

Thesaurus of Ephemera Terms

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1 Introduction

This thesaurus is a project of the Centre for Ephemera Studies, based in the Department of Typography & Graphic Communication at the University of Reading.

It is in some measure a follow up to the publication of the Encyclopedia of Ephemera, and had its inception in the realisation that the Encyclopedia, written by Maurice Rickards and edited by Michael Twyman, Amoret Tanner and Sally de Beaumont, was being used in ways for which it was not intended. The anticipated audience for this thesaurus is not primarily individual collectors but museums and other organisations which are becoming increasingly interested in ordering and cataloguing their ephemera. It is hoped that it may help in answering the question "What should I call this?"

Work on the thesaurus has been based on the collections of the Centre for Ephemera Studies particularly the Maurice Rickards Collection which forms the basis of the Centre's material.

Rickards believed that studying ephemera could contribute to an understanding both of social history and of the development of printing and graphic design; and the items in the collection illustrate this, covering a wide range of subjects and genres, rather than focussing on large collections of specific types of artefact.

2 Scope

2.1 Genre/format terms

Genre / format terms form the basic content of the thesaurus.

They include not only printed ephemera but manuscript, typed and some born digital items.

Digital equivalents already exist for many of the categories defined here, and no doubt many more will be produced in the future, but the thesaurus does not include digital items for which there are no hard copy equivalents.

In addition to genre terms we have included:

- Marks, defined as items that appear on documents but are not themselves artefacts, e.g. seals, perforations, holograms, impressed stamps, logos;
- Paper types, that are of interest not primarily as substrates for printing or writing, but serve other purposes e.g. blotting paper, carbon paper, grocery papers, scented paper, flypapers.
- Some processes. For processes such as embossing, and types of printing the user is referred to the bibliography at the end for useful information.

2.2 How ephemeral is ephemeral?

Rickards defined ephemera as the 'minor transient documents of everyday life' but many collections include individual items that were not intended to be ephemeral, such as wills, accounts, etc. Many such items have evaded the systematic collections of record offices and archives, but can contribute to an understanding of social history, and have been considered suitable for inclusion.

Specialist collections of maps, photographs, newspapers, artworks will have their own detailed terminology; this thesaurus covers such items only in their more ephemeral versions.

Similarly mainline books have been excluded, though such items as drawing books, copy books, directories have been considered eligible. Some genres such as exhibition catalogues and manuals can be produced as flimsy, ephemeral documents or as substantial book-like objects. Policies of individual collections will decide whether or not to include such items.

2.3 Subject terms

In general these have been included only where they qualify an artefact. The assumption is that most collections will already be using a subject thesaurus and will be applying those terms to their ephemera.

For the subject content of pictures or illustrations users should consult a specialist thesaurus such as the Library of Congress Thesaurus of Graphic Materials. [See bibliography]

2.4 Substrate

Paper ephemera form the basis of the thesaurus, but items on other substrates are included, e.g. wood, cork, celluloid, parchment, fabrics.

2.5 Specificity

The degree of specificity varies: areas which are heavily collected such as stamps, beer mats, postcards, matchboxes, are not treated in detail; such areas have a wide fan base which will have established classifications and terminology for their own fields. Forms proliferate within public service and commercial organisations: there has been no attempt to include all possible types, only those most often encountered in everyday life, or of specific historical interest. See the bibliography for more information.

Nor have we attempted to include all the numerous terms used by the packaging business which has a wide industrial base. [See bibliography]

2.6 Geographical coverage.

The thesaurus focuses on British materials, though some French, Italian, German and US terms have been included.

2.7 Changes over time

Some items with a long history have changed their graphic form over the years, which makes the earlier term inappropriate, e.g. billhead, playbill. These and items which are no longer produced (except as facsimiles or pastiches) have been designated Hist.

3 Spelling

UK rather than American spelling has been used. It is assumed that this will be changed if it conflicts with a collection's existing practice.

4 Sources

Choice of terms has been heavily influenced by the Encyclopedia of Ephemera with much guidance also from the Getty Art and Architecture Thesaurus, and the Library of Congress' Thesaurus of Graphic Materials, both of which contain ephemera terms within their much wider scope. Many ephemera collecting societies and archive collections now have web sites and these too have been helpful. See bibliography below. The expertise of my colleagues Amoret Tanner and Michael Twyman of the Centre for Ephemera Studies has been essential. Individual help has also been received from Ann Copeland of the RBMS, Julie-Anne Lambert of the Bodleian Library's John Johnson Collection, and Woody Woodis at Library of Congress.

5 Compilation and layout

The Multites software has been used to compile the thesaurus. This governs alphabetisation and layout. The guidelines laid down in ANSI.NISO Z39.19-2005 have also been consulted.

The sequence is alphabetical but a top-term output can be made available on request.

6 The future

Copies of the thesaurus have been printed and issued to the copyright libraries and some others. We hope to provide a pdf version for download from the Department website. At present there are no plans to provide a searchable version.

While not wishing to undermine the integrity of the thesaurus it is understood that users will adapt it for their own purposes as circumstances change

The Centre welcomes any comments and suggestions for improvement received before the end of 2014, and we hope to issue a revised version in 2015. Please send comments and suggestions to ephthes@reading.ac.uk.

Barbara Morris, Centre for Ephemera Studies

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Key to abbreviations

BT	Broader term
NT	Narrower term
RT	Related term
SN	Scope note
UF	Use for
AAT	Getty Art and Architecture Thesaurus
EE	Encyclopedia of Ephemera
TGM	Library of Congress Thesaurus of Graphic Materials Genre/format terms
ESA	Ephemera Society of America

Bibliography

Rickards, Maurice; edited by Michael Twyman, *The Encyclopedia of Ephemera*. London: British Library, 2000.

Other useful thesauruses which contain ephemera terms:

The Art and Architecture thesaurus. Getty Research Institute. Freely searchable online at <http://www.getty.edu/research/tools/vocabularies/aat/index.html>

Thesaurus of Graphic Materials. Library of Congress. Freely searchable online at <http://www.loc.gov/rr/print/tgm2/toc.html>

American Library Association: Rare Books and Manuscripts Section *Controlled vocabularies: Genre terms: Alphabetical list*

http://www.rbms.info/committees/bibliographic_standards/controlled_vocabularies/genre/alphabetical_list.html

Further reading on specific aspects of ephemera.

Forms

More detailed information about, and examples of, forms in some areas where they proliferate will be found in:

Bigland, Ralph, *Observations on marriages, baptisms and burials as preserved in parochial registers*. London: Printed by W. Richardson and S. Clark, 1764.

Shelford's Law of the Highways in England and Wales. 3rd ed. London, Henry Sweet, 1865. Appendix of forms.

Secretarial practice: the manual of the Chartered Institute of Secretaries. 6th rev. ed. Cambridge: Heffer, 1951. Appendix F: Forms.

Packaging

Verstone, P.E., *The manufacture of paper containers: the revised textbook on paper box and bag making*. London: Verstone, 1949.

Packaging catalog: practical information on packaging, catalogs of machinery, equipment and supplies used in packaging industries : complete buyers' guide. New York: Breskin & Charlton, 1932.

Printing

Jacobi, Charles Thomas, *The printers' vocabulary: a collection of some 2500 technical terms, phrases, abbreviations and other expressions mostly relating to letterpress printing ...* London: The Chiswick Press, 1888.

Freshwater, G. J. and Bastien, A., *Pitman's dictionary of advertising and printing*. London: New Era Publishing Co., 1930.

Wijnokus, F. J. M. ed, *Elsevier's dictionary of the printing and allied industries, in four languages, English, French, German, Dutch*. Amsterdam: Elsevier Publishing Company, 1967.

Stevenson, G. A., *Graphic arts encyclopedia*. New York: McGraw Hill, 1968.

Griffiths, H., *Prints and printmaking (with glossary)*. London: British Museum Publications, 1980.

Kipphan, H., *Handbook of print media: technologies and production methods*. Berlin & Heidelberg: Springer-Verlag, 2001.

A

ABC primers

- SN Originally (16th century) booklets containing spelling instruction and prayers. (Hist)
 UF Abecedaries
 BT Spelling aids
 RT Alphabets
 RT Battledores
 RT Hornbooks
 RT Pictorial alphabets

Abecedaries

- USE ABC primers

Accident report forms

- USE Incident report forms

Accounts

- SN Documents in which monies or goods received and paid or given out are recorded in order to permit periodic totalling. (AAT)
 For formal records of an organisation's financial situation use Financial statements.
 BT Financial records
 NT Household accounts
 NT Public service accounts
 NT School accounts
 NT Workhouse accounts
 RT Annual reports
 RT Financial statements
 RT Statements of accounts

Acquaintance cards

- SN Light-hearted variants of the visiting card, 1870–80s; used in less formal society, containing brief message and illustration. (Hist)
 UF Cards, Acquaintance
 UF Cards, Escort
 UF Cards, Flirtation
 UF Escort cards
 UF Flirtation cards
 BT Visiting cards
 RT Conversation cards

Activity sheets

- SN Includes sheets for children produced by organisations such as theme parks, ferries, etc., and sheets for family entertainment with games, puzzles, etc. For school-based sheets use Worksheets.
 UF Amusement sheets
 BT Sheets
 RT Learning aids
 RT Quiz sheets
 RT Worksheets

Addenda slips

- SN Slips of paper inserted in books or documents containing additional information.
 UF Slips, Addenda
 RT Errata slips

Address books

- SN Blankbooks, usually arranged alphabetically, in which the owner can record names, addresses and other contact details.
 BT Books

Address labels

- SN Mostly adhesive or self-adhesive labels bearing names and addresses for mailing or for identifying possessions. Currently frequently provided by charities to donors. May also be lined blank labels for customising.
 BT Labels
 RT Economy labels
 RT Luggage labels

Addresses (Speeches)

- USE Speeches

Addresses, Carriers'

- USE Carriers' addresses

Addresses, Ceremonial

- USE Ceremonial addresses

Addresses, Election

- USE Election addresses

Addresses, Illuminated

- USE Ceremonial addresses

Admission tickets

- SN Tickets allowing admission to an institution or event. Index also under the name of the event or institution to which admission is granted, e.g. theatres, museums, galleries.
 BT Tickets
 NT Benefit tickets
 NT Charity event tickets
 NT Hostel admission tickets
 NT Lecture tickets
 NT Season tickets (Events)
 RT Invitations

Advance directives

- USE Living wills

Advantage cards

- USE Loyalty cards

Advent calendars

- SN Calendars that are used to count or celebrate the days of Advent in anticipation of Christmas. Now mostly for children with flaps to lift for each day revealing an image or gift.
 BT Calendars
 RT Flap images

Advertisements

- SN Items announcing the availability of goods or services through purchase or other means. (TGM amended)
 NT Advertising booklets
 NT Advertising cards
 NT Advertising coins
 NT Advertising envelopes
 NT Advertising novelties
 NT Advertising supplements
 NT Brochures
 NT Chop papers
 NT Circulars

- NT Directory advertisements
 NT Domestic showcards
 NT Flyers
 NT Point-of-sale advertising
 NT Promotional materials
 NT Showcards
 NT Stud notices
 NT Trade advertisers
 RT Direct mail
 RT Posters
 RT Watchpapers

Advertising banknotes

- USE Mock money

Advertising blotters

- USE Blotters

Advertising booklets

- SN Slim, free booklets with thin board covers and coloured wrappers. Often presented in the guise of a household guide, offering recipes, remedies, child-care hints, etc., with more or less explicit references to the advertiser's products. 19th century on. (EE)
 BT Advertisements
 BT Booklets
 RT Brochures

Advertising cards

- SN Cards distributed by retailers, manufacturers, organisations or individuals to advertise or promote their business, product, site or event, sometimes as give-aways.
 For small printed sheets or cards bearing tradesmen's advertisements from the 17th through the mid-19th century, use Trade cards. For colour lithographed cards, mid-19th century on, use Advertising trade cards. For cards bearing the name and address of a business concern and often the name of its representative, and intended more for information than for advertising, use Business cards. For cards issued primarily to be collected, with or without advertisements on them, use Collecting cards. For larger cards primarily intended to be displayed as public advertisements, use Showcards. (AAT adapted)
 UF Cards, Advertising
 BT Advertisements
 BT Cards
 NT Cameo cards
 NT Cartes porcelaine
 NT Prostitutes' cards
 NT Stock cards
 RT Business cards
 RT Call-back literature
 RT Collecting cards
 RT Display cards
 RT Sailing notices
 RT Showcards
 RT Sports cards
 RT Trade cards

Advertising coins

- SN Relief-stamped metal foil, cardboard discs or metal-embossed adhesive stickers containing advertising messages. (Hist)
 UF Coins, Advertising
 BT Advertisements
 BT Mock money

Advertising covers

USE Advertising envelopes

Advertising envelopes

SN Envelopes containing advertising matter, whether pictorial or just textual.

UF Advertising covers

UF Cards, Corner

UF Corner cards

UF Covers, Advertising

BT Advertisements

BT Envelopes

RT Cameo cards

Advertising novelties

SN Advertising items in unusual forms or shapes, e.g. metamorphic items, items printed on unusual substances – wood, foil, cork, leather, etc. For everyday items with printed advertising on them (e.g. Mats, Fans) see Promotional materials.

UF Novelties, Advertising

BT Advertisements

RT Novelty works

RT Promotional materials

RT Spoofs

Advertising stamps

SN Advertisements in the form of postage stamps.

UF Stamps, Advertising

BT Cinderella stamps

RT Poster stamps

Advertising stickers

BT Stickers

Advertising supplements

SN Supplements to newspapers or magazines, prepared by advertising rather than editorial staff.

UF Supplements, advertising

BT Advertisements

RT Circulars

Advertising trade cards

SN Trade cards printed in multiples from the mid-19th century, frequently chromolithographed. (Hist)

BT Trade cards

NT Liebig cards

Aerial photographs

SN Photographs of what can be seen from an elevated position. Usually applied to photographs taken from an aeroplane, but can also include other non-ground-based platforms, e.g. balloons, kites, parachutes.

BT Photographs

RT Bird's eye views

Aerial propaganda

SN Propaganda leaflets and later newspapers and magazines of the kind dropped from aircraft over enemy or occupied territory. Can include novelty items.

UF Propaganda, Aerial

RT Leaflets

Aerograms

USE Air letter sheets

Affidavits

SN Written statements confirmed by oath for use as evidence in court.

BT Legal documents

RT Oaths

Agency certificates

SN US. Certificates appointing retailers as approved outlets; supplied by the manufacturers of products. (EE)

UF Manufacturers' certificates

BT Certificates

Agendas

SN Lists of the items to be discussed at meetings.

BT Lists

RT Minutes

Agreements

SN Writing made to evidence the terms and conditions, or the fact, of an accord or arrangement. (AAT)

NT Contracts

NT Prenuptial agreements

Air letter sheets

SN Thin lightweight pieces of foldable and gummed paper for writing a letter, providing letter paper and envelope in one. Mostly unpaid but some prepaid ones were produced.

UF Aerograms

UF Air letters

UF Letters, Air

BT Airmail stationery

RT Airgraph forms

RT Telegrams

Air letters

USE Air letter sheets

Air transport labels

SN Can include airline luggage labels, stickers, or tags and airline freight labels and poster stamps. Used to advertise the services of the world's airlines since the beginning of commercial aviation in the immediate post World War I years. (ESA)

UF Destination tags

BT Labels

Aircraft manifests

SN Lists of the passengers (or in the case of a cargo flight, parcels) and crew of an aircraft compiled before departure based on flight check-in information. (Wikipedia)

UF Flight manifests

BT Manifests

Airgraph envelopes

SN Envelopes (118 × 95mm) with a cut-out window to allow the address to be seen, specifically for sending airgraphs. (Hist)

BT Envelopes

RT Airgraph forms

RT Airmail stationery

Airgraph forms

SN Printed forms used for personal communications in wartime. Letters were photographed and reduced, the films sent abroad, and the letters printed and

distributed to recipients. (EE) Some forms provide decorative pictorial greetings with room only for a signature. (Hist)

UF Airgraphs

UF Forms, Airgraph

UF V-mail

BT Mail

RT Air letter sheets

RT Airgraph envelopes

RT Airmail stationery

RT Telegrams

Airgraphs

USE Airgraph forms

Airline menus

USE Travel menus

Airline tickets

UF Tickets, Airline

BT Travel tickets

RT Boarding cards

Airline timetables

BT Travel timetables

Airmail covers

USE Postal covers

Airmail envelopes

BT Airmail stationery

RT Postal covers

Airmail etiquettes

USE Airmail labels

Airmail labels

SN Labels to attach to envelopes indicating that the item is to be sent by airmail.

