

## Week 1 - 3

### **Basic Concept in Bibliography**

**Definition of Bibliography:** These are reference books whose major preoccupation is the identification, listing or recording of various types of publications. Bibliographies are important research materials because they give people a fair idea of literature in various subjects or geographical areas. Some bibliographies also contain comments or annotations intend to give users an insight into the content of each entry.

**Bibliographies:** These are publications, which list other works, or publications arrange in alphabetical or chronological order. Bibliography may cover a subject or geographical area. There are also bibliographies that list works published within a specific period of time. Most bibliographies are published weekly, monthly and annually. Irrespective of the types or forms in which bibliographies appear, they remain credible indicators of the extent of existing stock of publications. In addition, the particulars of each bibliographical entry are recorded. Bibliographies are very important tools for book selection in libraries considering the extensive number of items or titles covered in different periods, subjects or geographical areas.

**Bibliographic Record:** A bibliographic record is a transcription of the complete cataloguing information for any item. Such descriptive information about the book as author, title, edition, place of publication, publisher, date of publication, pagination, volume, illustration, number.

### **Purpose of Bibliographic Records**

- i. To provide the information necessary to describe an item accurately both physically and intellectually in order to distinguish it from other items.

- ii. To provide its location in the collection.

## **Basic Concept in Indexing**

***Index:*** An index is a pointer to the whereabouts of an item or document in an information system. It's most popular usage or function is, perhaps, as a guide to the intellectual content of publications or reading materials. Such contents are represented as a list comprising the major terms, concepts, subjects, topics, names and places arranged in a particular order (especially, alphabetical or chronological) with references (particularly, page or pages) to show where each item indexed can be found in the original document.

***Index Terms:*** The concepts or phrase used to depict the intellectual content of documents are more commonly called *index terms* or *index entries*.

***Indexing:*** This is the creation/production and compilation of indexes. Indexing is the process of providing a guide to the intellectual content of documents, whether such documents are part of a library collection or not. Organizing the identified index. Indexing is, therefore, an intricate undertaking which involves careful perusal of the documents and selection of relevant terms through which search for the document (or its contents) could be made.

***Indexer:*** An indexer is a person charged with the responsibility of creating or compiling index terms or entries. The entire work of an indexer can be summarized in two mutually reinforcing concepts, Viz *analysis* and *synthesis* of documents. There are two broad types of indexers. These are *author indexer* and *professional indexer*.

## **Features of a Good Index**

1. A good index will break down and display accurately and at a glance, all the essential information in the document or other information sources, which is being indexed.
2. An index must be easily comprehensible to the intended users. This will facilitate its maximum utilization as an information search and retrieval tool. In the absence of this quality, the index becomes an obstacle to information search and retrieval. One clear way of making the index meaningful is by using unambiguous terms as index entries.
3. A carefully-constructed index should provide its users with multiple access points (or search terms or index entries) to the subject, terms or concepts. This will provide varieties of approaches to the index entries for different categories of users.
4. A good index should be able to use effective and easily- recognizable label or name for the subject of the document or other search terms/index entries.
5. There should be a measure of consistency in the choice of entries or terms in the index. One way of achieving this attribute is to construct the index with the aid of standard or authority lists like classification schemes, subject heading lists or thesaurus.
6. A good index must make adequate provision for cross-references. This will give users access to alternative or related concept thereby widening the usefulness of the index as a locative tool.
7. A good index must be accurate as a locative tool. The page given as the location of the index entry in the original document must be correct if the index is to live up to its description as a facilitator of information search and retrieval.

8. A good index must highlight every significant item of information (be it name, topic or concept) that appears in the original document which is likely to be sought after by users of that source.
9. Terms or entries in the index must be arranged or organized in an easily understandable order, be it alphabetical, chronological, serial, etc.
10. Abbreviations and acronyms appearing in a document should be indicated in the index.

