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USEFUL REFERENCE SERIES No. 81

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# The Picture File

in School, College, and Public  
Libraries

*Revised and Enlarged Edition*

BY

NORMA OLIN IRELAND

*Author, Index to Indexes,  
Index to Monologs and Dialogs, etc.*

BOSTON  
F. W. FAXON COMPANY, Inc.

1952

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1952

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*To the Fetherons: George, Della and Margaret*  
“A friend in need is a friend indeed”—English proverb



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# The Picture File in School, College, and Public Libraries

## FOREWORD

This work is a revision of the earlier volume, *The Picture File*, published in 1935. It has been undertaken at the request of the publisher, due to the continuance of orders for the book after the first edition was exhausted.

During the sixteen years since the publication of the first work, the writer has worked with picture files in three other libraries and has observed files in many others. This added experience has confirmed belief in our original purpose: a simple guide suitable for the average library, using headings that have proved their usefulness. The headings are neither entirely general nor entirely specific but a combination of both — which arrangement has seemed to work out for the best. In most cases, however, geographical headings are specific because they have proved most useful.

We have added some 375 more headings, including up-to-date geographical names and current subjects which are necessary. We have expanded several subdivisions, some in answer to particular requests from users of our guide, and have made a few changes in the original list where expansion or change seemed advisable.

We have requested picture catalogs from over 100 different picture publishers; we offer you a selected list especially recommended for your consideration. We have compiled a list of picture indexes and bibliographies which we have also included for your use. We have examined hundreds of magazines and have noted those which are especially worthwhile for clipping purposes. These and many more additional helps have been added to the new edition.

Again we say that the resourcefulness of the individual librarian is all-essential, and the successful use of this book is dependent on its application to local problems and needs.

We wish to thank Miss Maria Kirkgaard, head of the Art Department of the Pasadena Public Library, and Mrs. Alpha Russell, Head of the Picture Department of the Los Angeles Public Library for their courtesy in showing their picture collections and explaining their methods.

N. O. I.

## CHAPTER I

### How to Begin

The first problem of the librarian who wishes to start a picture file is just how to begin. She may have boxes of pictures already cut, she may have stacks of magazines ready to cut, or she may have no pictures at all. In any case, how to begin the actual file is her problem.

#### 1. SOURCES

How does a library get its pictures? First of all, it should "look to itself." Discarded books and magazines are the chief sources to which every library has access. Advertising material, rotogravure sections of newspapers, and catalogs also contain many worthwhile pictures. Travel circulars, announcements of book publishers, pamphlets and pictures from publishing companies are other sources. The last mentioned, however, although of slight cost, need not be resorted to until all the free material is obtained.

#### Discarded Books and Magazines

Books, of course, contain pictures of all kinds. To mention a few types of pictures found in books — there are illustrations by famous painters, nature study pictures, geographical views, art studies, portraits, etc. Care should be exercised, however, in tearing or cutting out the pictures, as sometimes the inner margin is very narrow and a slight jerk is likely to tear the picture. A razor blade or other sharp knife should be used.

Magazines are perhaps the chief source of picture material. Historical as well as current material may be found in any number of magazines. Any discarded periodical that contains pictures is worth examination. Some of the best to clip (if you have duplicates) are the following:

The Alaska Sportsman	Antiques
American Artist	Apollo
American Home	Architectural Forum
Américas	Architectural Record

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Arizona Highways	Mentor (no longer published)
Art et Décoration	Musical America
Art News	National Geographic Magazine
Arts and Decoration	zine
Asia	Natural History
Australia	Nature Magazine
Collier's Weekly	New York Times Sunday
The Connoisseur	Magazine section
The Desert Magazine	Pacific Pathways
Design	Punch
Fortune	Saturday Evening Post
Harper's Weekly (1851-1916)	School Arts Magazine
The Highway Traveler	The Studio
House and Garden	Survey Graphic
House Beautiful	Theatre Arts Monthly
Hoy	Travel
Illustrated London News	Women's magazines
L'Illustration	Good Housekeeping
Japan	Harper's Bazaar
Japan in Pictures	Ladies Home Journal
Japan Today and Tomorrow	McCalls
Life	Vogue
Look	Woman's Home Companion
Magazine of Art	ion
Manana	etc.

### Advertising Material

A librarian receives all kinds of advertising matter, much of it worthless. By examining this material carefully, however, many pictures can be found that are usable.

### Newspapers and Catalogs

The paper on which newspapers is printed is usually of poor quality, and not worth saving. The rotogravure sections, however, are of better quality and may well be clipped.

Catalogs are of various kinds. Seed catalogs, for instance, are especially useful for colored pictures of flowers,

fruits, vegetables, etc. College catalogs may be clipped for views of college campuses. For book catalogs, see heading "Announcements of book publishers."

### Travel Circulars

Travel circulars furnish an excellent start for a collection since they consist of a wealth of current pictures on all countries of the world. Geographical views are essential in any picture collection (school libraries, especially), and therefore there should be a representative number in the file as soon as possible.

In sending for these travel circulars, a word of warning should be given. Do not write to more than one or two general companies at one time, unless you want to be deluged with mail. Below is a list of companies that will send you plenty of circulars. We suggest you check *Holiday* for further names, including those of the various states which are not included in our list.

Air France, 683 Fifth Ave., N. Y. 22, N. Y.

American Airlines, Inc. (major cities)

American Export Lines, 39 Broadway, N. Y. 6, N. Y.

American Express Travel Service, 65 Broadway, N. Y. 6, N. Y.

Baltimore & Ohio Railroad, Baltimore, Md.

The Bermuda Trade Development Board, 620 Fifth Ave., N. Y. 20, N. Y.

Braniff International Airways (N. Y., Los Angeles)

British Overseas Airways Corp., 420 Madison Ave., N. Y. 17, N. Y.

British Railways, 9 Rockefeller Plaza, N. Y. 20, N. Y.

British Travel Assoc. (Centre), 336 Madison Ave., N. Y. 17, N. Y.

Burlington Travel Bureau, 547 W. Jackson Blvd., Chicago 6, Ill.

Canada Steamship Lines (major cities)

Canadian Govt. Travel Bureau, Ottawa, Canada

Canadian National (major cities)

Canadian Pacific (major cities)

- Chicago & Southern Air Lines, Inc., Municipal Airport,  
Memphis, Tenn.
- Cuban Tourist Comm., 122 E. 42nd St., N. Y., N. Y.
- Detroit and Cleveland Navigation Co., 1208 Griswold  
Bldg., Detroit 26, Mich.
- French Line (major cities)
- French National Tourist Office (major cities)
- German Tourist Information Office, 11 W. 42nd St., N. Y.  
18, N. Y.
- Grace Line, 10 Hanover Square, N. Y., N. Y.
- Gray Line Sight-Seeing Companies Assoc., 10 N. LaSalle  
St., Chicago 2, Ill.
- Great Northern Railway, St. Paul, Minn.
- Greyhound Information Center, 105 W. Madison St.,  
Chicago 2, Ill.
- Haitian Inf. Bureau, 10 E. 52nd St., N. Y. 22, N. Y.
- Holland-America Line, 29 Broadway, N. Y. 6, N. Y.
- Jamaica Tourist Trade Development Bd., 400 Madison  
Ave., N. Y. 17, N. Y.
- Katy Lines, Railway Exchange Bldg., St. Louis 1, Mo.
- Linjebuss, Dept. A., 630 Fifth Ave., N. Y. 20, N. Y.
- Matson Line Offices (major cities)
- The Milwaukee Road, 935 Union Station, Chicago 6,  
Ill.
- Missouri Pacific Lines, 1601 Mo. Pacific Bldg., St. Louis  
3, Mo.
- Moore-McCormack Lines, 5 Broadway, N. Y. 4, N. Y.
- National Trailways Bus System, 185 N. Wabash Ave.,  
Chicago, Ill.
- New York Central, 466 Lexington Ave., N. Y. 17, N. Y.
- Northern Great Lakes Area Council, P. O. Box, 5439,  
Chicago, Ill.
- Northern Pacific, 338 Northern Pacific R. R., St. Paul 1,  
Minn.
- Olsen Travel Organization, 39 S. LaSalle St., Chicago 3,  
Ill.
- Pan American (major cities)
- Philippine Air Lines (major cities)
- Rock Island Lines, 723 LaSalle St. Station, Chicago 5, Ill.

- Sabrena Belgian Airlines, 422 Madison Ave., N. Y. 17,  
N. Y.
- Santa Fé System Lines, 80 E. Jackson Blvd., Chicago 4,  
Ill.
- Scandinavian Airlines System (major cities)
- Southern Pacific, 310 S. Michigan Ave., Chicago 4, Ill.
- Standard Fruit & Steamship Co., 11 Broadway, N. Y.,  
N. Y.
- Swissair, KLM Royal Dutch Airlines, 572 Fifth Ave.,  
N. Y. 19, N. Y.
- T.W.A. Trans World Airline (major cities)
- Tanner Gray Line, 1207 W. 3d St., Los Angeles, Calif.
- Trinidad & Tobago Tourist Board, 122 E. 42nd St.,  
N. Y. 17, N. Y.
- Union Pacific Railroad, Omaha 2, Nebraska
- United Air Lines, Vacation Bureau, Room 207, 5959  
S. Cicero Ave., Chicago 28, Ill.
- United Aircraft Corp., East Hartford, Conn.

#### **Announcements of Book Publishers; Pamphlets**

Publishers' announcements include general catalogs, booklets on authors and sample pages of books, much of which is valuable for picture material.

Pamphlets may often contain valuable pictures, in which case they should be purchased in duplicate. Especially valuable are booklets on various industries and products, such as coffee, tea, rubber, etc.

#### **Publishers of Pictures**

Pictures, books of pictures, and postcards may be secured from a great number of publishers, many of whom handle art prints exclusively. We requested picture catalogs and information from over 100 different picture agencies; we offer you a selected list of those received with a brief notation of items, by no means complete, to give you an idea of their specialties especially recommended for your consideration. In writing any of the following firms, ask for catalogs or lists quoting present prices.

### Picture Agencies

(Including Commercial Firms, Museums and Publishers of Encyclopedias)

American Classical League. Service Bureau. Vanderbilt Univ., Nashville, Tenn.

(Rome and Romans; classical mythology)

Art Education, Inc. (Brown-Robertson Co., 6 E. 34th St., N. Y. 16, N. Y.

(Museum color prints; black and white prints; color reproductions of masterpieces; drawings of the masters; historic designs in color; color prints of Jessie Willcox Smith)

Art Institute of Chicago, Michigan Ave. & Adams St., Chicago, Ill.

(Color prints; postcards; various sizes)

Art Lore, Inc., 6 E. 34th St., N. Y. 16, N. Y.

(Religious pictures; modern Audubon series)

Artext Prints, Inc., Westport, Conn.

(Artext prints; color reproductions; catalog)

Associated Publishers, Inc., 1538 Ninth St., N. W., Washington 1, D. C.

(Negroes and negro life)

The Bettmann Archive, 215 E. 57th St., N. Y., N. Y.

(Pictorial history and research—prices on request)

Blackhurst Book Sales, Inc., 1066 U. P. Station, Des Moines, Ia.

(Visual aid units)

Bonham, Martha E., 2615 Ashurst Rd., Cleveland 18, Ohio

(Photographs related to English life, literature, history; American photographs)

Botanical Publishing Co., P. O. Box 724, Cincinnati, Ohio

(Trees, leaf prints)

British Information Services, 30 Rockefeller Plaza, N. Y. 20, N. Y.

(Poster card sets; picture sets)



- Chicago Natural History Museum, Roosevelt Road & Field Drive, Chicago 5, Ill.  
(Postcard sets on anthropology, botany, geology, zoology, etc.)
- Childs Gallery, 169 Newbury St., Boston 16, Mass.  
(Paintings and prints)
- Colonial Art Co., Oklahoma City, Oklahoma  
(Shakespearean illustrations in color; famous paintings; catalog)
- Colortext Publications, 646 N. Michigan Ave., Chicago, Ill.  
(Booklets in color)
- Compton, F. E., & Co., 1000 N. Dearborn St., Chicago, Ill.  
("Compton's Picture Library and Source materials")
- Creste-Andover Co., 62 E. 87th St., N. Y. 28, N. Y.  
(Sets of colored prints on flowers, taverns, birds, fruits, yachting prints, etc.)
- Dodson, Joseph H., Co., Kankakee, Ill.  
(Birds and nature; industrial pictures; American Indians; etc.)
- Donohue, M. A. Co., 711 S. Dearborn St., Chicago 5, Ill.  
(Birds; animals; Indians)
- Encyclopedia Britannica, 283 Madison Ave., N. Y.  
(Reprints on art, etc.)
- Freer Gallery of Art, Washington 25, D. C.  
(Photographs; postcards)
- Geographia Map Co., 145 W. 57th St., N. Y. 19, N. Y.  
(Maps)
- Greenwald, J., Inc., 681 Lexington Ave., N. Y. 22, N. Y.  
(Small color prints)
- Halliday Historic Photograph Co., Hampstead, N. H.  
(Photographs of New England crafts, portraits, architecture, etc.)
- Hermann, Erich S., Inc., 385 Madison Ave., N. Y. 17, N. Y.  
(Color reproductions of old and modern masters, various sizes)

Hispanic Society of America, Broadway & 155th St.,  
N. Y., N. Y.

