

Index to Selected Photographs Description and Use

The following index is designed to provide item level access to the Settlement Institutions of Appalachia photographic collection for the Hinton Rural Life Center. The index is divided into five sections with access by A: PRIMARY SUBJECT, B: SECONDARY SUBJECT, C: DATE, and D: ORIGINAL SERIES. Physical location of the photographs are coordinated by using the PHOTO ITEM-NUMBER LIST (E).

A: PRIMARY SUBJECT - May be defined here as that subject most significant to the overall visual composition of the photograph. With this in mind, photographs are arranged into broad subject categories and further qualified by more specific descriptors. For example, a photograph may be classified under the broad heading ACTIVITY, then further qualified under a more specific descriptor, i.e., "construction." It is important to note that all photographs in the copy print collection are physically arranged by primary Subject and filed in item-number order within each subject group. The researcher may then go directly from the PRIMARY SUBJECT section to the file, retrieving the desired photograph with no intermediary assistance.

B: SECONDARY SUBJECT - Is defined as an alternate or added subject entry. This entry may or may not be of equal importance to the primary subject entry. Since the photos are filed by primary subject, the SECONDARY SUBJECT section must be used in conjunction with Part E: the PHOTO ITEM-NUMBER LIST. To coordinate location for secondary subject photographs, first select the appropriate secondary subject and qualifier from the SECONDARY SUBJECT section. Next note the photo item-number corresponding with the desired secondary subject and qualifier. Locate the item-number in the PHOTO ITEM-NUMBER section to obtain the primary filing subject.

C: PHOTOGRAPH DATE - An Exact or approximate date has been assigned to each photograph. Dates are listed from earliest to most recent in the left column, with photo item-numbers following horizontally from the date. Locate the desired photograph by using the PHOTO ITEM-NUMBER section (E) of the index for the primary filing subject.

D: ORIGINAL SERIES - The Settlement Institutions of Appalachia Photograph Collection is structured in a unified subject arrangement. As a result, the concept of organization at the original series level is less critical to the overall collection. However, to insure provenance for the collection, an ORIGINAL SERIES section has been developed. This section lists the original series name as well as item-numbers for photographs within that series group. To locate the desired photograph, note the item-number(s) assigned to that group, then turn to section (E) of the index to find the corresponding item-number and primary filing subject.

E: PHOTOGRAPH ITEM-NUMBER LIST - This section consists of a numerical list of all photos with their primary and secondary files and qualifiers. Use section (E) to coordinate filing location for B: SECONDARY SUBJECT, C: DATE, and D: ORIGINAL SERIES.

The following PRIMARY and SECONDARY subject groups have been assigned to the photographs belonging to the Hinton Rural Life Center collection. Each photograph is then further qualified under its subject heading by a more specific descriptor.

PRIMARY SUBJECT HEADINGS

ACTIVITY
ARTIFACT
CAMPUS BUILDINGS & GROUNDS
EVENT
LANDSCAPE
PEOPLE

SECONDARY SUBJECT HEADINGS

ACTIVITY
CAMPUS BUILDINGS & GROUNDS
CEREMONY
EVENT
INTERIOR
LANDSCAPE
OCCUPATION
PEOPLE
PORTRAIT
STUDY

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Section A: Primary Subject

The cross references supplied here suggest other primary categories to be used in place of those references (which appear in parentheses). Those cross references which occur within currently used categories serve merely as a reminder that other primary categories may bear consideration.

(AGRICULTURE) see ACTIVITY
 see PEOPLE

ACTIVITY: Actions by an individual or group arising as a result of, or in association with an event, ceremony, or occupation.

see also EVENT
see also PEOPLE

Subdivision:	Photograph Identification Number:
construction	0021, 0064
gardening	0020
reading	0003
meeting	0002, 0005, 0006, 0007, 0010, 0012
painting	0062, 0063, 0065, 0068

ARTIFACT: Objects originally created for aesthetic purposes or as a demonstration of creative skill and dexterity, e.g., art objects.