UF Airmail etiquettes

UF Labels, Airmail

BT Postal labels

RT Airmail stationery

Airmail stamps

SN Postage stamps intended to pay for a piece of mail to be transported by air; either an airmail fee that is charged in addition to the surface rate, or the full airmail rate. (Wikipedia) Initially Airmail stamps were regular stamps with a special overprint or cancellation.

UF Stamps, Airmail

BT Postage stamps

RT Airmail stationery

Airmail stationery

SN Lightweight writing paper and envelopes.

BT Stationery

NT Air letter sheets

NT Airmail envelopes

RT Airgraph envelopes

RT Airgraph forms

RT Airmail labels

RT Airmail stamps

Airship timetables

SN (Hist)

BT Travel timetables

Airworthiness certificates

SN Certificates issued to aircraft that are properly registered and found to be in a condition for safe operations.

BT Certificates
RT MOT certificates

Album cards

SN Collecting cards intended for display in albums, often in series.
UF Cards, Album
BT Collecting cards

Album covers

USE Record covers

Album pages

SN Loose leaves from albums.
UF Pages, Album
BT Albums
BT Leaves

Albums

SN Bound or loose-leaf sets of leaves. Includes handmade albums and published volumes of blank pages designed for the addition of images, cuttings, keepsakes, botanical items such as pressed flowers, etc. (TGM amended) Often in the form of ring binders with sheets of pockets in which to insert items to be displayed.
BT Blankbooks
NT Album pages
NT Autograph albums
NT Baby albums
NT Cigarette card albums
NT Cigarette card books
NT Crest albums
NT Photograph albums
NT Postcard albums
NT Wedding albums
RT Commonplace books

Alcohol sales licences

SN Licences allowing the holder to sell alcohol for consumption either on or off (or in some cases both) the premises.
UF Drinks licences
BT Licences

Algorithms

SN Sets of rules or processes used for calculation or problem solving especially with computers. Often in flowchart format.
RT Flow diagrams
RT Instructions

Almanacks

USE Almanacs

Almanacs

SN Publications, usually annuals, in book, booklet or individual sheet form, containing a variety of useful pieces of miscellaneous, often religious or statistical information; usually including a calendar; originally included projections of coming days, months, and holidays. (AAT amended)
UF Almanacks
NT Gratuity almanacs
RT Calendars
RT Diaries
RT Religious calendars
RT Year planners

Alphabet books

USE Pictorial alphabets

Alphabet letters

SN Individual letters of the alphabet mainly used as learning aids, but also for creating notices, labels, etc.
UF Letters, Alphabet
BT Alphabets
NT Transfer letters
RT Learning aids

Alphabet sheets

SN Sample alphabets, in different styles provided as learning materials for calligraphers or for practising handwriting.
UF Calligraphy alphabets
BT Alphabets
RT Type specimen sheets

Alphabets

SN Depictions of the sets of letters or symbols with which a language is written.
NT Alphabet letters
NT Alphabet sheets
NT Battledores
NT Hornbooks
NT Pictorial alphabets
RT ABC primers
RT Learning aids
RT Type specimen sheets

Altar cards

SN Sets of cards placed on a Christian altar, typically one in the middle and one at either end, containing certain portions of the Eucharistic prayers, to assist the priest's memory. (AAT) Usually decorative.
UF Cards, Altar
RT Religious cards

Alternative currency

SN Money issued by businesses, military organisations or local (rather than national) governments, often as payment of wages or to provide small change. (TGM)
BT Money
NT Change pin-papers
NT Farthing novelettes
NT Sales tax tokens
RT Improvised currency

Amusement sheets

USE Activity sheets

Anatomical diagrams

SN Diagrams of parts of the human or animal body, e.g., skeletons, particular organs, musculature, labelled with their names. Often with movable parts.
BT Diagrams
BT Learning aids
RT Mechanical works

Animal lost / found notices

SN Notices that may be posted by individuals or animal rescue agencies, announcing the loss or finding of an individual animal. Usually include a description, and more recently, a photograph.
UF Lost cat notices
UF Lost dog notices
BT Lost and found notices
RT Personal notices

Announcements

SN Small notices that inform the reader of an event or other news, such as births, weddings, publications. (TGM amended)
BT Notices
RT Press releases

Annual reports

SN Reports on the activities and performance of companies or other organisations over the preceding year. Usually include accounts.
BT Reports
RT Accounts
RT Company prospectuses

Annuals

SN Yearly publications. Often volumes associated with weekly or monthly magazines or children's comics.
BT Books

Anonymous letters

SN Letters sent without any signature or author acknowledgment.
BT Letters
NT White feather letters

Antimacassars

USE Head rest covers

Apothecaries' labels

USE Medicine labels

Appeals

SN Requests for help, usually financial.
UF Begging letters
UF Letters, Begging
NT Ballad appeals
NT Charity appeal materials
NT Charity subscription lists
NT Gratuity requests
NT Unemployed appeals
RT Call-back literature
RT Petitions

Application forms

SN Preprinted forms for applying for jobs, passports, membership, grants, etc.
BT Forms
NT Electoral roll forms
NT Membership forms

Appointment cards

SN Cards used by such as dentists to remind clients of the date and time of their appointment. (EE)
BT Business stationery
BT Cards

AQ lettersheets

SN Prepaid letter sheets issued by the Venetian government in 1608. The sheets bore the letters 'AQ' and the lion of Venice, below which was a statement of the statute by which the system operated with a surcharge of 4 soldi on the cost of posting a letter. (Hist)
BT Postal stationery

Armorial bookplates

SN Bookplates bearing such heraldic devices as coats of arms. (TGM)

UF Heraldic bookplates
 BT Bookplates
 RT Coats of arms

Arrangement of carriages diagrams

USE Train diagrams

Arrest warrants

SN Warrants issued by and on behalf of authority for the arrest and detention of an individual. (Wikipedia)
 BT Warrants

Art work

USE Artwork, Original

Artists' invitations

SN Invitations, sent by the artist rather than a gallery, to attend exhibitions or private views.
 BT Invitations

Artwork, Original

SN Artist's drawings and designs prepared as originals from which reproductions are made.
 UF Art work
 RT Designs
 RT Layouts
 RT Pictures
 RT Visuals

Assembly instructions

SN Instructions on how to put together an item of equipment or piece of furniture that has been purchased unassembled.
 BT Instructions

Assignats

SN Paper currency produced by the revolutionary government, representing confiscated crown and church lands; used as a substitute for metal currency during the financial emergency in revolutionary France, 1789–96 (EE) (Hist)
 BT Emergency currency

Asylum cards

SN Cards dispensed by benefactors allowing the recipient entry to an asylum. 19th century. (Hist)
 UF Cards, Asylum
 BT Charity election cards

At home cards

SN Cards left with friends indicating which day(s) / time(s) a hostess would be receiving visitors informally.
 BT Cards
 RT Visiting cards

Attendance cards, Funeral

USE Funeral attendance cards

Attendance certificates

SN Includes certificates indicating that a pupil has attended school regularly; and those given by conferences/courses to confirm attendance by an employee wishing to claim expenses.
 BT Certificates
 RT Attendance records

Attendance records

SN Records of attendance at school, church, clubs, etc.
 UF Registers
 BT Records (Documents)
 NT School attendance records
 RT Attendance certificates
 RT Calendars of assizes
 RT Passenger lists
 RT Visitor lists

Auction bills

USE Auction sale notices

Auction sale catalogues

SN Catalogues of items to be sold at auction on a specific date(s).
 UF Catalogues, Auction sale
 BT Dealers' catalogues
 RT Inventories

Auction sale notices

SN Posters or flyers announcing an auction sale.
 UF Auction bills
 UF Notices, Auction sale
 BT Sale notices

Auditorium seating plans

UF Theatre seating plans
 BT Seating plans

Authenticity certificates

SN Certificates attesting the authenticity or provenance of artworks.
 BT Certificates

Autograph albums

SN Blankbooks or loose-leaf binders in which the owner collects the autographs of friends or celebrities.
 BT Albums
 RT Sketchbooks

Autographs

SN Names of individuals written in their own hand, usually as a signature.
 BT Marks

Award certificates

SN Certificates awarded to people who have achieved goals, targets or qualifications, fulfilled pledges, or provided services to an organisation or cause.
 UF Reward certificates
 BT Certificates
 RT Diplomas
 RT Pledge cards
 RT Rewards of merit

Awards of merit

USE Rewards of merit

Awareness ribbons

USE Lapel ribbons

B

Baby albums

SN Albums in which are pasted photographs and other records of the birth and growth of a baby.
 BT Albums

Back labels

SN Labels fixed to the back of wine bottles, often providing information about the wine, vineyard or region.
 BT Wine labels

Badges

SN Devices indicating support for a cause, achievements, membership of a society or group, or a symbol of authority. May be of various materials, usually intended to be worn on the person. (TGM amended)
 UF Buttons, Campaign
 UF Campaign buttons
 UF Pin buttons
 UF Ribbon badges
 NT Charity badges
 NT Enclosure badges
 NT Name badges
 RT Labels
 RT Rosettes

Baggage labels

USE Luggage labels

Bags

SN Containers, usually rectangular in shape, open at one end and made of paper, plastic, or cloth; often printed with promotional material or slogans.
 NT Carrier bags
 NT Disposal bags
 NT Gift bags
 NT Money bags
 NT Paper bags
 NT Plastic bags
 RT Packaging
 RT Sachets
 RT Wrappers

Bags-for-life

SN Carrier bags available from retailers, at a price, to reduce the production of plastic bags. Often made from recycled materials.
 BT Carrier bags

Bags, Kite

USE Kite bags

Bale labels

SN Labels produced by the textile industry mainly from 1890s to 1970s, in the form of pictorial trademarks, fixed on the outside of bales or bolts of cloth and also in between layers within.
 UF Bolt labels

UF Labels, Bale
 BT Fabric labels

Ballad appeals

SN Appeals in verse offered on the streets by ex-servicemen and the unemployed; 19th century and into 1930s. (Hist)
 BT Appeals
 RT Ballads
 RT Bellmen's verses
 RT Gratuity requests

Ballads

SN Popular verses, sentimental, scandalous or satirical, cheaply printed and sold often on the streets by itinerant vendors. From 15th century.
 UF Street ballads
 BT Street literature
 RT Ballad appeals
 RT Bellmen's verses
 RT Popular prints
 RT Sheet music
 RT Song sheets

Ballot papers

SN Sheets of paper, cards, or other devices used to cast a vote or announce a list of candidates. (TGM amended) May also include rules and other information pertaining to an election.
 UF Papers, Ballot
 UF Polling cards
 UF Voting papers
 BT Forms

Bandanas

USE Handkerchiefs

Banderoles

SN Long narrow flags or streamers, often incorporating text.
 UF Banderols
 BT Banners
 RT Paper flags
 RT Pennants

Banderols

USE Banderoles

Bandos

USE Health and safety notices

Bands

SN Paper strips encircling a product or package, e.g. for envelopes, stationery, shoelaces.
 UF Book bands
 BT Packaging
 NT Cigar bands

Bank mandates

SN Written instructions from a customer to a bank, or between banks.
 BT Mandates

Bank notes

USE Banknotes

Bank statements

SN Summaries of all financial transactions occurring over a given period of time on

any type of account offered by a financial institution. (Wikipedia)

BT Financial statements

Bankers' drafts

SN Cheques where the funds are taken directly from the financial institution rather than the individual drawer's account.
 BT Cheques
 RT Bills of exchange
 RT Money
 RT Postal orders
 RT Promissory notes

Banknotes

SN Promissory notes issued by banks, payable to the bearer on demand without interest, and circulating as money. (TGM)
 UF Bank notes
 BT Money
 BT Promissory notes
 RT Bills of exchange

Banners

SN Sheets of cloth, plastic or paper intended for carrying or hanging in public, bearing information or advertising.
 NT Banderoles
 NT Pennants
 RT Bunting
 RT Paper flags
 RT Placards

Banquet menus

SN Menus for formal dinners with many guests, often followed by speeches in favour of a cause or in celebration of an event.
 BT Menus

Baptismal certificates

SN Certificates that record or commemorate baptisms.
 BT Certificates
 RT Birth certificates
 RT Frakturets

Baseball cards

SN Advertising or collectable cards that feature portraits of baseball players, other people, or topics associated with the game. Introduced c.1886 by a tobacco company; also popular with bubble gum manufacturers beginning in the 1930s.
 UF Cards, Baseball
 BT Sports cards

Battels

SN Accounts with or terminal bill from a college or university for board, kitchen, expenses, etc.
 BT Educational invoices

Battledores

SN Card alphabets, containing words and phrases, usually folded, often with woodcut illustrations, provided as reading aids. Mid-18th to mid-19th centuries. (Hist)
 BT Alphabets
 BT Learning aids
 RT ABC primers
 RT Hornbooks

Battlefield maps

SN Maps showing the disposal and movement of troops in a battle.
 BT Maps

Bearer bonds

SN Transferable share certificates not naming a specific holder, provided with coupons attached to the main document that are designed to be detached at stated intervals and exchanged for interest payments.
 UF Bonds, Bearer
 BT Stock certificates

Beehives

USE Cobwebs

Beer mats

USE Beer mats

Beermats

SN Mats made of absorbent cardboard produced by drinks companies advertising their products. Found predominantly in pubs.
 UF Beer mats
 UF Drip mats
 BT Coasters
 BT Promotional materials
 RT Table stationery

Beetle drive cards

SN Cards for beetle drive games, set out with 12 rectangles and a picture of a stylised beetle.
 BT Games

Begging letters

USE Appeals

Bellmen's verses

SN Sheets conveying Christmas or New Year good wishes delivered to households, implicitly soliciting tips. Second half 17th to late 19th centuries. (Hist)
 BT Call-back literature
 BT Gratuity requests
 RT Ballad appeals
 RT Ballads
 RT Carriers' addresses

Benefit match tickets

USE Benefit tickets

Benefit tickets

SN Tickets for benefit performances (for musical or theatrical performers) or for sporting matches.
 UF Benefit match tickets
 UF Tickets, Benefit
 BT Admission tickets
 RT Charity event tickets

Berlin patterns

SN Coloured charts for embroidery using mainly Berlin wools, as well as other types of thread and occasionally silk or beads.
 BT Embroidery patterns

Betting slips

USE Betting tickets

Betting tickets

- SN Records of bets often, and initially, for horse or dog racing.
- UF Betting slips
- BT Tickets
- RT Football pools coupons
- RT Lottery tickets
- RT Raffle tickets
- RT Sweepstake tickets

Bible cards

- SN Cards with illustrations of bible stories and parables, or sometimes just an illuminated text. The reverse typically holds a short message instead of a prayer. Sometimes issued in sets and often given as rewards in Sunday schools.
- UF Cards, Bible
- BT Religious cards
- RT Rewards of merit

Bicycle maps

- USE Cycle maps

Bike maps

- USE Cycle maps

Billheads

- SN Printed forms, characterized by a heading containing the name of a company or name and address, and often embellished, on which a statement of money due is, or is intended to be, recorded. (AAT amended). Printed billheads evolved from the tradesman's all-purpose name-and-address slip known as the trade card, and were echoed by the commercial letterhead of the 20th century. (EE) Use for items from 18th century to late 19th century. (Hist)
- BT Invoices
- RT Letterheads

Bills (Invoices)

- USE Invoices

Bills (Posters)

- USE Playbills
- USE Posters

Bills of exchange

- SN Non-interest-bearing, transferable written orders that bind one party to pay a fixed sum of money to another party at a predetermined date. Historically a form of paper currency.
- BT Negotiable instruments
- RT Bankers' drafts
- RT Banknotes
- RT Cheques
- RT Postal orders
- RT Promissory notes

Bills of fare

- USE Menus

Bills of lading

- SN Statements of goods loaded for transport in a ship. They itemise goods to be carried and name the shipper and the consignee. For similar documents relating to land transport use Waybills.
- BT Lists

- RT Manifests
- RT Waybills

Bills of mortality

- SN Records of deaths normally kept at local level, and usually posted, from 16th century. (Hist)
- BT Records (Documents)
- RT Casualty lists

Bills of sale

- SN Documents that provide evidence of the transfer of the title to personal property from the seller to the buyer.
- BT Legal documents

