



## **Indexing – Demonstration and Questions**

1. Describe how indexes are built/rebuilt. Are temporary indexes utilized?
2. Describe how index building is achieved and its impact on working hours. Are users required to be off-line and catalog unavailable? What is the impact on system load?
3. Describe how indexes are updated. If all indexes are NOT updated in real time describe the method used.
4. Can one index be rebuilt without rebuilding all of them? If so, what results if indexes are out of synch with each other (e.g., certain records are in one index and not in another).
5. Are additional costs incurred when additional indexes are built? (e.g Video Indexes, specific collection)
6. Are additional costs incurred when changes in mapping/additional index fields and values are added or removed from the indexing?
7. Does the indexing of a field require it to display?
8. Describe what mapping or parameters would be/are used for a general keyword index.
9. Are separate indexes built for:
  - a. Periodicals
  - b. Juvenile literature
  - c. Reserve material
  - d. Alternate subject headings – 600 or 650 where indicator is NOT 0
  - e. Authors listed in the bib record but not in the authority controlled fields
  - f. Multiple call number shelflists
  - g. Multiple shelflists within a single agency
10. Describe structure of call number indexes including DDC, SuDOC, and Local indexes. If multiple DDC indexes are needed, how does the system determine which records go into which indexes?
11. Can the indexes be built on other location-based criteria other than call number? If so, how?
12. Describe extent to which call number index retrieval strings and displays are truncated in both pac and staff searching screens.
13. Can more than one authority index be used for subjects? If multiple subject indexes are in use with bibliographic records having more than one type of subject indicator, explain how the redirects against a given subject heading in a full bibliographic display know which subject index to redirect to. (e.g., records having 650 \$0, 650 \$1 650 \$7 headings on them and legitimately indexed in three separate subject indexes).
14. Demonstrate author indexes that are NOT derived from authority based fields. (e.g. publisher, illustrator, funding agency)
15. Describe the extent to which index terms include diacritic characters
16. Describe the extent to which full Unicode display of characters is derived from the index terms
17. Diacritic “integrity” of indexes. Can Punctuation, control characters diacritics, Unicode display characters alter or make an index non-functional.
18. Describe how non-functional (“broken”) indexes fixed? Can this be achieved on a term-by-term basis or must the whole index be rebuilt?
19. Demonstrate the set-up and management of stopwords, synonyms and abbreviations, noting any limits or thresholds which apply.
20. Give an overview of all other indexes which are not associated with the Bibliographic or Patron record



21. To what extent are diacritics indexed in the patron file?
22. Describe how indexes of patron records are maintained across multiple sites.
23. Demonstrate any utilities which assist the System Administrator in maintaining the indexes.
24. How does the vendor determine which is a staff-only index and to what extent is this changeable by the library?
25. Are there separate indexes for discrete areas of service (e.g. web interface to PAC versus “normal” PAC)