(Illustrations from photographs on costume, ceramics,  
paintings, etc., of Spain)

Informative Classroom Picture Publishers, Grand Rap-  
ids 7, Mich.

(Picture reference library, including units of teach-  
ing pictures on life in Colonial America, Indian  
life, etc.)

International Art Publishing Co., Inc., 243 W. Congress  
St., Detroit 26, Mich.

(Selected religious subjects; fine reproductions of old  
and modern masters)

Latin American Village, 422 E. Ranchito St., El Monte,  
Calif.

(Visual materials on Pan America, California, historic  
U.S.A., especially designed for schools, colleges and  
libraries)

Library of Congress, Division of Fine Arts, Washington,  
D. C.

(Facsimile prints, photographs, etc.; "The selective  
checklist")

McKinley Publishing Co., 809-811 N. 19th St., Philadel-  
phia, Pa.

(Maps)

Metropolitan Museum of Art, 5th Ave. & 82d St., N. Y.  
28, N. Y.

(Reproductions in color; photographs and sheets)

Morgan & Morgan, High Point Road, Scarsdale,  
N. Y.

(Morgan photographs on architecture, American crafts,  
modern painting, etc.)

Museum of Fine Arts, 479 Huntington Ave., Boston,  
Mass.

("Reconstructing the past"; photographs, postcards,  
etc.)

Museum of the City of N. Y., 1220 Fifth Ave., N. Y.,  
N. Y.

(Postcard views of early life in N. Y.)

- National Association of Audubon Societies, 1006 Fifth Ave., N. Y. 28, N. Y.  
(Bird cards and leaflets)
- National Gallery of Art, Washington, D. C.  
(Monotone postcards)
- National Geographic Society, School Service Dept., Washington 6, D. C.  
(Separate color sheets on wide variety of subjects)
- N. Y. Graphic Society, 10 W. 33d St., N. Y. 1, N. Y.  
(Small color prints; catalog)
- New York Historical Society, 170 Central Park West, N. Y., N. Y.  
(Postcards)
- Nystrom, A. J. & Co., 3333 Elston Ave., Chicago 18, Ill.  
(Maps, charts primarily)
- Perry Pictures Co., Malden, Mass.  
(Miniatures on a great many subjects)
- Quarrie Corporation, 35 E. Wacker Drive, Chicago, Ill.  
(World Book Encyclopedia unit teaching materials and reprints)
- School Arts, The Davis Press, Printers' Building, Worcester 8, Mass.  
(Design, etc.; portfolios)
- Scripta Mathematica, 186th St. & Amsterdam Ave., N. Y. 33, N. Y.  
(Portraits of mathematicians and mathematical postcards, plates, etc.)
- Superintendent of documents. U. S. Government printing office, Wash. D. C.  
(Free price lists)
- Taft Museum, 316 Pike St., Cincinnati 2, Ohio  
(Postcards)
- The Twin Editions, 366 Madison Ave., N. Y. 17, N. Y.  
(Fine prints of masterpieces)
- University Prints, 11 Boyd St., Newton, Mass.  
(Black and white prints; color prints; catalog)
- Whitman Publishing Co., 1220 Mound Ave., Racine, Wisconsin  
(Small books on birds, dogs, fish, flowers)

**Bibliographies of Sources<sup>1</sup>**

Numerous good bibliographies have been published which include sources of picture material including maps, charts and visual aids; among them are:

- Bacon, Mary R. Pictorial maps useful in the study of U. S. history. *Wilson Bulletin* 7:121-23, October 1932.
- Brown, Betty J. Picture Maps. *Wilson Bulletin* 11: 385-89, 415. February 1937.
- Dent, Ellsworth C. and Martha R. McCabe. Visual aids in education; references on pictures, maps, charts as classroom aids. (Bibliography #34.) Washington, D. C., Office of Education.
- Free and inexpensive educational materials including sources of visual aids. (Special report #17.) The Quarrie Reference Library, 35 E. Wacker Drive, Chicago, 1940.
- Helps for teachers: pictures, posters, bulletins, and other materials available from non-commercial organizations — a revised compilation by Mary Dabney Davis. *School Life* 20:89-9. December 1934.
- N.E.A. National Elementary School Principals. 13th yearbook, June, 1934. (Sources of Picture Materials, pp. 470-73.)
- Richmond, Edna. Materials of instruction which may be obtained free or at small cost. The Author, Fairmont, West Virginia, 1930.
- Sources of reproductions of works of art. A.L.A. Bulletin 30: part II. April 1936.
- Standard catalog for high school libraries. (Fine arts section) N. Y., Wilson, 1937. Third supplement, 1940.
- Townsend, M. E. and A. G. Stewart. Audio-visual aids for teachers. (Social Science Service, series 2.) N. Y., Wilson, 1937.

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<sup>1</sup> Ireland, Norma Olin. Picture file pointers. *Wilson library bulletin* 16:258, November 1941.

U. S. Office of Education. Federal Security Administration. State library agencies as sources of pictorial material for social studies. (Leaflet #34.) Washington, D. C.

Visual Materials: aids for publicity and display. (Leads #7, rev.) A. L. A., 1939. mimeo. 50 p.

## 2. CUTTING

The second step, after your material is collected, is the cutting. This duty may be assigned to pages or other assistants for spare time work; or, if rapid progress is desired, may be assigned to one definite assistant. Although the process of cutting pictures is simple, there are several points that should be remembered.

### Straight Borders

Picture borders must be cut absolutely straight, in order to give a neat appearance. If a small white margin (varying from one-sixteenth to one-eighth of an inch, as in a snapshot) is left on each side the picture will stand out more clearly when mounted.

### Identification

Identification of the picture is usually printed at the bottom, but in case this does not occur, the surrounding reading matter should be searched. The names should then be penciled very lightly on the back of the picture, or cut out and clipped to the picture. When cutting a group of pictures on one subject, it is convenient to clip them all together at this time as this aids in later sorting.

## 3. SORTING

For those who have their pictures assembled and cut, the process of sorting, or rough classification, is the next step. But it is not necessary that you have all of your pictures cut before sorting, as you can begin on only a small group. If you are anxious to get your Picture File under way, it is better to start with a small representative group

of pictures and get them into the file, rather than wait until all pictures are cut and sorted.

### Folders Needed

A supply of letter size manila vertical file folders is useful for this rough classification. As these folders are only for temporary use, old folders may be used (by reversing sides), or home-made ones substituted. Altho other plans may work just as efficiently, folders have proved very convenient.

### Headings for Folders

Label these folders with general headings, merely for present needs. In some cases the headings may remain the same as in the final stage, but in most cases they will be changed to more specific headings. Some suggestions for general headings are as follows:

Africa	Furniture
America (except U. S.)	Gardens
Animals	Industries
Architecture	Insects
Art	Islands
Asia	Mythology
Birds	Nature Study
Castles	Needlework
Cathedrals	Paintings
Costume	Portraits
Drawings and Engravings	Sculpture
Europe	United States
Flowers	Miscellaneous

Other general headings may be added, according to the nature of the pictures collected. But do not take too much time making headings for this sorting, because it will delay the more important work to follow. The most essential rule in sorting is: keep your pictures together in general groups and let the specific headings go until later.

## CHAPTER II

### Mounting

When your pictures are cut and sorted, the next thing to be considered is the mounting. This is especially important because neatness and uniformity in this process determine the general appearance of the Picture File.

#### I. PAPER

There are papers of many different sizes, colors and weights available on the market. While choice rests upon the taste of the individual librarian, yet there are certain features of art, uniformity, etc., that will largely determine this choice. The recommendations given below have proved satisfactory in many picture collections, and are listed because of this fact.

#### Specifications

Mounting paper comes in various colors, but the most satisfactory are gray, tan and brown. The tan and brown should be used for colored and sepia pictures, while the gray should be used for the plain, uncolored ones.

Mounting paper usually comes in large sheets, and must be cut to size (See *Size of Mounts*). Suitable paper can usually be purchased locally, but in case the librarian has no local paper companies in her city, we are glad to recommend the following:

*The Alling & Cory Co.*, Cleveland 13, Ohio

Hammermill Cover, Antique Substance 65: 20 × 26  
— 130 M, single thick, \$5.85 per 100 sheets in light colors. Recommend sepia and deep gray. Also comes in double thick at higher prices.

*Zellerbach Paper Co.*, Los Angeles, Calif.

Buckeye Cover, Basis 65 Buckeye Cover: 20 × 26  
— \$4.75 per C sheets (white; colors slightly higher). Recommend French gray, and tan. Also comes in double thick).

*National Card, Mat and Board Co.*, 4318-36 Carroll Ave., Chicago 25, Ill. or 11422 S. Broadway, Los Angeles 61, Calif.

Heavy cardboard for special display mounts, various prices.

*J. L. Hammett Co.*, Kendall Square, Cambridge, Mass.

Write for "School Supplies" catalog. Lists Hammett's Art Mounts, Studio Papers, etc.

## 2. SIZE OF MOUNTS

A convenient size for picture mounts is approximately  $11\frac{1}{4}$  by  $9\frac{1}{4}$  inches. With proper cutting, four mounts may be cut from each large sheet ( $20 \times 26$ ), with a slight waste. This waste may be utilized for small signs, etc., in the library. To facilitate the task of cutting mounts, a card cutter should be used. Care must be exercised in using this, however, as sometimes the large sheet is uneven thus causing the mount to be cut slightly off scale.

## 3. HOW TO MOUNT

Any good library paste that is firm and not too gluey is suitable for mounting. Rubber cement is desirable if the picture is ever to be removed. In pasting the picture, tip the four corners with paste, rather than spread it over the entire surface. For the artistic mounting of pictures, several things must be remembered. Never crowd the page with too many pictures. One picture is usually sufficient for a mount, altho sometimes two or more small ones may be grouped so as to form a united whole. The following rules for mounting are according to the principles of art:<sup>1</sup>

### Rules for Mounting

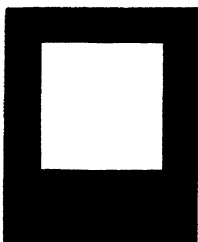
1. The bottom margin should always be the widest, to assure the proper feeling of balance.
2. The top margin

---

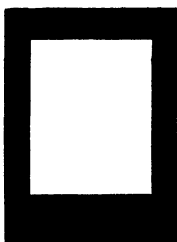
<sup>1</sup> Trilling, Mabel B. and Williams, Florence. *Art in home and clothing*. J. B. Lippincott Co., 1928, pp. 47-48.



- a. For square pictures, it is the same width as the side margins.



- b. For vertical oblong pictures, it is wider than side margins.



- c. For horizontal-shaped pictures, it is narrower than side margins.



3. Mounting several pictures on one page.
- a. Space between the pictures must be less than the margin around the outside, and less than the width of the pictures.

## CHAPTER III

### Picture Headings

The process of assigning the proper headings to pictures is the most difficult process of all. But if properly studied, this phase of the preparation becomes the most fascinating, as well as one of the most simple.

#### 1. LETTERING

First of all comes the type of lettering to be decided upon. Some form of capitals should be used, as they make the titles more distinct, and thus more easily used in the file. There are many styles of lettering that may be employed, depending upon the librarian's taste. Three-sixteenths of an inch is a convenient height. Lines may be penciled in, and erased later.

The lettering should be made in black ink, but not in drawing ink, as this is difficult to erase.

**A B C D E F G H I J K L M N O P Q R S  
T U V W X Y Z & \$ 1 2 3 4 5 6 7 8 9 0**

#### 2. LOCATION OF HEADING

The best place for the heading has been found to be the upper left-hand corner of the face of the mount, one-eighth inch from the top. Although some librarians might at first think that labelling on the back would be preferable, after consideration they will see the advantages of the front-label system. Its advantages are threefold:

##### Advantages of the Front-Label

###### 1. *Ease in using file*

When looking up certain pictures, one can leaf rapidly through the subject and pick out those wanted at a glance — instead of drawing out each individual picture to ex-

amine it. This is especially true when a particular type of picture is wanted, e.g., colored pictures, etc.

*2. Library patrons prefer this system*

Experience has proved that library patrons prefer this system as it is easy to use. This is true in picture collections as well as in other library duties which the public must perform, such as registration, withdrawal and return of books, etc.

*3. Improves appearance of pictures*

A carefully and uniformly lettered heading on the face of the mount improves its appearance by making the meaning of the picture more clear. In displays, this is especially important.

Of course, if the collection were one of fine prints or valuable etchings, the problem would be a different one. In that case a different grade of mounting paper would be used, and different sizes would also be necessary. In such a collection the pictures might be labelled on the back, or in many cases would not be labelled at all, but given a number instead.