Binders' labels

- SN Small labels (10 × 20mm) giving briefest details of binder's name and address, mostly rectangular, often pasted at top left-hand corner of verso of flyleaf.
- UF Binders' tickets
- UF Bookbinders' labels
- BT Book labels
- RT Trade labels

Binders' tickets

- USE Binders' labels

Bingo cards

- SN Cards for playing the game bingo, set out as a grid with a random set of numbers.
- BT Games

Bird's eye views

- SN Graphic representations of scenes portrayed as if viewed from above at an oblique angle. (TGM) Generally of a city or town.
- BT Pictures
- RT Aerial photographs

Birdcages

- USE Cobwebs

Birth certificates

- SN Official documents recording the birth of a child.
- BT Certificates
- RT Baptismal certificates

Birthday cards

- UF Cards, Birthday
- BT Greetings cards

Blank-books

- USE Blankbooks

Blank books

- USE Blankbooks

Blank forms

- USE Forms

Blank greetings cards

- SN Greetings cards with no preprinted messages.
- BT Greetings cards
- Blankbooks
- SN Books of blank, mostly blank, or ruled pages, or of printed forms. (AAT)
- UF Blank-books
- UF Blank books
- BT Books

- NT Albums
- NT Notebooks
- NT Scrapbooks

Blood donor cards

- SN Form of identity cards for blood donors giving the donor number and blood group. Some may hold records of donations.
- BT Donor cards
- RT Health records

Blotters

- SN Blotters bearing advertisements, from the late 19th century up until the 1960s. Sometimes die-cut into shapes, e.g. ink bottles. Customized advertising blotters are still produced today. (AAT amended)
- UF Advertising blotters
- BT Promotional materials
- RT Blotting paper

Blotting paper

- SN Absorbent paper used to dry ink on handwritten documents. May appear in special folders, or as tear-outs in other documents.
- BT Paper types
- BT Stationery
- RT Blotters

Board game cards

- SN Cards designed for use in specific board games, usually containing information or instructions as to the next move.
- BT Board games
- BT Cards
- RT Playing cards

Board game money

- SN Mock money provided for use with board games e.g., Monopoly.
- UF Game money
- BT Board games
- BT Mock money

Board game pieces

- SN Pieces manipulated by participants during the play of table and board games.
- UF Game pieces
- BT Board games

Board games

- SN Games in which pieces are placed, removed, or moved on a pre-marked surface or board according to a set of rules. (Wikipedia)
- UF Boardgames
- UF Games of goose
- UF Table games
- BT Games
- NT Board game cards
- NT Board game money
- NT Board game pieces
- NT Game boards

Boardgames

- USE Board games

Boarding cards

- SN Cards or papers issued and required by airlines to allow boarding of aircraft.
- UF Cards, Boarding

BT Passes
RT Airline tickets

Bobèches

USE Candle shields

Bolt labels

USE Bale labels

Bonds, Bearer

USE Bearer bonds

Book-matches

USE Matchbook covers

Book and magazine posters

SN Posters advertising new books, or promoting new or existing magazines.

BT Posters
RT Magazines

Book bands

USE Bands

Book cards

SN Small cards bearing brief details of a book, inserted into a pocket on the inside front cover of a library book, to be transferred to a borrower's ticket (also in the form of a pocket) on issuing the book, as a record of the transaction.

BT Cards

Book donor labels

SN Printed acknowledgement slips affixed to books donated to a library, giving the name of the donor.

UF Ex-dono labels
UF Labels, Book donor
BT Library labels

Book jackets

SN Detachable covers, usually made of paper and printed with text, and often illustrations, that have flaps that wrap around the front and back book covers. Usually issued with the book, but some are home made, and some were issued by libraries.

UF Book wrappers
UF Dust jackets
UF Dust wrappers
UF Jackets, Book
UF Wrappers, Book
UF Wrappers, Dust
BT Protective coverings
BT Wrappers
RT Books

Book labels

SN Any type of label affixed to a book.
BT Labels
NT Binders' labels
NT Bookplates
NT Booksellers' labels
NT Library labels
NT Prize labels
NT Stationers' labels
RT Books

Book markers

USE Bookmarks

Book marks

USE Bookmarks

Book matches

USE Matchbook covers

Book plates

USE Bookplates

Book prospectuses

SN Printed descriptions of or advertisements for books, issued before publication in an attempt to generate interest and advance orders.

BT Prospectuses
NT Sample pages

Book tokens

SN Vouchers for a specified amount, with coupons and sometimes a bookplate, for the purchase of books. Used for gifts; usually with a decorative card. Now mostly plastic.

BT Gift vouchers

Book wrappers

USE Book jackets

Bookazines

SN Perfect-bound, magazine-sized soft back books focusing on a particular subject matter.

RT Books
RT Magazines

Bookbinders' labels

USE Binders' labels

Booklets

SN Small books consisting of a few sheets that are glued, stitched or stapled together between thin card, cloth or paper covers. (AAT). Distinguished from pamphlets by having a cover.

NT Advertising booklets
NT Farthing novelettes
NT Libretti
RT Books
RT Brochures
RT Leaflets
RT Pamphlets

Bookmarks

SN Paper, cardboard, cloth, leather or other materials used to hold a place in a book. Frequently used for advertising.

UF Book markers
UF Book marks
RT Ribbons

Bookmatches

USE Matchbook covers

Bookplates

SN Book owners' identification labels; usually intended for pasting inside a book.

UF Book plates
UF Ex libris
BT Book labels
NT Armorial bookplates
RT Ownership marks
RT Prize labels

Books

SN Books are not usually regarded as ephemera. Included here are terms that include the word book, as well as others that present ephemera in book form or developed from ephemera in sheet or booklet form.

NT Address books
NT Annuals
NT Blankbooks
NT Chapbooks
NT Colouring books
NT Commonplace books
NT Copybooks
NT Correspondence books
NT Directories
NT Drawing books
NT Flip books
NT Postcard books
NT Presentation books
NT Pressbooks
NT Ration books
NT Sample books
NT Score books
NT Sketchbooks
NT Title pages
NT Toy books
NT Viewbooks
RT Book jackets
RT Book labels
RT Bookazines
RT Booklets
RT Catalogues
RT Dummies (Bookselling)
RT Leaflets
RT Proofs

Books of words

USE Libretti

Books, Specimen

USE Sample books

Books, Tunnel

USE Peepshows

Booksellers' labels

SN Labels usually affixed to the front pastedown of a book, or on the recto of the flyleaf. Widely used in 19th century, in effect a miniature trade card. Traditionally printed in black on a thin colour-tinted paper and in a variety of shapes. Nowadays sometimes labels bearing the title and barcode affixed to the back cover of a book.

UF Labels, Booksellers'
UF Printers' labels
BT Book labels

Born digital items

SN Use for printouts of items that are created and managed in digital form, e.g. email messages, websites, digital photography.
NT E-tickets
NT Emails
NT Spam

Borrowers' cards

SN Small cards in the form of pockets, bearing details of the issuing library and of the borrower to whom they have been issued. Used to record loans, in libraries using the Browne issuing system.

UF Readers' cards
BT Library cards

Bottle labels

SN Labels applied by the manufacturer or supplier to bottles of liquid or other substances, including home-made produce.
UF Labels, Bottle
BT Product labels
NT Deposit labels
NT Neck labels
NT Wine labels

Boxes

SN Cardboard or other thin card or wood containers, usually rectangular, oval or circular with a lid or cover, in which something non-liquid is kept or carried. (AAT amended)
BT Packaging
NT Cartons
NT Counter display boxes
NT Matchboxes

Bradshaws

SN British railway timetables first developed by George Bradshaw (1801–53). After his death they continued to be published by Henry Blacklock & Co. Produced from 1839–1961. Bradshaws were mostly British, but some covered European train times and these sometimes included guide-book information. (Hist)
BT Railway timetables

Branching diagrams

SN Diagrams in which different branches are connected to a single point of origin, and all are connected, directly or indirectly, e.g. a family tree.
BT Diagrams
NT Family trees

Broadsheets

SN Term indicating a size of paper. Often confused with Broadsides. Do not use.

Broadsides

SN Single-sheets of paper, unfolded, separately published, and always printed only on one side. They were usually intended to be posted on the wall, publicly distributed, or sold, e.g., proclamations, notices, ballad sheets, newsheets. Often with an image. Use only for items produced up to mid-19th century. (Hist) Use a more specific term if possible.
NT Execution broadsides
NT Ordinance broadsides
RT Flyers
RT Notices
RT Popular prints
RT Posters
RT Proclamations
RT Song sheets

Brochures

SN Booklets, magazines or folders of items advertising a product or service.
BT Advertisements
NT Prospectuses
RT Advertising booklets
RT Booklets

RT Circulars
RT Flyers

Bubblegum cards

USE Sports cards

Bubblegum wrappers

USE Gum wrappers

Budgets

SN Estimates of all planned expenses and revenues.
BT Financial records

Bulletins

USE Newsletters

Bumper stickers

USE Car stickers

Bunting

SN Any festive decorations made of fabric, plastic, paper or cardboard, to be displayed in the open air. Typical forms of bunting are strings of colourful triangular flags and lengths of fabric. (Wikipedia)
RT Banners
RT Festival decorations
RT Paper flags
RT Pennants

Burial-right deeds

SN Documents conferring on a named person the right to burial in a numbered grave space in a specific cemetery.
UF Burial board deeds
BT Deeds
RT Cemetery cards

Burial board deeds

USE Burial-right deeds

Burial cards

USE Burial club cards

Burial certificates

SN Certificates granting permission for a body to be buried or cremated.
BT Certificates
RT Death certificates

Burial club cards

SN Cards recording payments to burial clubs. (Hist)
UF Burial cards
BT Record cards

Bus passes

SN Includes passes purchased to benefit from a discount, or issued free to senior citizens, school children, etc.
BT Travel cards
RT Season tickets (Transport)

Bus route maps

USE Transport maps

Bus tickets

SN Use for short distance buses. For long-distance bus tickets use coach tickets.
UF Tickets, Bus
BT Travel tickets

Bus timetables

BT Travel timetables

Business cards

SN Cards carried by individuals containing the person's name and contact details, and the name of the business, profession or organisation. Produced for handing to clients.
BT Business stationery
BT Cards
RT Advertising cards
RT Cameo cards
RT Trade cards
RT Visiting cards

Business stationery

SN Index under narrower term where possible.
BT Stationery
NT Appointment cards
NT Business cards
NT Compliments slips
NT Credit notes
NT Estimates
NT Invoices
NT Letterheads
NT Order books
NT Order forms
NT Receipts
NT Statements of accounts
NT Trade cards
RT Contracts
RT Financial records
RT Forms

Buskers' licences

USE Buskers' permits

Buskers' permits

SN Documents giving permission to individuals to perform music in public places for money. Required by some local authorities in the UK.
UF Buskers' licences
BT Licences
RT Traders' licences

Buttons, Campaign

USE Badges

By-laws

SN Laws made by an administrative body (a local council or municipal government) that derives its authority from another governing body; they can only be made on a limited range of matters of local significance. May also apply to corporations or other organisations.
UF Bye-laws
UF Byelaws
UF Bylaws
UF Ordinances
BT Laws
RT Rules and regulations

Bye-laws

USE By-laws

Byelaws

USE By-laws

Bylaws

USE By-laws

C

Cab fare maps

USE Taxi fare maps

Cabin plans

USE Deck plans

Cabinet cards

USE Cabinet photographs

Cabinet photographs

SN Mounted photographs significantly larger than images in the earlier *carte-de-visite* format. Like *cartes-de-visite*, cabinet photographers often used card mounts that had elaborate advertising on the back. They became popular in the 1880s through the 1890s. 114 × 165mm. (Hist)

UF Cabinet cards

BT Photographs

RT *Cartes-de-visite*

Cache pots

SN Paper covers for flower pots.

USE Plant pot covers

Cachets, postal

USE Postal cachets

Cake frills

SN Decorative paper wrappers intended to conceal the sides of a cake.

BT Table stationery

Calendar backs

USE Calendar mounts

Calendar mounts

SN Decorative wall cards, etc., produced as mounts for small twelve page calendar booklets.

UF Calendar backs

BT Mounts

RT Calendars

RT Wall cards

Calendars

SN Tabular registers of days according to a system, usually covering one year and referring the days of each month to the days of the week. (TGM) For calendars provided as advertisements, index also under *Promotional materials*.

BT Charts

NT Advent calendars

NT Perpetual calendars

NT Religious calendars

NT Year planners

RT Almanacs

RT Calendar mounts

RT Calendars of events

RT Diaries

RT *Vide pochés*

Calendars of assizes

SN Lists of prisoners facing serious charges, prepared for the visiting judges at quarterly

assizes. They include case nos., names of prisoners and details of alleged crimes. Sometimes sentences were added after the trial.

BT Lists

RT Attendance records

RT Prisoners' lists

Calendars of events

SN Lists organised by date, of events happening within, organised by, or of interest to particular institutions or groups of people.

UF Diaries of events

UF Events, Calendars of

UF Programmes of events

UF Term cards

UF Term programmes

BT Lists

NT Fixture lists

NT Lecture lists

NT Society programmes

RT Calendars

RT Programmes

Call-back cards

USE Call-back literature

Call-back handbills

USE Call-back literature

Call-back literature

SN Leaflets, cards or envelopes put through householders' doors by such as antique or waste dealers, charities, or those seeking Christmas gratuities. Implies the intention to return to follow up the request.

UF Call-back cards

UF Call-back handbills

NT Bellmen's verses

NT Carriers' addresses

NT Charity gift envelopes

RT Advertising cards

RT Appeals

Calligrammes

SN Designs in which words or the letters of a word are arranged to form a picture or decorative pattern or figure. (TGM)

UF Letter pictures

UF Word art

BT Pictures

RT Micrographical portraits

RT Penmen's flourishes

Calligraphy alphabets

USE Alphabet sheets

Calling cards

USE Visiting cards

Cameo cards

SN Embossed commercial calling or advertising cards, usually showing white lettering on coloured background. Especially popular in the decade or so before the (US) Civil War. Mainly American and principally 19th century.

UF Cards, Cameo

BT Advertising cards

RT Advertising envelopes

RT Business cards

RT Embossing

RT Trade cards

Cameos

SN Small embossed or die-stamped emblems, produced ca. 1850–80; usually printed in colour. Typical designs include medallions or shields with views of merchandise or business establishments. Found chiefly on commercial envelopes; also used on billheads, business cards, and as advertisements in publications. Considered a type of 'corner card' by envelope collectors. (TGM) (Hist)

BT Marks

RT Embossing

Campaign buttons

USE Badges

Campaign leaflets

SN Use for leaflets issued by bodies other than governments or political parties for campaigns other than elections.

BT Leaflets

Campaign posters

SN Use for posters issued by bodies other than governments or political parties for campaigns other than elections.

BT Political posters

RT Propaganda posters

RT Protest posters

Campaign souvenirs

USE Election souvenirs

Can labels

SN (Normally) paper labels glued to and covering the (usually) cylindrical wall of a food can, containing information about and promotion of the product.

UF Labels, Can

UF Tin labels

BT Product labels

Candle shields

SN Paper shields to protect the hands of those carrying candles in processions, or to protect candles from the wind. Often disc shaped (called drip shields) but can be like paper cups with a hole in the bottom.

UF Bobèches

UF Drip discs

UF Drip shields

Car stickers

SN Stickers, often PVC, intended to be stuck on the outside or the windows of cars, to be read by others. They come in a wide variety of types: decorative, promotional, humorous, political etc.

UF Bumper stickers

BT Stickers

Car tax discs

USE Vehicle licences

Carbon paper

SN Thin carbon-coated paper used for making, especially, typed copies.

BT Paper types

BT Stationery

RT NCR paper

Card games

SN Sets of cards, or cards from such sets, for playing games such as happy families. For sets of cards in suits use Playing cards.

UF Game cards

BT Games

RT Pokémon cards

Card keys

USE Keycards

Cards

SN Use as a generic term to cover small items of ephemera no larger than 100 × 150 mm, on card, stiff paper or plastic, usually rectangular, and sometimes with rounded corners. Designed to convey messages or provide other information, or carry a picture.

For items not fitting this definition, that include the word card as part of their name, see the inverted terms and USE references.

