final step of data entry took the most time—entering subject heading and article ID numbers into the `subj_asst` table.

Once all of this data entry was complete, several passes were made through the reports in an effort to catch and correct errors in data entry and inconsistencies in the application of subject headings. Additional changes and edits were made to the Thesaurus and Article Citations reports in particular.

Thesaurus: Additional *see* and *see also* references were added to the Thesaurus, including two scope notes that appear under particularly tempting subject headings: *Churches* and *Associations*. Scope notes on the use of these terms are included in the indexing guidelines, but it was felt that these two headings were likely to be misused. In order to facilitate display of these notes in the Thesaurus, notes were entered as subject headings, and then displayed in the Thesaurus as “see” references. The side effect of this, however, is that the two notes also appear in the Thesaurus as headings themselves. In this case, their display could not be suppressed, and it was felt that this small awkwardness was worth the trade-off. At this time it was also determined that the “see” references would be referred to as “use” references—this decision was driven by the possibility that non-librarians, or new library school students, may be asked to perform some of the data entry tasks, and that the difference between the terms “see” and “see also” was not clear enough in this case.

Article Citations: Subject headings were added to citations from the original index only where it was determined that the additional headings were appropriate based on the title and the subject headings assigned in 1989. In most cases, this was done when the articles had only one or two subject headings assigned.

With this process completed, work on the database itself was halted. Some facts and figures regarding the data and the index:

- The index contains 237 articles, illustrations, bibliographies and photos, authored by 117 writers (plus one entry to indicate an unsigned piece).
- It holds 425 subject headings (plus two scope notes), which have been assigned to articles 1,033 times.
- The term used the most frequently is *Congregational Library (Boston, Mass.) – Collections*, which appears 25 times. Next is *Church polity* at 24, and *Clergy* with 22.
- 197 terms are used only once.
- The thesaurus has 38 *use* references and 98 *see also* references and is 27 pages long.
- The report “Articles by Subject,” the primary way in which librarians will use the index, is 127 pages long.
- Two articles, both from the original index, have only one subject heading applied.
- One article has 16 subject headings applied, another 12. Most of the articles have from 3-6 subject access points.

Supporting Documentation

A supporting document was created for the index. It includes an introduction that covers how indexers should approach the process of indexing for this database, and covers the structure of the database itself. It goes over the types of items to be indexed, provides scope notes for current subject headings, and instructions on constructing new subject headings (topical and personal/corporate names). This documentation also includes data entry business rules that address some of the quirks in Access, as well as two sets of data entry instructions: a brief checklist for those already familiar with the software, and detailed, step-by-step instructions for staff who are not. This supporting document is included here under separate cover.

Final Reflections

Overall, the project turned out well, and the sight of the “Articles by Subject” report was met with great enthusiasm during the evaluation, even though it was clear that edits needed to be made to the subject headings. The Congregational Library now has a living index that can be updated easily, and PDFs that can be easily shared with scholars via email or posting to the website. This will increase access to the information contained in *The Bulletin*, which in the end, is the goal of any indexing project.

APPENDIX A
ANNOTATED BIBLIOGRAPHY OF RESOURCES

Beare, G. (1999). *Indexing newspapers, magazines and other periodicals*. Sheffield, England: Archer Print.

According to the introductory biography, Geraldine Beare is an accomplished indexer of periodicals and newspapers, and this is evident throughout the book. The first half it looks at indexing of newspapers, and the second half at periodicals. Her prose is clear and as lively as one can expect, and the background and history of periodical indexing was useful to create a context for the project. Beare's section on methods of indexing periodicals was quite helpful in shedding light on how to think about the indexing portion of this project. She also provides a very handy checklist (in paragraph form) regarding what to include in introductory notes for the user of the index. Overall, this is an accessible and useful reference.

Feinberg, H. (Ed.) (1983). *Indexing specialized formats and subjects*. Metuchen, N.J.: Scarecrow Press.

This book contains fourteen chapters related to different aspects of indexing. Of the chapters that are related to this topic, the information they contained was interesting, though not necessarily helpful to the development of this project. At the time the book was written, computers were not nearly so ubiquitous—thus, the practical steps that the authors touch upon are focused on creating paper-based indexes. In addition, chapter twelve (“Starting from Scratch: The Design of a Periodical Indexing Service”), which was thought to be the most useful, covered the topic in broad strokes that did not provide much new information. The text was frequently quite dry; additionally, the age of the book showed in the print quality of the text. Together, these two attributes of the book itself made for an unpleasant experience that did not encourage repeated use.

