

HOW TO MAKE AN INDEX

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How to make an index by Henry B. Wheatley

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HENRY B. WHEATLEY

**HOW TO
MAKE AN INDEX**





The Book-Lover's Library.

Edited by

Henry B. Wheatley, F.S.A

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HOW TO MAKE AN INDEX

BY

HENRY B. WHEATLEY, F.S.A.

AUTHOR OF "HOW TO CATALOGUE A LIBRARY"

"HOW TO FORM A LIBRARY," ETC., ETC.

"M. Bochart . . . me prioit surtout d'y faire un
Index, etant, disoit-il, l'âme des gros livres."—
Menagiana.

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PREFACE.

IN 1878 I wrote for the Index Society, as its first publication, a pamphlet entitled "What is an Index?" The present little book is compiled on somewhat similar lines; but, as its title suggests, it is drawn up with a more practical object. The first four chapters are "Historical," and the other four are "Practical"; but the historical portion is intended to lead up to the practical portion by showing what to imitate and what to avoid.

There has been of late years a considerable change in public opinion with respect to the difficulties attending the making of both indexes and catalogues. It was once

a common opinion that anyone without preparatory knowledge or experience could make an index. That that opinion is not true is amply proved, I hope, in the chapter on the "Bad Indexer."

I have attempted to describe the best way of setting to work on an index. To do this with any hope of success it is necessary to give details that may to some seem puerile, but I have ventured on particulars for which I hope I may not be condemned.

I must also ask the forbearance of my readers for the constant use of the personal pronoun. If I could have left it out, I would gladly have done so; but to a great extent this book relates to the experiences of an old indexer. They must be taken for what they are worth, and I hope forgiveness will be extended to me for the form in which these experiences are related.

H. B. W.



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