### 3. GENERAL RULES

Altho the general rules of assigning subject headings are understood, nevertheless there are a few rules that especially apply to picture headings.

Simple headings should always be used. There should not be too many subdivisions in a small file. In fact, there should be scarcely any, except for large subjects such as Architecture, etc. Minute subdivisions such as found on Library of Congress catalog cards are entirely out of place here.

#### Card Record

Altho a record of headings may be kept by checking the list in this book, a card record is preferable for several reasons. It may seem like unnecessary work but it is desirable, in the first place, because it is more flexible. New headings may be added that are not in this list, especially local (city) names. Secondly, geographical and other

cross-references can be included, and these are very essential in using such a collection. These reference cards are valuable to quickly identify places or locate special local material. All such cross-references should take this form:

Los Angeles,     *see*  
California — Los Angeles

The third reason for card records is so that the number of pictures on each subject can be kept on the back of each main subject card. This is also useful in checking overdue picture charges, as well as a guide for future picture subjects.

#### “See” and “See alsos”

“See” references indicate that there is nothing under that subject, but that you should see another subject. For instance, in our list, the heading Ceramics is not used, but Pottery is. The cross-reference is:

Ceramics,     *see*  
Pottery

The main heading card is found under Pottery.

“See also” references indicate the existence of other similar subjects, in most cases, more specific. For example:

Food,     *see also*  
Berries

There are two main entries here: Food, and Berries. We are more liberal in our use of “see also” entries in the Picture Collection than in cataloging of books, because sometimes pictures (in groups) may be found under more than one heading. Sometimes, therefore, “see also” references may be made from two headings of seemingly equal value, e.g. from general to general, or specific to specific.

#### Form of Entry

The form of entry should follow the standard rules for spacing, etc., as the A.L.A. rules recommend.<sup>1</sup> This will simplify forms, etc., and keep the record entirely uniform and consistent.

<sup>1</sup> American Library Assoc. and British Library Assoc. Comm. Catalog rules, author and title entries. Chicago, A.L.A., 1908.

#### 4. SPECIAL PROBLEMS

There are many problems that occur when working with picture collections. Decisions must be made daily that will determine the library's future policy. In addition to proper names and place names, there are other special cases which must be recorded elsewhere. These may be kept in a special notebook, on cards, or on the blank pages at the end of this volume.

##### Cross-Reference Decisions

In addition to the cross-references in the list of headings, there will be many others which the librarian must decide for herself. Although most of these will be decided without difficulty, some examples of these problems will serve to help the librarian in this phase of work.

##### Historic Houses, etc.

In the selection of pictures, there are groups containing famous houses, literary landmarks, and relics, whose interest lies chiefly in the person with whom they are concerned. In the list of headings, you will find three headings indicated:

- Historic houses
- Historic landmarks
- Historic relics

The term historic was chosen to include the term literary, thus eliminating the extra heading. The heading is then subdivided by the inverted name of the person with whom the subject is connected, e.g.

Historic relics — Jefferson, Thomas A.

There should be a cross-reference from the portrait of the person concerned. Thus anyone searching for all pictures on or about Thomas Jefferson could easily locate them. The card would be like this:

- Portraits — Jefferson, Thomas A., *see also*
- Historic houses — Jefferson, Thomas A.
- Historic landmarks — Jefferson, Thomas A.
- Historic relics — Jefferson, Thomas A.

Portrait cards should also indicate cross-references to Paintings, Sculptures, etc., of the individual. Photographs only should be classed under the main heading of Portraits, while Paintings, Drawings and Engravings, Sculpture, etc., should be kept with their own classification and cross-referenced under Portraits.

In the group of Historic houses, if the name of the person is unknown, then subdivide by the name of the house, thus:

Historic houses — Witch house

If the name of the house is known, as well as the name of the person, make cross-reference from the name of the house as well. Thus:

Historic houses — Monticello, *see*

Historic houses — Jefferson, Thomas A.

Cross-references should also be made from certain subjects in architecture to this group of Historic houses, for instance:

Architecture — American — Colonial, *see also*

Historic houses — (name of person, etc.)

### Costume

The subject of Costume is another that requires some decision in cross-references. In the first place, Costume should be subdivided by the adjective of nationality:

Costume — Dutch

Stage costume should be subdivided by author and title of play:

Costume — Stage — Shakespeare — Macbeth

When the above information is unknown, then subdivide by name of character:

Costume — Stage — Mary Stuart

Cross-references should also be made from Portraits to Costume — Stage, e.g.:

Portraits — Modjeska, Helena, *see also*

Costume — Stage — Mary Stuart

Costume — Stage — Shakespeare — Macbeth

Consult pp. 72-76 of this work for Costume headings. We suggest you also study Monroe and Cook's *Costume index*, listed on p. 29.

### Sculpture

Sculpture contains many subjects that should be indicated by the means of cross-references. Some of the most important ones are:

Animals	Medals
Bible	Memorials
Bible-Christ	Monuments
Children	Mythology
Coins	Patriotic pictures
Fountains	Portraits
History (with subdiv.)	Saints
Illustrations	Symbolic pictures
Indians of North America	Tablets
Madonnas	Tombs

### Classification of Paintings, etc.

The classification of Paintings, Drawings and Engravings, and Illustrations is the most detailed and difficult problem of all. There are so many types of pictures that fall into these groups, that it takes a great deal of study to classify them correctly.

### Illustrations

In the first place, all illustrations of books, etc., by famous illustrators should be segregated. The main entry is then subdivided by author, title of book, and artist:

Illustrations — Alcott, Louisa May — Little women — Smith, Jessie Willcox (artist)

The word "artist" in parenthesis serves to immediately identify which is the illustrator, useful for the person unfamiliar with illustrators. If the author and title are unknown, then subdivide only by name of artist:

Illustrations — Parrish, Maxfield

### Cross-References

Make a cross-reference from the artist subdivision to the author subdivision, or rather to the main entry, as follows:

Illustrations — Smith, Jessie Willcox (artist)

*See also*

Illustrations — Alcott, Louisa May — Little women

Illustrations — Burnett, Mrs. Frances (Hodgson) — Sara Crewe

Cross-references should also be made from the subject of the picture. See list under Paintings, below.

References should be made from the general heading Paintings, subdivided by the name of artist:

Paintings — Smith, Jessie Willcox, *see*

Illustrations — Smith, Jessie Willcox (artist)

So many different cross-references may seem like a useless task and some may question the need. The answer is this: always consider the user of the file and not take for granted that he will understand every subject heading as well as you do. Be as specific as possible and use simple headings, but remember your card record should be a real dictionary to your file.

### **Drawings and Engravings**

The heading Drawings and Engravings was chosen to include Drawings, Etchings, Lithographs, and all other forms of Engravings. The library with a large Etching collection may question this heading and prefer separate headings. It was chosen because it was thought sufficient for a small file and easiest to use. Then, too, many such reproductions are rather difficult to classify because they are unlabelled as to whether they are etchings, etc., and in some cases there is no way of finding out.

The rules for this division are the same as indicated below, under Paintings. All artists should be cross-referenced from Paintings, however, the same as for Illustrations.

### **Paintings**

After sorting out Illustrations, Drawings and Engravings, we then come to Paintings. This is usually a large group, and for the purpose of later cross-referencing and ease in handling, they are sorted into the following subjects:



Animals	Portraits
Children	Religious pictures (Bible, etc.)
Flowers	Seascapes
Landscapes	Symbolic pictures
Murals	Miscellaneous (subdivided later)

The typical main entry for a Painting looks like this:

Paintings — Gérôme, Jean Leon — Springtime

And like this, in the case of Portraits:

Paintings — Fulton, Robert — Barlow, Joel (artist)

Cross-references for the above are as follows:

Paintings — Springtime, *see*

Paintings — Gérôme, Jean Leon — Springtime  
and

Portraits — Barlow, Joel, *see*

Paintings — Fulton, Robert — Barlow, Joel (subject)

Titles of paintings should always be cross-referenced.

Aids in determining exact titles, as well as identifying painters, are found in CHAPTER V, *Reference Work with Pictures*. Subject references should include the ones listed above, in addition to others which may be added as such subjects appear.

### Information File

In addition to the many cross-references, etc., kept on cards, the librarian should build up an information file on certain subjects. For instance, names of artists according to the type of painting, etc., for which they are famous, e.g. Abstract art, Animal studies, Bird studies, Cartoons, Children, Country life, Fantasy, Fresco, Genre, Landscape, Marine, Modern, Portraits, Religion, Still-life, Surrealist art, etc., and names of artists according to nationality, e.g. Mexican, as well as state and local artists. Lists of sculptors may also be compiled, according to nationality.

Other valuable information on many other subjects may be collected. Names of cathedrals, based on the article in the *National Geographic Magazine*<sup>3</sup> for July 1922 will prove useful. They are subdivided by country and type of

<sup>3</sup> Walker, J. Bernard. Cathedrals of the old and new world. *National Geographic Magazine* 42:60-114, July 1922.

architecture. Names of different kinds of pottery, by various nationalities will be useful. In the field of Antiques, a great many useful lists can be collected, such as types of glass, etc.

Famous statues, places of interest, historical events and places will all find their use sometime. The librarian who builds up such lists in her spare time will be amply rewarded by the added usefulness of her picture collection.

### Optional Division of Subjects

As a picture file grows, certain subjects grow more than others, and often the question arises, "Shall we divide and make new headings, or continue to subdivide?" Since specific headings are always easier to use, we suggest that you make new headings in some instances. This new edition of *The Picture File* makes a few changes which we have found desirable and others are possible.

In the case of geographical headings, we have included many more specific headings, including the names of each individual state in the United States. Under California, as a typical state, we have also included a detailed subdivision of topics which can be applied to every state, with appropriate changes.

Animals is another heading which may be divided as it grows larger. If you have collected a great many pictures on Dogs, Cats, Horses, etc., put them under separate headings if you wish, but be sure you include cross-references.

Some libraries break up Portraits and have separate files under Artists, Authors, Musicians, etc. This may become very complicated, however, and make your file more difficult to use. We prefer keeping lists on cards, easily done and quickly referred to.

Sports and Games may also be divided; separate headings may be used for Football, Baseball, etc. This is optional with the librarian. We have not done it in our list, altho we have included full cross-references.

## CHAPTER IV

### Storage and Circulation of Pictures

The logical storage place for pictures is a vertical file. Although boxes may be used temporarily in the absence of a file, the purchase of the latter should be made at the earliest possible moment, because otherwise the pictures may become soiled and torn.

Some libraries prefer different types of storage units; this is of course determined by the type of collection maintained. It must be remembered that the storage of fine prints and large pictures is a different problem entirely. In Campbell and Goodwin's "A primer of library planning,"<sup>1</sup> the minimum requirements of a picture collection intended to serve a city that may eventually reach 100,000 population are given. The authors state that space for a collection of 35,000 mounted pictures and a subsidiary collection of unmounted pictures should be provided.

#### 1. VERTICAL FILE

Although letter size vertical files are satisfactory, legal size files are preferable, because when the picture collection is still small part of the file may be used for pamphlets.

#### Guides

There are many different kinds of guides available offered by as many different library supply houses. Metal tab guides are recommended for neatness and permanence, but there are also plain celluloided pressboard guides on the market that are cheaper and fairly satisfactory.

#### 2. CIRCULATION OF PICTURES

The circulation of pictures may be a very simple task if the system is completely worked out at the beginning. The most easily administered plan is that similar to the charging of books.

<sup>1</sup> Campbell, Donald K. and Clinton F. Goodwin. A primer of library planning. *Wilson Library Bulletin* 20:356, January 1946.

**Book Pockets, etc.**

A book-pocket and date due slip should be pasted on the under side of the envelope, opposite each other. A book card should be kept in the pocket, just as in an ordinary book. It may be labelled in the following manner :

PICTURES

# 1

DATE	BORROWER'S NAME AND ADDRESS	NO. & SUBJ. OF PICTURES
9/13/33	<i>John Smith</i>	6-
	<i>14 Adams St.</i>	<i>animals</i>

The word "Pictures" in the top left-hand corner identifies the classification while the number in the top right-hand corner (corresponding to the same number on the book pocket) identifies the charge. "Date due," "Borrower's name and address," "Number and subject of pictures" include all the information necessary for records.

### Picture Envelopes

Envelopes for circulating pictures are the first requisite. These may be purchased in any local paper-supply house or through regular library supply firms. Or, if economy is necessary, they may be made by hand in the library. They should be made of heavy paper, with three edges reinforced. The flap may have a fastener, or not, just as desired. The envelope should be much larger than the picture mount, in order that it may hold a large group without crowding.

### Routine

The decision on number of pictures and length of time to circulate depends on the individual library. If the collection is small, the number circulated at one time may be limited and the length of time restricted to seven days. In larger collections, there may be no limit to the number circulated to one person, and the time may be extended to two weeks with possible renewal. Lenient rules, whenever possible, are to be desired.

## CHAPTER V

### Reference Work with Pictures

The librarian in charge of the picture file must constantly use reference books to supplement her collection, first for identification of artists and pictures to be placed in the file, and secondly for location of pictures not found in the file. Every book with pictures is a possible source book, and of course the magazine indexes offer valuable current material.