Houppert, A. M. (2005). *Lost in translation: Common index errors and how to avoid them* [Electronic version]. *Key Words*, 13(4), 125-126.

Houppert manages the back-of-the-book indexes for the National Geographic Society, and so her article is written from this point of view. However, the five common errors she presents are still important to keep in mind in creating an index that will live as a database. Houppert presents her information in a practical format that is easily-accessible for practicing indexers. She describes each error, provides examples, and then details a strategy an indexer can apply to avoid or correct the error in question. The strategies pinpoint the error and speak directly to finding and correcting the mistakes as easily and quickly as possible.

Knight, G. N. (1979). *Indexing, the art of: A guide to the indexing of books and periodicals*. Boston, Mass.: Allen & Unwin.

Knight, a past president of the Society of Indexers (based in the UK), has written an easy-to-read, welcoming introductory work on indexing. The book is well-organized and concepts are clearly explained, which makes for an easy publication to skim in search of useful bits of information. Given that it was published nearly twenty years ago, use of computers in indexing is covered only in passing, and so no useful information on this topic was gleaned from the book. In addition, despite the title, Knight touches very little on periodical indexing—there are only two chapters on the topic (one on indexing of periodicals, another on newspapers). Even so, reading through the chapter on periodicals and skimming through the rest of the book did help in developing strategies to apply to this project.

Mertes, K. (2005). *The queen of sciences: Indexing theology and disciplines related to religion*. In Zafran, E. L. (Ed.), *Index it right!: Advice from the experts* (Vol. 1) (pp. 13-30). Medford, N.J.: Information Today, Inc.

While certainly engaging and easy to read, Mertes' chapter did little to shed light on concerns directly related to this project. She discusses the different types of theological works an indexer may encounter—hymnals, academic theology writings, children's works, etc.—and provides many useful tips and reminders for those indexing works regarding religions with which they are unfamiliar. Mertes also discusses the foreign languages that an indexer may encounter while working with religious materials: she covers dealing with diacriticals and transliterations. Overall, an interesting chapter, but with little information useful for this project.

Olason, S. C. (2000). *Let's get usable!: Usability studies for indexes* [Electronic version]. *The Indexer*, 22(2), 91-95.

Olason's background in systems engineering and human factors is evident throughout this article, which covers three usability studies of back-of-the-book indexes. Given that the index format is different than that of this project, the findings are not directly applicable. However, the article is useful in thinking about performing indexing that is useful and to the point, and presenting it in such a way that the user can easily gain access to the required information. The article is straightforward and clearly written. Particularly useful is the section where Olason presents a set of usability rules for back-of-the-book indexes, and clearly correlates them to the findings of the three studies.

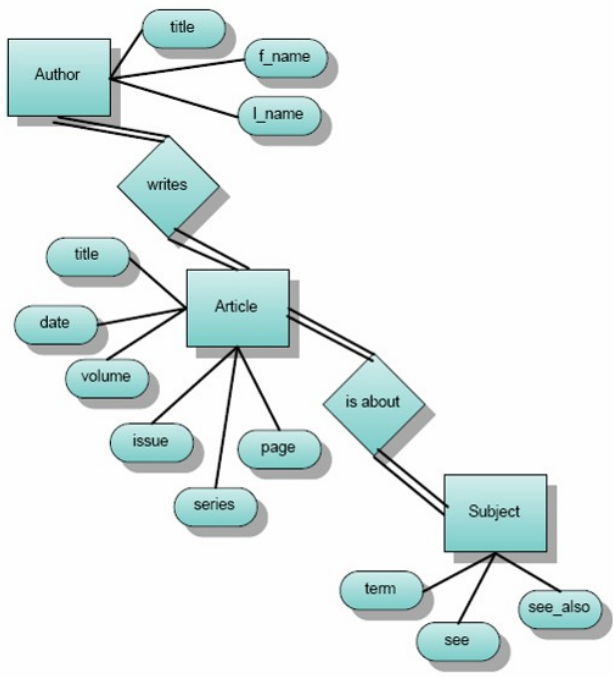
Weaver, C. G. (2002). The gist of journal indexing [Electronic version]. *Key Words*, 10(1), 16-22.

