**Paper 5 Serial Management**

**Unit- XI: Index and Indexing**

* **General Introduction:** The world today, as a thousand years ago has two basic needs: wealth and knowledge. The most generous, efficient and effective information manager may not be able to make available to others what does not exist. Likewise, the most gifted intellects may not be able to apply the powers of reasoning and imaginative deduction to information they do not possess. Hence as the dire need for information drives the individual so also it goads the societies.
* An indexing service is a service that assigns descriptors and other kinds of access points to documents. The word indexing service is today mostly used for computer programs, but may also cover services providing back-of-the-book indexes, journal indexes, and related kinds of indexes. An indexing service is a service that assigning of descriptors for referencing documents. The product is often a [bibliographic index](https://en.wikipedia.org/wiki/Bibliographic_index), which may be a subject bibliography or a [bibliographic database](https://en.wikipedia.org/wiki/Bibliographic_database). Guidelines for indexing, including the evaluation of such services, are given in the literature of [library and information science](https://en.wikipedia.org/wiki/Library_and_information_science).
* Indexes are mind road maps to both known and unknown information. Sometimes we know that certain information exists out there and all we have to do is found out where often we don’t know if there is information or not, but we hope and search, looking for things.
* Indexing is a finding device that connects a symbol for a topic (usually in the form of an image or a word) with whatever material is pertinent to that topic in a body of information stored in human memory, in print, or electronically. Simply put, indexing produces entries in an index. This process involves the steps of analyzing the content of the information item, expressing the number of the items in some abbreviated form, and indicating the location of the information. An index creates a surrogate of information items to facilitate access and use. When we make an index, we create an abbreviated and orderly image of the information item.
* In this digital era, repositories, the organization, and access to information, and tremendous amounts of knowledge is guarantee with the aid of information retrieval tools. Out of these tools the indexing is taken for learning discussion. It is ancient and dependable information retrieval tool and plays a significant role in the information retrieval process of any information retrieval system, it may be digital, hybrid or traditional libraries. The method guarantees unhindered access to stored information and knowledge and at the same time allow for precision and high recall of information in an information retrieval system.
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* **Meaning of Index:** It means, an indicator, pointer, sign, or measure of something. Some other meanings are; [guide](https://www.bing.com/search?q=define+guide&FORM=DCTRQY) · [clue](https://www.bing.com/search?q=define+clue&FORM=DCTRQY) · [hint](https://www.bing.com/search?q=define+hint&FORM=DCTRQY) · [indication](https://www.bing.com/search?q=define+indication&FORM=DCTRQY) · [lead](https://www.bing.com/search?q=define+lead&FORM=DCTRQY) · [signal](https://www.bing.com/search?q=define+signal&FORM=DCTRQY) · [mark](https://www.bing.com/search?q=define+mark&FORM=DCTRQY) · [token](https://www.bing.com/search?q=define+token&FORM=DCTRQY) etc. etc.
* **Origin of the word or Term** [**Index**](https://www.librarianshipstudies.com/2017/02/index.html): The term ‘index’ has been derived from the Latin word ‘indicare’ which means to indicate or to point out. Here it refers to guide to a particular concept in a document. Index is a systematic guide to items contained in a document or concepts derived from it. Items denote the name of the author, title, etc.; concepts may be like classification, cataloging, etc. To elaborate a bit more it may be said that an index is a systematic guide to the items of published literature in a collection or concepts derived from a collection. The original sense ‘index finger’ (with which one points), came to mean ‘pointer’ or something that serves to point to a fact or conclusion; hence a list of topics in a book (‘pointing’ to their location).
* **Definition of Index:** 1. An index is a list of authors, subjects, titles, names, words or phrases and associated pointers to where useful material relating to that heading can be found in a document or collection of documents.
* 2. An alphabetical list of names, titles, subjects or key words alongwith page numbers or with references to the places where they occur, typically found at the end of a book.
* 3. An **index** is a list of words or phrases and associated pointers to where useful material relating to that heading can be found in a document. In a traditional back-of-the-book index the headings will include names of people, places and events, and concepts selected by a person as being relevant and of interest to a possible reader of the book.
* 4. An alphabetized list of names, places, and subjects treated in a printed work, giving the page or pages on which each item is mentioned.
* **Meaning of Indexing:** The process to generate an index.It means to process preparation of an index. OR to prepare an index like a catalogue. The work we have to do for preparation of an index.
* **Definition of Indexing:** 1. The process of expressing the main subject or theme of a text in a document in the terms of an information retrieval language. Indexing facilitates the retrieval of a text from a number of other documents or collecting focused items from different parts of the same document alongwith page numbers where they occur. Either an entire document or a part can be indexed.
* 2**.** The indexing is a process by an indexer to exercise preparation of an alphabetical list of names, titles, subjects, words for the purpose to facilitate retrieval of required information. It demands availability of documents, experts, techniques and enough time to be consumed on its preparation according to the sponsors’ set objectives. It is an expert activity just like a cataloguer, processes preparation of a catalogue.
* 3. Indexing is the way to get an unordered-table into an order that will maximize the query’s efficiency while searching. When an information materials is unindexed, the order of its location and information within this individual information material will likely not be discernible by the query as optimized in anyway and your query will therefore have to search through the information stock then textually line after line. That is to say the queries will have to search through location and text.
* **Indexer:** An indexer organizes information and creates an index which can be used to locate that information. Every time someone opens a nonfiction book and flips to the index to look something up, she or he is taking advantage of this person's hard work. Indexers can index books, magazine articles, and other types of publications.