#### 1. INDEXES

We have spent some time in compiling such sources for librarians, in our *Index to Indexes*,<sup>1</sup> which contains over 1000 separate indexes under 280 different subjects. In scanning these subjects, with pictures in mind, the following subjects have indexes which may be valuable to the picture file librarian:

Antiques	Geography
Antiquities	Handicrafts
Archaeology	History
Architecture	Natural history
Art	Ornithology
Artists	Photographs
Costume	Pictures
Entomology	Portraits

#### Visual Aids

The following indexes and bibliographies have been found especially useful in picture file work:

Art Index, 1929–date. A cumulative author and subject index to a selected list of fine arts periodicals and museum bulletins. N. Y., Wilson, 1930–date

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<sup>1</sup> Ireland, Norma Olin. *An index to indexes, A subject bibliography of published indexes.* Faxon, 1942.

- Booth, Mary Josephine. Index to material on picture study. Boston, Faxon, 1921. 92p.
- College Art Association of America. Index of 20th century artists. N. Y., Research Institute of the C.A.A. Index 1, 2, 3, 1933-1937 in v. 3, no. 11-12
- Ellis, Jessie Croft. General index to illustrations. Boston, Faxon, 1921. 92p.
- Ellis, Jessie Croft. Nature and its applications. Over 200,000 selected references to nature forms and illustrations of nature used in every way. Boston, Faxon, 1949
- Ellis, Jessie Croft. Travel through pictures; references to pictures in books and periodicals, of interesting sites all over the world. Boston, Faxon, 1935. 669p.
- Gage, Thomas Hovey. An artist's index to Stauffer's "American Engravers." Worcester, Mass., American Antiquarian Society, October 1920
- Latimer, Louise P. Illustrators, a finding list. Boston, Faxon, 1929
- Life. Chicago. Index, v. 1, 1937-date. Annual
- Mallett, Daniel T. Index of artists (international-biographical). N. Y., Bowker, 1935. 493p. Supplement, 1940. 319p.
- Mentor index. n.d. (o.p.)
- Metropolitan Museum of Art. Index to the Bulletin of the Museum. N. Y., The Museum
- Monroe, Isabel and Dorothy E. Cook. Costume index. N. Y., Wilson, 1937. 338p.
- Monroe, Isabel and Kate Monroe. Index to reproductions of American paintings; a guide to pictures occurring in more than eight thousand books. N. Y., Wilson, 1948
- National Geographic Magazine. Washington, D. C., National Geographic Society. Cumulative index, 1899-1946. (Cumulative supplement issued Feb. 1st of 1942 and every year thereafter)
- Shepard, Frederick J. Index to illustrations. Chicago, A.L.A., 1924

- Skadsheim topical index to the National Geographic Magazine, with alphabetical and analytical sections. Chicago, Edwin Allen Co., 1939. H. Skadsheim, Berrien Springs, Mich. unpagéd
- Smith, Ralph C. Biographical index of American artists. Baltimore, Williams and Wilkins, 1930. 102p.

### Unpublished Indexes

A large number of libraries have made indexes of pictures found in various books and magazines in their collections. Cooperative indexing among librarians is the key-word of today,<sup>2</sup> and thus before starting any local indexing of pictures, it is well to visit nearby libraries, as well as checking the A.L.A. Junior Members union list of unpublished indexes<sup>3</sup> which includes approximately 8000 indexes from 950 libraries. There are hundreds of indexes on art; here are just a few subjects to be found:

Archaeology	Jesus Christ in art
Architecture	Maps, Pictorial
Art— Study and teaching	Motion pictures — Stills
Caricatures and cartoons	Paintings
Christian art and symbolism	Photographs
Connoisseur (per.)	Physicians and art
Costume	Pictures (many subdivisions)
Drawings and engravings	Portraits
Illustrators	Sculpture

In Appendix II of the same book is a list of books which have been indexed, in whole or in part, by libraries. A survey of this list will save much duplication in libraries.

## 2. GENERAL REFERENCE BOOKS

Encyclopedias, reference books in history, science, literature and other special fields are all source material for the

<sup>2</sup> Ireland, Norma Olin. Cooperative indexing: a postwar program today. *College and Research Libraries* 6:73-75, December 1944.

<sup>3</sup> Junior Members Round Table, American Library Association. Local indexes in American libraries, edited by Norma Olin Ireland. Boston, Faxon, 1947.



picture librarian and should be studied with this purpose in mind. We do not have space to cover this field extensively, but will list a few of the special books which have proven especially useful in our experience. We suggest that a card file be started which will include not only the best pictorial reference books but pictorial books on the general shelves as well. See also list under *Picture Identification for Contests*, p. 32.

- American Art Annual, 1898–date. N. Y., American Federation of Arts
- Bailey, Henry T. and Ethel Pool. Symbolism for artists — creative and appreciative. Worcester, Mass., The Davis Press, 1925
- Brewer, Rev. E. Cobham. Character sketches of romance, fiction and the drama. Ed. by Marion Harland Hess, 1892
- Bryan, Michael. Dictionary of painters and engravers. 5v. N. Y., Macmillan, 1903–1905
- Christensen, Erwin O. The index of American design. N. Y., Macmillan, 1950
- Clement, Clara Erskine. A handbook of legendary and mythological art. N. Y., Hurd and Houghton, 1871
- Fielding, Mantle. Dictionary of American painters, sculptors and engravers. Philadelphia, n.d.
- Gayley, Charles M. The classic myths in English literature and in art. Boston, Ginn, 1911
- Goldsmith, Elisabeth. Ancient pagan symbols. Putnam, 1929
- Harper's dictionary of classical literature and antiquities. N. Y., American Book Co., 1923
- Mach, Edmundson von. Outlines of the history of painting from 1200–1900 A.D. Boston, Ginn, 1906
- Meyer, Franz Sales. A handbook of ornament. Wilcox and Follett, 1945
- Reinach, Salomon. Apollo. Scribner, 1924
- Smith, Sir William. A smaller classical dictionary of biography, mythology and geography. Dutton, 1920

Spooner, Shearjashub. Biographical and critical dictionary of painters, engravers, sculptors and architects. Putnam, 1853

Who's Who in American Art. 3 v. American Federation of Arts, 1935-1940

### Picture Catalogs; etc.

The librarian must remember to use picture catalogs in the identification of artists and their works. Such catalogs as University Prints, for instance, are invaluable in this work. In Chapter I, we have listed Picture Agencies, many of whom will send catalogs free or at small cost.

We have included many reference books in the next section, *Picture Identification for Contests*, under Special Subjects. This as well as the previous lists is selective rather than comprehensive, however, and the librarian must keep that fact in mind.

### 3. PICTURE IDENTIFICATION FOR CONTESTS

The average librarian is practically helpless when it comes to picture identification for contests. Because she does not know the books used, she is not only unable to aid the contester but also is likely to recommend the unnecessary use of a great many books.

The picture collection is often consulted and sometimes yields the exact picture needed. But more often the picture librarian must know other sources, especially of line drawings. Certain of these books may be duplicated and clipped for the picture file, or in the case of dictionaries, encyclopedias, etc., whole pages may be photostated and placed in the file.

The writer is an amateur contester and therefore cannot recommend the books used by the experts. We can, however, list those library books which include especially good pictures and may be of some help. The librarian should add to this list and keep a complete file of the best books in her library on the various subjects, both from the reference collection and the regular shelves.

## I. GENERAL SOURCES

1. *Dictionaries*

Webster's new international dictionary, unabridged. (2d edition is usually authority for words, and many preliminary pictures are taken from this edition. The first edition, however, with pictures in separate section in back, should always be consulted.)

Webster's collegiate dictionary

(Various editions vary: earlier editions have different pictures from later)

Century dictionary and encyclopedia, 10v. ed.

(One of best sources. Other ed. not as complete)

Thorndike junior and senior dictionaries

(Contain excellent pictures, often used)

Funk and Wagnall's standard dictionary

(Some pictures used, especially in editions before 1910)

2. *Encyclopedias*

Contest picture cyclopedia. Contest Publications, Box 6472, Cleveland Ohio, 1950

Chamber's, Nelson's and other old encyclopedias

The comprehensive pictorial encyclopedia.

World Pub. Co., 1943

The new modern encyclopedia, a library of world knowledge. William H. Wise & Co.

Inc., 1944

## II. SPECIAL SUBJECTS

*Animals*

American Kennel Club. Complete dog book. Garden City Pub., 1938

Animals of the world: Mammals of America, Mammals of other lands. Garden City Pub., 1947

Anthony, H. E. Field book of American mammals. Putnam, 1928

- Bridges, William. Wild animals of the world. Garden City Pub., 1948
- Carter, T. D., J. E. Hill and G. H. Tate. Mammals of the pacific world. Macmillan, 1946
- Davis, Henry P. The modern dog encyclopedia. Stackpole & Heck, Inc., 1949
- Hammerton, J. H. Wonders of animal life. London, Waverley Book Co., n.d. 3v.
- National Geographic Society. Book of dogs. The Society, 1919
- Tate, G. H. H. Mammals of Eastern Asia. Macmillan, 1947
- Troughton, Ellis. Furred animals of Australia. Scribner, 1947
- Vesey-Fitzgerald, Brian. The book of the dog. Borden Pub. Co., 1948
- Wender animal encyclopedia. Oxford Univ. Press, 1949

### *Art*

- Adeline's Art dictionary. Appleton, 1908
- Harper's Encyclopedia of art. Harper, 1937. 2v.
- Mollett, J. W. An illustrated dictionary of words used in art and archaeology. Sampson Low, Marston, Searle & Rivington, 1883
- Richter, Gisela M. Shapes and names of Athenian vases. Plantin Press, 1935

### *Birds*

- Audubon's Birds of America. Macmillan, 1937
- Birds of America. Ed. by T. G. Pearson. Garden City Pub., 1936
- Bond, James. Field guide of birds of the West Indies. Macmillan, 1947
- Chapman, Frank M. Handbook of birds of Eastern North America. Appleton, 1924
- Delacour, Jean and Ernst Mayr. Birds of the Philippines. Macmillan, 1946
- Edey, Maitland A. American song birds. Random House, 1940

Hausman, Leon. Illustrated encyclopedia of American birds. Garden City, 1947

### *Fish*

Innes, William T. The modern aquarium. Innes Pub. Co., 1937

Jordan, David S. & Barton Evermann. American food and game fishes. Doubleday, 1902

Lederer, Norbert. Tropical fish and their care. Knopf, 1934

Mellen, Ida M. Fishes in the home. Dodd, Mead, 1929

National Geographic Society. Book of fishes. The Society, 1924

Schrenkeisen, Ray. Field book of fresh-water fishes of North America north of Mexico. Putnam, 1938

Walford, L. A. Marine game fishes of the Pacific Coast. Univ. of Calif. Press, 1937

### *Flowers*

Hausman, Ethel. Beginner's guide to wild flowers. Putnam, 1948

Hausman, Ethel. Encyclopedia of American wild flowers. Garden City Pub., 1947

Henderson, Peter. Practical floriculture. Judd, 1909

House, Homer. Wild flowers. Macmillan, 1935

Mathews, F. S. Field book of American wild flowers. Putnam, 1927

Stefferd, Alfred. How to know the wild flowers. (Mentor Bk) New Amer. Lib. 1950

Wilkinson, Albert E. The flower encyclopedia and gardener's guide. Halcyon House, 1948

### *History*

Hammerton, J. H. Wonders of the past. Wise & Co., 1937. 2v.

Pageant of America: A pictorial history of the U. S. R. H. Gabriel, ed. Yale Univ. Press, 1925-1929. 15v.

*Insects (including Butterflies)*

- Holland, William J. Butterfly book. Doubleday, 1916  
Howard, Leland O. Insect book. Doubleday, 1908  
Lutz, Frank E. Field book of insects. Putnam, 1921

*Musical Instruments*

- Bessaraboff, Nicholas. Ancient musical instruments. Museum of Fine Arts, Harvard Univ. Press, 1941  
Engel, Carl. The music of the most ancient nations. London, Reeves, n.d.  
Galpin, Francis W. Old English instruments of music, their history and character. McClurg & Co., 1941  
Geiringer, Karl. Musical instruments: their history from the stone age to the present day. Allen & Unwin, 1943  
Hipkins, Alfred James. Musical instruments, historic, rare and unique. Edinburgh, A. & C., 1921  
Sachs, Curt. The history of musical instruments. Norton & Co., 1940

*Mythology*

- Gulick, Charles Burton. The life of the ancient Greeks. Century, 1902  
Knight, Alfred E. Amentet. Longmans, Green, 1915  
Rawlinson, George. History of ancient Egypt. 2v. (esp. v. 1). Dodd, Mead, 1882  
Tatlock, Jessie. Greek and Roman mythology. Century, 1917  
Wilkinson, Sir J. Gardner. The manners and customs of the ancient Egyptians. E. S. Cassino & Co., 1883. 3v. (esp. v. 3)

*Nature (General)*

Lydekker, Richard. Lydekker's Royal natural history. 6v. Warne Co., 1893-96

Wood, Rev. John G. Natural history. Routledge, 1905

*Plants (See also Flowers, Trees)*

Henderson, Peter. Henderson's handbook of plants and general horticulture. Henderson, 1910

Meyer, Joseph E. The herbalist. Indiana Botanic Gardens, P. O. Box 5, Hammond, Indiana.