NT Advertising cards

NT Appointment cards

NT At home cards

NT Board game cards

NT Book cards

NT Business cards

NT Cemetery cards

NT Change of address cards

NT Change of proprietor cards

NT Charity election cards

NT Collecting cards

NT Communion cards

NT Conversation cards

NT Donor cards

NT Florists' cards

NT Fortune telling cards

NT Funeral attendance cards

NT Grave cards

NT Health insurance cards

NT Hymn board number cards

NT Identity cards

NT Loyalty cards

NT Machine-readable cards

NT Membership cards

NT Meter reading cards

NT Motto cards

NT Pall bearers' cards

NT Peel cards

NT Place cards

NT Playing cards

NT Pledge cards

NT Postcards

NT Prize cards

NT Religious cards

NT Scent cards

NT Sentiment cards

NT Sports cards

NT Travel cards

NT View cards

NT Visiting cards

NT Visitors' cards

NT Weight cards

RT Cartes-de-visite

RT Greetings cards

Cards, Acquaintance

USE Acquaintance cards

Cards, Advertising

USE Advertising cards

Cards, Album

USE Album cards

Cards, Altar

USE Altar cards

Cards, Asylum

USE Asylum cards

Cards, Baseball

USE Baseball cards

Cards, Bible

USE Bible cards

Cards, Birthday

USE Birthday cards

Cards, Boarding

USE Boarding cards

Cards, Cameo

USE Cameo cards

Cards, Christmas

USE Christmas cards

Cards, Cigarette

USE Cigarette cards

Cards, Clipper ship

USE Clipper ship cards

Cards, Clock

USE Clock cards

Cards, Club

USE Loyalty cards

Cards, Comic

USE Comic cards

Cards, Concertina

USE Concertina cards

Cards, Condolence

USE Condolence cards

Cards, Congratulations

USE Congratulations cards

Cards, Corner

USE Advertising envelopes

Cards, Credit

USE Payment cards

Cards, Currency

USE Currency cards

Cards, Debit

USE Payment cards

Cards, Detention

USE Detention cards

Cards, Devotional

USE Devotional cards

Cards, Discount

USE Loyalty cards

Cards, Display

USE Display cards

Cards, Donor

USE Donor cards

Cards, Easter

USE Easter cards

Cards, Embroidered

USE Embroidered cards

Cards, Embroidery

USE Embroidery cards

Cards, Escort

USE Acquaintance cards

Cards, Father's day

USE Father's day cards

Cards, First communion

USE First communion cards

Cards, Flash

USE Flashcards

Cards, Flirtation

USE Acquaintance cards

Cards, Frame

USE Frame cards

Cards, Funeral attendance**Cards, Funeral service**

USE Funeral service cards

Cards, Game record

USE Game record cards

Cards, Gauge

USE Gauge cards

Cards, Gift

USE Gift cards

Cards, Greetings

USE Greetings cards

Cards, Haberdashery

USE Haberdashery cards

Cards, Ham radio

USE Ham radio cards

Cards, Hidden name

USE Hidden name cards

Cards, In memoriam

USE In memoriam cards

Cards, Insert

USE Insert cards

Cards, Landing

USE Landing cards

Cards, Letter

USE Letter cards

Cards, Liebig

USE Liebig cards

Cards, Lobby

USE Lobby cards

Cards, Magicians'

USE Magicians' cards

Cards, Mass

USE Mass cards

Cards, Memorial

USE In memoriam cards

Cards, Moral lesson

USE Moral lesson cards

Cards, Mother's day

USE Mother's day cards

Cards, Name

USE Name cards

Cards, New Year

USE New Year cards

Cards, Ordination

USE Ordination cards

Cards, Oyster

USE Oyster cards

Cards, Payment

USE Payment cards

Cards, Photocopy

USE Photocopy cards

Cards, Pilgrimage

USE Pilgrimage cards

Cards, Points

USE Loyalty cards

Cards, Poisson d'avril

USE Poisson d'avril cards

Cards, Pokémon

USE Pokémon cards

Cards, Postal

USE Postal cards

Cards, Prostitutes'

USE Prostitutes' cards

Cards, Punctuality

USE Punctuality cards

Cards, Punishment

USE Detention cards

Cards, QSL

USE Ham radio cards

Cards, Rail

USE Rail cards

Cards, Rewards

USE Loyalty cards

Cards, Sailing

USE Sailing notices

Cards, Score

USE Score cards

Cards, Scratch

USE Scratch cards

Cards, Society

USE Society cards

Cards, Stock

USE Stock cards

Cards, Strutted

USE Strutted cards

Cards, Sunday School

USE Sunday school cards

Cards, Swipe

USE Swipe cards

Cards, Tariff

USE Tariff cards

Cards, Tarot

USE Tarot cards

Cards, Telephone

USE Telephone cards

Cards, Trade

USE Trade cards

Cards, Tramping

USE Tramping cards

Cards, Transparency

USE Hold-to-light works

Cards, Travelling

USE Tramping cards

Cards, Vice

USE Prostitutes' cards

Cards, Wall

USE Wall cards

Cards, Wreath

USE Wreath cards

Caricatures

SN Portraits that exaggerate or distort the essence of a person, creature or thing to create easily identifiable visual likenesses. (Wikipedia)

BT Pictures

RT Cartoons

RT Satirical prints

Carol sheets

SN Sheets containing the words only of carols, for group singing.

UF Sheets, Carol

BT Song sheets

Carriage-arrangement diagrams

USE Train diagrams

Carriage window labels

USE Railway carriage labels

Carrier bags

SN Bags that may be of paper, cloth or plastic, given away free by retailers (or in 21st century with a small charge) and with advertising material printed on them.

BT Bags

NT Bags-for-life

Carriers' addresses

SN Verses in broadside or leaflet form presented at the start of a new year by newspaper carriers/deliverers and sometimes by other tradespeople to request a gratuity. (Hist)

UF Addresses, Carriers'

BT Call-back literature

RT Bellmen's verses

RT Gratuity requests

Carriers' bills

SN 19th century printed papers that could be receipts and/or promotional pieces indicating places served and timetables. (Hist)

UF Fly-wagon bills

BT Waybills

RT Timetables

Cartes-de-visite

SN Mounted photographs of standard size (100 × 60 mm) produced as mementos and as collectable series, often including photographer's advertisement and with stylish, mostly lithographed text. Introduced in the mid-19th century and made up to 1914. (Hist)

BT Photographs

RT Cabinet photographs

RT Cards

RT Visiting cards

Cartes pneumatiques

SN Letter cards used in the Parisian pneumatic-tube postal system in the later part of the 19th century (EE) (Hist)

BT Letter cards

Cartes porcelaine

SN Cards produced primarily for advertising purposes but also as collectables. Printed on enamelled card, particularly in France and Belgium. Mid-19th century. (Hist)

UF Enamelled cards

BT Advertising cards

RT View cards

Cartons

SN Paper or cardboard containers that can be folded flat and are flange glued or interlocked to be ready for filling.

BT Boxes

RT Packets

Cartoons

SN In the context of ephemera, drawings or prints intended for satire, caricature, or humour.

BT Pictures

RT Caricatures

RT Comic cards

RT Satirical prints

Cartouches

- SN Ornamental frames containing an inscription, monogram, or coat of arms.
BT Marks

Cash cards

- USE Payment cards

Cassette insert cards

- USE Insert cards

Cast lists

- SN Brief lists of the cast of plays or other theatrical events.
BT Lists
RT Playbills
RT Programmes
RT Theatre programmes

Casualty lists

- SN Lists of those dead or wounded in war, disaster or accident.
BT Lists
RT Bills of mortality

Catalogs

- USE Catalogues

Catalogues

- SN Lists of items arranged systematically with descriptive details. Often with separate price lists. May include actual examples. (TGM amended)
UF Catalogs
NT Dealers' catalogues
NT Exhibition catalogues
NT Gift catalogues
NT Trade catalogues
RT Books
RT Lists
RT Price lists
RT Sample books
RT Samples

Catalogues, Auction sale

- USE Auction sale catalogues

Catalogues, Mail order

- USE Mail order catalogues

Catalogues, Manufacturers'

- USE Manufacturers' catalogues

Catchpennies

- USE Street literature

Caterers' hats

- USE Service caps

Caterers' menus

- SN Menus provided by commercial caterers for organisers of events, weddings, etc.
BT Menus

CD insert cards

- USE Insert cards

Cemetery cards

- SN Cards issued by cemeteries to help visitors locate specific numbered or identifiable grave plots. May also give opening hours.
BT Cards

- RT Burial-right deeds

- RT Cemetery plans

Cemetery plans

- SN Plans of cemeteries, indicating the places of specific graves.
BT Plans (Diagrams)
RT Cemetery cards

Censors' labels

- SN Intended to reseal letters after interceptionWorld Wars I and II. (EE)
UF Labels, Censors'
BT Postal labels

Census forms

- SN Forms sent to individuals or households on which details of residents are recorded to provide information for government statistics and planning.
BT Forms

Ceremonial addresses

- SN Texts of thanks and appreciation given at retirement or reward ceremonies. Their text panel is usually surrounded with a decorative border. In the past, frequently illuminated. (EE)
UF Addresses, Ceremonial
UF Addresses, Illuminated
UF Illuminated addresses
RT Keepsakes
RT Presentation books
RT Speeches

Certificates

- SN Documents containing certified statements of, e.g., ownership, membership, fulfilled requirements, legal status or achievements.
BT Forms
NT Agency certificates
NT Airworthiness certificates
NT Attendance certificates
NT Authenticity certificates
NT Award certificates
NT Baptismal certificates
NT Birth certificates
NT Burial certificates
NT Chimney sweep certificates
NT Civil partnership certificates
NT Death certificates
NT Degree certificates
NT Diplomas
NT Discharge certificates
NT Health certificates
NT Insurance certificates
NT Marriage certificates
NT Master mariners' certificates
NT Medical certificates
NT Membership certificates
NT MOT certificates
NT Proficiency certificates
NT Quality assurance certificates
NT Rewards of merit
NT Stock certificates
NT Tyburn certificates
RT Frakturs
RT Licences
RT Prize cards

Change of address cards

- SN Notifications of a sender's change of address.

- BT Cards

- RT Change of proprietor cards

Change of proprietor cards

- SN Notifications of change of business ownership.
BT Cards
RT Change of address cards

Change packets

- SN Envelopes in which change or a substitute for change was given to customers. (Hist)
UF Farthing change packets
BT Envelopes
RT Change pin-papers

Change pin-papers

- SN Pins in strips or in folder wallet offered as alternative to farthing coin change. Latter part of 19th century to early 20th century. (EE) (Hist)
BT Alternative currency
RT Change packets
RT Farthing novelettes
RT Sales tax tokens

Chap books

- USE Chapbooks

Chapbooks

- SN Popular tales, ballads, tracts, etc., in small format, hawked on the streets. (Hist)
UF Chap books
BT Books

Character references

- USE References

Charge cards

- USE Payment cards

Charity appeal materials

- SN Printed materials from designated charities; may be in a variety of forms, mailed or delivered, soliciting financial or other contributions.
BT Appeals
RT Charity gift envelopes

Charity badges

- SN Pin or lapel badges or stickers, made of paper, fabric or metal, given to donors in acknowledgment of gifts during street or house-to-house collections.
UF Charity flags
UF Charity stickers
UF Flag-day emblems
BT Badges
RT Charity seals
RT Letter seals

Charity election cards

- SN Cards soliciting support for particular individuals to be admitted to an orphanage, charity school, hospital or asylum. 19th century. (Hist)
BT Cards
NT Asylum cards
RT Charity tickets
RT Hostel admission tickets
RT Recommendation forms

Charity event tickets

- SN Admission tickets to charity fund raising events.
 BT Admission tickets
 RT Benefit tickets

Charity flags

- USE Charity badges

Charity gift envelopes

- SN Envelopes left at doors, soliciting charity donations, to be collected later.
 BT Call-back literature
 BT Envelopes
 RT Charity appeal materials

Charity seals

- SN Decorative paper seals resembling postage stamps, sold in sheets mostly at Christmas, to support charities.
 BT Cinderella stamps
 RT Charity badges
 RT Letter seals

Charity stickers

- USE Charity badges

Charity subscription lists

- SN Appeals for money by institutions, listing existing subscribers and soliciting more subscribers. Mainly 19th century. (Hist)
 BT Appeals
 BT Subscription lists

Charity tickets

- SN Tickets given to the poor by charities, entitling them to specific amounts of certain commodities, such as soup, coal, meat, bread. (EE) (Hist)
 BT Tickets
 RT Charity election cards
 RT Recommendation forms

Charter parties

- USE Hire contracts

Charters

- SN Instruments in writing, creating and defining the franchises of an educational institution, or corporation. (TGM amended)
 BT Legal documents

Charts

- SN Information presented in graphic form, e.g. pictorial, diagrammatic, tabular, for easy assimilation of information.
 NT Calendars
 NT Colour charts
 NT Distance charts
 NT Eye test charts
 NT Gantt charts
 NT Organisational charts
 RT Chronologies
 RT Diagrams
 RT Maps
 RT Tables
 RT Wallcharts

Charts, Paint

- USE Paint charts

Charts, Wall

- USE Wallcharts

Checklists

- SN Use for formal, job-related lists of tasks to be done to ensure safety, compliance or completion of activity.
 UF Tick lists
 BT Lists

Checks

- USE Cheques

Chemists' labels

- USE Medicine labels

Cheques

- SN Signed and dated requests to the signatory's bank to pay a stated sum to a specific recipient. (EE)
 UF Checks
 BT Forms
 BT Negotiable instruments
 NT Bankers' drafts
 NT Travellers' cheques
 RT Bills of exchange
 RT Money
 RT Postal orders

Chewing gum wrappers

- USE Gum wrappers

Child lost / found forms

- USE Child lost / found notices

Child lost / found notices

- SN Notices, handwritten or preprinted, advertising details of children concerned; in London they were posted up. (Hist) For 20th/21st century notices use Missing persons notices.
 UF Child lost / found forms
 BT Lost and found notices
 RT Missing persons notices

Children's games

- SN Board, card or other games designed specifically for children.
 BT Games
 RT Puzzles
 RT Toys

Chimney sweep certificates

- SN Proof that the chimneys had been swept, given by a sweep to a householder. Part of attempts to improve fire safety. US. (Hist)
 BT Certificates

Chocolate box keys

- SN Legends identifying the different types of chocolate in a box.
 UF Chocolate box menus
 UF Menus, Chocolate box
 BT Keys (Legends)

Chocolate box menus

- USE Chocolate box keys

Chop papers

- SN Printed sheets inserted in bales of raw silk and other commodities by Asian merchants in the latter part of the 19th century. They usually bear the name of the supplier, brief promotional text and distinctive image, and were originally folded in envelopes. (EE)
 UF Papers, Chop

- BT Advertisements
 RT Fabric labels

Chorioramas

- USE Myrioramas

Christmas cards

- SN Greetings cards that are sent or given as expressions of goodwill at Christmas time.
 UF Cards, Christmas
 BT Greetings cards

Christmas decorations

- BT Festival decorations

Christmas pieces

- USE Writing blanks

Christmas round robins

- SN Christmas letters produced on computer or photocopier and sent with Christmas cards.
 BT Letters
 RT Round robins

Chromos

- SN Do not use. Use specific types of cards, e.g. Advertising cards, Religious cards, Liebig cards, Collecting cards.