### **Basic Concept in Abstracting**

**Abstract:** is a summary or bibliographical reference to the original. An abstract is the terse representation in (as far as possible), the author own language, of all the points made in the same order as in the original piece of primary documentary information that can be a book, a research report, a periodical article, a speech, the proceedings of conference, an interview, etc.

An abstract is a summarized, correct representation of the intellectual contents of a document, preferably prepared by the original author(s), though this can also be done by another person.

**Abstracting:** abstracting is a process of production a brief summary (precis or synopsis) of a document showing salient issues like the objectives, scope, procedure or methodology, conclusions and recommendations contained in the document.

**Abstractor:** The abstractor is one who abstracts documents. This simply means that an abstractor writes or produces abstracts of documents.

**Abstracting service:** This is used to describe the preparation and circulation of summaries (abstracts) of documents usually in a restricted discipline or subject area.

***Abstract Bulletin:*** This is also called abstract journal. It is a periodical publication in which series of abstracts are included. The abstract bulletin is produced by any means, especially duplication, printing and photocopying.

***Synopsis:*** This can be easily explained as a brief outline showing the salient points of a document.

***Abridgement:*** This is another method of text minimization. It refers to the reduction or shortening of the size or volume of a work (publication), especially by using fewer words or sentences.

***A Paraphrase*** is a rendering of any statement (written or oral) giving its meaning in the other words without losing the original intendment.

***Precis:*** This the shortened restatement of the major points, espoused in a piece of writing.

### **The Justification for Abstracting**

Abstracts at a glance, show the summaries of documents, containing the methodology and the major findings, conclusion and recommendation.

Abstracting is meant to facilitate easy information search, retrieval and utilization. Abstract therefore, save both time and efforts.

### **FORMS OF BIBLIOGRPAHIES**

***Universal Bibliography:*** They tend to cover all forms of published items regardless of geographical scope, subject, period, or form. They tend to cover all subjects in all languages and in all countries. Of course, this type of bibliographies that are not

limited by country, time, language, subject or form. Such bibliographies can be termed as universal

#### *National and trade bibliographies*

These are bibliographies that are limited to a particular country. They are expected to cover all forms of knowledge published within a country. It may be published annually or over a longer interval. They are generally cumulated five-yearly. These bibliographies are normally published by the national library of each country, e.g. National Bibliography of Nigeria.

#### *Subject Bibliographies*

This is perhaps the commonest types of bibliography. They are very useful to scholars and researchers. This type of bibliography is delimited in scope by subject.

#### *Bibliography of Bibliographies*

This is more or less a tertiary reference source. It leads the users to bibliographies published in a particular subject or discipline. It performs the function of a guide to bibliographies.

#### *Guides to Reference Sources*

Guides to reference source could be categorized as bibliographies since they only provide a list of reference sources. They can be regarded a bibliographic guide to reference sources. They are usually arranged as in a systematic order. They guide users to general and specific information resources in various field.

## **Types of Indexes**

These are the approaches used by information seekers to locate and retrieve either document or contents of documents. The most popular of these approaches have earlier been identified as author, name, subject, title and document indexes.

*Author Index:* As the name implies, this type of index highlights all authors of materials mentioned in a document. It can also represent writers of information materials that have been in the alphabetical format, which usually do not take cognizance of prefix like “von”, “de”, “de la”, “del”, “el”, etc. generally, an author index represents either personal or corporate names of all major contributors to the intellectual contents of documents. Sample of entries in an author index would appear like this:

Anyanwu, E. U.  
Edom, B. O. 21, 36, 208  
Fubara, C. N. 8, 15.  
Oparaku, D. 112, 250  
Ossai-Onah, O. V. 12, 311.  
Zanders, E. 10

*Name Index:* Beside authors, information seekers may also want to know about other people mentioned or discussed in a document. Such non-authors that appear in a document can be highlighted or indicated in a customized name index. Name index therefore, take care of other prominent names (outside authors) which might be sought after by readers of a document.