Nicholson, George. Illustrated dictionary of gardening. London, Gill, 1887-1889. 4v. in 2.

Stevens, George T. An illustrated guide to the flowering plants of the middle Atlantic and N. E. states. Dodd, Mead, 1910

*Portraits*

Current Biography. Guide to Who's Who in the News. Wilson Co., annual.

Eichberg, Robert. Radio stars of today. L. C. Page, 1937

Ewen, David. Men of popular music. Ziff-Davis, 1944 (see also other books of musicians by Ewen)

Kunitz, Stanley. British authors of the 19th century. Wilson Co., 1936

Kunitz, Stanley & Howard Haycraft. Twentieth century authors. Wilson, 1942

Radio personalities, a pictorial and biographical annual, ed. by Don Rockwell. Press Bureau Incorporated.

*Ships*

Bloomster, Edgar L. Sailing and craft down the ages. U. S. Naval Institute, 1940

Davis, Charles G. Shipping and craft in silhouette. Marine Research Soc., 1929

Talbot-Booth, E. C. What ship is that? Didier, 1944

*Tools and Machinery*

- Butter, Frances J. Locks and lockmaking. Pitman, 1926
- Hiscox, Gardner. Mechanical movements. Henley & Co., 1903
- Kercer, Henry C. Ancient carpenter's tools. Doylestown, Pa., The Bucks Co. Hist. Soc., 1929
- Moorehead, Warren K. Prehistoric implements. Robt. Clarke Co., Cincinnati, Ohio, 1900

*Trees*

- Collinwood, G. H. and Warren D. Bruch. Knowing your trees. The American Forestry Assoc., 1947
- Peattie, Donald Culross. A natural history of trees of Eastern and Central North America. Houghton Mifflin, 1950
- Weld, Clarence M. Our trees, and how to know them. Lippincott, 1928

*Miscellaneous*

- Cohn, David L. Good old days. Simon & Schuster, 1940
- The encyclopedia of food. Pub. by Artemas Ward., N. Y., #50 Union Square, 1923
- Peloubet's Bible dictionary. Winston, 1925
- Rawson, Marion Nicholl. The antiquer's picture book. Dutton, 1940
- Smith, Sir William. Dictionary of the Bible. 3v. Murray, 1860-65
- Traill, Henry Duff. Social England. Cassell & Co., 1902-1904. 6v.

## III. CATALOGS

Catalogs, both new and old, are always necessary to solve picture puzzle contests. Small libraries which do not already possess a shelf of catalogs would do well to begin such a collection. Included should be



general catalogs, such as Sears and Montgomery Ward; representative hardware and machinery catalogs of all kinds; dentist tools and supplies; medical tools and all kinds of instruments; drawing supplies; fishing catalogs; chemical supplies; military goods; etc.

Duplicate copies can be clipped for the picture file. Thus when possible, two copies of each catalog should be ordered.

## CHAPTER VI

### Uses — Publicity

A picture collection is useful in almost every type of library with the exception of some special or technical libraries. School libraries are considered first at this time, but college and public libraries have also proven that picture files have a permanent usefulness in their collections and thus are just as important.

#### 1. SCHOOL LIBRARIES

Since visual education has become so much a part of education today, pictures find a wide sphere of influence in the schools. Teachers everywhere are beginning to realize the usefulness of illustrated matter in the classroom, and it now remains for school libraries to make this matter available.

#### Visual Education in the Classroom

Addressing teachers in regard to recognizing vital values in education, Herbert L. Spencer said:<sup>1</sup> "Teachers should know that sensory experience is the foundation of intellectual activity and that from fifty to eighty per cent of these experiences come through the eyes. Very few teachers are gifted with the ability of making word pictures realistic. And yet, it is the realistic and concrete that children are interested in, and not the abstract and symbolic. It is necessary that the oral, written, or printed page be translated into a mental image before it means much to the child. Comenius made use of illustrations in the 17th century to visualize subject matter in his *Orbis Pictus*. Pestalozzi used the school journey or field trip for observation, and Froebel stressed sensory instruction, particularly through sight and touch."

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<sup>1</sup> Spencer, Herbert L. Training teachers to recognize vital values in education — abstract. N.E.A. Proc. 1930:921.

In the same article, Spencer listed three definite results of the use of visual aids:<sup>2</sup>

1. "That the use of visual aids effects an economy in time in teaching.
2. That the use of visual aids enriches and clarifies instruction.
3. That the use of visual aids develops initial expression."

### Use in Teaching Art

Art appreciation is one of the first uses for pictures in the classroom, and this fact should be carefully considered in the selection of pictures. Although this does not mean the inclusion of authentic prints only, it does mean the inclusion of those of reasonable accuracy. Pictures illustrating design, for instance, should be of good design; paintings should be those of recognized artists, and so on. Of course examples of poor design, etc., may be included for purposes of comparison, but they should be labelled thus.

For the art classes, the librarian should collect pictures not only in the field of design and painting, but also pictures in the field of famous architecture, costume, drawings, illustrations, nature study subjects, pewter, pottery, sculpture, silverware, etc.

There is a great opportunity for the school librarian to build up a really worthwhile collection of art pictures, which will be of great value to the teachers. "There are many indications," one librarian states,<sup>3</sup> "that there has been in recent years an increasing interest in the whole subject of art in America. One of these is the space that is given to the subject in current periodicals, as compared with those of earlier date. To encourage this interest offers an opportunity for the school library."

### Home Economics

Closely related to the teaching of art is the teaching of home economics. Teachers of these classes often work

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<sup>2</sup> *Ibid.*, p. 922.

<sup>3</sup> Brainard, Jessie F. The use of pictures in the school library. *Library Journal* 55:728, September 15, 1930.

in close harmony as their subjects are somewhat related. This especially applies to the college classes in these subjects. The costume prints may well be used interchangeably as well as some of the design. Other subjects to be included for the use of this department include furniture, interior decoration, needlework, rugs, textiles, etc.

### Play Production

We also find students and teachers in dramatics working together with the art and home economics classes. In preparing for a play, very often the art department designs the costumes and the home economics department makes them. Here the library's picture collection can be of great help with its pictures on costume as well as illustrations from famous plays. Portraits of great actors, too, are studied for purposes of make-up. Marionette pictures are also useful in the preparation of puppet-shows. In fact, there is scarcely a limit to the usefulness of the picture file to the school theatre.

### Aids in Geography

A summary of the rules for picture selection, especially applicable to geographical views, has been given in a recent article of the N.E.A. Journal, as follows:<sup>4</sup>

1. "Their geographical quality.
2. Their contribution to an understanding of the major relationships developed at a specific teaching level.
3. The maintenance of a proper balance so that children will not secure a one-sided view of man's adjustment in a specific region.
4. The inclusion of key items, natural or cultural, characteristic of a given region or activity."

Geographical views usually form the nucleus of a good picture collection. The reason for this is that the demand for them is usually higher than for any other one class of pictures. Teachers of the social studies use pictures of

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<sup>4</sup> Thralls, Zoe A. The selection and use of pictures. *Journal of the N.E.A.* 21:248, November 1932.

various countries to illustrate almost everything they teach. From prehistoric man to modern agriculture — these and many more subjects fall into this classification. Pictures of all the countries in the world should be acquired, if possible, as well as views of lakes, mountains, rivers and other physical features. The costume group here again finds a new use and it should be built up accordingly.

An excellent source of free geographic material is Booth's "Material on geography,"<sup>5</sup> published in 1927. Although out-of-date, many of the references are still good. The same holds true for a list compiled in the *Chicago Schools Journal*.<sup>6</sup>

### Nature Study; History and Civics

Pictures of animals, flowers, plants, trees, insects, etc., are all essential to a school library collection. Colored pictures are especially desirable for this type of study.

In response to the question of why she uses pictures in teaching history, Miss Charlotte Eastman of Iowa City says:<sup>7</sup> "It is because I have found that I can add interest, color, depth of impression, and permanency of possession to any event or situation or condition that I wish to impress on my class by the addition of visual presentation to my usual method. For no matter how gifted the user of word pictures may be, there remains a certain element that can be shown better by the brush or pencil and the imagination of the artist."

History pictures, as well as other pictures, must be carefully selected. The type of picture may vary from a very simple cartoon to a famous painting, according to one author, who defines their selection in this manner:<sup>8</sup> "Among all these the teacher must identify the really instructional

<sup>5</sup> Booth, Mary Josephine. *Material on geography*. Charleston, Ill., The Author, 1927.

<sup>6</sup> Branom, Frederick K. *Free geographical material*. *Chicago Schools Journal* 6:216-23, February 1924.

<sup>7</sup> Eastman, Charlotte. *Why I use pictures in teaching history*. *Historical Outlook* 22:167, April 1931.

<sup>8</sup> Knowlton, Daniel C. *The Washington Bicentennial and the history classroom; history reconstructed through still pictures*. *Historical Outlook* 23:330, November 1932.

or educational picture. A picture may be so characterized when it embodies a significant fragment of the past, and through its very form and content contributes to the effectiveness of the teaching. The more closely it conforms to what history is, the more likely it is to make a significant contribution to historical study; the more readily it communicates itself or conveys its message to the student, the larger its place alongside the other media, through which we approach the hidden past."

In regard to the two aspects of the picture — its origin and use, he further states that they are not only closely related but they determine each other. "If the desirability of a visual contact with the past be granted," he continues,<sup>9</sup> "if history is something to be seen, felt and experienced in addition to being something read in a book, pulled to pieces, and put together again as an academic exercise, it follows that picture material is entitled to the same serious consideration as in any portion of textual matter. The teacher's initial task is to select the materials out of which the past is to be reconstructed. The picture, whatever its form, cannot be overlooked as he assembles his data."

The teacher of civics is, of course, closely related to history, and sometimes the two are combined in a single course. Pictures of industries, maps, government organization charts, etc., are all valuable for this study.

There are other classes in the curriculum, although not mentioned at this time, which undoubtedly use pictures. Pupils will find them useful also for special reports, speeches, etc. Pictures on every imaginable subject may be wanted sometime, and because of this fact the librarian must truly become a collector.

### Displays and Publicity

Although a school librarian may have spent months and months on her picture file, yet without the use of displays and publicity her collection may remain unused. There are many ways of handling this phase of the work, any one or all of which may be suitable.

<sup>9</sup> *Ibid.*, p. 329.

### Direct to Teacher

"There are two factors necessary," says Jessie Brainard of the Horace Mann School library,<sup>10</sup> "to make such a collection useful: the desire of the teacher, and the active co-operation of the librarian. Some teachers need only to be shown available material, and thereafter come to the library, select what they need and place it on their classroom bulletin boards, or on one of those assigned for teachers' use in the library. Other teachers, who are more pressed for time, or who regard illustrative aids of minor value, never come for material, but are pleased if the librarian keeps in touch with their work and supplies their bulletin boards with appropriate pictures."

### Bulletin Boards

A second means of displaying pictures is through the use of bulletin boards either in the library, corridor, or classroom. Seasonal displays of pictures are always appreciated, and do much to make rooms attractive.

There are certain rules regarding the placement of these pictures, however, that should be observed. "Don't frustrate your own purpose by careless hanging," states one authority,<sup>11</sup> "If you put it on the bulletin board, don't insert it in the midst of printed notices, book jackets, calendars, and health charts. While the picture is on the bulletin board, can't the other thing come off? If you hang it from the moldings above the blackboard, see that it is not immediately surrounded by writing or figures. Hang it low enough for the little folk to look straight into the picture. Do not have many other pictures in the room at the same time. When several people talk at once, no one gets his message over. Pictures have something to say. Let them be heard, one at a time."

<sup>10</sup> Brainard, Jessie F. The use of pictures in the school library. *Library Journal* 55:729, September 15, 1930.

<sup>11</sup> Israel, Marion Louise. Picture helps for smaller schools — abstract. *N.E.A. Proc.* 1931:955.

### **Book Displays**

Book exhibits are made more attractive when accompanied by posters and pictures. This is especially true for children, to whom illustrated matter is of first importance. School clubs may be requested to aid in arranging special exhibits, which activity arouses their interest. The subject of displays will be discussed further in connection with public libraries.

### **The School Paper**

While bulletin boards and displays will reach a large majority of students and teachers, it is still necessary to get the attention of a remaining few. The school newspaper is the best means to reach that minority. News stories, brief notices and features may all be used to advertise the pictures in the library. Lists of new subjects included in the file, displays and exhibits to be shown are all good material for the paper. In this manner, a steady interest may be developed and fostered, aiding both librarian and student.

## **2. PUBLIC LIBRARIES**

Since public libraries existed before school libraries came to be recognized as such, picture collections probably had their beginning in the former.