Weaver's article walks the reader through the types of journal indexes (cumulated, multi-journal databases, etc.) and then through examples of different types of index design. Drawing on her personal experience as a freelance indexer, she presents several different indexes that she worked on, offering useful tips about the pros and cons of each design. She also includes a great deal of information for the freelance indexer who must bid for jobs and balance working on multiple projects at a time. Much of this information does not apply to the project at hand, but throughout the article there were nuggets of information that provided food for thought during the process of designing the database for this index.

Wellisch, H. H. (1991). *Indexing from A to Z*. New York: The H. W. Wilson Company.

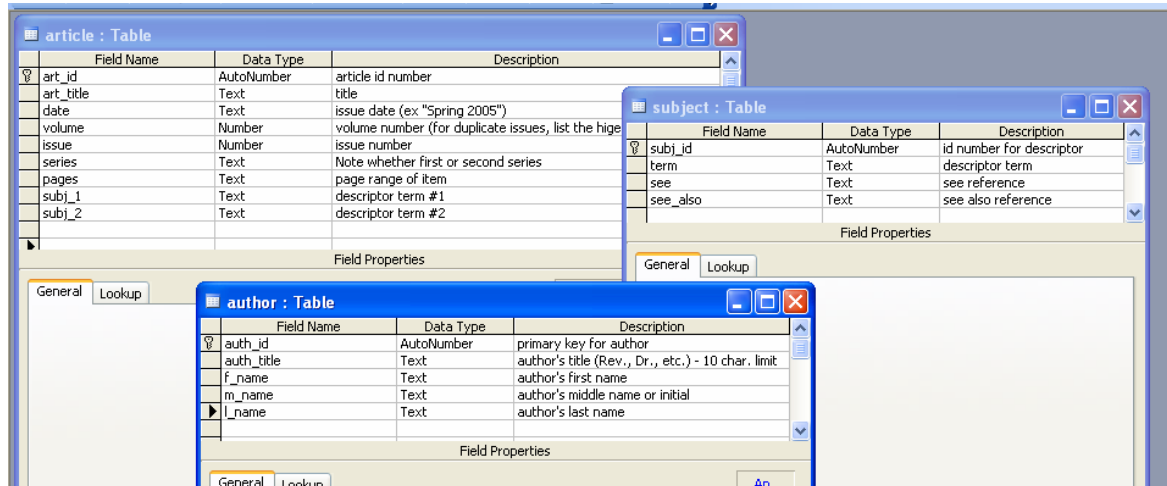
Wellisch's book is an excellent desk reference for the practicing indexer. Wellisch covers a variety of topics encyclopedia-style: each topic has its own entry in the book, and they are all arranged alphabetically. The tone is scholarly, and where applicable, he includes a list of standards for the topic at hand (ANSI, ALA, etc.). Within his section on periodical indexing, Wellisch provides a helpful discussion of indexing policy—what will be covered and what will not be covered in the index being created. Once again, very little is said regarding using software in creating an index: Wellisch notes that software should be evaluated carefully before it is employed in the creation of an index.

APPENDIX B DATABASE DESIGN



The first step in designing the database itself was creation of an entity-relationship diagram, shown at right. (A larger version of this diagram has also been provided in a separate PDF.) This diagram demonstrates the various tables (rectangles) and fields (ovals) and their relationships (diamonds) to one another. The double lines indicate many-to-many relationships—for example, an author can write more than one article, and an article can be about more than one subject.

Below is a screenshot of the database tables, ready for data entry.