Chronologies

- SN Documents displaying the arrangement of events, with their dates, etc., in the order of their occurrence.
 UF Time lines
 UF Timelines
 RT Charts
 RT Family trees

Church briefs

- SN Letters of authority licensing a nationwide church collection for a designated charitable purpose. 16th to early 19th centuries. (EE) (Hist)
 UF King's letters
 UF Letters, King's
 BT Letters

Cigar bands

- SN Loops made of paper or foil fitted around the body of a cigar to denote its brand or variety. Often highly decorated.
 BT Bands
 BT Product labels
 RT Collectables
 RT Tobacco packaging

Cigar box labels

- SN Use for wrappers and the various kinds of labels attached to cigar boxes.
 UF Cigar box wrappers
 UF Labels, Cigar box
 UF Wrappers, Cigar box
 BT Product labels
 RT Tax stamps
 RT Tobacco packaging

Cigar box wrappers

- USE Cigar box labels

Cigarette card albums

- SN Albums specially produced for collectors of cigarette cards.
 BT Albums

Cigarette card books

- SN Similar to cigarette card albums but designed to house specific sets of cards, reproducing the information on the backs of the cards.
- BT Albums
- NT Cigarette cards

Cigarette card silks

- SN Printed textiles included in cigarette packets; the pictures covered a wide range of subjects. (Hist)
- BT Silks
- RT Cigarette cards

Cigarette cards

- SN Cards containing pictures of flora, fauna, sportsmen, celebrities, or other general interest subjects, packaged by manufacturers of cigarettes with their product during the 19th to mid-20th centuries. (Hist)
- UF Cards, Cigarette
- BT Cigarette card books
- BT Collecting cards
- RT Cigarette card silks
- RT Give-aways

Cigarette coupons

- SN Coupons issued with packets of cigarettes, or otherwise available, to obtain discounts on cigarettes.
- BT Coupons

Cigarette packets

- UF Cigarette packs
- BT Packets
- RT Tobacco packaging

Cigarette packs

- USE Cigarette packets

Cinderella stamps

- SN Virtually anything resembling a postage stamp, but not issued for postal purposes by a government postal administration. Includes, e.g. fiscal stamps, stamps of non-governmental postal services, trading, insurance and advertising stamps.
- BT Stamps
- NT Advertising stamps
- NT Charity seals
- NT College stamps
- NT Copyright royalty stamps
- NT Poster stamps
- NT Railway stamps
- NT Savings stamps
- NT Tax stamps
- NT Telephone stamps
- NT Trading stamps
- RT Collectables
- RT Stickers

Cinema lobby cards

- USE Lobby cards

Cinema posters

- USE Film posters

Cinema programmes

- SN Programmes for individual films, containing one or more of the following: cast lists, plot summaries, stills, and information

about the players. May be sold or issued as souvenirs. For programmes of performances at individual cinemas use Entertainment guides.

- BT Programmes
- RT Entertainment guides
- RT Souvenirs

Circuit diagrams

- SN Simplified conventional graphical representations of electrical circuits. May be pictorial or schematic.
- BT Diagrams

Circuit plans

- SN Schedules for the group of preachers in a particular Methodist circuit, showing who is preaching, when and where. Usually arranged in tabular form.
- UF Plans, Circuit
- UF Preaching plans
- BT Tables
- RT Duty rotas
- RT Itineraries

Circular letters

- SN Letters sending the same information to a number of people, usually individually addressed and sometimes personalised.
- BT Letters
- RT Round robins

Circulars

- SN Printed promotional pieces, sometimes announcing sales; may be several pages in length. Distributed widely through the mail, door to door, as newspaper and magazine inserts, or at commercial establishments. (TGM amended)
- BT Advertisements
- RT Advertising supplements
- RT Brochures
- RT Dealers' catalogues
- RT Direct mail
- RT Flyers
- RT Magazine inserts

Circus posters

- UF Posters, Circus
- BT Performing arts posters

Civil partnership certificates

- SN Certificates issued to gay couples on registering their civil partnerships.
- BT Certificates
- RT Marriage certificates

Claim forms

- SN Forms to be filled in for claiming benefits, allowances, pensions, compensation, expenses, etc.
- BT Forms

Clandestine magazines

- SN Magazines secretly produced by resistance groups, particularly in wartime but also by groups resisting governing regimes.
- BT Magazines
- RT Clandestine newspapers
- RT Propaganda posters
- RT Protest magazines

Clandestine newspapers

- SN Newspapers secretly produced by resistance groups particularly in wartime, but also by groups resisting governing regimes.
- UF Underground newspapers
- BT Newspapers
- RT Clandestine magazines
- RT Propaganda posters

Clipper ship cards

- SN Printed cards made to attract freight consignments or passengers to clipper ships preparing to depart; chiefly 1850s–1860s; commonly 100 × 160 mm. (TGM) American version of sailing notices; larger and bolder than British equivalent. (Hist)
- UF Cards, Clipper ship
- BT Sailing notices

Clippings

- USE Cuttings

Cloakroom tickets

- SN Receipts given by cloakroom attendants, to be handed over when retrieving item.
- BT Tickets
- RT Left luggage tickets
- RT Raffle tickets

Clock cards

- SN Cards for use in clocking-in machines, recording times of arrival and departure of employees.
- UF Cards, Clock
- BT Record cards
- NT Timesheets

Cloth

- SN Substrate used for a wide range of ephemera, either for practical purposes or to be distinctive. Gathering term. Do not use for indexing.
- UF Fabrics, Printed
- UF Textiles, Printed
- NT Fabric samples
- NT Handkerchiefs
- NT Pennants
- NT Ribbons
- NT Sashes
- NT Silks

Clothing, Paper

- USE Paper clothing

Club cards

- USE Loyalty cards

Club flyers

- SN Advertising flyers for popular music events, underground and non-mainstream events.
- BT Flyers

Co-op stamps

- SN Trading stamps offered by the British Co-operative Society as an alternative to their dividend scheme. (Hist)
- BT Trading stamps

Coach tickets

- SN Use for long-distance, buy-in-advance tickets. For short journeys use Bus tickets.

For horse-drawn coaches use Coaching tickets.

UF Tickets, Coach
BT Travel tickets

Coaching tickets

SN Use for horse-drawn coaches both stage and post. (Hist)
UF Tickets, Coaching
BT Travel tickets

Coasters

SN Small mats usually of paper or card, used to protect a surface from being scratched or damaged by heat or moisture. (AAT amended)
BT Mats
NT Beer mats

Coats of arms

SN Heraldic devices consisting of a shield bearing the arms of the person or organisation in question, with or without various other parts: the crest, the wreath, the mantling, the motto and the supporters.
BT Marks
NT Crests
RT Armorial bookplates

Cobwebs

SN Printed images cut so that when lifted from the centre by a tassel they can be pulled into a 'birdcage' shape to reveal another decoration or verse, through the narrow strips of paper. Usually found on valentines. (Hist)
UF Beehives
UF Birdcages
UF Flowercages
BT Mechanical works
BT Paper novelties
RT Valentines

Cockades

SN Rosettes or knots of ribbon worn in hats as badges of office or party, or as part of a livery. May be semi-circular or round.
BT Rosettes

Cocks

USE Street literature

Codes, Signal

USE Signal codes

Coin discs

USE Mock money

Coin stickers

USE Mock money

Coins, Advertising

USE Advertising coins

Collectables

SN Items produced specifically to be collected.
UF Collectibles
NT Collecting cards
NT Scraps
RT Cigar bands
RT Cinderella stamps
RT Give-aways

Collectibles

USE Collectables

Collecting cards

SN Cards issued singly or in sets from the mid-19th century, primarily to be collected, covering a wide variety of types of images, and usually containing advertising. (AAT amended)
UF Trading cards
BT Cards
BT Collectables
NT Album cards
NT Cigarette cards
NT Comic cards
NT Pokémon cards
RT Advertising cards
RT Liebig cards
RT Sports cards

College bills

USE Educational invoices

College stamps

SN Stamps used by Oxford and Cambridge colleges for internal mail, 1871–86. (Hist)
UF Stamps, College
BT Cinderella stamps
RT Postage stamps

Colour charts

SN Diagrams of colours assembled to illustrate a scheme of colour nomenclature or classification, to demonstrate a colour theory, or to show the colours available in a manufacturer's line of goods. (AAT)
BT Charts
NT Paint charts

Colouring books

SN Books produced for children with preprinted outline drawings or designs for colouring in.
BT Books
NT Magic colouring books
RT Colouring sheets

Colouring sheets

SN Sheets with preprinted designs or pictures for colouring in.
BT Pictures
BT Sheets
RT Colouring books

Comic cards

SN Cards other than postcards, issued individually or in sets, that bear a caricature or cartoon. Popular 1850s–1900. Usually smaller than a postcard.
UF Cards, Comic
BT Collecting cards
RT Cartoons

Comics

SN Sequences of pictures with a story line laid out in a series of panels across a page or sheet, usually in a flimsy format, and concerning a continuous character or set of characters. (TGM amended)
RT Magazines
RT Newspapers
RT Pictures

Commemorative newspapers

SN Special editions of newspapers produced to commemorate a specific event.
BT Newspapers
RT Keepsakes

Commemorative postal covers

SN Envelopes produced on the occasion of an exhibition, fair, festival, etc., and posted, often specially cancelled, from the site of the event. (EE)
UF Souvenir postal covers
BT Postal covers

Commemorative prints

SN Prints bearing an allegorical or narrative image commemorating an important event or occasion, such as a decisive battle or the founding of an institution. Usually text on or accompanying the print indicates its commemorative nature, e.g. in honour of, in memory of. (TGM amended)
BT Prints
RT Keepsakes

Commercial directories

USE Trade directories

Commodity labels

USE Product labels

Commonplace books

SN Books in which individuals record favourite quotations, poems, recipes, comments or thoughts, etc.
BT Books
RT Albums

Communications

SN Gathering term. Do not use for indexing.
NT Correspondence
NT Notices
NT Press releases
NT Speeches
RT Signal codes

Communion cards

SN Cards issued by the Presbyterian Church to those members of congregations who were considered worthy of receiving communion. The cards came into use towards the end of the 19th century, replacing metal tokens. (Hist)
BT Cards
RT Passes

Compact disc insert cards

USE Insert cards

Company prospectuses

SN Documents released by businesses to inform the public and investors of the various securities that are available from the company. They are generally accompanied by basic performance and financial information about the company.
BT Prospectuses
RT Annual reports

Complaint forms

USE Evaluation forms

Compliments slips

SN Slips of paper printed with the name and address of an individual or business, often worded 'with compliments' and with space for a short handwritten message to be added. Used in correspondence with enclosures. Occasionally pictorial.

UF Slips, Compliment
BT Business stationery

Compound plate printing

SN A printing process devised to hinder forgery. In essence it involved making a printing plate in two parts, which could be engraved as though they were one piece, divided for inking in different colours, and then brought together for printing at one pass through the press.

RT Security devices

Concealed name cards

USE Hidden name cards

Concert bills

USE Concert posters

Concert posters

UF Concert bills
BT Performing arts posters

Concert programmes

BT Programmes

Concertina cards

SN Collections of, usually, views presented in concertina form, sometimes within covers. May be paper or card.

UF Cards, Concertina
BT Viewbooks
RT Postcards
RT Souvenirs

Condolence cards

SN Cards with suitable messages to send to the bereaved.

UF Cards, Condolence
BT Greetings cards

Congratulations cards

SN Cards sent to congratulate the recipient on a significant achievement or life event.

UF Cards, Congratulations
BT Greetings cards

Consent forms

SN Forms to be signed by a participant acknowledging conditions and risks, usually associated with research or medical treatment; also parental permission for children's participation in activities.

BT Forms

Consignment notes

USE Waybills

Constitutions

SN Written records of the principles or precedents according to which a state or an organisation is acknowledged to be governed.

BT Records (Documents)
RT Laws
RT Rules and regulations

Contracts

SN Legally enforceable agreements between two or more parties with mutual obligations, formulated to be binding.

BT Agreements
BT Legal documents
NT Employment contracts
NT Hire contracts
NT Indentures
NT Tenancy contracts
RT Business stationery
RT Deeds

Conversation cards

SN Cards giving ideas for encouraging conversation (20th/21st centuries). Can also be language teaching aids. For late 19th and early 20th century light-hearted versions of visiting cards use Acquaintance cards.

BT Cards
RT Acquaintance cards
RT Flashcards
RT Teaching aids

Copy books

USE Copybooks

Copybooks

SN Originally books containing styles and examples of handwriting for students to emulate. Later versions provide guidelines and space within the book for copying examples.

UF Copy books
UF Writing books
BT Books
RT Drawing books
RT Exercise books

Copyright royalty labels

USE Copyright royalty stamps

Copyright royalty stamps

SN Stamps or labels fixed to gramophone records to indicate that royalty payments had been made. (Hist)

UF Copyright royalty labels
UF Record royalty labels
UF Royalty labels
BT Cinderella stamps
RT Tax stamps

Corner cards

USE Advertising envelopes

Correspondence

SN Any form of addressed and written communication sent or received, including letters, postcards, memoranda, notes, telegrams. (AAT) Use a more specific term where appropriate.

BT Communications
NT Emails
NT Greetings cards
NT Letters
NT Memos
NT Notes
NT Postcards
NT Telegrams
RT Mail

Correspondence books

SN Books in which people wrote out copies of the letters they had sent, for their own records. Personal or business. (Hist)

BT Books
RT Letters

Corrigenda slips

USE Errata slips

Counter display boxes

SN Boxes which both contain and display small items such as sweets or biscuits on shop counters.

BT Boxes
RT Point-of-sale advertising

Coupons

SN Printed slips of paper redeemable for goods or services. (TGM) Often separate, detachable forms in advertisements, newspapers, magazines, etc., or printed from online sources, entitling the holder to a gift or discount, or for further information from the advertiser.

NT Cigarette coupons
NT Discount tea tickets
NT Ration coupons
RT Trading stamps
RT Vouchers

Couriers' packaging

SN Packaging and labelling used by non-Post Office couriers.

BT Packaging

Coverings, protective

USE Protective coverings

Covers, Advertising

USE Advertising envelopes

Covers, Airmail

USE Postal covers

Covers, Album

USE Record covers

Covers, Crash

USE Crash covers

Covers, First day

USE First day covers

Covers, Magazine

USE Magazine covers

Covers, Matchbook

USE Matchbook covers

Covers, Plant pot

USE Plant pot covers

Covers, Postal

USE Postal covers

Covers, Record

USE Record covers

Covers, Sheet music

USE Sheet music covers

Covers, Wreck

USE Wreck covers

Cracker mottoes

USE Mottoes

Crash covers

SN Envelopes salvaged from a railway or aircraft accident, generally bearing an official handstamp cachet naming the accident concerned.

UF Covers, Crash

BT Postal covers

RT Postal cachets

Crate labels

SN Labels for food packed in crates, mostly fruit or vegetables, or fish. Often brightly coloured and advertising the grower.

UF Labels, Crate

BT Product labels

NT Fish crate labels

NT Fruit crate labels

Credit cards

USE Payment cards

Credit notes

SN Forms or letters sent by a seller to a buyer, stating that a certain amount has been credited to the buyer's account.

BT Business stationery

Crest albums

SN Specially designed albums for collectors of stationery crests and monograms.

BT Albums

Crests

SN Heraldic devices originally borne on top of a helmet, particularly in tournaments, but latterly used to decorate stationery, signet rings, cutlery, silverware, crockery, etc., as a mark of ownership by a family. (Burke's Peerage)

BT Coats of arms

RT Emblems (Symbols)

Critical path analysis charts

USE Gantt charts

Crochet patterns

SN Instructions for the making of items by crocheting.

BT Pattern sheets

Crossed letters

SN Handwritten letters in which the lines overlap each other usually at right-angles.

BT Letters

Cuban wrappers

SN Decorative printed paper wrappers produced by Cuban cigarette companies c.1865–70. Forerunner of paper cigarette packs. (Hist)

BT Wrappers

RT Tobacco packaging

Cups, Paper

USE Paper cups

Currency

USE Money

Currency cards

SN Cards that have been credited with sums in a specific currency normally not the home currency of the owner, e.g. dollars or euros for UK owner.

UF Cards, Currency

BT Prepaid cards

RT Travellers' cheques

Currency, Emergency

USE Emergency currency

Currency, Improvised

USE Improvised currency

Curricula vitae

USE CVs

Customs declarations

SN Forms to be filled in when bringing items or currency into a foreign country, or to be attached to parcels being sent abroad by post, detailing contents and their value.

BT Postal labels

Cut-paper works

SN Patterns, or images produced by cutting interior areas and/or outline shapes to form a design. Examples include silhouettes, cobweb valentines, paper snowflakes. (TGM amended)

UF Paper cuts

UF Papercuts

UF Works, Cut-paper

BT Paperwork (Crafts)

RT Cutouts

RT Doilies

Cut outs

USE Cutouts

Cutlery pockets

SN Paper or card pockets in which cutlery is sometimes brought to restaurant tables.

BT Pockets

Cutouts

SN Shapes, normally preprinted and with tabs, cut from, or intended to be cut from paper or cardboard. Often used for children's pastimes or in miniatures or scale models. (TGM amended)

UF Cut outs

RT Cut-paper works

RT Scraps

Cuttings

SN Illustrations, pages, articles, or columns of text removed from books, newspapers, periodicals, or other publications. (TGM)

UF Clippings

UF Press cuttings

RT Newspapers

RT Scrapbooks

RT Tear sheets

CVs

SN Brief records of one's personal history, career, qualifications, and experience, such

as that submitted with a job application.

(AAT)

UF Curricula vitae

RT Job descriptions

Cycle maps

SN Maps showing cycle routes in towns, enjoyable routes through the country, or dedicated cycle paths and lanes.