### **Children's Rooms**

Although a picture file may be located in the adult section of the public library, the most popular location is the children's room of the library. The collection, preparation and supervision of the file therefore falls to the lot of the children's librarian.

### **Subjects Needed**

Although housed in the children's department, the circulation of pictures extends to adults as well. The subjects chosen, for this reason, should include every field of knowledge. Requests may vary from an artist's request for a sketch of a medieval knight to the local newspaper's call



for a picture of the "Union Jack." All pictures have a place in this collection, subject of course to the rules of careful selection. Children's needs occupy an important place, as well as those of teachers who are not served by a school library.

### Displays; Window Exhibits

The book display is a recognized factor in public libraries today and pictures may well be used to supplement these displays. Often libraries are given the use of windows in down-town stores for special exhibits and temporary displays.

"The librarian can do little more," says one librarian,<sup>12</sup> "to make the library an attractive place than by the judicious selection of pictures for exhibition. They can be made the guide post which attracts the children to a group of books which otherwise they would not be particularly interested in seeking. They may be the means of interesting a group in seeing things which daily surround them, such as types of cloud formation, neighboring birds, styles of architecture, the shape of trees. A well-lettered and brief note of explanation accompanying the picture on display will aid."

### Essential Library Service

Romana Javitz, in an article entitled *Images and words*,<sup>13</sup> speaks of collecting pictorial documents as an essential library service. "When one considers the work of our language," she says, "and contemplates the myriad uses to which these words may be put and then thinks of the millions of pictorial images, likewise potential members of our mode of communication, it is obvious that as the words of our written language, so too a pictorial language is in use. Since libraries concern themselves with people and with their heritage, with bringing to them the record of the past life and studies of man, they should more consciously accept

<sup>12</sup> Witmer, Eleanor M. The school picture collection. *Library Journal* 50:296, April 1, 1925.

<sup>13</sup> Javitz, Romana. Images and words. *Wilson Library Bulletin* 18:220, November 1943.

the organization and availability of pictorial documents as an essential library service."

"Your picture collection will make new friends in innumerable ways," states Janet Coe Sanborn in describing her library's historical picture collection,<sup>14</sup> "and add a different service and attraction to your library. It will furnish you with a fresh approach to your patrons as well as a brand-new field for library contacts."

### **Newspaper Publicity**

Local papers are always anxious for news about the public library and pictures may well be publicized in this connection. "A worthwhile picture file is well worth advertising" might be adopted as a suitable slogan for public libraries.

## **3. COLLEGE AND UNIVERSITY LIBRARIES**

Upon first thought, you might ask, "Of what use are pictures in a college library," and feel sure that the answer would be negative. This is untrue, however, because it has been found that pictures play a very important part in such libraries.

### **Pictures as Departmental Helps**

Comparing the uses of pictures in college libraries to those in school libraries, we find them very similar in relation to the various departments. Home Economics, Teachers College, Art, History and Literature are all fields in which the picture file has proven useful.

### **Individual Uses**

There are a great many individual uses that can be made of the collection. Requests of all kinds come to the Reference desk which can often be answered quickly by the picture file. For instance, questions like these: "How do French peasants dress?", "Describe the processes of the airplane industry," and "Find a list of the most important landscape artists," etc.

<sup>14</sup> Sanborn, Janet Coe. Your city in pictures, an aid to good public relations. *Wilson Library Bulletin* 22:535,539, Mar. 1948.

Often professors are called upon to give outside travel talks or other illustrated lectures and find that they need pictures on a certain subject. Students need pictures for art notebooks and term reports. Those who do practice teaching are only too glad to get visual aids on teaching their subject. These are just a few examples of the varied needs in the college curriculum that pictures actually fill.

### Displays in the Library

Just as librarians in public libraries are trying to direct the wise use of leisure time by means of guided reading, in the same manner college librarians are striving to aid the student. Displays and suggested groups of books are the easiest means to this end, and to attract attention to these displays, what better means than pictures? All kinds of hobby displays can be worked out with books and pictures — directing the student to new thoughts and interests.

### The College Newspaper

For publicity purposes, the college newspaper serves the college librarian best of all. A student assistant may be appointed, or one of the staff members may be assigned to write short news stories, features, etc., advertising the library's pictures and displays. But here, as in all newspapers, dull, stereotype articles must be avoided or else the purpose is defeated.

## 4. SUMMARY

Thus we find that the picture file is an important factor in school, college and public libraries. To quote a librarian who expresses the same thought:<sup>15</sup> "There is no doubt that the preparation and care of pictures can absorb an enormous amount of time well spent, provided the selection is discriminating enough to be a contributing factor to that education which, in the words of Horace Mann, 'alone can conduct us to that enjoyment which is at once best in quality and infinite in quantity.'"

<sup>15</sup> Brainard, Jessie F. The use of pictures in the school library. *Library Journal* 55:729, September 15, 1930.

## LIST OF PICTURE HEADINGS \*

## A

**Abacus**

**Abbeys** (subdivided by adjective of nationality, and further by names of abbeys)

*See also* Cathedrals; Convents; Monasteries

**Abyssinia.** *See* Ethiopia

**Accidents**

*See also* Aircraft accidents

**Acrobatics.** *See* Sports — Acrobatics

**Advertisements** (subdivided by class of product)

Foreign

U. S.

U. S. Early

**Aeronautics.** *See* Airplanes; Airports; Airships; Auto-giros; Aviation; Balloons; Helicopters; Jet propulsion; Seaplanes; etc.

**Afghanistan**

**Africa.** *See* Africa, British East; Africa, British West; Africa, Central; Africa, French West; Africa, North; Africa, South; Congo, Belgian; Egypt; etc.

**Africa, British East**

**Africa, British West**

**Africa, Central**

*See also* Congo, Belgian

**Africa, East.** *See* Africa, British East

**Africa, French West**

**Africa, North**

*See also* Algeria; Morocco; Tripoli (Tripolitania)

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\* *See Chapter III, 4. Special Problems.*

**Africa, South**

**Africa, West.** *See* Africa, British West; Africa, French West; Cape Verde Peninsula; Nigeria

**Agricultural machinery****Agriculture**

*See also* Animals; Dairies; Dairying; Grains and grasses; Poultry houses; Stock raising; Wheat; etc.

**Air conditioning****Air Corps**

**Air raids.** *See* Civilian defense

**Air warfare****Aircraft accidents****Airplanes**

*See also* Seaplanes  
Diagrams  
Model

**Airports**

Floating

**Airships****Alabama****Alaska****Albania****Algeria****Alhambra****Almanacs**

*See also* Calendars

**Alphabets.** *See* Lettering

**Aluminum**

**America — Discovery and exploration**

**American colonies.** *See* Colonial life and customs

**American Samoa**

**Americanization.** *See* Flag Day; Social settlements;  
U. S. — History; etc.

**Amusements.** *See* Dances; Games; Sports; etc.

**Anatomy** (subdivided by parts of the anatomy)

**Andorra****Angels**

*See also* Symbolic pictures — Angels

**\*Animals** (subdivided by name of animal)

*See also* Cats; Dogs; Horses; Zoos; name of individual paintings of animals

**Animals, Prehistoric** (subdivided by name of animal)

**Antiques**

*See also* names of individual items, e.g. Glassware; etc.

**Antiquities.** *See* Art; Egypt — Antiquities; Greece, Ancient — Antiquities; Rome, Ancient — Antiquities

**Aquariums.** *See* Fishes — Aquariums

**Aqueducts****Arabia****Arbor Day**

**Archaeology** (subdivided by name of country)

**Archery.** *See* Sports — Archery

**Architecture**

*See also* Fountains; Memorials; Monuments; Tombs; etc.

Adobe

African

American — Colonial, Dutch

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American — Colonial, Northern  
American — Colonial, Southern  
Anglo-Norman  
Assyrian  
Austrian  
Baroque  
Beach  
Belgian  
Bermudan  
Brick  
Burmese  
Byzantine  
Canadian  
Cape Cod  
Caribbean  
Chinese  
Classical  
Concrete  
Czechoslovakian  
Domestic  
Duplex  
Dutch  
Early Christian  
Egyptian  
Elizabethan  
English  
Georgian  
German  
Glass  
Gothic  
Greek  
    Corinthian  
    Doric  
    Ionic  
Hungarian  
Indian, East  
Italian  
Japanese  
Lombard

Medieval  
Mediterranean  
Mexican  
Modernist  
Moorish  
Moravian  
Norman  
Oriental  
Persian  
Philippine  
Portuguese  
Pueblo  
Ranch house  
Regency  
Renaissance  
Rococo  
Roman  
    Tuscan  
Romanesque  
Rural  
Russian  
Saracenic  
Scandinavian  
Scotch  
Spanish  
Spanish-American  
Stone  
Stucco  
Tudor

### **Architecture – Details**

Altar  
Arcade  
Arch  
Atrium  
Balcony  
Capital  
Caryatid  
Ceiling



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Chimney  
Choir-stall  
Column  
Confessional  
Cornice  
Corridor  
Court  
Cupboard  
Cupola  
Dome  
Door  
    Bronze  
    Colonial  
    Georgian  
Doorway  
Façade  
Fireplace  
Floor  
Fountain  
Frieze  
Gargoyle  
Gate and fence  
Lattice  
Lobby  
Marquise  
Moulding  
Panel  
Pediment  
Pendentine  
Peristyle and peristylum  
Pilaster  
Porch  
Pulpit  
Rood screen  
Roof  
Stairway  
Tablinium  
Tower and spire  
Volute

Wall  
Well  
Window

**Arctic expeditions.** *See* Arctic regions

**Arctic regions**

**Argentina**

**Arizona**

**Arkansas**

**Armenia**

**Armor** (subdivided by adjective of nationality)

**Army** (subdivided by adjective of nationality)

*See also* Costume — Military; Insignia — U. S. — Army

U. S.

A.E.F.

Air Service

Buildings

Camps

Engineers

Entertainment

Equipment

Infantry

Medical Corps

National Guard

Signal Corps

Tanks

Women

**Art**

*See also* Design

Abstract

African

Alaskan

American

American, Early

Arabian

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Armenian  
Assyrian  
Australian  
Austrian  
Balinese  
Brazilian  
Byzantine  
Cambodian  
Canadian  
Celtic  
Central American  
Chinese  
Christian  
Commercial  
Cuban  
Cubist  
Czechoslovakian  
Dutch  
Early Christian  
Ecclesiastical  
Egyptian  
English  
Eskimo  
Fantastic  
Flemish  
French  
German  
Gothic  
Greek  
Hawaiian  
Hungarian  
Indian  
    Aztecan  
    East  
    Incan  
    Mayan  
    North American  
    South American  
Irish

Italian  
Japanese  
Jewish  
Korean  
Malay  
Manchurian  
Medieval  
Mexican  
Minoan  
Modernist  
Persian  
Philippine  
Polish  
Pompeian  
Prehistoric  
    *See also* Sculpture — Prehistoric  
Primitive  
Religious  
Roman  
Russian  
Scandinavian  
Siamese  
Spanish  
Surrealist  
Swiss  
Tibetan  
Turkish

**Art galleries.** *See* Museums

**Artillery**

Anti-aircraft  
Field

**Arts and crafts**

*See also* names of individual arts and crafts, e.g. Pottery

**Asia.** *See* names of individual countries in Asia

**Assyria**

**Astrology**

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**Astronomical observatories****Astronomy**

Auroras  
Comets  
Constants  
Constellations  
Earth  
Eclipses  
Meteors  
Moon  
Phenomena  
Planets  
Stars, Evening  
Stars, Morning  
Sun  
Zodiac

**Athletics.** *See* Dances; Games; Gymnastics; Sports

**Atomic bomb****Atomic energy**

*See also* Uranium

**Australia**

*See also* Tasmania

**Austria****Autogiros****Autographs****Automatic devices**

**Automobile trailers.** *See* Trailers

**Automobiles****Autumn**

*See also* Symbolic pictures — Autumn; name of autumn painting

**Aviation.** *See* Air warfare; Aircraft accidents; Airplanes; Airports; Airships; Autogiros; Balloons; Helicopters; Jet propulsion; Seaplanes; etc.

**Awards**

Literary  
Motion picture  
Nobel prizes  
Pulitzer prizes

**Azores**

**B**

**Babies**

**Babylonia.** *See* Iraq

**Badges.** *See* Emblems

**Bacteria**

**Bahamas**

**Balearic Islands**

**Balkan states.** *See* Albania; Bulgaria; Greece; Rumania; Turkey; Yugoslavia

**Ballet.** *See* Dances — Ballet

**Balloons**

History

**Baltic states.** *See* Estonia; Finland; Latvia; Lithuania

**Bands (music)**

*See also* Orchestras

**Baptisms**

**Barbados**

**Barbary states.** *See* Algeria; Morocco; Tripoli; Tunis

**Barbecues**

**Baseball.** *See* Games — Baseball

**Basketball.** *See* Games — Basketball

**Basketry**

**Baths and bathing**

**Batik.** *See* Textiles — Batik

**Battledore and shuttlecock.** *See* Games — Battledore  
and shuttlecock

**Battles.** *See* under names of wars

**Battleships.** *See* Warships

**Bee-keeping**

**Beetleware**

**Belgian Congo.** *See* Congo, Belgian

**Belgium**

**Bells**

**Bermuda Islands**

**Berries**

**Bhutan**

**Bible** (subdivided by name of character and event)  
*See also* Madonnas; Passion Play; Saints; name of individual painting; etc.

