

**Historical Images Collection  
Ogden Farmers' Library**

**Subject Index  
Style Guide**

**Purpose**

The following Subject Index has been provided to supplement the Historical Images Collection searchable database. The Subject Index is designed to allow for access by subjects represented in the images that make up the Historical Images Collection. This index does not include names (See Name Index).

**Specific Stylistic Guidelines**

*Index Terms:* Main and sub-entries are selected if they reflect the major subject of the image and there is a high probability they will be a searchable term. When possible, terms are taken directly from the Historical Filing System's subject heading list.

*Arrangement:* All term entries were arranged in this index alphabetically. This index is structured in a hierarchical arrangement with sub-entries indented beneath main entries.

*Capitalization:* In this index, all common nouns are presented in lower-case, regardless of main entry or sub-entry status. Only proper nouns are capitalized.

*Format:* The index is arranged in one column. To separate the alphabetical arrangement, an extra space is included between letter clusters. To point users from a non-preferred to a preferred term a *See* is included. To point users to other entries where related information can be found a *See also* is used.

*Punctuation:* A comma is used to separate a term from a locator in an index entry. A comma is also used to separate individual locators. No punctuation was used at the conclusion of an individual entry. If a cross-reference was included in an entry, a period was placed after the final locator, or term if no locator existed.

*Spelling:* Terms were entered as they appear on the image or in the text written about the image.

**Specific Entry Notes:**

If an entry consists of more than one stand-alone term, they are inverted so the head noun appears first. For example, "Spencerport Camera Club" appears as "Camera Club, Spencerport".

To enhance subject-browsing, terms that refer to a specific subject also appear as sub-entries under the main subject heading. For example:

Spencerport High School, HIC 892, HIC 893

schools

    See Spencerport High School.