UF Bicycle maps

UF Bike maps

BT Maps

RT Road maps

Cypher labels

SN Labels affixed to parchment documents to provide a secure method of receiving and retaining the impression of an embossing tax stamp. They bore the cypher of the reigning monarch and code marks.

BT Labels

RT Seals

RT Tax stamps

D

Dance cards

USE Dance programmes

Dance posters

UF Posters, Dance

BT Performing arts posters

Dance programmes

SN Cards, usually folded and often with pencil attached, listing, in order, the names of the partners with whom a woman has agreed to dance at a formal ball or party. (Hist) (AAT amended). Use also for programmes listing the dances to be performed during an evening (particularly Scottish dancing).

UF Dance cards

BT Programmes

Dance tokens

SN Paper tickets sold in American dance halls to patrons, to be offered instead of cash to the partner of choice. (EE) (Hist)

UF Tokens, Dance

BT Vouchers

Dart flights

SN Paper dart flights usually printed flat, with advertising matter, for folding and inserting into darts.

BT Promotional materials

Date labels

SN Labels affixed inside library books on which the date due back is stamped.

UF Labels, Date

BT Library labels

Dealers' catalogues

- SN Catalogues produced by dealers in second-hand or antiquarian items such as books, art works, stamps, ephemera, etc. For catalogues of, e.g. wholesalers, retailers, use Trade catalogues.
- BT Catalogues
- NT Auction sale catalogues
- RT Circulars

Death certificates

- SN Includes certificates issued by doctor confirming the death and the cause of death; and those issued by a government official or registrar for statistical purposes. Usually required before funerals can take place.
- BT Certificates
- RT Burial certificates

Death notices

- SN Notices posted up in public to announce deaths, or found as newspaper cuttings.
- BT Notices
- RT In memoriam cards

Debit cards

- USE Payment cards

Decalomania

- USE Transfer sheets

Decals

- USE Transfer sheets

Deck plans

- SN Plans of the layout of ships showing passenger cabins and other facilities.
- UF Cabin plans
- BT Plans (Diagrams)
- RT Seating plans

Decorations, Festival

- USE Festival decorations

Decorative posters

- SN Posters intended for personal display often consisting of a single image, e.g. of pop stars, photographs, views, reproductions of art works. Also includes motivational posters, cartoon and some text-based posters.
- UF Posterprints
- BT Posters
- NT Rock posters
- RT Prints

Decorative stationery

- SN Personal letter paper or envelopes that are decorated with floral and other designs, or more elaborately with embossing, filigree, textiles, scraps.
- UF Fancy stationery
- BT Stationery
- RT Pictorial writing paper
- RT Writing paper

Deeds

- SN Evidence of legal transactions, signed and sealed.
- BT Legal documents
- NT Burial-right deeds

- NT Title deeds
- RT Contracts

Degree certificates

- SN Certificates awarded to university students on successful completion of their course of study.
- BT Certificates
- RT Diplomas

Deposit labels

- SN Labels offering a sum of money on the return of bottles. (EE)
- UF Labels, Deposit
- BT Bottle labels

Designs

- SN Schemes for the organisation or appearance of objects, structures, systems or graphic works.
- NT Paper lithophanes
- NT Storyboards
- RT Artwork, Original
- RT Layouts
- RT Pattern sheets
- RT Pictures
- RT Plans (Diagrams)
- RT Visuals

Dessert papers

- USE Doilies

Destination tags

- USE Air transport labels

Detention cards

- SN Cards or slips of paper issued in schools requiring recipient to attend detention for some misdemeanour.
- UF Cards, Detention
- UF Cards, Punishment
- UF Punishment cards

Devotional cards

- SN Small devotional pictures, usually mass-produced. They usually depict a saint or other holy figure, typically with a prayer beneath or on the reverse.
- UF Cards, Devotional
- UF Holy cards
- BT Religious cards
- NT In memoriam cards

Diagrams

- SN Delineations whose principal purpose is to explain rather than represent pictorially. May provide directions or schematic outlines for construction, assembly, repair, or operation, as for electrical circuits or traffic flow. (TGM)
- NT Anatomical diagrams
- NT Branching diagrams
- NT Circuit diagrams
- NT Flow diagrams
- NT Lighting plots
- NT Mind maps
- RT Charts
- RT Plans (Diagrams)

Diaries

- SN Books for the recording of daily events or thoughts, and for noting future engagements. Usually printed with a

calendar and other useful information. Include notebooks that have been used as personal records of events and experience.

- RT Almanacs
- RT Calendars
- RT Notebooks

Diaries of events

- USE Calendars of events

Die-cuts

- SN The products of a process whereby a die is used to stamp out shapes. Frequently called scraps.
- RT Scraps

Diet sheets

- SN Sheets produced by health professionals and others providing dietary advice for patients, sports people, etc.
- BT Sheets
- RT Dietary tables
- RT Institutional menus
- RT Menus

Dietaries

- USE Dietary tables

Dietary tables

- SN Tables indicating the day by day, meal by meal arrangements in institutions such as workhouses and prisons, schools and the armed forces. They specify what was to be served and the amounts per individual. 18th and 19th centuries. (EE) (Hist)
- UF Dietaries
- UF Scales of rations
- BT Tables
- RT Diet sheets
- RT Institutional menus
- RT Menus

Digital video disc insert cards

- USE Insert cards

Dime novels

- USE Penny dreadfuls

Dioramas, Paper

- USE Paper dioramas

Diplomas

- SN Certificates attesting to an academic, professional or craft achievement.
- BT Certificates
- RT Award certificates
- RT Degree certificates
- RT Proficiency certificates

Direct mail

- SN Printed matter prepared to solicit trade or contributions and sent directly through the mail to individuals. (AAT)
- UF Junk mail
- BT Mail
- RT Advertisements
- RT Circulars
- RT Flyers
- RT Spam

Directional maps

- SN Maps giving directions to a specific location.
- UF Location maps

UF Route maps
 UF Wayfinding maps
 BT Maps
 RT Directions

Directions

SN Guidance on how to reach a destination, often of an informal kind.
 BT Instructions
 RT Directional maps
 RT Railway journey guides

Directories

SN Published lists of names, addresses and other data about specific groups of persons or organisations.
 BT Books
 NT Directory advertisements
 NT Street directories
 NT Telephone directories
 NT Trade directories
 RT Membership lists
 RT Staff lists

Directory advertisements

SN Advertisements on flimsy paper with evidence of removal from a trade or other directory. Sometimes erroneously described as trade cards.
 BT Advertisements
 BT Directories

Disabled parking permits

SN Documents to be displayed in the vehicles of disabled drivers to allow use of specified parking spaces.
 BT Parking permits

Discharge certificates

SN Certificates given to services personnel on leaving.
 BT Certificates
 RT Tickets of leave

Disclaimer notices

SN Notices abrogating responsibility for, e.g., theft in car parks, accidents. Typically worded 'members of the public do ... at their own risk'.
 BT Notices

Discount cards

USE Loyalty cards

Discount tea tickets

SN Tickets in tea packets that could be exchanged for ornamental articles. This is the first recorded use in Britain of a gift coupon (1876). (Hist)
 UF Tickets, Discount tea
 BT Coupons

Disinfected mail

SN Letters treated in times of plague and other epidemics, marked with seals, handstamps, labels or handwritten notes. (Hist)
 BT Mail

Dispensary labels

USE Medicine labels

Display cards

SN Combined show-and-display cards on which the product (usually small and lightweight) is threaded or pasted in quantity, e.g. pen nibs, buttons. (EE)
 UF Cards, Display
 BT Point-of-sale advertising
 NT Haberdashery cards
 RT Advertising cards
 RT Showcards

Disposal bags

SN Bags provided for the disposal of unwanted waste.
 BT Bags
 NT Sickness bags

Dissected maps

SN Maps mounted on wood and cut up to act as jigsaw puzzles (which they preceded), intended as geographical instruction for children. Originally 18th century. (Hist)
 BT Jigsaw puzzles
 BT Maps

Dissected puzzles

USE Jigsaw puzzles

Distance charts

SN Charts showing the distances between different locations, typically displayed in the form of a table.
 UF Mileage charts
 BT Charts

Distraint papers

SN Documents associated with the appropriation of goods and chattels, usually from debtors or in redress for wrong done.
 UF Papers, Distraint
 BT Legal documents
 NT Distress warrants
 RT Warrants

Distress warrants

SN Warrants empowering bailiffs to take goods when fines or other debts are unpaid.
 UF Warrants of distress
 BT Distraint papers

Dog licences

SN Licences permitting the ownership of a dog.
 BT Licences

Doilies

SN Small ornamental mats made of paper, linen, etc., used on a plate beneath sandwiches, cakes, etc. (OED)
 UF Dessert papers
 UF Doyleys
 UF Papers, Dessert
 BT Table stationery
 RT Cut-paper works
 RT Paper lace
 RT Place mats

Dolls, paper

USE Paper dolls

Domestic accounts

USE Household accounts

Domestic showcards

SN Cards placed in windows of domestic houses, advertising services offered, e.g. board and lodging. For commercial window cards use Showcards.
 UF Showcards, Domestic
 BT Advertisements
 RT Showcards

Donation forms

SN Forms suggesting or proposing the size of donations to a cause, charity, etc., and appropriate means of payment.
 BT Forms

Donation lists

SN Lists of donors to a cause, with the amounts they have given. Use Gift lists for lists of items requested by, e.g. charities, schools, marrying couples.
 UF Donor lists
 BT Lists
 RT Subscription lists

Donor cards

SN Cards held by those who are willing to give blood or to donate their organs on death.
 UF Cards, Donor
 BT Cards
 NT Blood donor cards
 NT Organ donor cards

Donor lists

USE Donation lists

Doyleys

USE Doilies

Drafts

SN Preliminary stages of a document (book, letter, design, etc.)
 RT Layouts
 RT Manuscripts

Drawing books

SN Books or sheets containing images to be copied as tuition.
 UF Drawing sheets
 BT Books
 RT Copybooks

Drawing sheets

USE Drawing books

Dress patterns

SN Paper templates from which the parts of a garment are transferred onto fabric before cutting out and assembling.
 UF Sewing patterns
 BT Pattern sheets

Drinks licences

USE Alcohol sales licences

Drip discs

USE Candle shields

Drip mats

USE Beer mats

Drip shields

USE Candle shields

Drivers' licences

- SN Official documents that state that a person may operate a motorized vehicle, such as a motorcycle, car, truck or a bus, on a public roadway.
- BT Licences
- RT Master mariners' certificates
- RT Pilots' licences

Driving offence notifications

- SN Documents including fixed penalty notices and Notifications of Intention to Prosecute for road traffic offences.
- UF Traffic tickets
- NT Penalty charge notices
- RT Summonses

Dummies (Bookselling)

- SN Sets of bound blank pages used as models to show the size of a book being published, specifically to calculate the size of the book jacket..
- RT Books

Dunces' caps

- SN Typically made of paper and often marked with a D or the word 'dunce', given to schoolchildren to wear as punishment by public humiliation for misbehaviour or, as the name implies, perceived stupidity. (Hist)
- BT Paper hats
- RT Neck papers

Dust jackets

- USE Book jackets

Dust wrappers

- USE Book jackets

Duty rotas

- SN Lists of times at which designated people are required to be available or to undertake specific tasks.
- UF Rosters
- UF Rotas, Duty
- BT Lists
- RT Circuit plans
- RT Job instructions
- RT Timetables

Duty stamps

- USE Tax stamps

DVD insert cards

- USE Insert cards

E**E-tickets**

- SN Tickets for travel or events that have been bought online, delivered by email and printed out by the purchaser.
- BT Born digital items
- BT Tickets

Easter cards

- SN Greetings cards sent at Easter time.
- UF Cards, Easter
- BT Greetings cards

Economy labels

- SN Labels mostly with an adhesive coating for re-using envelopes. Usually with illus. or text and provided by Civil Service departments or sold by organisations, e.g. conservation groups, charities, museums.
- UF Re-use labels
- BT Labels
- RT Address labels

Edmondsons

- SN Small railway tickets made of card, c. 25 x 51mm, introduced in UK in 1842 and used into 1980s. (Hist)
- BT Railway tickets

Education vouchers

- SN Vouchers issued by the government or employers, that parents can apply toward tuition at a private school, nursery education, or to reimburse home schooling expenses, rather than attending a state school.
- BT Vouchers

Educational aids

- USE Teaching aids

Educational invoices

- SN Invoices from schools or colleges setting out fees for tuition, accommodation, extras, etc.
- UF College bills
- UF School bills
- BT Invoices
- NT Battels

Educational prospectuses

- SN Prospectuses for schools, colleges, universities, etc.
- BT Prospectuses

Election addresses

- SN The material sent out by an individual candidate during a local or national political campaign, normally only during the election period itself.
- UF Addresses, Election
- RT Election leaflets
- RT Election manifestos
- RT Election posters
- RT Speeches

Election envelopes

- SN Envelopes supplied for enclosing ballot papers, to ensure anonymity. Also envelopes for postal voting.
- BT Envelopes

Election leaflets

- SN Leaflets produced by national and local branches of political parties during election campaigns. For materials sent out by individual candidates use Election addresses.
- BT Leaflets
- RT Election addresses

- RT Election manifestos
- RT Election posters

Election manifestos

- SN Documents setting out the beliefs, policies and intentions of political parties or other groups standing for election. For manifestos of individuals use Election addresses.
- BT Manifestos
- RT Election addresses
- RT Election leaflets
- RT Election posters

Election posters

- SN Posters promoting individual candidates or parties at election times.
- BT Political posters
- RT Election addresses
- RT Election leaflets
- RT Election manifestos

Election souvenirs

- SN Largely American and referring mostly to presidential elections. They include a wide variety of items such as posters, leaflets, and paper lanterns and hats.
- UF Campaign souvenirs
- BT Souvenirs

Electoral lists

- SN Lists of those entitled to vote in specific elections.
- UF Electoral registers
- UF Voters' lists
- BT Lists
- RT Poll lists
- RT State-of-the-poll notices

Electoral registers

- USE Electoral lists

Electoral roll forms

- SN Application forms for those who wish to be included in electoral lists.
- BT Application forms

Emails

- SN Printouts of email messages.
- BT Born digital items
- BT Correspondence
- RT Faxes
- RT Mail

Embellishments

- USE Penmen's flourishes

Emblems (Allegorical pictures)

- SN Allegorical pictures, often inscribed with mottoes, common especially in the 16th and 17th centuries. (AAT) (Hist) For emblems in the form of symbols use Emblems (Symbols).
- BT Pictures

Emblems (Symbols)

- SN Representations of objects, symbolizing and suggesting other objects, ideas, institutions or individuals, such as a balance as an emblem of justice. For allegorical pictures with mottoes, use Emblems (Allegorical pictures). (AAT amended)
- BT Marks

RT Crests
RT Logos

Embossing

SN The process of creating raised images or designs in paper and other materials.
RT Cameo cards
RT Cameos
RT Handstamps
RT Marks
RT Paper lace

Embroidered cards

SN Cards embroidered with silk, popular during World War I as postcards from soldiers to their women at home, but also religious and souvenir cards. (Hist)
UF Cards, Embroidered
RT Postcards

Embroidery cards

SN Colour printed cards, perforated, ready for working in silk or wool. (EE)
UF Cards, Embroidery
RT Pattern sheets

Embroidery patterns

SN Designs for embroidery. May be provided as iron-on sheets, or as plain designs for transfer by various methods.
BT Pattern sheets
NT Berlin patterns
RT Transfer sheets

Emergency currency

SN Money issued under abnormal financial conditions, such as wartime or economic panic. (AAT)
UF Currency, Emergency
BT Money
NT Assignats
RT Improvised currency

Emergency newspapers

USE Improvised newspapers

Employee records

SN Documents on which employees' performances are entered, usually with details of fines, deductions and the final balance of wages due. (EE)
UF Service records
BT Records (Documents)
RT Pay packets
RT Payslips
RT Timesheets

Employment contracts

SN Agreements between employers and employees, setting out their employment rights, responsibilities and duties.
BT Contracts

Enamelled cards

USE Cartes porcelaine
USE View cards

Enclosure badges

SN Issued to be worn as visible sign of entitlement to be present in selected areas at race meetings and other public events.
BT Badges
BT Passes

