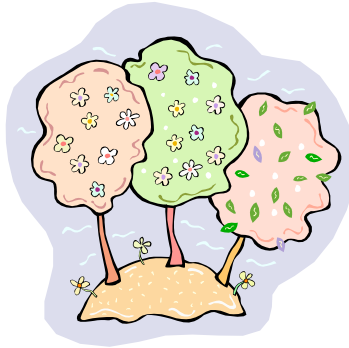


The Pacific Northwest Chapter of the American Society of Indexers

presents:

2007 Spring Meeting

in conjunction with the Washington Library Association's annual conference



Friday-Saturday, April 20-21, 2007
Kennewick and Richland, Washington

Agenda

This year, our spring meeting will be held in conjunction with the annual Washington Library Association (WLA) conference. Our Friday activities will be held at the Three Rivers Convention Center, 7016 W. Grandridge Blvd. in Kennewick, the site of the WLA conference. On Saturday, we will meet at the Consolidated Information Center, 2770 University Drive, in Richland.

The WLA conference is from April 18 to 20. For more information on the conference or to register, visit <http://www.wla.org/conferences/wla2007/>.

Friday, April 20

3:30-4:45 p.m. Choose from:

**What skills are needed to be a successful freelance indexer?
Sherry Smith and Cheryl Landes
(Three Rivers Convention Center, Room B/TRCC)**

This interactive workshop is a fun way to expose yourself to some of the skills and personality traits that freelance indexing requires. Individual and small group exercises let you walk in an indexer's shoes. Try out how it feels to market yourself to a stranger. Index a short document. Take the opportunity to question two successful indexers about their experience with publishers and the work process in their indexing businesses.

Peer Review (Three Rivers Convention Center, Room E/TRCC)

The peer review is a process of reviewing indexes. It is almost a tutoring experience, with insights taking place on all sides and at all skill levels. Discuss why the indexers made the decisions they did. Observe a peer review in process, or bring four sets of an index you have written or that find in a published book in the field in which you'd like to be indexing (review one set yourself, heavily, with a red pen first) to participate first-hand. We also welcome the fresh perspective of librarians on the indexes being reviewed.

6 p.m. **Networking Dinner** (location will be announced on INDEX-NW and INDEX-L, cost not included in registration)

Saturday, April 21

8:30 a.m. Registration and Continental Breakfast

9 a.m. Welcome/Business Meeting

Throughout the day, you can enter our raffle for a beautiful handmade quilt. Proceeds from the raffle will support our Publisher Outreach Program.

Cheryl Landes
and Colleen
Dunham

9:45 a.m. Break

10 a.m. Content Management in Museums

How do museums keep track of all of the content in their vast collections? Connie Estep and Gabriele Sperling, two museum curators from the Tri-Cities, will share their experiences. Connie will also compare her experiences working with three large collections over the past 20 years at the Columbia River Exhibition of History, Science, and Technology (CREHST), the National Park Service, and Museum of the Rockies in Montana.

Connie Estep has been curator for the Columbia River Exhibition of History, Science and Technology (CREHST), since 1998. She has Bachelor degrees in History (Washington State University, Pullman) and Biology (University of Alaska) and a Master's in Museum Studies (University of Arizona). She previously worked for the National Park Service in Arizona and Alaska, and for the Museum of the Rockies in Montana.

Gabriele Sperling has served as the archivist at the Franklin County Historical Society & Museum in Pasco since 1998. She has also worked as a library assistant at the Mid Columbia Library in Kennewick, an assistant to the Director of Archives & Manuscripts at the Oregon Historical Society in Portland, and as freelance researcher. She has a BA in History from California State University in Sacramento and is a master's candidate in Modern European History at Washington State University in Pullman (degree to be awarded in December).

Born in southern Germany, Gabriele spent her childhood in Ontario, Canada. She resided in California for 30 years and has lived in the Northwest (Vancouver, WA, and Richland) since 1997.

11:45 a.m. Lunch

1 p.m. What's this process we call index editing?

Editing has different meanings to different people. As indexers, we all go about it differently as well. What is index editing? How does editing vary from other steps in the indexing process? How do we know when to edit? How do our working styles and thinking processes influence how we create entries and then change them? Don't miss this lively open discussion, where we're certain to develop a new understanding of the entire editing process.

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.

Audience
discussion

Facilitators:
Sherry Smith
and Cheryl
Landes



Cheryl Landes has 16 years of experience as a technical writer, editor, and indexer. Currently she works as a full-time technical writer for Phoenix Controls Corporation, a manufacturer of airflow controls systems in Acton, MA, 25 miles northwest of Boston. She worked onsite for five years, then converted to a remote employee based in Seattle in September 2006. Previous full-time experience includes four years as a contractor at Microsoft and 6.5 years at Crowley Marine Services, a worldwide marine transportation company in Seattle.