**Bible — Christ** (subdivided by event in the life of Christ)  
*See also* Passion Play; name of individual painting, sculpture, etc.

**Bicycling.** *See* Sports — Bicycling

**Billiards.** *See* Games — Billiards

**Biology**

**Birds** (subdivided by names of birds)  
Houses

**Birthstones.** *See* Gems

**Blacksmithing**

**Blind**

**Blood banks.** *See* Hospitals — U. S. — Blood banks

**Boats**

*See also* Iceboats; Steamboats

Barge

Basket

Canal

Canoe

Ferry

Galleon

Galley

Primitive

Raft

Row

Speed

Tug

Umiak

**Bolivia**

**Bomb shelters.** *See* Civilian defense

**Bookbinding**

**Bookmarks**

**Books**

*See also* Printing

Covers

Fore-edge paintings

Horn book

Illumination

Incunabula

Plates

Preface

Title page



**Books and reading.** *See* illustrations; name of individual painting, etc.

**Borneo**

**Bornholm**

**Bosnia.** *See* Yugoslavia

**Botany**

**Bottles**

**Bowling.** *See* Games — Bowling

**Boxing.** *See* Sports — Boxing

**Boy scouts**

**Brazil**

**Brewing**

**Brick**

**Bridge (game).** *See* Games — Cards

**Bridge-building**

**Bridges**

Covered

Foreign (divided by name of country)

Natural

U. S. (divided by name of state)

**British Honduras.** *See* Honduras, British

**British New Guinea.** *See* New Guinea, British

**Broadsides.** *See* Printing

**Brownies**

**Buddhism**

**Building materials**

*See also* Brick; Concrete; Stone; etc.

**Buildings**

**Bulgaria**

**Bull fights.** *See* Sports — Bull fights

**Burma**

**Butterflies**

*See also* Moths

**Buoys**

**Buttons**

## C

**Cables**

**Cacao.** *See* Cocoa

**Cactus**

**Cafés.** *See* Restaurants

**Calendars**

**\*California** (subdivided by county and city)

Agriculture

Airports. *See* under names of cities, subdivision Airport

Animals

Architecture

Art galleries and museums

Arts and crafts

Beaches

Birds

Bridges

Cemeteries

Churches. *See also* California — Missions

Cities and towns

Clubs

Colleges and universities

Court houses

Customs

- 
- Desert
  - Drama
  - Fairs
  - Festivals
  - Fiestas
  - Flowers
  - Gardens
  - Harbors
  - History
  - Hospitals
  - Industries
  - Lakes
  - Libraries
  - Maps
  - Minerals
  - Mines
  - Missions
  - Mountains
  - Moving pictures
  - Parks and recreation
  - Portraits (A-Z)
  - Products
  - Ranches
  - Resources
  - Rivers
  - Schools. *See also* California — Colleges and universities
  - Sculpture
  - Social conditions
  - Sports and games
  - Theatres
  - Trades
  - Transportation
  - Water supply
- Cameos**  
*See also* Gems
- Camouflage**
- Camphor**

**Camping.** *See* Sports — Camping

**Canada**

*See also* Labrador

Alberta

British Columbia

Manitoba

New Brunswick

Northwest Territories

Nova Scotia

Ontario

Prince Edward Island

Quebec

Saskatchewan

Yukon

**Canal Zone**

**Canals** (subdivided by name of canal)

**Canary Islands**

**Canasta** (game) *See* Games — Cards

**Candles**

**Canning**

**Canoeing.** *See* Sports — Canoeing

**Cape Verde Peninsula**

**Cards** (game) *See* Games — Cards

**Cards.** *See* Greeting cards

**Carnivals.** *See* Festivals

**Carriages**

**Cartoons**

Animal

Animated

Foreign

Political

U. S.

War

**Carving**

Ivory  
Soap  
Stone  
Wood

**Casinos**

**Castles** (subdivided by adjective of nationality and further by name of castle)

**Catacombs.** *See* Tombs

**Catastrophes.** *See* Disasters

**Cathedrals** (subdivided by adjective of nationality and further by name of cathedral)

**Cats** (subdivided by types, A-Z)

**Cavalry****Cave dwellers and cave dwellings****Caves****Celebes**

**Celebrations.** *See* Expositions; Fairs; Festivals; name of holiday

**Cells****Cemeteries**

Arlington

**Censorship**

**Central America.** *See* Costa Rica; Guatemala; Honduras, British; Nicaragua; Panama; Salvador, El

**Ceramics.** *See* Pottery

**Ceylon**

**Charcoal drawings.** *See* Drawing — Crayon

**Chariots**

**Checkers.** *See* Games — Checkers

**Cheese**

**Chemistry**

**Chemistry in war**

**Cherubs**

*See also* Symbolic pictures — Cherubs; name of painting

**Chess.** *See* Games — Chess

**Chicago — World's Fair, 1933, 1934.** *See* Expositions — Chicago — World's Fair, 1933, 1934

**Children**

*See also* Babies; name of painting and sculpture

**Chile**

**China**

**Chinaware.** *See* Pottery

**Chivalry.** *See* Armor; Costume — Medieval; Crusades; England — History; France — History; Knights and knighthood; Middle ages; Tournaments; name of individual painting, etc.

**Chosen.** *See* Korea

**Christmas.** *See also* Bible — Christ; Designs — Christmas; Madonnas; name of individual painting

Cribs

Customs

Decorations

**Churches** (subdivided by adjective of nationality)

*See also* Abbeys; Cathedrals; Missions

Catholic

Islamic

Jewish

Protestant (subdivided by denomination)

**Ciphers and codes****Circus**

*See also* Costume — Clown

**Civilian defense****Civilians in war****Civilization**

*See also* Antiquities; Archaeology; Art; Costume; Egypt, Ancient; Greece, Ancient; Man, Prehistoric; Middle Ages; Rome, Ancient

**Clay products**

*See also* Brick

Hollow tile

Terra cotta

**Cliff dwellers and dwellings****Clocks**

*See also* Watches

**Closets****Clothing.** *See* Costume**Clouds****Coal mines and mining****Coal-tar products****Coasting.** *See* Sports — Coasting**Coats of arms** (subdivided by name of country, etc.)

*See also* Seals; Symbolic pictures

**Cocoa****Coffee****Coffee houses****Coins** (subdivided by adjective of nationality)

**Colleges and universities** (subdivided by name of state)**Colombia****Colonial life and customs**

*See also* Costume — American — 1607–1783 (Colonial);  
Pilgrim fathers; U. S. — History — Colonial period

Agriculture

Architecture

Arts and crafts

Churches

Cities

Clothing. *See* Costume — American — 1607–1783 (Colonial)

Community life

Cookery

Dancing

Education

Food

Furniture

Government

Heating methods

Indian relations

Industries

Lighting methods

Maps

Middle colonies

Money substitutes

Needlework

New England

New York

Pennsylvania

Pilgrims. *See* Pilgrim Fathers

Postal service

Recreation

Religious customs

Resources

Roads and streets

Schools

Shelter



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Slavery  
Social conditions  
South  
Spinning and weaving  
Taverns  
Thanksgiving  
Tools  
Trade  
Transportation  
Villages and towns  
Weapons  
Workers

**Color**

**Colombia**

**Colorado**

**Communication.** *See* various types of communication

**Compass**

**Concrete**

**Congo, Belgian**

**Connecticut**

**Conscription**

**Constitution of U. S.** *See* U. S. — Constitution

**Contraband**

**Conventions**

**Convents**

**Convoy**

**Cookery**

**Copper**

**Coral**

Cork

Corn

Corsica

Cosmetics

Costa Rica

\***Costume** (subdivided under country by century)

*See also* Fans; Hats; etc. names of paintings

Abyssinian

Afghan

African

Albanian

Algerian

American

1607-1783 (Colonial)

1783-1825

Subdivided by year after 1825

Ancient

Arabian

Armor

Assyrian

Austrian

Baby

Baker

Bakst

Balkan

Barbaric

Barber

Bavarian

Bathing

Belgian

Biblical. *See also* Bible

Bolivian

Bulgarian

Burmese

Byzantine

Cavalier

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Central American  
Child  
Chinese  
Clown  
College  
Cook  
Cowboy  
Cuban  
Czechoslovakian  
Danish  
Design  
Devil  
Dutch  
Ecclesiastical  
Egyptian  
Elizabethan  
English  
Eskimo  
Fancy dress  
Fireman  
Fisherman  
Flemish  
French  
Frontier  
Furs  
German  
Gipsy  
Gloves  
Greek  
    Ancient  
    Modern  
Hawaiian  
Head dress  
Hungarian  
Indian  
    East  
    Incan  
    North American (subdivided by name of tribe)  
    South American (subdivided by name of tribe)

Irish  
Italian  
Japanese  
Javanese  
Jester  
Jewish  
Jugo-Slav. *See* Yugoslav  
Knit  
Korean  
Lithuanian  
Madeiran  
Maid  
Malaysian  
Maori  
Medieval (476 A.D. — 1492)  
Mexican  
Military  
    Arabian  
    British  
    English  
    French  
    German  
    Greek  
    Italian  
    Japanese  
    Scotch  
    Spanish  
    Swiss  
Miller  
Minstrel  
Mongolian  
Moroccan  
Norwegian  
Nurse  
Operas (subdivided by name of opera)  
Organ grinder  
Page  
Palestinian  
Patriotic

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Persian  
Philippine  
Phoenician  
Pioneer  
Pirate  
Polar region  
Polish  
Porter  
Portuguese  
Prince (subdivided by adjective of nationality)  
Puritan  
    *See also* Costume — American — 1607-1783 (Colonial)  
Quaker  
Queen  
Rainwear  
Renaissance  
Riding  
Roman  
Royal  
Rumanian  
Russian  
Sailor  
Scotch  
Scout, Boy  
Scout, Girl  
Servant  
Shepherd  
Shoemaker  
Shoes  
Siamese  
Siberian  
Sicilian  
South American  
Spanish  
Sport  
Stage (subdivided by author and title of play)  
Swedish  
Swiss

Syrian  
Tibetan  
Tudor  
Tunisian  
Turkish  
Uniforms  
Victorian  
Wedding  
Welsh  
Yugoslav

**Cotton**

**Country life**

**Covered wagons.** *See* Transportation — History

**Cowboys**

**Cricket.** *See* Games — Cricket

**Croquet.** *See* Games — Croquet

**Crosses**

**Crowns**

**Cruisers**

**Crusades**

**Cuba**

**Curling.** *See* Games — Curling

**Currency**

*See also* Coins

**Cutlery**

**Cyclones**

**Cyclotrons**

**Czechoslovakia**

---

**D****Dairying**

**Dams** (subdivided by name of dam)

**Dances** (subdivided by name of dance)

Ballet

**Deaf**

**Decoration.** *See* Design; Lettering; Painting; Pottery; etc.

**Decoration Day.** *See* Memorial Day

**Defense.** *See* Civilian defense; War defense

**Delaware****Denmark**

*See also* Bornholm; Funen; Jutland; Zealand

**Dentistry**

*See also* Teeth

**Desert**

*See also* Arabia; Egypt — Sahara; etc.

Agriculture

Arts and crafts

Community and family life

Herdsman

Oases

Shelters

Trade

Transportation

Water

**Design**

African

All-over

Animal (subdivided by name of animal)

Arabian

Assyrian  
Astronomy  
Aztec  
Baroque  
Bird (subdivided by name of bird)  
Block printing  
Border  
Branch  
Byzantine  
Card and label  
Cartouche  
Celtic  
Chinese  
Christmas  
Circle  
Classical  
Colonial  
Container  
Copper  
Corner  
Czechoslovak  
Dragon  
Easter  
Egyptian  
English  
Etruscan  
Figure  
Fish  
Flat. *See* Design — Surface  
Flower (subdivided by name of flower)  
French  
Frieze  
Fruit (subdivided by name of fruit)  
Geometric  
German  
Glass  
Gothic  
Greek  
Hawaiian



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Horn of plenty  
Hungarian  
Indian, American  
Indian, East  
Indian, Mexican  
Industrial  
Insect  
Italian  
Japanese  
Labyrinth  
Leaf  
Leather  
Lettering  
Medallion  
Medieval  
Menu card  
Modern  
Musical  
Oriental. *See also* Chinese ; Japanese ; etc.  
Panel  
Peasant  
Persian  
Peruvian  
Plastic  
Pompeian  
Prehistoric  
Renaissance  
Rococo  
Roman  
Romanesque  
Rosette  
Russian  
Ruthenian  
Saracenic  
Scandinavian  
Scroll  
Sea life  
Sicilian  
Spanish

Square  
Stencil  
Surface  
Symbolic  
Textile  
Tree  
Turkish  
Vignette  
Visiting card  
Wall and ceiling  
Wall paper. *See* Wall papers

**Dials****Diamonds****Disasters**

*See also* Aircraft accidents; Accidents; Cyclones; Earthquakes; Explosions; Fires; Floods; Hurricanes; Railroads — Accidents; Shipwrecks; Storms; Tidal waves; Tornadoes; Typhoons; Volcanoes

**Discoveries (in geography).** *See* America — Discovery and exploration; Arctic regions; etc.

**District of Columbia**

**Dogs** (subdivided by type, A-Z)

**Dogs in war****Dolls****Dominican Republic****Draperies****Drawing**

Animal  
Blackboard  
Brush  
Crayon  
Figure

Foot  
Hand  
Head  
Pen and ink  
Perspective  
Stipple

**\*Drawings and engravings** (subdivided by name of artist,  
and further by name of drawing)

**Driving.** *See* Sports — Driving

**Drugs**

**Dutch East Indies.** *See* Netherlands Indies

**Dwarfs**

## E

**Earthquakes**

**Easter**

**Ecuador**

**Education.** *See* Schools

**Egypt**

*See also* Art — Egyptian; Costume — Egyptian; Pyramids; etc.