Entertainment guides

SN Documents listing the events organised either at a particular venue, by a specific group or organisation, or in a particular site or area. May be in a variety of formats.
UF Guides, Entertainment
UF What's on guides
BT Guides
RT Cinema programmes

Entertainment posters

USE Performing arts posters

Envelopes

SN Rectangular containers (usually) flat and made of paper or card, intended for small objects or documents, and most often for posting letters. For envelopes that have been through a postal system use Postal covers.
NT Advertising envelopes
NT Airgraph envelopes
NT Change packets
NT Charity gift envelopes
NT Election envelopes
NT Gift aid envelopes
NT Parliamentary envelopes
NT Pay packets
NT Pictorial envelopes
NT Prescription envelopes
NT Security envelopes
NT Stationers' envelopes
NT Window envelopes
RT Packaging
RT Pockets
RT Postal covers
RT Stationery
RT Wrappers

Envelopes, Mulready

USE Mulready envelopes

Envelopes, Propaganda

USE Propaganda envelopes

Envelopes, Wage

USE Pay packets

Épinal prints

SN French popular prints published in Épinal, often sold by itinerant pedlars. Originally woodcuts and subsequently lithographs, the prints are brightly coloured and naïve in style. They usually show sequences of words and images in the manner of the comic strip. They were often brought together and published in bound volumes.
UF Imagerie d'Épinal
UF Prints, Épinal
BT Popular prints

Equivoques

SN Passages of text in which two different meanings appear if one portion is folded out of sight.
BT Mechanical works
RT Flap images

Errata slips

SN Slips or leaves bearing a list of corrections, typographic or content based, to the text of a book or similar item. They are inserted

loose, tipped in, or, rarely, bound in with the pages. (AAT amended)

UF Corrigenda slips
UF Slips, Corrigenda
UF Slips, Errata
RT Addenda slips

Escape maps

SN Maps printed on silk to aid wartime escapees. (Hist)
BT Maps

Escort cards

USE Acquaintance cards

Estimates

SN Written predictions of the cost of work to be done.
UF Quotations
BT Business stationery

Etiquettes

USE Postal labels

Evaluation forms

SN Forms inviting people to evaluate a service, occasion or event.
UF Complaint forms
UF Feedback forms
BT Forms
RT Questionnaires

Events, Calendars of

USE Calendars of events

Evidence, Notes of

USE Notes of evidence

Ex-dono labels

USE Book donor labels

Ex libris

USE Bookplates

Examiners' reports

SN Reports produced by examiners giving an overall assessment of results and (in the case of undergraduates) often advice for staff and future candidates.
BT Reports

Exchange tickets

SN Post-horse duty tickets, exchanged at the first toll-gate on journey for a ticket that took the bearer through all subsequent turnpikes. (Hist)
UF Tickets, Exchange
BT Post horse tickets
RT Turnpike tickets

Excise licences

SN Licences permitting the purchaser to deal in taxed goods or activities, especially fuel, alcohol and gambling.
BT Licences

Excise marks

USE Tax stamps

Excise stamps

USE Tax stamps

Excise tickets

USE Post horse tickets

Execution broadsides

SN Sheets printed on one side for sale around the time of public hangings. They usually included accounts of the crime, the court proceedings, the bearing of the convicted persons and a supposed rendering of the gallows scene. (Hist)

BT Broadsides
BT Street literature

Exercise book covers

SN Advertising book jackets produced mainly in France to protect school exercise books. (Hist)

UF Protège cahiers
BT Protective coverings
RT Exercise books
RT Promotional materials

Exercise books

SN Notebooks of usually ruled pages used by school children for the presentation of their work to teachers for marking. Sometimes with the name of the school on the front. (AAT amended)

BT Notebooks
RT Copybooks
RT Exercise book covers

Exhibition catalogues

SN Publications that document the works displayed in an exhibition. (AAT)

BT Catalogues

Exhibition posters

BT Posters

Export licences

USE Import/Export licences

Express labels

SN Labels attached to postal items indicating that additional payment has been made to ensure fast delivery.

UF Labels, Express
BT Postal labels
RT Feather letters

Eye masks

USE Eyeshades

Eye test charts

SN Charts containing a series of letters, figures or short passages of text, graded in size, used to test visual acuity.

UF Opticians' test charts
BT Charts

Eyeshades

SN Devices to protect the eyes from strong light, often carrying advertising matter. Includes masks to cover the eyes to aid sleep.

UF Eye masks
UF Shades, Eye
UF Sleep masks
RT Masks

F**Fabric labels**

SN Labels used to identify material in bulk, in bolts and in individual fabric lengths. May vary from heavily embossed, cut out or otherwise decorated colour printed labels, to ones printed in a single colour. (EE)

UF Labels, Fabric
UF Textile labels
BT Product labels
NT Bale labels
RT Chop papers
RT Garment labels

Fabric samples

SN Individual swatches of fabric, often with a label attached; or smaller swatches displayed on a single sheet or leaf of a catalogue.

BT Cloth
BT Samples

Fabrics, Printed

USE Cloth

Facsimiles

SN Exact copies of an original object, usually in the same dimensions as the original, especially of books, documents, prints, and drawings. Today often reproduced photographically, photomechanically or digitally; in the past, reproduced by manual printmaking processes. (AAT amended) For documents sent over telephone lines Use Faxes.

NT Faxes
RT Forgeries

Fake money

SN Use Forgeries for items intended to deceive. Use Mock money for items used in games or rituals.

USE Forgeries
USE Mock money

Family trees

SN Charts representing family relationships in a branching diagram.

UF Genealogies
BT Branching diagrams
RT Chronologies

Fan magazines

SN Commercially written and published magazines intended for the amusement of fans of the popular culture subject matter that they cover; e.g. football, pop music.

UF Fanzines
BT Magazines
RT Zines

Fancy stationery

USE Decorative stationery

Fans

SN Flat, splayed or concertina folded fans with advertisements, souvenir or

commemorative messages. (TGM amended)
If the fan contains advertising index also under Promotional materials.

Fanzines

USE Fan magazines

Farthing change packets

USE Change packets

Farthing novelettes

SN 8-page miniature format printed stories used as substitute for a farthing change by drapers and haberdashers 1870–1914. They are not identified as such on the item. (Hist)

BT Alternative currency
BT Booklets
RT Change pin-papers
RT Penny dreadfuls
RT Sales tax tokens

Father's day cards

UF Cards, Father's day
BT Greetings cards

Faxes

SN Documents sent over telephone lines from one machine and printed out on another.

BT Facsimiles
BT Printouts
RT Emails

Feather letters

SN Letters with a feather fixed in the wax of the seal to indicate special urgency. Rare. Scandinavia 1780s. (EE) (Hist)

BT Letters
RT Express labels

Feedback forms

USE Evaluation forms

Ferry rate notices

SN Notices displaying the cost of journeys (for people/vehicles/animals) on ferry boats.

UF Notices, Ferry rate
BT Tariff notices

Ferry tickets

UF Tickets, Ferry
BT Travel tickets

Ferry timetables

BT Travel timetables

Festival decorations

SN Decorations, in the context of ephemera mainly of paper or card, put up in the home and public buildings to celebrate religious and other festivals.

UF Decorations, Festival
NT Christmas decorations
RT Bunting

Festival programmes

SN Programmes for, e.g. cultural, musical, literary, local festivals.

BT Programmes

Field service postcards

SN Field service postcards were an early form of controlling messages sent by troops from the Front during World War I. The messages

could only be compiled by crossing out pre-printed lines of copy that were not relevant. (Hist)

BT Postcards

Film posters

UF Cinema posters
 UF Movie posters
 UF Posters, Film
 BT Performing arts posters
 RT Film stills
 RT Lobby cards
 RT Standees

Film stills

SN Photographs taken on or off the set of a film or television programme during production for promotional purposes.
 UF Publicity stills
 UF Stills, Film
 BT Photographs
 RT Film posters
 RT Lobby cards
 RT Production stills
 RT Standees

Film wallets

USE Photograph wallets

Financial records

SN Documents relating to money matters. (AAT)
 BT Records (Documents)
 NT Accounts
 NT Budgets
 NT Financial statements
 NT Negotiable instruments
 NT Payslips
 NT Stock certificates
 RT Business stationery

Financial statements

SN Reports summarizing the financial condition of an organization or individual on any date or for any period. (AAT)
 BT Financial records
 NT Bank statements
 NT Tax vouchers
 RT Accounts
 RT Reports
 RT Statements of accounts

Firearms licences

SN Licences authorising an individual to own a firearm.
 UF Gun licences
 BT Licences
 RT Hunting licences

First communion cards

SN Cards commemorating a first communion. May be given to the communicant by the church or be a good wishes card from family or friends. Often dated.
 UF Cards, First communion
 BT Religious cards

First day covers

SN Envelopes posted and franked on the day of issue of the stamp they bear. (EE)
 UF Covers, First day
 BT Postal covers
 RT Postal cachets
 RT Special issue stamps

First flight covers

SN Covers recording by special label, cachet or other mark, an inaugural flight between specified points. (EE)
 BT Postal covers
 RT Postal cachets

Fiscal stamps

USE Tax stamps

Fiscal wrappers

USE Tax wrappers

Fish crate labels

SN Printed paper labels bearing the name and port code number of a fishing vessel, to identify the source of crates of fish sent for auction.
 UF Fish tallies
 BT Crate labels

Fish fortune papers

SN Papers in the shape of a fish that curl up when warm. Usually accompanied by an envelope and/or explanatory note.
 UF Fortune papers, Fish
 BT Paper novelties

Fish tallies

USE Fish crate labels

Fishing licences

SN Authorisations to fish. May include specific limitations as to type of fish, type of rod, permitted locations and seasons.
 BT Licences

Fitas

SN Colourful thin ribbons on sale outside churches in Brazil since the early 19th century, with the name of the locality originally embroidered, now printed on them. Imported and sold in Europe in the early 21st century, the proceeds going towards planting trees in the rain forest.
 UF Wish bracelets
 BT Ribbons

Fixture lists

SN Lists of a sporting organisation's current season of matches.
 BT Calendars of events

Flag-day emblems

USE Charity badges

Flags, Paper

USE Paper flags

Flap images

SN Illustrations in which a part or parts of a picture can be lifted to reveal a different image underneath, thereby changing the sense of the whole image. May originate from books of such illustrations.
 UF Harlequinades
 BT Mechanical works
 RT Advent calendars
 RT Equivoques
 RT Metamorphic pictures
 RT Rose souvenirs

Flash cards

USE Flashcards

Flashcards

SN Sets of cards bearing information, as words, pictures or numbers, used in classroom drills or in private study. Often with a question on one side and the answer on its reverse.
 UF Cards, Flash
 UF Flash cards
 UF Lesson cards
 UF Picture lesson cards
 BT Teaching aids
 RT Conversation cards

Fleet marriage certificates

SN Certificates of marriages performed in the Fleet area of London (mostly 17th century to mid-18th century) at any hour, often by unqualified parsons and without banns or licences. (Hist)
 BT Marriage certificates

Flicker books

USE Flip books

Fliers

USE Flyers

Flight manifests

USE Aircraft manifests

Flip books

SN Illustrations bound together in a small format book that create an animated scene when the pages are flipped in rapid succession. (TGM amended)
 UF Flicker books
 BT Books
 BT Optical novelties

Flirtation cards

USE Acquaintance cards

Floor plans

SN Plans representing one or more horizontal sections through a building showing the enclosing walls, interior spaces, doors, and windows.
 BT Plans (Diagrams)

Florists' cards

SN Cards bearing a message to accompany gifts of flowers.
 BT Cards
 NT Wreath cards

Flow charts

USE Flow diagrams

Flow diagrams

SN Diagrams that represent an algorithm or process, showing each step as a graphic box (or similar shape) containing information, the sequence of reading the boxes being determined by lines or arrows.
 UF Flow charts
 UF Flowcharts
 BT Diagrams
 RT Algorithms

Flowcharts

USE Flow diagrams

Flower pot covers

USE Plant pot covers

Flowercages

USE Cobwebs

Flowers, paper

USE Paper flowers

Fly-wagon bills

USE Carriers' bills

Fly papers

SN Sticky or insecticide-infused papers hung up in rooms to kill flies, usually with some product information.

UF Papers, Fly

BT Paper types

RT Impregnated papers

Flyers

SN Single, unfolded printed sheets such as notices or advertisements intended for distribution to the public by hand or by mail. (AAT amended)

UF Fliers

UF Handbills

BT Advertisements

NT Club flyers

RT Broadsides

RT Brochures

RT Circulars

RT Direct mail

RT Leaflets

Folded paper works

SN Items made by the craft of folding paper.

UF Origami

UF Paper folding

UF Works, Folded paper

BT Paperwork (Crafts)

RT Paper novelties

Food labels

SN Use for labels or cards that identify food laid out in buffets, at parties, on food counters, etc. For labels used on food packaging to indicate, e.g. contents, safety, cooking instructions, use Food packaging labels.

UF Labels, Food

BT Product labels

Food packaging labels

SN Labels used on food packaging to indicate contents, safety, cooking instructions, etc. For labels used to identify food laid out in buffets, at parties, on food counters etc., use Food labels.

BT Labels

RT Food wrappers

RT Packaging

Food sachets

SN Use for packaging of, e.g. salt, pepper, sugar and sauces, as found in restaurants, with take-away food and on aircraft. Use Sugar wrappers for the packaging of cube sugar.

BT Sachets

Food wrappers

BT Wrappers

BT Wrapping paper

NT Fruit wrappers

NT Provision papers

NT Sugar wrappers

NT Sweet wrappers

RT Food packaging labels

Football pools coupons

SN Printed forms containing lists of football matches set to take place over the coming week. Users predict the likely outcome by marking specific boxes. Prizes are given for accurate predictions.

BT Forms

RT Betting tickets

For sale notices

SN Use for notices advertising specific items for sale, e.g. houses, cars, eggs.

UF Notices, For sale

BT Sale notices

Forgeries

SN Copies of, e.g. money, documents, art works, produced with the intention of deceiving.

UF Fake money

RT Facsimiles

RT Mock money

RT Money

Forms

SN Printed, typed or electronically produced documents soliciting information or responses from user. Often with blank spaces for insertion of requested information or boxes for ticking. (TGM amended)

UF Blank forms

NT Application forms

NT Ballot papers

NT Census forms

NT Certificates

NT Cheques

NT Claim forms

NT Consent forms

NT Donation forms

NT Evaluation forms

NT Football pools coupons

NT Gift aid forms

NT Incident report forms

NT Landing cards

NT Order forms

NT Questionnaires

NT Recommendation forms

NT Record cards

NT Summonses

NT Tax forms

NT Telegrams

NT Timesheets

NT Warrants

RT Business stationery

RT Hire contracts

RT Licences

RT Passports

Forms of prayer

SN Prayers written and presented for use on specific occasions.

BT Prayers

RT Orders of service

Forms, Airgraph

USE Airgraph forms

Forms, Membership

USE Membership forms

Fortune papers, Fish

USE Fish fortune papers

Fortune telling cards

SN Playing cards made specifically for forecasting the future. (TGM)

BT Cards

NT Tarot cards

RT Playing cards

Frakturs

SN Decorative documents introduced into America by German and Swiss immigrants in latter part of 18th century; usually hand-drawn in ink with blackletter writing and brightly coloured. May be birth certificates, house blessings, school certificates, bookplates, valentines, etc. (Hist)

RT Baptismal certificates

RT Certificates

Frame cards

SN Mounts for photographs, in memoriam cards, etc.

UF Cards, Frame

UF Photo frame cards

UF Photo insert cards

BT Mounts

RT In memoriam cards

Free franks

SN Letters of designated persons having the benefit of free use of the postal service. The letters had to be identified by being marked on the front by a seal or signature. The system was abolished in the UK in 1840. (Hist)

BT Letters

BT Mail

RT Parliamentary envelopes

RT Postal cachets

Freebies

USE Give-aways

Frontispieces

SN Illustration, sometimes a plate, facing a book's title page.

BT Leaves

Frost fair papers

SN Papers printed on the ice at periods when rivers, especially the Thames, froze over. Usually dated. (Hist)

UF Papers, Frost fair

BT Keepsakes

Fruit crate labels

BT Crate labels

Fruit labels

SN Small self-adhesive labels stuck onto individual pieces of fruit.

UF Fruit stickers

UF Labels, Fruit

BT Product labels
RT Fruit wrappers

Fruit stickers

USE Fruit labels

Fruit wrappers

SN Colourful tissue paper wrappers usually with images of the fruit, brand names, the grower's name, and the country of origin.