In preparing name indexes, it is advisable to write the names in full with standard punctuation. This will help users differentiate between two people of the same surname and initials.

Ajoku, Thomas Uwadiogwu 207  
Amdi, Emmaunel Ifeanyi 100, 117  
Chikeka, Patrick (Chief) 3  
Egbuchu, micah Obinna 118, 201  
Nnadozie, Chigozirim Oluebube 13, 216  
Nnadozie, Chukwuma Opara 5, 10, 114  
Ossia-Onah, Chukwubuikem 12  
Ossia-Onah, Onyemike Victor 12, 311

*Subject Index:* This type of index reveals the major themes or topics or subject of a document or other information materials. In terms of value and variety, the subject index is, arguably, the most important in the family of indexes. This is because, through the subject index, the user of the document is made aware of the major topics and sub-topics covered, which enable him to decide quickly whether to continue with the document or search for the needed information elsewhere. Subject entries are arranged alphabetically, but prepositions and articles are not considered when filing these articles.

Examples:

Abstract 10  
Abstracting 10, 11  
Abstracting Services 11, 15  
Cataloguing 21, 33, 132  
Concept Indexing 6, 113, 206  
Documentation 87, 110  
Indexing 5, 8, 113, 207  
Notations 302  
Serials Management 118

*Title Index:* This is a form of index which comprises the full titles of all publication cited in a document. It can also be specifically created to pinpoint title of document available in a library. In the case of journals and other periodicals, their full titles (and sometimes, standard abbreviations of the title) are provided. In many cases, the abbreviation is given first... in several title indexes, additional and very useful information, such as volume and issues numbers, as well as, date of publication, are cited.

*Newspaper Indexing:* This is the creation of important information items (names, topics, subjects, etc) in newspaper and provision of adequate page reference to facilitate easy access to the contents. Newspaper indexes assist both library staff and information users to retrieve needed information from current and back files without difficulty. Usually, the following information items contained in newspaper are indexed in libraries, viz: editorials, job advertisements, news about the parent institution of the library or its host community, features articles, broadcasts, and important speeches, sports competitions, environmental issues, news on library science and librarianship, among others.

## **FORMS OF ABSTRACTS**

- i. **An Informative Abstract:** tries as much as possible to capture all the essential points in the original document. It presents the actual data and information contained in the original document, thereby giving enough details to enable a user to have sufficient knowledge present in the original document. To a large extent, it takes the place of the original document. In writing informative abstracts, the abstractor has to organize it in a way that it reflects the content of the document as much as possible. If it is an

investigative report, it should state the objectives, scope, methodology, findings, conclusions and recommendations. Informative abstracts tend to be between 200 and 500 words.

- ii. **Indicative Abstracts** provide an indication of the original document. It is sometimes called descriptive abstract. It indicates the types of documents being abstracted, the principal areas covered and the way the facts are treated. It applies generally to non-research paper. It hardly provides the actual content. Unlike an informative abstract, which can be regarded as a true surrogate of the original document, an indicative abstract cannot be used in place of the original document. It tells the user what can be found in the document rather than the actual data and information.

## **Week 4 - 9**

### **Components of Bibliography**

- The author's names.
- The titles of the work.
- The names and locations of the companies that published the work.
- The date of publication.
- The page numbers of your sources (if they are part of multi-source volumes)

### **Guideline for selection of a topic in bibliography**

1. Number of sources.
2. Range of materials.
3. Dates.

4. In general, you should AVOID encyclopedia article in select (or selected) bibliography of your completed paper.

## **Stages in Compilation of Bibliography**

### **A. Definition of the subject**

1. Select a topic: Pick something you can handle well within your time and space limitations.
2. Get a good overview: Use several good reference sources to become familiar with your topic.

