

**DECISION MAKING IN INDEX DESIGN:
An intermediate and advanced workshop**

Presented by Sherry Smith and Kari Kells, authors of *_Inside Indexing:
The Decision-Making Process_*

DATE:

Saturday, October 21, 2006

LOCATION:

Southwest Early College at Teikyo Loretto Heights University
3001 South Federal Boulevard, Denver, CO 80236
(at the intersection of S. Federal Boulevard and W. Cornell Avenue,
south of Yale)

SCHEDULE:

9:00–9:30 Registration and networking
9:30–12:00 Workshop with one break
12:00–1:15 Catered lunch and networking
1:15–3:30 Workshop with one break

COST (includes catered lunch):

Registration received by October 14:

\$80 ASI members

\$90 nonmembers

Registration received after October 14:

\$90 ASI members

\$100 nonmembers

LUNCH (included with workshop cost):

Please indicate your choice of one of the following main items:

Roasted turkey sandwich

Italian submarine sandwich

Honey-baked ham and Jarlsburg cheese sandwich

Vegetarian wrap

Chicken Caesar wrap

Chef salad

Roasted chicken and artichoke salad

TO REGISTER:

Please make checks out to:

ASI—Colorado Area Chapter

Send checks, contact information (including phone and e-mail address),
and your choice of lunch item to:

Katie Banks, Treasurer

12498 Co. Rd. 74
Eaton, CO 80615

PROGRAM DESCRIPTION:

This workshop is designed for indexers who have mastered the basics of the craft. Beginning indexers will benefit if they are familiar with basic indexing terminology and practices. Prior to our meeting, participants are asked to index three short history documents (60–70 pages). During the workshop, we will explore our varied indexing approaches to these documents.

We know that the indexes will have differences and we will spend time discussing how our decisions created those differences. Our discussions will focus on the primary principles of indexing and how we handled them in the indexes: making decisions about readers; identifying the metatopic; analyzing the text; determining the appropriate level of detail; gathering scattered and similar information; remaining consistent with depth; structure and wording; providing multiple access routes; and phrasing entries for brevity and usefulness.

Once you have registered, we will send you the style guidelines and other details about the assignment.

Your index should be completed and sent to the workshop leaders at least two weeks prior to the meeting. Anonymity will be maintained! No one will know which index was written by whom unless the participants reveal themselves.

We encourage you to register early so that you have ample time to complete your index.

Please plan to join us for dinner afterward at a nearby restaurant.

SHERRY SMITH

www.sherrysmithindexing.com

Sherry Smith discovered the indexing profession as a third career in the mid 1990s. Since then, she has worked as a freelancer who specializes in scholarly books that cover a variety of subject areas.

During her indexing career, she has served American Society of Indexers (ASI) at the regional and national level. In the Pacific Northwest Chapter of ASI, Sherry has been an officer and continues to coordinate several of the chapter's committees. At the national level, she has served on the Wilson Award Committee and written articles for *_Key Words_*.

Sherry also provides basic indexing tutorials and offers workshops for advanced indexers.

KARI KELLS

www.indexw.com

Kari began indexing in 1994. She has been teaching indexing since 1998 through the Graduate School of the USDA, University of Washington's Technical Communications department, Emporia State University's Graduate School of Library and Information Management, and through Index West.

She was a founding member of the Pacific Northwest chapter of ASI and has remained active in that chapter. Kari also served ASI at the national level. She is currently a member of the Indexing and Abstracting Society of Canada.

Since 1995, Kari has been on the faculty of Pierce College Library, and was a winner of the Association of College and Research Libraries' 2005 Excellence in Academic Libraries Award.

For more workshop information, contact:

Randy Jorgen, Chapter Chair
435.259.4056
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or

Gina Gerboth, Chapter Vice-Chair
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