Subdivision:	Photograph Identification Number:
marker (historical)	0048
painting (art)	0001

CAMPUS BUILDINGS & GROUNDS: Architecture relating to a specific institution.

see also LANDSCAPE

Subdivision:	Photograph Identification Number:
cottage	0018, 0041, 0044, 0045, 0051
lodge	0042, 0043, 0046, 0047, 0049, 0054, 0060, 0061

(EDUCATION) see ACTIVITY
 see EVENT

EVENT: An occurrence or noteworthy happening which may or may not be planned.

see also ACTIVITY
see also PEOPLE

Subdivision:	Photograph Identification Number:
banquet	0022
christmas	0025, 0026
party	0024
workshop	0013, 0066, 0067

LANDSCAPE: A portion of land that the eye can see in one glance.

see also CAMPUS BUILDINGS & GROUNDS

Subdivision:	Photograph Identification Number:
garden	0059
lake	0050, 0055

PEOPLE: Human beings that may or may not be individually known;
may be a group linked by a common characteristic or interest.

see also ACTIVITY
see also EVENT

Subdivision:	Photograph Identification Number:
at work	0004
socializing	0009, 0011, 0014
staff	0008, 0015, 0016, 0019, 0023, 0027, 0028, 0029, 0030, 0031, 0032, 0033, 0034, 0035, 0036, 0037, 0039, 0040, 0052, 0053, 0056, 0057, 0058
student(s) with staff	0017, 0038

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Section B: Secondary Subject

The cross references supplied here suggest other secondary categories to be used in place of those references (which appear in parentheses). Those cross references which occur within currently used categories serve merely as a reminder that other secondary categories may bear consideration. See "Index to Selected Photographs, Description and Use," Section B: SECONDARY SUBJECT, p.

(AGRICULTURE) see ACTIVITY
 see PEOPLE

ACTIVITY: Actions by an individual or group arising as a result of, or in association with an event, ceremony, or occupation.

see also EVENT
see also PEOPLE

Subdivision:	Photograph Identification Number:
clerical	0015
construction	0018, 0044, 0045, 0054, 0061
domestic	0004
games (school yard)	0017
gardening	0053
meeting	0008, 0011, 0016, 0056
public speaking	0027, 0028, 0029, 0030, 0031, 0033, 0035
singing	0026
workshop	0052

CAMPUS BUILDINGS & GROUNDS: Architecture relating to a specific institution.

Subdivision:	Photograph Identification Number:
greenhouse	0043, 0046
lodge	0050

CEREMONY: A formally structured activity or series of activities that may be prescribed by law, ritual, or convention.

PORTRAIT: A picture, which may be posed (as in a painting or photograph) of a person, usually showing the face.

see also PEOPLE

Subdivision:	Photograph Identification Number:
board of directors	0057
female	0032, 0034
group	0036, 0037, 0038, 0039, 0058
hinton, mr. & mrs. harold	0001

STUDY: An image produced exclusively for the purpose of close examination.

Subdivision:	Photograph Identification Number:
fall	0042, 0047, 0049, 0059
marker (historical)	0048
winter	0060

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SECTION C: Photograph Date

1958	0057, 0061
1968	0064
c.1970	0001, 0008, 0048, 0049, 0050, 0054, 0055
1972	0056
1975	0063
1980	0013, 0018, 0044, 0045
c.1980	0039, 0040
c.1980	0002, 0003, 0004, 0005, 0006, 0007, 0009, 0010, 0011 0014, 0015, 0017, 0021, 0022, 0026, 0034, 0035, 0036 0037, 0038, 0041, 0042, 0051, 0066
1981	0016, 0020, 0062
1983	0019, 0023, 0024, 0027, 0028, 0029, 0030, 0031, 0032 0033, 0043, 0046, 0047
1984	0012, 0058, 0065, 0068
1985	0052, 0053, 0059, 0060, 0067

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Section D: Original Photographic Series

Series I: General File

0001, 0002, 0003, 0004, 0005, 0006, 0007, 0008, 0009, 0010, 0011,
0012, 0013, 0014, 0015, 0016, 0017, 0018, 0019, 0020, 0021, 0022,
0023, 0024, 0025, 0026, 0027, 0028, 0029, 0030, 0031, 0032, 0033,
0034, 0035, 0036, 0037, 0038, 0039, 0040, 0041, 0042, 0043, 0044,
0045, 0046, 0047, 0048, 0049, 0050, 0051, 0052, 0053, 0054, 0055,
0056, 0057, 0058, 0059, 0060, 0061, 0062, 0063, 0064, 0065, 0066,
0067, 0068

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SECTION E: Individual Item Inventory with Corresponding PRIMARY (1st line) and SECONDARY (2nd line) Filing Classification and Number. NOTE: Qualifiers appear in lower case.

<u>Photograph Item Number:</u>	<u>Filed Under Primary Subject:</u>	<u>Qualifier:</u>
0001	ARTIFACT	painting (work of art)
	PORTRAIT	hinton, mr. & mrs. h.
0002	ACTIVITY	meeting
	PEOPLE	socializing
0003	ACTIVITY	reading
	PEOPLE	staff
0004	PEOPLE	at work
	ACTIVITY	domestic
0005	ACTIVITY	meeting
	PEOPLE	at work
0006	ACTIVITY	meeting
	PEOPLE	at work
0007	ACTIVITY	meeting
	PEOPLE	staff
0008	PEOPLE	staff
	ACTIVITY	meeting
0009	PEOPLE	socializing
	INTERIOR	meeting room
0010	ACTIVITY	meeting
	EVENT	conference
0011	PEOPLE	socializing
	ACTIVITY	meeting
0012	ACTIVITY	meeting
	PEOPLE	staff
0013	ACTIVITY	workshop
	PEOPLE	at work
0014	PEOPLE	socializing
	INTERIOR	meeting room
0015	PEOPLE	staff
	ACTIVITY	clerical
0016	PEOPLE	staff
	ACTIVITY	meeting
0017	PEOPLE	student(s) with staff
	ACTIVITY	games (school yard)
0018	CAMPUS BUILDINGS & GROUNDS	cottage
	ACTIVITY	construction
0019	PEOPLE	staff
	OCCUPATION	kitchen worker
0020	ACTIVITY	gardening
	PEOPLE	staff
0021	ACTIVITY	construction
	PEOPLE	at work
0022	EVENT	banquet

0023	PEOPLE	socializing
	PEOPLE	staff
	EVENT	party
0024	EVENT	party
	PEOPLE	staff
0026	EVENT	christmas
	ACTIVITY	singing
0027	PEOPLE	staff
	ACTIVITY	public speaking
0028	PEOPLE	staff
	ACTIVITY	public speaking
0029	PEOPLE	staff
	ACTIVITY	public speaking
0030	PEOPLE	staff
	ACTIVITY	public speaking
0031	PEOPLE	staff
	ACTIVITY	public speaking
0032	PEOPLE	staff
	PORTRAIT	female
0033	PEOPLE	staff
	ACTIVITY	public speaking
0034	PEOPLE	staff
	ACTIVITY	public speaking
0035	PEOPLE	staff
	ACTIVITY	public speaking
0036	PEOPLE	staff
	PORTRAIT	group
0037	PEOPLE	staff
	PORTRAIT	group
0038	PEOPLE	student(s) with staff
	PORTRAIT	group
0039	PEOPLE	staff
	PORTRAIT	group
0040	PEOPLE	staff
	CEREMONY	presentation (award)
0041	CAMPUS BUILDINGS & GROUNDS	cottage
	PEOPLE	socializing
0042	CAMPUS BUILDINGS & GROUNDS	lodge
	STUDY	fall
0043	CAMPUS BUILDINGS & GROUNDS	lodge
	CAMPUS BUILDINGS & GROUNDS	greenhouse
0044	CAMPUS BUILDINGS & GROUNDS	cottage
	ACTIVITY	construction
0045	OCCUPATION	farmer
	ACTIVITY	construction
0046	CAMPUS BUILDINGS & GROUNDS	lodge
	CAMPUS BUILDINGS & GROUNDS	greenhouse
0047	CAMPUS BUILDINGS & GROUNDS	lodge
	STUDY	fall
0048	ARTIFACT	marker (historical)
	STUDY	marker (historical)
0049	CAMPUS BUILDINGS & GROUNDS	lodge
	STUDY	fall
0050	LANDSCAPE	lake

0051	CAMPUS BUILDINGS & GROUNDS	lodge
	CAMPUS BUILDINGS & GROUNDS	cottage
	LANDSCAPE	figure in
0052	PEOPLE	staff
	ACTIVITY	workshop
0053	PEOPLE	staff
	ACTIVITY	gardening
0054	CAMPUS BUILDINGS & GROUNDS	lodge
	ACTIVITY	construction
0055	LANDSCAPE	lake
	LANDSCAPE	pastoral
0056	PEOPLE	staff
	ACTIVITY	meeting
0057	PEOPLE	staff
	PORTRAIT	group
0058	PEOPLE	staff
	PORTRAIT	group
0059	LANDSCAPE	garden
	STUDY	fall
0060	CAMPUS BUILDINGS & GROUNDS	lodge
	STUDY	clothing
0061	CAMPUS BUILDINGS & GROUNDS	lodge
	ACTIVITY	construction
0062	ACTIVITY	painting
	PEOPLE	staff
0063	ACTIVITY	painting
	PEOPLE	staff
0064	ACTIVITY	construction
	PEOPLE	staff
0065	ACTIVITY	painting
	PEOPLE	staff
0066	ACTIVITY	workshop
	INTERIOR	meeting room
0067	ACTIVITY	workshop
	PEOPLE	at work
0068	ACTIVITY	painting
	PEOPLE	at work