Cheryl moonlights through her business, Tabby Cat Communications, where she published three books (*Beautiful America's Seattle*, *Beautiful America's Idaho*, and *Those Wild Northwest Days*), and more than 100 Northwest travel and history magazine articles throughout the U.S. and Canada. Indexing specialties include education, health, history, marketing, psychology, software, and travel.

Cheryl joined ASI in 1995. She has been active in PNW/ASI since 1998 on a variety of committees and currently serves as the chapter's Vice President. She is also a senior member of the Society for Technical Communication (STC) and is active on the local and national levels.

2:30 p.m.

Break

2:45 p.m.

Productivity: The Pros Speak Out

What is productivity? How does one know if she/he is productive? How can we improve our productivity? These burning questions and more will be answered by our panel of indexing experts.

Colleen Dunham, who has more than 34 years in publishing, was a pioneer in creating reader-centric indexes for Thomson-West and Microsoft. In 2004, she founded Colleen Dunham Indexing, a confederation of indexing professionals that offers a variety of services, ranging from back-of-the-book indexing to information mapping. Currently president of PNW/ASI, Colleen has also served as a judge for the H.W. Wilson Award and as a director of ASI. She is an active volunteer in her community, teaching refugees about U.S. history and government as they prepare to become naturalized citizens.

Scott Smiley, PNW/ASI Treasurer, indexes in the social sciences, humanities, business, environmental studies, and related fields. He has a Ph.D. in geography, is a former accountant, and has been indexing since 2000.

Carolyn Weaver is a retired health sciences librarian who has been indexing for 15 years (including nine years as a moonlighter), specializing in health, behavioral, and social sciences books and journals. She is currently President-Elect of ASI, serves as an ASI co-Webmaster and as Webmaster for the Business Indexing SIG, and is moderator for the CindexUsers and Scholarly Indexing discussion lists. During the summer she enjoys taking her work on the road to campgrounds all over the Northwest—particularly those with good WiFi connections!

**Colleen
Dunham, Scott
Smiley, Carolyn
Weaver**



3:45 p.m.

Break

4 p.m.

An Indexer's Experience with Repetitive Stress Injuries (RSIs)

Sue Dryer will share her experiences in recovering from repetitive stress injuries (RSIs) and offer tips on how to design your office to be ergonomically correct. She will define RSIs, show photographs of the proper positions for computing, and show examples of an ergonomic keyboard and vertical mouse. She will also describe what happens when someone gets occupational therapy and has surgery for a RSI. A handout of online resources will be provided.

Sue Dryer



Sue Dryer is a 35-year veteran teacher librarian, currently working in the Northshore School District in Seattle. She also works half-time as librarian at the University Presbyterian Church, the largest congregational library in the country. She graduated from the University of Washington (UW) with degrees in drama and education and a master's in theatre arts, and received her MLIS from the UW in 2003. She is the webmaster for her high school, has created a thesaurus for Excpeditors' intranet, and conducted research for the Microsoft Encarta Encyclopedia. She has indexed religious books, a book on adoption, and is in the process of indexing 15 years of sermons on CD for Princeton Theological Seminary. She plans on doing more indexing and research upon retirement from the school district.

Sue has two adult sons and a darling pooch.

4:45 p.m. **Meeting Wrap-up/Raffle Drawing**

Cheryl Landes

6 p.m. **Networking Dinner** (location to be announced at the meeting, cost not included in registration)

Sunday, April 22

8:30 a.m. **Board Meeting**

Everyone is welcome. The location will be announced at the meeting.

Environmental Issues

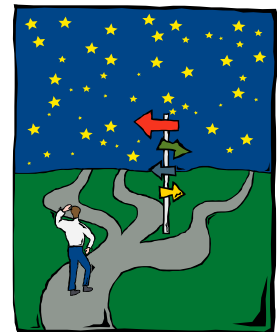
Because a number of chapter members are sensitive or allergic, PNW/ASI meeting sites have been declared fragrance-free zones. We request that attendees avoid using scented products—such as perfumes, colognes, shaving lotions, hair spray, hand and body lotion, deodorants, or soaps—on the day of the meeting. All meeting rooms are, of course, smoke-free.

Directions

Three Rivers Convention Center, Kennewick

The Three Rivers Convention Center is located at 7016 W. Grandridge Blvd. in Kennewick. To get there:

- **From western points**—Drive east on I-82 to Clearwater Avenue, Exit 109. Turn right onto Clearwater Avenue and follow to Columbia Center Boulevard. Turn left on Columbia Center Boulevard and follow to Grandridge Boulevard. Turn right on Grandridge Boulevard and follow until you reach 7016 Grandridge Boulevard.
- **From the north and east**—Drive south on Highway 395 to Highway 240 (cross the Blue Bridge). Follow Highway 240 to the Columbia Center Boulevard exit. Turn left on Columbia Center Boulevard and follow to Grandridge Boulevard. Turn left on Grandridge Boulevard and follow until you reach 7016 Grandridge Boulevard.
- **From southern points**—Drive west on I-82 to Clearwater Avenue, Exit 109. Turn right on Clearwater Avenue and follow to Columbia Center Boulevard. Turn left on Columbia Center Boulevard and follow to Grandridge Boulevard. Turn right on Grandridge Boulevard and follow until you reach 7016 Grandridge Boulevard.