### **B. Scope of the subject**

It depends upon some factors as;

- a) Comprehensiveness or selectivity: the subject bibliography taken to be compilation may be comprehensive or selective and it should be precisely.
- b) Period: it should state the time covered and also indicate if it is current or retrospective.
- c) Form: the compiler should also state if he should consider the inner form of the document or physical form like books, periodicals, encyclopedias, dictionaries, microfiche, pamphlet, manuscripts, gramophones, records etc.
- d) Level: the bibliography going to compile is for whom, whether it is for ordinary reader or scholars and researcher.
- e) Language: The decision as to which language should be covered whether it should be universal or bilingual or multilingual.
- f) Area: The area can be interpreted either the area of coverage of the subject or geographical place from where the document published, i.e. place of publication.

3. Search for material: The starting point of any search for document is library catalogue then books, periodicals, micro documents etc.
4. Item of information: If it is a bibliography for ordinary readers brief bibliographical information is sufficient. Information is generally collected in slips, or data entry sheet or cards because that helps in the arrangement.
5. Selection: Selection of required document which suit the purpose of compilation of bibliography should be done in the next step.
6. Kinds of Entries: It is essential to satisfy the approaches through author, collaborator, title (occasionally) and subject. Sufficient member of references should also be provided to take care of alternative approaches.
7. The Arrangement: Some of the possible arrangements are alphabetical, classified, combination of alphabetical and classified, chronological.
8. Other Adjuncts: the following other adjuncts can be provided to a bibliography.
  - a) Preface
  - b) List of contents
  - c) Method of arrangement
  - d) Outline of classification used.
  - e) List of periodicals and other document consulted.
  - f) List of abbreviation
  - g) How to use the bibliography with examples.
  - h) Directory of publisher
9. Form of final Presentation: The final form of the presentation of the bibliography may be slip cards or magnetic tapes. It may be typed, micro-graphed or printed.

## **Week 10 - 15**

### **Components of Index**

*Heading:* This is simply the main entry for an index item in a newspaper. The heading is usually the author in which case the author's *sur* or first name is recorded first.

*Caption:* The title of the item is the caption. It is recommended that the title or caption be copied verbatim from the original source (i.e. newspaper). Lengthy titles are condensed or abbreviated.

*Subject:* In the final analysis, stories, articles, columns and other write-ups in newspapers belong to one discipline or the other. The subject areas to which the newspaper items belong must be indicated in the index. For write-ups that are multidisciplinary, the subject heading should be under the most dominant subject.

*Reference Line:* This is an information access and retrieval tool, which indicates the source (i.e. name of newspaper), date and the page where the item appeared in the newspaper.

### **Components of an Abstract**

The first is the bibliographic citation or reference while the second is summary proper. The bibliographic reference indicates; the name(s) of the author(s), title and other bibliographic particulars (depending on the type of publication) including date and pagination. These are needed for storage/filing, identification and retrieval. The second part of the abstract is the summary of the article or other types of published matter.

## **Guidelines for Selection of Topic in Abstracting**

Documents should meet the following specification

1. Be pertinent to the interest of the clients.
2. Make novel contribution to a given field of interest.
3. Be final reports or other reports that are well supported by correct methodology and convincing evidence.
4. Be those which convey information that is difficult to access – such as foreign documents.
5. Make significant advances.
6. Be those which contain information located in sources known to be reliable such as the information in professional and technical journals with an established reputation.
7. Be sources, like journals or reports, which an abstracting outfit has agreed to give comprehensive coverage.

## **Guidelines in Abstracting**

- i. The correct or true title of the original document should, as much as possible, retain its format in the abstract.
- ii. The use or application of capital letters should be carefully considered.
- iii. Subtitles should be added to a title proper. This is particularly so if the main title is inadequate, or if by indicating them, a longer phrase can be omitted for the abstract to make it more concise and user-friendly.
- iv. The arrangement adopted for the various parts of a reference is not particularly significant as long as the order chosen is consistent and good appearance. Example: “Survey of Abstracting Services” 2136 – 2170; Methodology, 2145 – 2146; Recommendations, 2160; etc.

