ANNEXURE 5

Rough estimate for Index.

To compile or formulate an index for the "Old Wesleyan" the following steps should be taken into consideration:

1. The different volumes, short and other cases need for strong specimen should be measured for index occupying. This can be done at any convenient time.

2. All specimen to be compared with the old books.

3. The index must be created on different files which are to be in alphabetical order. They must be of a good paper as to be housed in a book after the work is done.

4. It does not matter which file is worked out first. Say for the director may decide that the North - South, or other collections should be started with in view of the coming election campaign, it could all be done without interfering with the alphabetical order. Once a newbot index division should be finished before others are tackled.

5. Every division, (e.g. Port, North, etc.) etc., must have enough space left in the files for reference to possible alterations and additions for which space should be left at the end of the index book.

6. The stored specimen should be worked, packed and labeled according to index. This would be the most difficult part of the work in view of possible circumstances in labelling through which new every specimen has to be carefully compared with the books.

(It seems likely for a good many years to be a perfect on present condition.)