

UKAT in local indexing systems

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Overview

- General issues in design of an index
- Issues specific to UKAT

General issues

Do you need a subject index?

- MAD3 (2000), Cook (1977): indexes are an essential finding aid, as allow subject access *across* provenance-based catalogues
- Virtually all major archive projects have created subject indexes
- Limitations of text based searching

General issues

Scope of the index

- Index finding aids or original documents?
- Limit by level of description?
- Exhaustivity - all subjects or only significant subjects?

General issues

Structure of the index

- Incorporate thesaurus-type relationships (BT, NT, RT etc)?
- Use *see* and *see also*?
- Have a flat word list?

General issues

What standards to use?

- Choice of vocabulary (UKAT, LCSH etc) - may need to use both general and specialist vocabularies
- Standards: little aimed specifically at archives (e.g. Hunnisett's *Indexing for Editors* is out of date)

General issues

What standards to use?

- Standards for thesaurus construction and use: Aitchison, Gilchrist and Bawden; BS 5723; ANSI/NISO Z39.19
- Indexing standards/manuals: BS 6529, others ...
- Set up in-house procedures and editorial systems

General issues

Choice of user interfaces

- Browsing based interfaces (eg NDAD, AIM25) and searching based interfaces (eg Archives Hub)
- How 'smart' to make your searching?
- Reveal underlying structure?
- Transition from index to descriptions

UKAT issues

- Copyright - not an issue for most forms of use
- Calm, Adlib: use UKAT import files
 - limited to approved terms
 - updated copies will be placed periodically on website
 - should include guidelines
 - will also be supplied to DS and Adlib

UKAT issues

- Other software: copy from website, use SKOS-Core file
- Let others share your terms - integrate submission to UKAT into your indexing process
- UKAT should be *easier* to use than UNESCO

Bibliography

- Jean Aitchison, Alan Gilchrist and David Bawden, *Thesaurus Construction and Use: A Practical Manual*, 4th ed (2000)
- BS 5723: 1987 *British Standard Guide to Establishment and Development of Monolingual Thesauri* (1987)
- BS 6529: 1984 *British Standard Recommendations for Examining Documents, Determining their Subjects and Selecting Indexing Terms* (1984)

Bibliography

- Michael Cook, *Archives Administration: A Manual for Intermediate and Smaller Organizations and for Local Government* (1977)
- R F Hunnisett, *Indexing for Editors*, British Records Association Archives and the User no. 2 (1997)
- Margaret Procter and Michael Cook, *Manual of Archival Description*, 3rd edition (2000)