

AGREEMENT made between Pilar Wyman/Wyman Indexing (Indexer) and The Western Association of Map Libraries (WAML) (Client)

MANUSCRIPT PREPARATION

1. The Work. The Indexer shall prepare index entries to The WAML Information Bulletin (IB) (the “Work”) in accordance with proper and agreed indexing style.

The Work is a digital publication. New issues are posted to the waml.org website. Link to the digital issues of the publication:

<https://waml.org/waml-information-bulletin/ib-issues/> References to the print version are relevant to the cumulative index.

1. Digital version of the Work, (Volumes 46 - present) entries will give references to volume and number in the form of v:no (e.g., 47:3), with the entry linked to the source.
2. Print version of the Work (Volumes 1-45), entries will give references to volume, number and page, in the form v:no:p (e.g., 20:3:15–19) with the exception noted under the Author section discussing long-lived series.

Author:

Author entries include: authors of feature articles, and reviews; compilers of regular and semi-regular sections of the Work; and editors of regular and semi-regular sections of the Work. Each entry is to be qualified by the role the person has played, so as to distinguish author and subject entries, e.g., Parsons, Matthew (author); Parsons, Matthew (reviewer), versus entries for an individual who is the subject of an article. Follow each author’s name with an entry and volume and number (e.g., 47:3) references for each article. See bullet #2 above for print version guidelines.

For regular series such as “New mapping of western North America,” include an Author entry for those named as sole or chief compiler or editor, not for various contributors to each installment. Form: Crotts, Joseph (compiler). When the same editor or compiler has produced the series for a period longer than two years, replace specific volume.:no. references after the series title with a phrase in the form, “Continuous from (v. x1:no. y1) to (v. x2:no. y2)”

Title:

Title entries, shown in italics, are included primarily for feature articles and photo essays. Titles of reviewed materials (books, atlases and digital resources) are listed under the subject entry: Book & Geospatial Resource Reviews.

Regular columns, such as “New mapping of western North America” and “Features” do not need repeated title entries for each installment. Include a single title listing, followed by the note, “Continuous from (v. x1:no. y1) to (v. x2:no. y2),” as in the author section.

Subject:

Subject entries will cover feature articles, photo-essays, and sections dealing with the business of the Association. Use natural language for the wording of subject entries. If two obvious synonyms are used in different articles, choose one for the listings and add a “See:” reference. For example, use “Meetings” instead of “Conferences,” “Congresses,” etc because that’s what WAML calls its gatherings.

Minimize the use of subheadings. Articles that treat maps of a given place get a subject heading for the place, but don’t need a subheading “Maps.” An exception to this rule is under the entry: **Western Association of Map Libraries**, for ease of finding entries related to the Association’s history and business.

The feature “New mapping of western North America” gets a listing under the subject, **Cartobibliographies**, with a reference, “See its title listing for the references.”

When the subject of an article is a government agency, use a form of the name likely to be searched by a user, e.g., “U.S. Geological Survey,” “U.S. Forest Service,” “Utah Geological Survey.” Minimize the use of minor divisions, such as sections or regional offices. When an agency is the subject of a substantial report in the regular “News and notes” feature or the minutes of a meeting (including those of the Cartographic Users Advisory Council), give a listing under the agency’s subject entry using an abbreviated form of the parent article, e.g.:

- CUAC meeting 2005, [v.:no.:specific page ref]
- News and notes, [v.:no.:specific page ref]

Make a subject entry for individuals who are profiled in a feature article or in the longstanding series, “Bench Marks.” Note the numerous cases of exclusion from indexing in the final section, below.

When in doubt on the form of entry to choose for an obscure topic only map librarians could worry about, feel free to consult the IB Editor.

Exceptions and limits

Certain classes of features do not get indexed, either by title or subject, often because of their ephemeral nature:

- Advertisements.
- Job listings and “Position wanted” notices.
- Reports of “New acquisitions” to different map libraries.
- Exchange lists, Duplicate maps offered, “Wanted” lists, etc.

- Brief mentions of individuals and agencies in the “News of note” feature do not need separate listings, only those that run several inches with substantial news. Rule of thumb: If it “smells” important, include it, using the parent feature for the title listing.
- Brief mentions of WAML members and officers, such as in membership lists or election results, are not indexed. In particular, do not make entries for individuals named in WAML meeting photographs, for the sake of privacy.

2. Delivery of Work. The Client shall deliver the text to be indexed to the Indexer according to the following schedule:

- Client shall provide the Indexer copies of the previous Sky-Index index files.
- The IB Editor on behalf of the Client will share each issue as it is published (November (Issue 1), March (Issue 2), July (Issue 3)).

The Indexer shall deliver the work according to the following schedule, assuming all pages are provided to the indexer in good time:

- Upon receipt of the final issue of a volume, the indexer shall aim to complete the indexing within eight (8) weeks. The indexer will then ask the IB Editor to review and proof the results.
- After completion of the current volume, the indexer shall, within three (3) months, consolidate the contents of that index into the cumulative index. The indexer will then ask the IB Editor to review and proof the results.
- Upon completion of these two steps, the indexer shall submit an invoice for \$600.00 to the IB Editor. Once all work is approved, the IB Editor forwards the invoice to the WAML Treasurer for payment.

3. The Work shall be delivered by the Indexer to the Client in the following format:

- The end product should be a searchable PDF file, with appropriate headers, that can be loaded onto our website. The indexer will also provide the Client with a copy in .rtf format that can be edited when indexing future volumes.

4. Acceptance of Work. The Client will accept the Work (“Acceptance”) if the Indexer delivers the Work in a form and content in accordance with proper and agreed indexing style and satisfactory for the market for which the Work is intended. If the Client does not accept the Work, the Client has no right to use or publish any portion of the Work except by separate arrangement with the Indexer.

TERMS OF PUBLICATION

5. Copyright. The Client understands and acknowledges that the Indexer owns the Work until final payment is made by the Client to the Indexer. Once the final payment is received by the Indexer, however, the Indexer understands and acknowledges that ownership passes to the Client, and the Client has the right to apply for and obtain copyright protection for the Work.

6. Compensation. The Client agrees to pay the Indexer a fee of \$600 US dollars for preparation of indexes for 3 issues and updating the cumulative index of the Work. Full and final payment of this fee will be made upon Acceptance.

If the Client chooses to terminate the indexing of the Work for any reason, including the discontinuation of its publication or the dissolution of the organization, the Client shall pay the Indexer for work already performed, contingent on the Indexer supplying the indexing done up to the point of termination.

7. Indexer's Representations and Warranties. Indexer represents and warrants:

(a) Indexer shall be the sole indexer of the Work and has the exclusive right and power to enter into this Agreement OR (a) Indexer shall engage and manage reputable and appropriate subcontractors to assist in creating the Work, and shall practice overall editorial control of the Work;

(b) The Work will not infringe any existing copyright or right of privacy or contain actionable defamatory matter; and

(c) The representations and warranties set forth in this paragraph 7 shall survive the termination of this Agreement and shall extend to the Client and its licensees, successors, and assigns.

By: Western Association of Map Libraries (Client)

Date: June 25, 2024

Indexer:

Social Security or Tax ID Number:

Date: