

**Subject Indexing with TGM:
A Case Study in Selecting Access Points for Photographs**
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This case study describes a technique for learning to index the subject matter shown in photographs and other visual materials. Library school interns and volunteers at the Library of Congress Prints & Photographs Division have used these guidelines to select subject access terms from the *Thesaurus of Graphic Materials (TGM)* at <http://www.loc.gov/rr/print/tgm1/>. The eight practice examples are photos taken by Lewis Hine for the National Child Labor Committee Collection. The Prints & Photographs Online Catalog features the NCLC/Hine work at <http://lcweb2.loc.gov/pp/nclhtml/nclcabt.html>.

Collection background. Working as an investigative photographer for the National Child Labor Committee (NCLC), Lewis Hine (1874-1940) documented working and living conditions of children in the United States between 1908 and 1924. The NCLC photos are useful for the study of labor, reform movements, children, working class families, education, public health, urban and rural housing conditions, industrial and agricultural sites, and other aspects of urban and rural life in America in the early twentieth century. The collection consists of more than 5,100 photographic prints and 355 glass negatives, given to the Library of Congress, along with the NCLC records, in 1954 by Mrs. Gertrude Folks Zimand, acting for the NCLC in her capacity as chief executive.

***GUIDELINES FOR ADDING SUBJECT HEADINGS TO
P&P NCLC/HINE CATALOG RECORDS***

STEPS FOR SELECTING SUBJECT TERMS

1. Describe to yourself the subject of the photo.
2. In this project, index for what the photo is “of” (e.g., people, building or environment, activity, object) in item-level records. “About” headings (e.g., Child labor, Sweating system, School attendance) will be included in the group-level LOT records that describe the entire albums.
3. Focus on the core topic of the photo. Try to limit subject headings to three or four. It is not necessary to spend a lot of time narrowing headings down to a maximum of four. But double check that all headings are related to the core topic if there are more than four.
4. Consider the following categories of subject headings to simplify term selection.
 - People (Age/Gender; Occupation; Ethnicity; Names)
 - Building or Environment
 - Activity
 - Objects

SUBJECT HEADING CATEGORIES

1. **PEOPLE:** gender/age; occupation; ethnicity when specifically stated. This is the main type of subject heading for this project.

SUB-CATEGORIES:

Age/Gender (e.g., Girls, Boys, Children, Women, Men, Families, Young adults, Teenagers):

May use whenever a person or group is the subject of the image. It can sometimes be difficult to tell whether a person is a girl or woman/boy or man. For this project, it is more likely that an image will depict a girl or boy vs. a woman or man because the subject focus of the collection is child labor. Omit if an occupation heading includes the concept of age or gender (e.g., Child laborers; Delivery boys).

Occupation (e.g., Textile mill workers, Berry pickers, Coal miners): May use specific occupation headings (when an appropriate one exists in TGM1) if the subject of the image is either in the act of working, depicted in a working environment, or if the occupation is identified in the caption. When a specific occupation heading is not found in TGM1, may double index using headings that indicate that the subject is a worker and the industry (e.g., Glass industry and Child laborer; Artificial flower industry and Laborer). Optionally, may propose specific occupation headings to TGM1, especially for occupations often encountered in the collection.

Ethnicity (e.g., African Americans, Italian Americans, Irish Americans): May use ethnicity headings as established in Library of Congress Subject Headings file. These headings are very popular with researchers. However, it is impossible to accurately assign these headings unless there is information in the caption that states the subject's ethnic background. Do not use these headings unless the ethnicity of the person/people depicted is specifically identified.

Names of individual people: Do not index.

2. **BUILDING OR ENVIRONMENT:** Factories; Tenement houses; Sweatshops; Coal mines, Canneries, etc. May use when image shows the building or environment with people in it or focuses mainly on the building or environment.
3. **ACTIVITY:** Sewing; Selling; Gambling; Coal mining; Eating & drinking; Harvesting; Oystering; Sleeping, etc. May use sparingly. Do not use when the occupation term incorporates the action. For example, do not add the activity term "Selling" to an image of a newsboy selling papers because the term "Newspaper vendors" incorporates the concept of selling. May use for situations that show a specific activity within a general industry (e.g., "Sewing" and "Clothing industry").
4. **OBJECTS:** Oysters; Gloves; Artificial flowers; Baskets. May use sparingly. Use only when object is clearly shown and integral to the core topic of the photo. Do not use when the occupation term incorporates the object. For example, do not add the object term "Artificial flowers" to an image of a family making artificial flowers because the term "Artificial flower industry" incorporates the concept. May use with occupations that involve unpredictable kinds of objects (e.g., "Baskets" and "Street vendors").

NCLC/HINE EXAMPLE #1



Display larger image:

<http://hdl.loc.gov/loc.pnp/nclc.04448>

TITLE: Game of Craps. Cincinnati, Ohio. Aug., 1908 Cincinnati, Ohio. / Photo by Lewis W. Hine.

CALL NUMBER: LOT 7483, v. 1 0010 [P&P]
[Find any corresponding online LOT\(group\) record](#)

REPRODUCTION NUMBER: LC-DIG-nclc-04448 (color digital file from b&w original print)
LC-DIG-nclc-05347 (b&w digital file from original glass negative)
LC-H5-10 (b&w glass negative)
No known restrictions on publication.

MEDIUM: 1 photographic print.
1 negative : glass, wet collodion.

CREATED/PUBLISHED: 1908 August.

CREATOR: Hine, Lewis Wickes, 1874-1940, photographer.

NOTES:

Title from NCLC caption card.

In album: Miscellaneous.

Hine no. 0010.

Forms part of: National Child Labor Committee Collection (Library of Congress).

SUBJECTS:

United States--Ohio--Cincinnati.

FORMAT:

Photographic prints
Glass negatives

REPOSITORY: Library of Congress Prints and Photographs Division Washington, D.C. 20540 USA

DIGITAL ID: (color digital file from b&w original print) nclc 04448 <http://hdl.loc.gov/loc.pnp/nclc.04448>
(b&w digital file from original glass negative) nclc 05347 <http://hdl.loc.gov/loc.pnp/nclc.05347>

CARD #: ncl2004000007/PP

Indexing steps for example 1

1. Describe to yourself the subject of the photo.

“Boys playing craps on a street.” Some of the information is from the caption (craps) and some is from direct observation (boys, street).

2. Check TGM1 for terms to describe what the photo is “of” (e.g., person(s), building or environment, activity) in item-level records. “About” headings (e.g., Child labor) will be included in LOT records.

Person(s):

Age/gender: **Boys**

Occupation: NA

Ethnicity: NA

Building or environment: Street life USE **City & town life**

Activity: Craps USE **Gambling**

Object: NA

3. Focus on the core topic of the photo. Try to limit subject headings to three or four. It is not necessary to spend a lot of time narrowing down headings to a maximum of four, but double check that all headings are related to the core topic if there are more than four.
4. Three headings are sufficient to index this image:

Boys

City & town life

Gambling

NCLC/HINE EXAMPLE #2



Display larger image

<http://hdl.loc.gov/loc.pnp/nclc.00911>

TITLE: Oyster shuckers in Dunbar Cannery Dunbar, Louisiana.

CALL NUMBER: LOT 7476 2052[P&P]

[Find any corresponding online LOT\(group\) record](#)

REPRODUCTION NUMBER: LC-DIG-nclc-00911 (color digital file from b&w original print)
No known restrictions on publication.

MEDIUM: 1 photographic print.

CREATED/PUBLISHED: 1911 March.

CREATOR: Hine, Lewis Wickes, 1874-1940, photographer.

NOTES:

Title from NCLC caption card.

Attribution to Hine based on provenance.

In album: Canneries.

Hine no. 2052.

Forms part of: National Child Labor Committee Collection (Library of Congress).

SUBJECTS:

United States--Louisiana--Dunbar.

FORMAT:

Photographic prints

REPOSITORY: Library of Congress Prints and Photographs Division Washington, D.C. 20540 USA

DIGITAL ID: (color digital file from b&w original print) nclc 00911 <http://hdl.loc.gov/loc.pnp/nclc.00911>

CARD #: ncl2004002747/PP

Indexing steps for Example 2

1. Describe to yourself the subject of the photo.

“Children shucking oysters in a cannery.” Some of the information is from the caption (oyster shucking, cannery) and some is from direct observation (children).

2. Check TGM1 for terms to describe what the photo is “of” (e.g., person(s), building or environment, activity) in item-level records. “About” headings (e.g., Child labor) will be included in LOT records.

Person(s):

Age/gender: Not needed because incorporated in occupation term

Occupation: **Child laborers** AND **Oyster industry** (Double index)

Ethnicity: NA

Building or environment: **Canneries**

Activity: **Shucking**

Object: NA

3. Focus on the core topic of the photo. Try to limit subject headings to three or four. It is not necessary to spend a lot of time narrowing down headings to a maximum of four, but double check that all headings are related to the core topic if there are more than four.

4. Four headings are sufficient to index this image:

Child laborers

Oyster industry

Canneries

Shucking.

NCLC/HINE EXAMPLE #3



Display larger image

<http://hdl.loc.gov/loc.pnp/nclc.03172>

TITLE: William Tobias 80 Grattan St., Brooklyn -12 yrs old. Boy was starting for the subway to sell papers on "trains until 6 A.M. "Cause termorrer dey haint no school and I kin sleep all day and sell again at night." "All de barkeepers is me customers." Asked him how he could sell at night. "I just keep out'n de way of de cops." Weighs 60 pounds. Tall for age New York--Brooklyn, New York (State).

CALL NUMBER: LOT 7480, v. 1 0020-A [P&P]

[Find any corresponding online LOT\(group\) record](#)

REPRODUCTION NUMBER: LC-DIG-nclc-03172 (color digital file from b&w original print)

No known restrictions on publication.

MEDIUM: 1 photographic print.

CREATED/PUBLISHED: 1909 February.

CREATOR: Hine, Lewis Wickes, 1874-1940, photographer.

NOTES:

Title from NCLC caption card.

Attribution to Hine based on provenance.

In album: Street trades.

Hine no. 0020-A.

Forms part of: National Child Labor Committee Collection (Library of Congress).

SUBJECTS:

United States--New York (State)--New York--Brooklyn.

FORMAT:

Photographic prints

REPOSITORY: Library of Congress Prints and Photographs Division Washington, D.C. 20540 USA

DIGITAL ID: (color digital file from b&w original print) nclc 03172 <http://hdl.loc.gov/loc.pnp/nclc.03172>

CARD #: ncl2004000019/PP

Indexing steps for Example 3

1. Describe to yourself the subject of the photo.

“Boy selling newspapers on the street at night.”

2. Check TGM1 for terms to describe what the photo is “of” (e.g., person(s), building or environment, activity) in item-level records. “About” headings (e.g., Child labor) will be included in LOT records.

Person(s):

Age/gender: **Boys**

Occupation: Newsboys USE **Newspaper vendors**

Ethnicity: NA

Building or environment: **Night**

Activity: NA

Object: NA

3. Focus on the core topic of the photo. Try to limit subject headings to three or four. It is not necessary to spend a lot of time narrowing down headings to a maximum of four, but double check that all headings are related to the core topic if there are more than four.

4. Three headings are sufficient to index this image:

Boys

Newspaper vendors

Night

NCLC/HINE EXAMPLE #4



Display larger image

<http://hdl.loc.gov/loc.pnp/nclc.04074>

TITLE: Mr. & Mrs. **Bruno**, 7 Elizabeth Street. Josephine (age 11), Antonia (age 13). One child not working. They go to school and work afternoons and Saturdays on this custom work for father. Feb. 5, 1908. 4:30 P.M. Witness Mrs. Lillian [sic] Hosford New York, New York (State). / Photo by Lewis W. Hine.

CALL NUMBER: LOT 7481 0009-A [P&P]

[Find any corresponding online LOT\(group\) record](#)

REPRODUCTION NUMBER: LC-DIG-nclc-04074 (color digital file from b&w original print)

LC-USZ62-29123 (b&w film copy negative)

No known restrictions on publication.

MEDIUM: 1 photographic print.

CREATED/PUBLISHED: 1908 February 5.

CREATOR: Hine, Lewis Wickes, 1874-1940, photographer.

NOTES:

Title from NCLC caption card.

In album: Tenement homework.

Hine no. 0009-A.

Forms part of: National Child Labor Committee Collection (Library of Congress).

SUBJECTS:

United States--New York (State)--New York.

FORMAT:

Photographic prints

REPOSITORY: Library of Congress Prints and Photographs Division Washington, D.C. 20540 USA

DIGITAL ID: (color digital file from b&w original print) nclc 04074 <http://hdl.loc.gov/loc.pnp/nclc.04074>

CARD #: ncl2004000006/PP

Indexing steps for Example 4

1. Describe to yourself the subject “Family working at home sewing clothes.”
2. Check TGM1 for terms to describe what the photo is “of” (e.g., person(s), building or environment, activity) in item-level records.

Person(s):

Age/gender: **Families**

Occupation: **Clothing industry AND Laborers**

Ethnicity: NA

Building or environment: **Tenement houses**

Activity: **Sewing**

Object: NA

3. Focus on the core topic of the photo. Try to limit subject headings to three or four. It is not necessary to spend a lot of time narrowing down headings to a maximum of four, but double check that all headings are related to the core topic if there are more than four.
4. Five terms are appropriate for indexing this image:

Families

Clothing industry

Laborers

Tenement houses

Sewing

NCLC/HINE EXAMPLE #5



Display larger image

<http://hdl.loc.gov/loc.pnp/nclc.01309>

TITLE: Some operatives in An Indianapolis Cotton Mill at the Noon Hour. Aug., 1908. Wit., E. N. Clopper.
Photo by [] Indianapolis, Indiana.

CALL NUMBER: LOT 7479, v. 1 0009[P&P]
[Find any corresponding online LOT\(group\) record](#)

REPRODUCTION NUMBER: LC-DIG-nclc-01309 (color digital file from b&w original print)
No known restrictions on publication.

MEDIUM: 1 photographic print.

CREATED/PUBLISHED: 1908 August.

CREATOR: Hine, Lewis Wickes, 1874-1940, photographer.

NOTES:

Title from NCLC caption card.

Attribution to Hine based on provenance.

In album: Mills.

Hine no. 0009.

Forms part of: National Child Labor Committee Collection (Library of Congress).

SUBJECTS:

United States--Indiana--Indianapolis.

FORMAT:

Photographic prints

REPOSITORY: Library of Congress Prints and Photographs Division Washington, D.C. 20540 USA

DIGITAL ID: (color digital file from b&w original print) nclc 01309 <http://hdl.loc.gov/loc.pnp/nclc.01309>

CARD #: ncl2004000005/PP

Indexing steps for Example 5

1. Describe to yourself the subject of the photo.

“Girls or young women who work in a cotton mill.”

2. Check TGM1 for terms to describe what the photo is “of” (e.g., person(s), building or environment, activity) in item-level records. “About” headings (e.g., Child labor) will be included in LOT records.

Person(s):

Age/gender: **Women**

Occupation: **Textile mill workers**

Ethnicity: NA

Building or environment: **Cotton industry AND Mills** (Double index)

Activity: NA

Object: NA

3. Focus on the core topic of the photo. Try to limit subject headings to three or four. It is not necessary to spend a lot of time narrowing down headings to a maximum of four, but double check that all headings are related to the core topic if there are more than four.

4. Four headings are sufficient to index this image:

Women

Textile mill workers

Cotton industry

Mills

NCLC/HINE EXAMPLE #6



Display larger image

<http://hdl.loc.gov/loc.pnp/nclc.01316>

TITLE: John F--- and his **grandmother**, who live in an attic in Cincinnati. **John** is 15 years old and works in a **glass** factory Cincinnati, Ohio.

CALL NUMBER: LOT 7479, v. 1 0043[P&P]
[Find any corresponding online LOT\(group\) record](#)

REPRODUCTION NUMBER: LC-DIG-nclc-01316 (color digital file from b&w original print)
LC-DIG-nclc-05351 (b&w digital file from original **glass** negative)
LC-H5-43 (b&w **glass** negative)
No known restrictions on publication.

MEDIUM: 1 photographic print.
1 negative : **glass**, wet collodion.

CREATED/PUBLISHED: 1908 August.

CREATOR: Hine, Lewis Wickes, 1874-1940, photographer.

NOTES:

Title from NCLC caption card.

Attribution to Hine based on provenance.

In album: Mills.

Hine no. 0043.

Forms part of: National Child Labor Committee Collection (Library of Congress).

SUBJECTS:

United States--Ohio--Cincinnati.

FORMAT:

Photographic prints
Glass negatives

REPOSITORY: Library of Congress Prints and Photographs Division Washington, D.C. 20540 USA

DIGITAL ID: (color digital file from b&w original print) nclc 01316 <http://hdl.loc.gov/loc.pnp/nclc.01316>
(b&w digital file from original glass negative) nclc 05351 <http://hdl.loc.gov/loc.pnp/nclc.05351>

CARD #: ncl2004000041/PP

Indexing steps for example 6

1. Describe to yourself the subject of the photo.

“Grandmother and boy who works in glass factory in their home in an attic.”

2. Check TGM1 for terms to describe what the photo is “of” (e.g., people, building or environment, activity) in item-level records. “About” headings (e.g., Child labor) will be included in LOT records.

Person(s):

Age/gender: **Boys AND Grandparents**

Occupation: **Glass industry AND Child laborers**

Ethnicity: NA

Building or environment: NA

Activity: NA

Object: NA

3. Focus on the core topic of the photo. Try to limit subject headings to three or four. It is not necessary to spend a lot of time narrowing down headings to a maximum of four, but double check that all headings are related to the core topic if there are more than four.

4. Three headings are sufficient to index this image:

Boys

Grandparents

Glass industry

Child laborers

NCLC/HINE EXAMPLE #7



Display larger image

<http://hdl.loc.gov/loc.pnp/nclc.04050>

TITLE: Roland, eleven year old negro newsboy, Newark, N.J. - August 1st, 1924 Newark, New Jersey.

CALL NUMBER: LOT 7480, v. 3 4945[P&P]

[Find any corresponding online LOT\(group\) record](#)

REPRODUCTION NUMBER: LC-DIG-nclc-04050 (color digital file from b&w original print)

LC-USZ62-55654 (b&w film copy negative)

No known restrictions on publication.

MEDIUM: 1 photographic print.

CREATED/PUBLISHED: 1924 August 1.

CREATOR: Hine, Lewis Wickes, 1874-1940, photographer.

NOTES:

Title from NCLC caption card.

Attribution to Hine based on provenance.

In album: Street trades.

Hine no. 4945.

"114" recorded in pencil in lower right of caption card.

Forms part of: National Child Labor Committee Collection (Library of Congress).

SUBJECTS:

United States--New Jersey--Newark.

FORMAT:

Photographic prints

REPOSITORY: Library of Congress Prints and Photographs Division Washington, D.C. 20540 USA

DIGITAL ID: (color digital file from b&w original print) nclc 04050 <http://hdl.loc.gov/loc.pnp/nclc.04050>

CARD #: ncl2004005089/PP

Indexing steps for Example 7

1. Describe to yourself the subject:

“African American newsboy standing by a tree.”

2. Check TGM1 for terms to describe what the photo is “of” (e.g., people, building or environment, activity) in item-level records.

People:

Age/gender: **Boys**

Occupation: **Newspaper vendors**

Ethnicity: **African Americans**

Building or environment: NA

Activity: NA

Object: NA

3. Focus on the core topic of the photo. Try to limit subject headings to three or four. It is not necessary to spend a lot of time narrowing down headings to a maximum of four, but double check that all headings are related to the core topic.

4. Three terms are appropriate for indexing this image:

Boys

Newspaper vendors

African Americans

NCLC/HINE EXAMPLE #8



Display larger image:

<http://hdl.loc.gov/loc.pnp/nclc.03197>

TITLE: Marie Costa, Basket Seller, 605 Elm St., Sixth St. Market, Cincinnati. 9 P.M. Had been there since 10 A.M. Sister and friend help her Cincinnati, Ohio.

CALL NUMBER: LOT 7480, v. 1 0042[P&P]
[Find any corresponding online LOT\(group\) record](#)

REPRODUCTION NUMBER: LC-DIG-nclc-03197 (color digital file from b&w original print)
LC-USZ62-55964 (b&w film copy negative)
No known restrictions on publication.

MEDIUM: 1 photographic print.

CREATED/PUBLISHED: 1908 August.

CREATOR: Hine, Lewis Wickes, 1874-1940, photographer.

NOTES:

Title from NCLC caption card.

Attribution to Hine based on provenance.

In album: Street trades.

Hine no. 0042.

Forms part of: National Child Labor Committee Collection (Library of Congress).

SUBJECTS:

United States--Ohio--Cincinnati.

FORMAT:

Photographic prints

REPOSITORY: Library of Congress Prints and Photographs Division Washington, D.C. 20540 USA

DIGITAL ID: (color digital file from b&w original print) nclc 03197 <http://hdl.loc.gov/loc.pnp/nclc.03197>

CARD #: ncl2004000040/PP

Indexing steps for Example 8

1. Describe to yourself the subject: “Girls selling baskets on the street at night.”
2. Check TGM1 for terms to describe what the photo is “of” (e.g., people, building or environment, activity) in item-level records.

People:

Age/gender: **Girls**

Occupation: **Street vendors**

Ethnicity: NA

Building or environment: **Night**

Activity: NA

Object: **Baskets**

3. Focus on the core topic of the photo. Try to limit subject headings to three or four. It is not necessary to spend a lot of time narrowing down headings to a maximum of four, but double check that all headings are related to the core topic.

4. Four terms are appropriate for indexing this image:

Girls

Street vendors

Night

Baskets.