- v. it is advisable to give full numbers to page mentioned (e.g. 120 - 125), rather than abbreviations (like 120-5).
- vi. Where an article or the entire document is divided into parts separated by advertisements, the complete pagination should be stated. Example, 121 – 122, 135, 142, 156, 173, etc.
- vii. Abbreviation or contraction of titles of journals and other publications is allowed.
- viii. Authors, and sometimes, editors of documents are normally stated – with surname and initials. Example: *Chemical Abstracts*.
- ix. In a collaborative or joint publication (i.e. those in which two or more authors co-operate in writing a paper).
- x. The need for brevity and conciseness should be an uppermost consideration by the abstractor at all times.
- xi. It is far better and more meaningful to write complete sentences with verb complete sentences with verbs kept close to their subjects. Extraneous phrases like, “in the current/present article ...” “the writer/author...” “the writer then goes to show...” etc, should not be allowed to appear in the abstract.
- xii. As a general rule, short sentences are preferred to long ones with complex clauses.
- xiii. Abstracts should not only be self-contained; they must retain the basic information and tone of the main or original document.

### **Stages in Compilation of An Abstract**

Step I: *Frist Reading*: - At this stage, the abstractor merely skims the document.

This involves very quick reading of the title of the work and taking mental note of chapter heading, sub-headings, diagrams, tables, pictures, etc.

scanning the references can also be very helpful. The aim is to content and subject of the documents. By this familiarity, the abstractor would be in a better frame of mind for the task ahead.

Step II: *Creation of Bibliographic Reference for the Document*: - This involves recording of the essential particulars of the original document. Specifically, the author(s), affiliation (institution) of the author(s), title, date of publication place of publication and publisher, if it is a monograph (textbook). Also, the title of the publication, volume number, issues number, and pagination, should be recorded accurately if it is a journal, newspaper, magazine, or other serials/periodicals. This is because wrong bibliographic reference would be misleading and thus creates difficulties in the location and retrieval of the original document.

Step III: *Second Reading*: - The second reading enables the abstractor to have a good grasp of the discussion or reading in the original document. Though smaller documents can be read cover-to-cover, it is only rational to read the important parts of voluminous documents. The second reading involves going through the original abstract by the author's preface, forward, introduction, chapter headings, sub-headings and reference/bibliography. Ultimately, what is read depends on the nature or presentation of the document. The second reading enables the abstractor to achieve full understanding of the theme (s) and issues(s) discussed by the original author in order to be able to reproduce it in condensed form.

Step IV: *The Rough Draft*: - After becoming reasonably familiar with the subject-matter of the original document, the abstractor can now produce the rough or preliminary draft of the abstract. This is done in a narrative form. The rough draft is usually very wordy because the abstractor tries to capture and present

all information considered to be essential. The vital parts of the document such as the abstract, introduction, preface, foreword, chapter headings, methodology, findings, recommendations and other special features, depending on the type of document, are covered in the rough draft. The abstractor's own wordings are recommended and there should be no attempt at precision.

Step V: *Correction of the Draft Copy:* The rough draft is usually written in haste and so prone to errors. This calls for a second reading to identify any information included in error and make corrections. Thus, having produced the rough draft, it should be properly edited to remove irrelevances, spelling or punctuation mistakes and grammatical errors. The abstractor can also include any information considered important but which was omitted in the rough or preliminary draft. In addition to correcting errors and mistakes, this stage of the abstracting process aims at pruning down the volume of the first draft to make the abstract more concise.

Step VI: *Final Copy:* This involves recopying the edited version to produce that abstract that would match the need of the intended users. All the corrections, cancellations and irrelevances of the draft and edited copied are removed in the final copy. The final copy is therefore, clean and precis. Abbreviations are only permitted where they are unavoidable and this should be restricted to the generally accepted forms. The final copy is a measure of the abstractor's that he/she could produce.

