

tion professional" is on pages 161–167.) The document reads like independently written chunks bound together.

This project represents a start in an important area, although not an auspicious one. A particular process of establishing competencies has been demonstrated, but its conceptual limitations and an inadequate report forestalled a successful demonstration. I doubt that the process will or should be repeated, as the authors have proposed from the beginning.

There is much work yet to be done if the field, as it should be defined for the end of this century, is to discover the full range of its requisite competencies and address them appropriately.

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**INDEXIT: A Microcomputer Indexing Program and Manual.** A. D. PRATT. Graham Conley Press, New Haven, CT (1985). 56 pp. + disk, \$49.95, ISBN 0-912087-01-3.

The proposed purpose of this program is to index a body of textual material that has already been printed, as, for example, when one is working from page proofs of a new book, or from an already-published book that lacks an index. What INDEXIT does, in fact, is not the actual indexing, but the ordering of index entries into correct sequence.

Key parts are a data-entry function, called ADD, and a merge function. The ADD function allows the user to type in the index entries, print them, revise them, and delete or add more until the index is completed. The MERGE function, which is fully automatic, sorts the newly created entries into alphabetical order and interfiles them with whatever entries have been previously made. In the REFORM function, index entries are automatically reformatted and a new file is created that brings together all the references to a single subject and puts the page numbers in ascending order. The indexer working from publisher's proofs can thus proceed page by page through the text, adding index entries as they occur on each page, and merging the entries with a previously accumulated set of entries, to produce a single alphabetical list of index terms and corresponding page numbers.

Entries can be filed letter by letter or word by word, and certain characters in alphabetization can be ignored if desired. Cross-references can be added in addition to the index entries. A capability for generating multiple sequences allows the user to create more than one alphabetical index at a time; for example, an author and a subject index. The printed results can be used as a working draft, and further changes can be made by using one's own word processing program.

System requirements are an IBM PC with at least 128K RAM; double density, double-sided disk drives; a PC DOS version 1.1, 2.0, or higher (works successfully with MS DOS); a monochrome screen; a standard keyboard; an 80-column monitor; and a word-processing program capable of handling "ordinary files of text." (INDEXIT creates standard ASCII serial files.) The program can also be used with a hard disk drive.

The manual consists of 56 pages, including an introduction and brief overview, two chapters on the basic use of INDEXIT, a chapter on "advanced" uses (e.g., adding cross-references and indexer's notes), limitations and error recovery, a description of system operation, and instructions on making copies. An introduction to indexing gives basic guidelines for the novice indexer, and principles applicable to both machine-aided and manually produced indexes. A carefully selected brief bibliography lists the standard texts for indexing.

The manual is clearly presented and could be used with an elementary command of the PC or MS DOS operating system. The example given to illustrate the use of the basic commands works well and allows one to execute the system without major difficulties. Menus, prompts, and error messages work reasonably well.

A minor limitation is that the maximum size of the index file will be one half the capacity of a disk. (INDEXIT checks to see that the size is not exceeded). Thus, the index can only be about 4,000 to 5,000 entries long. This should not be a major consideration in most instances. A second limitation is that users will need a program disk and a data disk for each different index, because different indexes cannot be put on the same set of disks. Third, because the printed index draft will appear as a single column, users requiring double columns for camera-ready copy will need a word processing program that will easily generate a double column format.

A more serious limitation to some will be the fact that, as mentioned earlier, INDEXIT does not generate the list of index entries but, rather, assists in the entry, alphabetization, and merging

of entries and cross-references. It is not so much an indexing device as an aid in the indexing process. This is not necessarily a disadvantage, however.

The value of INDEXIT will be determined primarily by the user's indexing requirements. For some, an automatic indexing program that can extract the designated terms from the text is more suitable, and the human indexer need only determine which terms are to be extracted by the machine. However, if one perceives the task of indexing to involve not only an analysis of the text to determine what concepts are to be indexed, but also a formulation of index entry terms that provide effective access points and also give a capsule description of the content to be retrieved, then the indexing process must involve intellectual input. There are many who would agree with the *Chicago Manual of Style* (13th ed., 1982), which argues in its chapter on indexing that "indexing requires decision making of a far higher order than computers are yet capable of" (p. 519). Such higher level decision-making is required, for example, not only in determining what statements in the text are pertinent and which are peripheral, but in determining when subentries are appropriate, what cross-references will be needed to guide the reader to related information as well as to authorized terms, what heading terms expressing the subject or idea should be selected as access points, and what modifying phrases will narrow the application of the heading.

These types of decision-making are essential steps in the process of indexing as outlined in the *Chicago Manual of Style* and Borko's *Indexing Concepts and Methods*. They are mentioned here because, unless one accepts the premise that such steps are indeed a necessary part of the indexing process, there would be little point in using a tool such as INDEXIT, which—implicitly at least—assumes that the primary value of computer aids to indexing is to assist in the sorting, merging, and alphabetical organization of index entries that have already been decided upon by the indexer.

If one accepts this view of the indexing process, then INDEXIT's role is to replace the tedious mechanical tasks of making the index cards and alphabetizing them. We need no longer heed the *Chicago Manual's* instructions (p. 520) calling for "abundant desk or table space . . . [e.g.,] the dining-room table . . . [hundreds of] three-by-five-inch index cards, . . . and a file box" (unless of course one still makes use of the dining room table for one's portable microcomputer, as did this reviewer). But until the day that expert systems replace some of the intellectual work of determining the index entries, the rest of the indexing process remains very much the same as outlined in the *Chicago Manual* and Borko, and INDEXIT might be used to advantage by the author or professional indexer preparing an index from page proofs.

The system is relatively simple and straightforward to use, in part because it does not attempt to do very much beyond sorting and merging entries, with minor reformatting. (It is then up to the user to do editing on the word-processing program of one's choice.)

However, for the indexer who accepts this limitation, and in fact, prefers to assume the intellectual tasks necessary to create an index suitable, for example, for a scholarly monograph, then INDEXIT can indeed relieve the indexer of a time-consuming and tedious task, and at only \$49.95, is well worth the price.

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**Freedom and Equality of Access to Information: A Report to the American Library Association.** COMMISSION ON FREEDOM and EQUALITY OF ACCESS TO INFORMATION, D. M. LACY (chairman). American Library Association, Chicago and London (1986). xvii + 124 pp., \$10.95 (pb), ISBN 0-8389-3332-7.

The report of the American Library Association (ALA) Commission on Freedom and Equality of Access to Information, or the Lacy report, presents a classical liberal perspective on the problems of information access in the information age. The report could be seen as a counterweight to the more heavily publicized U.S. Attorney General's pornography report. Unlike the restrictive tenor of the Meese commission, Lacy's group challenges many of the currently fashionable drives for governmental secrecy and the privatization of information sources as undemocratic and inherently at odds with the intent of our founding fathers. It charges librarians to look at the ethical underpinnings of their profession on access and freedom of information to the haves, and, especially, the have nots in society for all media—from traditional books and government documents to computer files and public television.