

Indexing

By

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WHAT IS INDEX

The word index is derived for the Latin word “Indicare” and its meaning is “To point out” or “To indicate”. Thus index is not defined what is the thing, but it is defined where is location and status.

DEFINITION OF INDEX

“An index is a systematic guide to items contained in or concepts derived from a collection. These items or derived concepts are represented by entries arranged in a known or stated searchable order, such as alphabetical, chronological or numerical.”

(Encyclopedia of Library and Information science)

WHAT IS INDEXING

Indexing as a method of document representation. It naturally follows that indexing has to represent exactly specify the content of document.

DEFINITION OF INDEXING

“Indexing is one of the Key Bibliographic techniques and in its most simplest form indexing means, that ideas inherent in a chosen heading or heading from a repertoire of prescribed heading.”

(A.K. Mukherjee)

Purpose

1. To guide user for information
2. To recall known information
3. To inform about people & place
4. Information explosion
5. Show strength and weakness of a collection
6. Alphabetical indexes with classified indexes help user to search information easily.

Process

A. Establishing the concepts expressed in a document

The process of establishing the subject of a document can itself be divided into three stages:

- i) Understanding the overall content of the document, the purpose of the author, etc
- ii) Identification of concepts
- iii) Selection of concepts

B. Translating the concepts into the indexing language

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Thank You

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