APPENDIX C

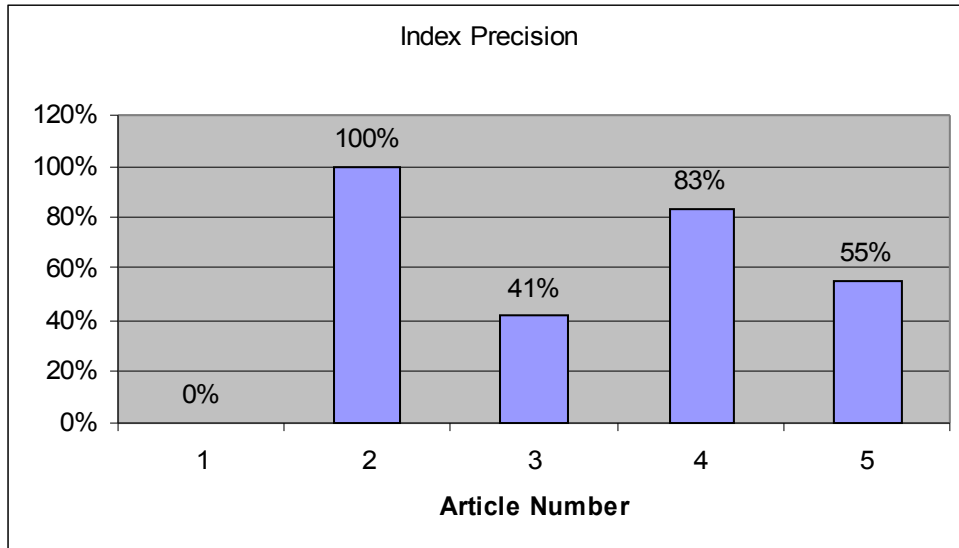
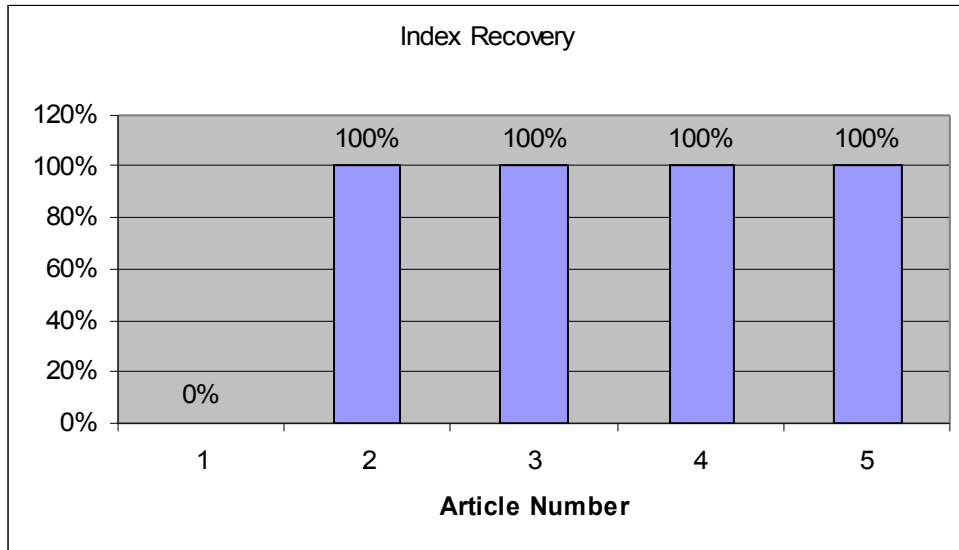
INDEXING

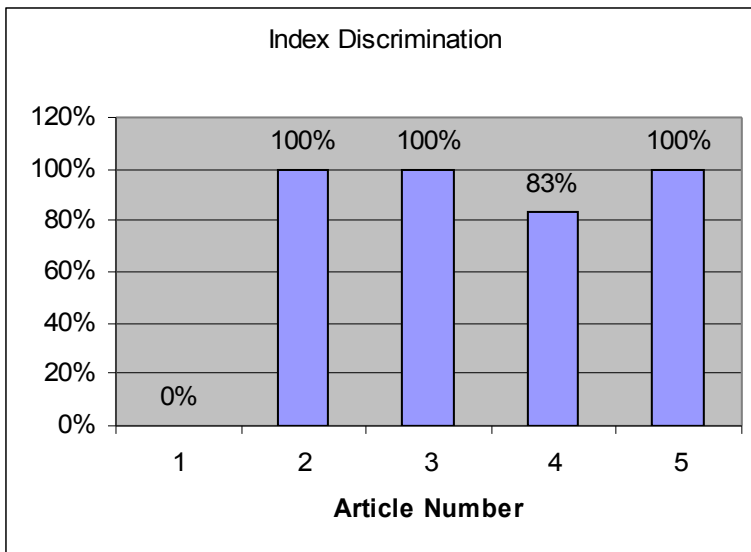
The image below contains six of the 271 subject cards that were created in the course of performing the initial stage of indexing for 66 items from 23 issues of *The Bulletin*.¹ The numbers at the bottom right indicate the associated citation.



¹ Additional photographs of this process are available online at <http://www.flickr.com/photos/thedoubleduchess/sets/72157594536202927/>

Appendix D Evaluation Results





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