Antiquities

Civilization

Monuments

Mummies

Sahara

**Eire**

**El Salvador.** *See* Salvador, El

**Elections**

**Electric power plants**

**Electricity**

**Emblems**

**Enamels**

**Engineering**

**England**

History

**Engraving process**

*See also* Etching process

Banknote

Copper

Linoleum

Steel

Wood

**Engravings.** *See* Drawings and engravings

**Erasers**

*See also* Pencils, Lead

**Eritrea**

**Eskimos**

**Estonia**

**Etching process**

**Etchings.** *See* Drawings and engravings

**Ethiopia**

**Europe.** *See* name of individual country: Albania; etc.

**European war, 1914-1918**

*See also* under name of individual country

**European war, 1939-1945**

*See also* under name of individual country

**Exhibitions.** *See* Museums

**Explorations**

*See also* America — Discovery and exploration; Arctic regions

**Exploring.** *See* Sports — Exploring

**Explosions****Expositions**

Alaska — Yukon, 1909

Brussels, 1910

California Pacific International Exposition, San Diego, 1935

Centennial, 1876

Chicago — World's Fair, 1933, 1934

Columbian, 1893

Festival of Britain, 1951

Jamestown, 1907

Lewis and Clark, 1905

Louisiana Purchase, 1904

Milan, 1906

New York City World's Fair, 1939–1940

Pageant of the Pacific, San Francisco, 1939–1940

Pan American, 1901

Panama Pacific, 1915

Paris, 1897

Paris, 1900

Paris, 1925

Philadelphia, 1926

Quebec, 1908

Texas Centennial, 1936

Tokio, 1922

Turin, 1911

Wimbledon, 1924

**F****Factories****Fairs****Fans**

**Farm life.** *See* Country life

**Fats and oils**

**Feathers**

**Fencing.** *See* Sports — Fencing

**Ferns**

**Festivals**

*See also* name of festival

**Fibers**

*See also* Cotton; Flax; Hemp; Linen; Nylon; Silk; Textiles; Wool; etc.

**Fiji Islands**

**Finger prints**

**Finland**

**Firearms.** *See* Guns

**Fireplaces**

*See also* Barbecues

Accessories

Mantels

Modern

**Fires**

**Fireworks**

**First aid**

**Fisheries**

**Fishes** (subdivided by name of fish)

Aquariums

**Fishing (Industry)**

*See also* Pearl fishing; Whaling

**Fishing (Sport).** *See* Sports — Fishing

**Flag Day**

**Flags**

**Flax**

**Floats**

**Floods**

**Florida**

**Flour and flour mills**

**Flower arrangement**

**Flowers** (subdivided by name of flower)

**Fog**

**Food**

*See also* Berries; Fruit; Meat; Nuts; Vegetables; etc.

**Football.** *See* Games — Football

**Forestry**

*See also* Fires

Conservation

**Forging.** *See* Blacksmithing

**Formosa**

**Forts**

**Fossils**

**Fountains**

*See also* Sculpture

**Fourth of July**

**France**

*See also* Madagascar

History

**French Pacific Settlements**

**Frontier and pioneer life****Fruit** (subdivided by name of fruit)

*See also* Berries

**Fruit growing****Funen (Island)****Funerals** (subdivided by adjective of nationality)

Military

Naval

**Fungi****Furniture** (subdivided further by name of piece)

African

American

Colonial

Duncan Phyfe

Empire

Ancient

Built-in

Chinese

Chinese Chippendale

Czechoslovak

Danish

Dutch

Ecclesiastical

Egyptian

English

Charles II

Elizabethan

Georgian

Adam

Chippendale

Heppelwhite

Sheraton

Gothic. *See* Furniture — Gothic

Jacobean

Norman. *See* Furniture — Norman



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Queen Anne  
Renaissance  
Saxon  
William and Mary  
Finnish  
French  
    Louis XIV  
    Louis XV  
    Louis XVI  
    Empire  
French provincial  
Garden  
German  
Gothic  
Inlaid  
Italian  
    Renaissance  
Japanese  
Lacquered  
Marquetry  
Metal  
Mission  
Modern  
Monterey  
Norman  
Norwegian  
Painted  
Porch  
Reed  
Regency  
Russian  
Scandinavian  
Spanish  
Victorian  
Welsh  
Wicker  
Willow

**Furs**

**G****Gadgets****\*Games**

Baseball  
Basketball  
Battledore and shuttlecock  
Billiards  
Bowling  
Cards  
Checkers  
Chess  
Cricket  
Croquet  
Curling  
Football  
Golf  
Hockey  
Lacrosse  
Leap frog  
Marbles  
Musical chairs  
Olympic  
Polo  
Roulette  
Stilts  
Tennis

**Gardens**

American  
Arbor  
Chinese  
City  
Color  
Cypress  
Desert  
English  
Fence  
Formal

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French  
Furniture. *See* Furniture — Garden  
Gate  
German  
Greenhouses  
Hedge and topiary  
Hillside  
Historic  
Houses  
Indoor. *See* Gardens — Miniature  
Informal  
Italian  
Japanese  
Landscape  
Miniature  
Ornament  
Path  
Pergola  
Persian  
Plans  
Pond  
Pool  
Rock  
Roof  
Rose  
Scandinavian  
Seaside  
Seats  
Spanish  
Steps  
Sunken  
Terrace  
U. S.  
Vegetable  
Victory  
Walk  
Wall  
Water  
Window

**Gates**

*See also* Gardens — Gate

**Gems**

*See also* name of individual gem

**Geology****Georgia****Germany****Gesso****Geysers****Ghost towns****Ghosts****Giants****Gibraltar****Gipsies****Girl scouts****Glaciers****Glass, Stained****Glassware** (subdivided by adjective of nationality)

*See also* Bottles

Modern

Pressed

Sandwich

Stiegel

Venetian

**Gliders****Gobi desert****Gold mines and mining****Goldsmithing**

**Golf.** *See* Games — Golf

**Gourds**

**Graduations**

**Grains and grasses**

*See also* Corn; Wheat; etc.

**Granite.** *See* Quarrying

**Graves.** *See* Cemeteries; Funerals; Tombs

**Great Britain.** *See* England; Ireland; Scotland; Wales; etc.

**Great Lakes**

**Greece**

**Greece, Ancient**

Agriculture

Alphabet

Antiquities

Architecture. *See* Architecture — Greek

Art. *See* Art — Greek

Athens

Chariot races

Clothing

Communication

Costume. *See* Costume — Greek — Ancient

Drama and festivals

Education

Food

Gateways

Government

Gymnasiums

Heating methods

Home life

Houses

Industries

Language

Lighting

Maps  
Market place  
Money  
Music  
Olympic games  
Parthenon  
Recreation  
Religion  
Shelter  
Slaves  
Social life  
Theatres  
Transportation  
Walls  
Workers  
Writing

**Greenhouses**

**Greenland**

**Greeting cards** (subdivided by name of holiday)

Comic  
Foreign  
Photographic  
Religious

**Grotesques**

**Guadalcanal**

**Guam**

**Guatemala**

**Guerrilla warfare**

**Guiana, British**

**Guiana, French**

**Guinea, Portugese**

**Guinea, Spanish**

**Guns**

**Gymnastics**

*See also* Games ; Sports ; etc.

**Gypsies.** *See* Gipsies

**Gyroscopes**

## H

**Haiti**

**Hallowe'en**

**Handicrafts.** *See* Arts and Crafts ; name of individual handicraft

**Hangars**

Airplane

Dirigible

**Hardware**

**Harvest.** *See* Agriculture ; Autumn ; Corn ; Thanksgiving ; Wheat ; etc.

**Hats**

**Hawaiian Islands**

**Heating**

*See also* Fireplaces

Prehistoric methods

Stoves

**Helicopters**

**Hemp**

**Heraldry.** *See* Books — Plates ; Coats of arms

**Hieroglyphics**

**Highways**

**Historic gardens.** *See* Gardens — Historic

\***Historic houses**

\***Historic landmarks**

\***Historic relics**

### **Hobbies**

*See also* Arts and crafts; name of individual hobby

**Hockey.** *See* Games — Hockey

**Holidays.** *See* name of holiday

**Holland.** *See* Netherlands

### **Honduras**

**Honduras, British**

**Honey.** *See* Bee-keeping

**Horn Book.** *See* Books — Horn Book

**Horoscopes.** *See* Astrology

**Horses** (subdivided by types, A-Z)

Racing

Riding

Shows

### **Hospitals**

Foreign

U. S. (subdivided by name of city)

Blood banks

Children's

Maternity

Mental

Operations

Veteran's

**Hotels** (subdivided by adjective of nationality)

**Hour glasses**



**House boats**

**Household appliances** (subdivided by name of appliance)  
*See also* Gadgets

**Houses — Exterior.** *See* Architecture

**Houses — Interior.** *See* Interior decoration

**Housing**

*See also* Slums

Foreign

U. S. (subdivided by name of city)

**Hungary**

**Hunting.** *See* Sports — Hunting

**Hurricanes**

**Hypnotism**

## I

**Ice**

**Icebergs**

**Ice-boating.** *See* Sports — Ice-boating

**Iceboats**

**Iceland**

**Idaho**

**Idols**

**Illinois**

**\*Illustrations**

Bible

**Inaugurations**

**India**

*See also* Pakistan

**Indiana****Indians** (subdivided by name of tribe)

Agriculture  
Arts and crafts  
Basketry  
Ceremonies  
Children  
Clothing. *See* Costume — Indian  
Communication  
Cookery  
Dances  
Education  
Family and community life  
Fishing  
Food  
Games and Sports  
Hunting  
Missions  
Pottery  
Reservations  
Shelter  
Transportation  
Utensils  
Village  
Warfare  
Weapons and tools  
Weaving  
Writing

**Indigo****Indo-Chinese Federation**

*See also* Burma; Siam; etc.

**Indonesia**

*See also* Celebes; Sumatra

**Industries.** *See* name of industry

**Infantry.** *See* Army — U. S. — Infantry

**Inns** (subdivided by adjective of nationality)

U. S. (subdivided by name of inn)

**Insects** (subdivided by name of insect)

**Insignia** (subdivided by adjective of nationality)

U. S. (subdivided by state)

Army (subdivided by division)

Civilian defense

Navy

**Intelligence**

**Interior decoration** (subdivided by name of period)

*See also* Furniture

**Inventions**

**Iowa**

**Iran**

**Iraq**

**Ireland**

*See also* Eire; Northern Ireland

**Iron**

**Irrigation**

**Islands.** *See* name of island

**Isle of Man**

**Israel**

**Italian Somaliland**

**Italy**

**Ivory**

*See also* Carving — Ivory

## J

**Jade**

**Jamaica**

**Japan**

*See also* Formosa; etc.

**Japanese**

**Japanese prints.** *See* Art — Japanese

**Java**

**Jet propulsion**

**Jewelry**

African

Ancient

Anglo-Saxon

Arabian

Byzantine

Celtic

Chinese

Dutch

Egyptian

Frankish

French

German

Gothic

Greek

Hungarian

Indian

Italian

Japanese

Manufacture

Medieval

Modern (subdivided by name of piece)

Persian

Portuguese

Renaissance

Roman  
Russian  
Scandinavian  
Trojan

**Jewels.** *See* Gems

**Jews**

**Jordan**

**Journalism**

**Jugoslavia.** *See* Yugoslavia

**Jungle**

*See also* name of tropical country

**Jutland**

## K

**Kansas**

**Kentucky**

Mammoth Cave

**Kenya**

**Kites**

**Knights and knighthood**

**Knots and splices**

**Kongo, Belgian.** *See* Congo, Belgian

**Korea (Chosen)**

**Ku Klux Klan**

## L

**Laboratories**

**Labrador**

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