Step VII: *Creation of Reference Number:* The abstract is, among other things, meant to notify the user of the existence of the original document. The abstractor should therefore provide the user a link to the main work. This is the work of the reference number. Creation of reference number is the last

stage of the abstracting process, charges the abstractor to: “*Keep a note of the year and number of each reference*: Thus, CA 103: 153058 for example, would mean the reference was found in *Chemical Abstract, Vol. 103* at abstract number 153058”. Recording of the reference number of the document must be accurate to avoid misleading the users and staff. There may not be any hard and fast method of recording the reference. What is important is that a connection or link is created between the abstract and the location of the main or original work in the library.

### **Guideline in Indexing**

- i. Everything in the document should be indexed in-so-far-as they are useful. (Examples title, preface, foreword, table of content, main text, notes, glossary, bibliography, appendices, etc)
- ii. Index entries should be arranged or organized in an easily identifiable order (alphabetical, serial, classified, chronological, etc)
- iii. The popular headings should be chosen at all times
- iv. There should be consistency in the form of spelling (orthography) used. (honour or honor; ae or e; s or z; etc)
- v. Ambiguous concept/terms should not be chosen as document descriptors (e.g., organic chemistry not chemistry; presidency - Nigeria, not presidency or Nigeria alone)
- vi. The indexer should be consistent in the use of singular or plural forms
- vii. The word and the action which describe it should be combined or unified in one index entry. (e.g. Libraries and librarianship, document and documentation)

- viii. Headings should be inverted, where necessary and possible (for instance Co- operation, Library; History, Oral; Cleric, Christian, etc)
- ix. Identify synonyms and make suitable references
- x. Antonyms should be identified and suitable references made (Open and Close Access; Charging and discharging; etc)
- xi. Identification should be provided where there is a likelihood
  - (A) Capital (Headquarters); Capital (Fund/Money); Capital (Property); Capital (Heading/Caption),
  - (B) Constitution (Law); Constitution (Component/constituent), etc
- xii. The full personal names of persons quoted should be given. Examples:
  - 1. Augustus, Caesar; Augustus, Christopher; Augustus, Christian.
  - 2. Brown, John Dunn; Brown, James Duffs; Browne, Nina, etc
- xiii. Index entries should be made directly under the subject of the documents (examples: Commerce, Ministry of; not Nigeria – Ministry of Commerce; Defense, Department) of; Not America – Department of Defense, etc
- xiv. The use of capital letters should be in line with the rule of grammar in the language of the text. For instance, Babbage, Browne, Chuma, Thomas, Carthage, Washington but osmosis, documentation, mutation, etc.
- xv. References should be made from main subjects to their subdivisions. Example, vehicle, See Also (SA) Wagon, Saloon, van, Bus, Trailer, Truck etc.
- xvi. Wherever possible, subdivide alphabetically aspect.
- xvii. Spell out all symbols and abbreviations fully. Example Percentage not %; Absent not Abs/ABS; Nigeria Library Association not NLA but

ECOWAS/*Ecowas* not Economic Community of West Africa States;  
UNESCO/*Unesco* not United Nation Educational, Scientific and Cultural  
Organization, etc.

- xviii. Avoid indiscriminate use of bold type
- xix. Include a note if references are made to paragraph numbers and not page number.

## PUNCTUATION

- i. *Comma*: Generally, a comma indicates either a light pause or a break between two parts of a sentence. Examples
  - Abstracts, Historical, 30
  - Documentation, definition of, 107
  - Ranganathan, Prof. S. R., bibliography of, 10.
  - Facet analysis, definition of, 218 etc.

Comma are also used before the corresponding page.

Example; Optical Coincidence Card: 11, 37, 186

The comma also precedes titles and ranks, even though they may have been inverted.

Example; Dewey, Melvil, Prof.

Nnadozie, Chuma, Dr.

Uche, Chinemerem, Rev.

- ii. *Colon*: The colon is generally used to draw special attention to what follows. Example;

❖ Government: Nigerian, 464; Arms of, 480;

History of 386; Finances of, 411; Leaders of, 216.