* **Objectives of Index:** Following are objectives of an index:
1. To assist accessing information easily in any documents or in a collection or in information materials available in the library.
2. To increase the efficiency of the indexing method.
3. To improve the efficiency of the information management system.
4. To state the key information regarding any subject even available in distant collection.
* **Purpose of Index:** 1. The purpose of an index is to locate and retrieve the needed items or concepts in a collection. An index is consist of entries. Each entry is a unit of an index. These entries are arranged in a systematic order. An index consists of two parts: (i) Descriptive part – It gives items, ideas, and concepts; (ii) Location Part – It gives the location where the items or concepts have been discussed are available.
* 2. The basic purpose of an index is effective and efficient access to information, either through structured records, such as books and databases, or random stores of information, such as information found with Internet search engines.
* **Need of Index:** 1**.** Index needs to optimize speed and performance in finding relevant documents for a search query. Without an index, the searcher would scan every document in the corpus, which would require considerable time and computing power.
* 2. Indexes are a nice way to gain familiarity to certain shelves or corners or markets or sectors. If required information is available, go with or otherwise.
* **Nature of Index:** The index may be available in hard copy or soft copy or available in both forms. It may cover a subject or a journal. Example, newspaper index or index to any periodical publication.
* **Scope of Index:** An index of a social science or scientific work may contain their bibliographic details in any systematic order. Similarly, an index of a humanities work may contain the thesis, handbooks, dictionaries, encyclopedias, journals and articles or conclusion of the larger work from the aforesaid subject area.
* **Kinds of Index:** Index which is an alphabetical list or some other type of proper arrange list of accessing points in a document or documents. It is prepared according to customer’s using priorities. There are many types of indexes, however, most important are mentioned in below paragraphs:
* **Author Index:** It is a **list (as of bibliographical information or citations to a body of literature) arranged usually in alphabetical order of some specified datum (such as author**, **subject**, or **keyword**).
* It is an alphabetical list of author’s names, according to authorship bearing on the intellectual product.
* **Subject Index:** A subject index (also known as a subject directory, or just a directory). Subject Index information has been thoughtfully organized subject wise.
* **Title Index: It brings all the titles together in alphabetical order mentioned in a particular source or of different literature sources, concerned to the objectives. This compiled list is called subject index.**
* **Name Index: Collects names mentioned in a text or several publications, put in into alphabetical order for easy access.**
* **Classified Index:** A list of headings, organized into groups based on similar characteristics rather than in alphabetical order, that points to information relevant to the heading in materials organized in some other manner. Notes: Classified indexes are typically hierarchical, using general headings that are further subdivided by more specific headings.
* **Good Index:** What **is** aGood Index? It is a tool that leads a user to the exact information that is needed with no hurdles, no false paths, and probably no irrelevant materials. The perfect index leads a user to totally pertinent information, seldom leads to trivial information. Of course such a perfect index is rarely created, but we strive for it every time we create an index might fulfil the users’ needs. When a user consults an index four things may happen and three of them are bad:
* Information is not found, although it is there.
* Information is found, although it is not what was expected.
* Only a part of the information is found and the other part is missed.
* The information is exactly what was needed and anticipated.
* Indexers try to minimize numbers one through three and to maximize number four. The indexer should be acutely aware of all four potential outcomes.
* **Essentials or Characteristics of a Good Indexing System:** The following are the essential features of a good indexing system:
1. **Right System:** The right system of indexing must be chosen in order to achieve the objectives of indexing.
2. **Simplicity**: An indexing system should be simple to understand and operate. It should not involve unnecessary complex in operation.
3. **Economy**: It should be economical in terms of money, space, and effort. The purchase of indexing equipment requires heavy investment during initial period. Therefore, proper attention should be devoted to ensure economical use in the end.
4. **Flexibility**: The selected index system should have sufficient scope for expansion. A single system may be used for several purposes. For example, the location of document, supply of important information and the like.
5. **Efficiency**: Any index system should ensure speed in operation and requires minimum time for operation.
6. **Conformity with Filing System**: The selection of index method depends upon the nature and type of filing system adopted in an organization. Hence, there must be a correlation between the filing system and index method.
7. **Cross Reference**: There should be Cross reference under the head under which a document could be filed but has not been filed.
8. **Signaling**: A tab or slip should be attached at the edge of the card or file. The tab or slip contains facts of the document briefly. This is used to draw the attention of the needy persons of files.
9. **Online Availability:** Is should be online available.
* **Advantages of Index:** The advantages of indexes are as follows:
* Their use in queries usually results in much better performance.
* They make it possible to quickly retrieve (fetch) data.
* They can be used for sorting.
* Unique indexes guarantee uniquely identifiable records in the database.
* Save time, money and labour of the staff and users.

**Disadvantages of Index:** The disadvantages of indexes are as follows:

* They decrease performance on inserts, updates, and deletes.
* They take up space (this increases with the number of fields used and the length of the fields).
* Omission is expected
* Duplication may take place.
* Laborious job.
* **Conclusion:** The basic performance must be possessed by an index is effective and efficient access to information, either through structured records, such as books and databases, or random stores of information, such as information found with Internet search engines.