**Paper 5 Serial Management**

* **Difference between Index and Abstract:** An abstract is a real surrogate of the document. By skimming abstract user get an idea about the real document without reading the whole from the beginning to the end. Unlike an abstract, an index cannot replace the original and acts as a guide to it. The index is a gate and not a real surrogate of the original document. It provides only the entry points to the users of the literature during their search for information.
* Indexing and abstracting are like twins. They are pioneer schemes of early civilization of knowledge classification and document arrangement and are still relevant and serve as the legacy to information retrieval system of the twenty-first Century. Indexing and abstracting have their distant origins somewhere and at some time when someone realized that written records need to be organized to enhance accessibility. Indexing and abstracting as knowledge organization tools usually provide detailed and accurate maps and road signs in the information superhighway.

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| Index | Abstract |
| An index consists of short indention of information with an adequate bibliographical citation. | Whereas abstract consists of concise representation of an original document with adequate bibliographic details |
| Index helps to locate the required information. | Abstract helps to locate as well as select the required item. |
| The index is only used for fact-finding. | Abstract is also used for searching document and at the same time, it also insists the user to read the real document. |
| An index is usually indicative. | On the other hand, abstract plays a role as not only indicative but to informative. |
| An Index is not a real surrogate of the document | Whereas informative abstract can be claimed so. |

**Conclusion:** Indexing and abstracting are like twins in the information retrieval process. Indexing and abstracting are the two approaches to distilling information content into an abbreviated, but comprehensive representation of an information resource(s). They are knowledge organization tools which usually provide detailed and accurate maps and road signs in the information superhighway. Digital libraries are characterized by an electronic stock of information which can be accessed via computers, and are extension and augmentations of physical libraries in digital forms. They are information retrieval systems (a device interposed between a potential user of information and the information itself) which provide opportunities to access and retrieve information that is often accessible for a variety of reasons. In digital libraries pointing out the importance of indexing and abstracting in the information retrieving process and then highlighting the roles played by indexing and abstracting as tools for information retrieval in digital libraries.