❖ Denomination: Anglican, 116; History of, 120-122

Cathedrals of, 86; Missions of, 111; Priests of,

- iii. *Semi-colon*: Literally, a semi-colon is between a comma and full – stop in value. Examples:

Estate; housing, 110 -112; types of, 120; resident of, 111; school in, 212; playground in, 411; renovation of; 215; financing of; 316; etc.

- iv. *Hyphen*: A typical hyphen is a short line placed in between a word or sentence. Example: co-existence, co-ordination.

It is also used to highlight the extent of pagination. Ontology, 216-217

Hyphen is also used in indexing to indicate that more things are to follow. Eg. Epistemology - definition of, 368.

- v. *Full-Stop*: This means that a complete halt should be observed in a sentence, paragraph or other written construction. Example:

Engr. (Engineer), Dr. (Doctor), Fr. (Father), Barr. (Barrister), Rev. (Reverend), Hon. (Honourable), Mr. (Mister), Mrs. (Missus), Prof. (Professor), Capt. (Captain), Gen. (General), Maj. (Major) etc.

## **Stages in Compilation of Book Index**

The first Stage in book index is the *familiarization stage* wherein the index flips through or scans the entire document in order to gain a measure of acquaintance with the subject-matter of the text. This familiarity is achieved through spot reading aimed at identifying the concepts conveyed by words or phrase in the document. The general idea of the document can be understood through careful examination of the

title, foreword, preface introduction, chapter headings and sub-headings. The glossary, where available, is also a helpful guide. The familiarity gained at this stage will enable the indexer to proceed to the next stage of the operation.

The second stage of book indexing is the *analysis stage*. At this stage, the indexer, having been reasonably acquainted with the book, makes an intellectual judgement of the concepts and topics treated in the book which are likely to be sought after by users. In other words, the indexer must weigh the central theme of the book against the interest and search pattern of the potential users. It is at this stage that the indexer's literary or language competence and subject background is tested for real to see if there is sufficient background knowledge for subject or concept analysis of the book.

The third and final stage in book indexing is the *translation stage*. It is at this stage that the concept of vocabulary or terminology control in indexing is exercised. This is because the indexer aligns or streamlines the terms earlier chosen with the standard terms provided for in the indexing language. In other words, at this stage of the indexing operation, the indexer assigns subject descriptors or index terms selected from the controlled language, usually subject authority list and thesauri. Book indexers normally rely on their subject background and knowledge of the discipline in order to arrive at index terms that would coincide with the terms used by searchers.

## **Newspaper Indexing**

Step I: Assembling the materials and tools: These tools include pencils/pens, erasers, index cards and files.

Step II: Identifying the index items

Step III: Choosing the index terms

Step IV: Producing of draft copy

Step V: Produce/create the main copy

Step VI: After completing the steps enshrined above, each of the newspaper that have been indexed is marked "*Treated*". This inscription usually appears on the top left corner of each treated newspaper.

Step VII: Filing of index card: The cards produced from the above procedures are filed according to the alphabetical arrangement already established in the public catalogue.

**Form of Thisday Newspapers.**

Nnadozie, Oluebube Chigozirim.....	Author
Education in Imo State: An Assessment.....	Title
Education.....	Subject
TD – 20/11/2008 – 23.....	Reference line

Newspaper Index card with author as main entry

Education.....	Subject
Nnadozie, Oluebube Chigozirim.....	Author
Education in Imo State: An Assessment.....	Title
TD – 20/11/2008 – 23.....	Reference line

Newspaper Index card with subject as main entry

Education in Imo State: An Assessment.....	Title
Nnadozie, Oluebube Chigozirim.....	Author
Education.....	Subject
TD – 20/11/2008 – 23.....	Reference line

Newspaper Index card with title as main entry

The figure above are newspaper indexes produced for “Education in Imo State: A Assessment” written by Oluebube Chigozirim Nnadozie and published on *Thisday Newspaper* of November 20, 2008. The Highlights Could Be Summarized.