To plot your journey to the convention center, go to

http://www.threeriversconventioncenter.com/index.php?option=com_content&task=view&id=10&Itemid=4 and enter your address in the Mapquest box provided.

Consolidated Information Center, Richland

The Consolidated Information Center is located at 2770 University Drive in Richland. To get there:

- **From I-182 East**—Take Exit 5B, George Washington Way (GWW). Merge onto GWW/WA-240, which then becomes GWW. Drive through Richland, about 5 miles. Pass Espresso World, Red Lion, and Subway on your right. Then pass what looks like a housing district. Pass Spengler Street, the Washington Square Apartments, and Sprout Road; then go up a hill. At the top of the hill, turn right immediately onto 1st Street. After 0.2 miles, take the first right onto University Drive. The large gray building with WSU banners fluttering in the breeze is the Consolidated Information Center. Take either entrance into the parking lot.
- **From I-82 West**—Take Exit 102, I-182/US-12 East, toward Richland/Pasco. Merge onto I-182 East. Take Exit 5B, George Washington Way, and follow the directions above.

For a map to the site, go to <http://libraryweb.pnl.gov/about/location.stm> and click on the Map link in the "Directions" section.

Lodging

PNW/ASI has reserved a block of rooms at The Guest House at the Pacific Northwest National Laboratory in Richland. Rates range from \$35-70/night. The "suite" rooms (only \$35 a night) are small but comfortable, with a single bed and private bath, opening onto a large common room and kitchen. Last time we met in Richland we really enjoyed the Guest House and the chance to gather in the evening in the common rooms. View the rooms, common areas, and note the map at <http://www.pnl.gov/guesthouse/index.stm> Reservations can be made online or by calling (509) 372-6736.



Convenient hotels in the Tri-Cities are listed below. Nightly rates range from \$46-110.

Hampton Inn
486 Bradley Blvd.
Richland, WA 99352
(509) 943-4400

http://hamptoninn1.hilton.com/en_US/hp/index.do

Days Inn
615 Jadwin Ave.
Richland, WA 99352
(509) 943-4611

<http://www.daysinn.com/>

Shilo Inn Rivershore
50 Comstock Street
Richland, WA 99352
(509) 946-4661

<http://www.shiloinns.com>

Red Lion Richland
802 George Washington Way
Richland, WA 99352
(509) 946-7611 or (800) Red-Lion

<http://redlion.rdl.com/HotelLocator/HotelOverview.aspx?metalD=40/>

More hotel options are available at <http://www.visittri-cities.com/>.

Registration Form

Yes, I plan to attend the PNW/ASI 2007 Spring Meeting!

My check or money order (in U.S. dollars) is enclosed for (select one):

Regular registration (received by April 8):

- \$70 for ASI, IASC/SCAD, and WLA members
 \$85 for non-members

Late registration (received after April 8):

- \$100 for ASI, IASC/SCAD, and WLA members
 \$115 for non-members

Is this your first PNW/ASI meeting? If it is, you can register at a special \$55 rate. To take advantage of this discount, registrations must be received by April 8.

TOTAL AMOUNT SENT WITH REGISTRATION: \$ _____

Please make checks out to PNW/ASI. Sorry, we cannot accept credit cards.

Registration information:

Name: _____

Address: _____

City, State/Zip or Postal Code/Province, Country:

Phone: _____ Cell Phone: _____

E-mail address: _____

Membership in: ASI IASC/SCAD WLA None

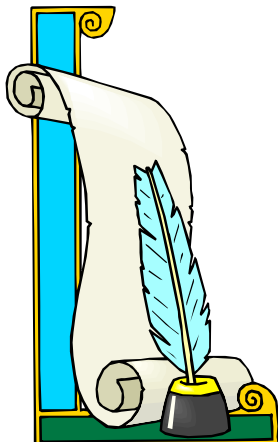
We will include your first and last name on your name tag, plus the city where you're from, unless you request differently here:

Saturday lunch is provided. Vegetarian and non-vegetarian options will be available.

Will you be joining us for dinner? (Dinners are not included in your registration fee.)

On Friday? Yes No

On Saturday? Yes No



Send this registration form and your check to:

Scott Smiley
Treasurer, PNW/ASI
2402 NW Schmidt Way #192
Beaverton, OR 97006-4658
(503) 617-0517
scottsmiley@earthlink.net

Cancellation policy: Cancellations before April 8 will receive a 75% refund. There will be no refunds after the April 8 deadline.