BT Food wrappers
RT Fruit labels

Funeral attendance cards

SN Small cards to be filled in by mourners at a funeral to provide the family with a record of those present.

UF Attendance cards, Funeral
BT Cards
BT Funeral stationery

Funeral notices

SN Notifications of deaths, giving details of the funeral arrangements.

BT Funeral stationery

Funeral service cards

SN Orders of service for funerals.
UF Cards, Funeral service
BT Funeral stationery
BT Orders of service

Funeral stationery

SN Items such as mourning cards, in memoriam cards, thank you cards, orders of service.
BT Stationery
NT Funeral attendance cards
NT Funeral notices
NT Funeral service cards
NT In memoriam cards
NT Wreath cards

Furniture makers' labels

SN Printed paper labels used by cabinet and furniture makers on their products.
UF Labels, Furniture makers'
BT Trade labels

G

Galley proofs

SN Proofs taken from composed type before page make-up to allow for the detection and correction of errors. Traditionally a stage before page proofs.
BT Proofs

Game boards

SN Boards provided for games with counters, often laid out in spiral, checkerboard or racetrack layout, with information or instructions on various squares or sections.
UF Gameboards
BT Board games

Game cards

USE Card games

Game money

USE Board game money

Game pieces

USE Board game pieces

Game record cards

SN Records of shooting for game.
UF Cards, Game record
BT Record cards
RT Score cards

Gameboards

USE Game boards

Games

SN Activities providing entertainment or amusement; pastimes.
NT Beetle drive cards
NT Bingo cards
NT Board games
NT Card games
NT Children's games
NT Playing cards
NT Puzzles
RT Toys

Games of goose

USE Board games

Gantt charts

SN Charts illustrating the sequence of tasks needing to be undertaken for a project, with their start and finish dates.
UF Critical path analysis charts
BT Charts

Garment labels

SN Cloth labels sewn into garments bearing manufacturer's name, also labels including care and washing instructions.
UF Labels, Garment
BT Product labels
RT Fabric labels

Gauge cards

SN Cards usually with holes to gauge sizes.
UF Cards, Gauge
RT Knitting registers

Genealogies

USE Family trees

Gift aid envelopes

SN Envelopes, especially in churches, in which contributions may be enclosed and that include a form of consent to the relevant church or charity claiming back Gift Aid.
BT Envelopes

Gift aid forms

SN Forms provided by charities for donors to sign, to allow charity to claim tax relief.
BT Forms

Gift bags

SN Bags, usually decorative, to use as an alternative to wrapping paper. Usually have handles and sometimes a tag.

BT Bags
RT Gift wraps

Gift cards

SN Prepaid cards issued by retailers or banks to be given as a present, in lieu of cash or a material gift.
UF Cards, Gift
BT Prepaid cards
RT Gift vouchers

Gift catalogues

SN Use for catalogues of gifts that are offered in exchange for collected coupons. For catalogues advertised as offering 'gifts' for sale use Mail order catalogues.
BT Catalogues
RT Mail order catalogues

Gift coupons

USE Gift vouchers

Gift lists

SN Lists of items requested as gifts, e.g. by marrying couples, charities, schools.
BT Lists

Gift tokens

USE Gift vouchers

Gift vouchers

SN Paper vouchers of specified value, and often for specific products (e.g. books) or services, offered as gifts, which can be redeemed by the recipient for items of their own choosing. Increasingly being replaced by plastic cards.
UF Gift coupons
UF Gift tokens
BT Vouchers
NT Book tokens
NT Record tokens
NT Theatre tokens
RT Gift cards

Gift wrapping tape

SN Decorated wrapping tape, either for tying or self-adhesive. Sometimes carries advertising.
BT Parcel tape
RT Gift wraps
RT Ribbons

Gift wraps

SN Decorative paper made and used for wrapping gifts.
BT Paper types
RT Gift bags
RT Gift wrapping tape
RT Plant pot covers
RT Wrapping paper

Give-aways

SN Merchandise offered sometimes with a product for the purpose of attracting purchasers. Often produced in collectable series. (AAT amended)
UF Freebies
UF Premiums
NT Liebig cards
RT Cigarette cards
RT Collectables

RT Promotional materials
RT Silks

Gramophone record covers

USE Record covers

Gramophone record labels

SN The round labels attached to the centres of vinyl and earlier gramophone records giving details of contents. (Hist)
BT Product labels
RT Insert cards
RT Record covers

Gratuity almanacs

SN Cheap calendars or almanacs hawked by postmen and others at Christmas or New Year seeking gratuities.
BT Almanacs
BT Gratuity requests

Gratuity requests

SN Requests for gratuities from, e.g. newspaper deliverers, often implicit in seasonal cards.
UF Seasonal appeals
BT Appeals
NT Bellmen's verses
NT Gratuity almanacs
RT Ballad appeals
RT Carriers' addresses

Grave cards

SN Cards designed to be fixed to gravestones, on anniversaries, etc.
BT Cards
RT In memoriam cards

Green Shield stamps

SN Trading stamp scheme operating in Britain between 1958 and 1991. (Hist)
UF Stamps, Green Shield
BT Trading stamps

Greeting cards

USE Greeting cards

Greetings cards

SN Cards sent to celebrate or commemorate life events such as anniversaries, birthdays, or religious festivals (all religions) or to wish recipient well, e.g. 'Get well, Sorry you're leaving'.
UF Cards, Greetings
UF Greeting cards
BT Correspondence
NT Birthday cards
NT Blank greetings cards
NT Christmas cards
NT Condolence cards
NT Congratulations cards
NT Easter cards
NT Father's day cards
NT Hand-made greetings cards
NT Hindu greetings cards
NT Insult cards
NT Jewish greetings cards
NT Mother's day cards
NT Muslim greetings cards
NT New Year cards
NT Poisson d'avril cards
NT Valentines
RT Cards
RT Stationery

Greetings telegrams

SN Colourful 'special occasion' telegram forms. In operation by BT in the UK 1935–1982. Now available through commercial providers.
BT Telegrams

Gretna Green marriage certificates

SN Certificates of marriages, often between eloping couples, taking place in Scotland where there was no need for banns or consent. (Hist)
BT Marriage certificates

Grocery papers

USE Provision papers

Guarantees

SN Assurances of the quality of a product offered for sale, often with a promise of reimbursement or replacement. Usually have a time limit, and caveats.
RT Quality assurance labels

Guest lists

SN Lists of invitees to events such as weddings, parties, clubs. For lists of people attending open events use Visitor lists.
BT Lists
RT Table seating plans
RT Visitor lists

Guides

SN Guides to exhibitions, places, buildings, etc. Briefer than guidebooks. Format may vary.
NT Entertainment guides
NT Railway journey guides
NT River boat guides
RT Instructions
RT Itineraries
RT Plans (Diagrams)

Guides, Entertainment

USE Entertainment guides

Guides, Railway journey

USE Railway journey guides

Guides, User

USE Manuals

Gum wrappers

SN Wrappers for sticks of bubble- or chewing gum.
UF Bubblegum wrappers
UF Chewing gum wrappers
BT Wrappers
RT Sweet wrappers

Gun licences

USE Firearms licences

Gunmakers' labels

UF Labels, Gunmakers'
BT Trade labels

H

Haberdashery cards

SN Cards on which are fixed small items such as buttons, safety pins, hooks & eyes.
UF Cards, Haberdashery
BT Display cards

Hackney cab licences

USE Taxi licences

Hackney carriage fare maps

USE Taxi fare maps

Ham radio cards

SN Cards sent by amateur radio operators to record successful radio contact.
UF Cards, Ham radio
UF Cards, QSL
UF QSL cards
BT Postcards

Hand-made greetings cards

BT Greetings cards

Hand stamps

USE Handstamps

Handbills

USE Flyers

Handkerchiefs

SN Pieces of cloth, usually square, and intended for wearing; printed with commemorative designs for use as souvenirs, or with political slogans. (TGM amended)
UF Bandanas
UF Kerchiefs
UF Printed handkerchiefs
BT Cloth
RT Japanese paper souvenirs
RT Keepsakes

Handstamps

SN Marks left by a hand stamping device.
UF Hand stamps
BT Marks
RT Embossing
RT Tax stamps

Hanging cards

USE Showcards

Harlequinades

USE Flap images

Hats, Paper

USE Paper hats

Hawker's licences

USE Traders' licences

Head rest covers

SN Protective coverings for the backs of chairs or seats. May be promotional.
UF Antimacassars
UF Headrest covers
BT Protective coverings

Headrest covers

USE Head rest covers

Health and safety notices

SN Use for advice and warnings on health risks, and for instructions on safety issues.

UF Bandos

UF Welfare notices

BT Notices

RT Quality assurance certificates

RT Warning notices

Health certificates

SN Documents certifying that an individual has not had an infectious disease; or (for immigration/travel) that a person has been vaccinated against a specific disease; or certification that an animal is healthy, before travel or import/export. May also be certificates required by pilots, train drivers, etc., to guarantee their fitness for the job.

UF Vaccination certificates

BT Certificates

RT Health records

Health insurance cards

SN In the European Union, plastic cards bearing the holder's name and indicating that they are covered for certain health treatments in other EU countries.

BT Cards

Health records

SN Documentation of a single patient's long-term individual medical history and care.

UF Medical records

BT Records (Documents)

RT Blood donor cards

RT Health certificates

RT Organ donor cards

Heraldic bookplates

USE Armorial bookplates

Hidden image works

SN Works in which images or text are hidden until revealed by an action, such as holding them to the light, heating them, or rubbing away a covering surface. (TGM)

UF Works, Hidden image

NT Hold-to-light works

NT Scratch cards

RT Mechanical works

Hidden name cards

SN Type of calling card novelty that carried a hinged scrap concealing the bearer's name. (Hist)

UF Cards, Hidden name

UF Concealed name cards

BT Novelty visiting cards

Hieroglyphic letters

USE Rebuses

Hieroglyphic puzzles

USE Rebuses

Hindu greetings cards

BT Greetings cards

Hire agreements

USE Hire contracts

Hire contracts

SN Documents setting out the terms and conditions of hire where the owner of equipment (such as plant and machinery, tools, vehicles, etc.) hires out such equipment to a third party without an operator.

UF Charter parties

UF Hire agreements

BT Contracts

RT Forms

Hold-to-light works

SN Cards or sheets of paper that reveal a hidden picture when held up to a light source.

UF Cards, Transparency

UF Transparency cards

UF Works, Hold-to-light

BT Hidden image works

BT Paper novelties

RT Watermarks

RT Window transparencies

Holograms

SN Pictures that present a three-dimensional image of a subject that changes according to the viewing angle. Produced with laser technology; after 1960. (TGM amended)

BT Marks

Holy cards

USE Devotional cards

Hornbooks

SN Small alphabet sheets pasted on flat wooden bases with handles, and covered with a sheet of transparent horn. 15th to early 19th centuries. (Hist)

BT Alphabets

BT Learning aids

RT ABC primers

RT Battledores

Horse-hire tickets

USE Post horse tickets

Hospital menus

BT Institutional menus

Hostel admission tickets

SN Tickets allowing admittance to hostels for workless/homeless. Could be purchased cheaply or dispensed by church workers or other charitable agencies. (Hist)

BT Admission tickets

RT Charity election cards

Hotel coupons

USE Hotel vouchers

Hotel labels

SN Promotional luggage labels offered by hotels.

UF Labels, Hotel

BT Luggage labels

Hotel stationery

SN Stationery printed with details of hotel, left in rooms for the use of guests.

BT Stationery

Hotel vouchers

SN Vouchers indicating pre-payment provided by tour operators or travel agents for presentation at hotel.

UF Hotel coupons

UF Vouchers, Hotel

BT Travel vouchers

House journals

USE Institutional magazines

House organs

USE Newsletters

Household accounts

SN Forms or books recording household income and expenditure.

UF Domestic accounts

UF Housekeeping accounts

BT Accounts

Household regulations

SN Detailed instructions for the performance of duties by servants in a household; also family rules.

BT Rules and regulations

RT Job instructions

Housekeeping accounts

USE Household accounts

Hunting licences

SN Licences to control hunting with guns; required in many countries.

BT Licences

RT Firearms licences

Hurrah bands

USE Vivat ribbons

Hymn board number cards

SN Cards bearing a single digit, used in combination and slotted into a display board, to indicate the numbers of hymns or psalms to be sung at a church service.

BT Cards

Hymn sheets

SN Sheets containing words only of hymns for public participation.

UF Sheets, Hymn

BT Song sheets

RT Orders of service

Ice-cream tub lids

- SN Cardboard discs with a tab to assist opening, used to seal ice-cream tubs. Often with a recess to contain a plastic spoon.
 BT Lids (Covers)

ID cards

- USE Identity cards

Identity cards

- SN Cards issued to individuals by governments, firms or organisations to allow verification of status.
 UF ID cards
 BT Cards
 NT Tramping cards
 RT Passports

Illuminated addresses

- USE Ceremonial addresses

Illustrated envelopes

- USE Pictorial envelopes

Illustrated letter paper

- USE Pictorial writing paper

Imagerie d'Épinal

- USE Épinal prints

Imagerie populaire

- USE Popular prints

Immigration documents

- SN Documents required by immigration regulations; they vary from country to country.
 UF Immigration vouchers

Immigration vouchers

- USE Immigration documents

Import licences

- USE Import/Export licences

Import/Export licences

- SN Licences permitting the import/export of specified commodities or products.
 UF Export licences
 UF Import licences
 BT Licences

Impregnated papers

- SN In the context of ephemera, small leaves of paper impregnated with a variety of products, such as soap, scent, sugar, usually for ease of use.
 UF Papers, Impregnated
 BT Paper types
 NT NCR paper
 NT Papiers d'Arménie
 NT Powder papers
 NT Soap leaves
 NT Sugar leaves
 RT Fly papers
 RT Magic colouring books

Impress warrants

- SN Documents authorising the bearer to forcibly seize men for the armed forces. (Hist)
 BT Warrants

Improvised currency

- SN Unorthodox materials used as temporary substitutes for currency, e.g. playing cards, stamps. Not the same as emergency currency.
 UF Currency, Improvised
 BT Money
 RT Alternative currency
 RT Emergency currency

Improvised newspapers

- SN Newspapers produced under particularly difficult conditions such as siege newspapers or trench newspapers.
 UF Emergency newspapers
 UF Siege newspapers
 UF Trench newspapers
 BT Newspapers

In memoriam cards

- SN Devotional cards that include details and sometimes a photograph of the person whom they commemorate.
 UF Cards, In memoriam
 UF Cards, Memorial
 UF Memorial cards
 UF Mortuary cards
 UF Mourning cards
 BT Devotional cards
 BT Funeral stationery
 RT Death notices
 RT Frame cards
 RT Grave cards

Incident report forms

- SN Forms for reporting incident or accidents; may be work related or medical.
 UF Accident report forms
 BT Forms

Income tax forms

- SN Any forms sent to or returned by individuals relating to income tax matters.
 BT Tax forms

Indentures

- SN Documents recording legally enforceable agreements between two or three parties. The documents were originally cut indentwise into two or three pieces, the matching parts establishing authenticity. Frequently used to record apprenticeship or labour agreements. (Hist)
 BT Contracts

Indulgences

- SN In the Roman Catholic Church, papers offering the full or partial remission of outstanding penance for sins that have already been forgiven.

Ink charts

- SN Charts indicating the range of coloured inks supplied by a manufacturer; or the suitability of inks for different surfaces,

process or purposes; or the compatibility of computer printer ink cartridges.

- BT Samples

Inn tallies

- USE Innkeeper's bills

Innkeeper's bills

- SN Originally handwritten, but early in the coaching era became more-or-less standardized printed forms. Sometimes included a mileage guide. (EE) (Hist)
 UF Inn tallies
 BT Invoices

Inscriptions

- SN Lettering marked on something, especially for identification, documentation or commemoration. (AAT amended)
 BT Marks

Insert cards

- SN Use for cards inserted into the cases of sound or video recordings bearing information about the contents.
 UF Cards, Insert
 UF Cassette insert cards
 UF CD insert cards
 UF Compact disc insert cards
 UF Digital video disc insert cards
 UF DVD insert cards
 UF Video insert cards
 BT Product labels
 RT Gramophone record labels
 RT Record covers

Inserts, Magazine

- USE Magazine inserts

Insets, Magazine

- USE Magazine inserts

Institutional magazines

- SN Magazines produced for internal distribution by bodies such as educational establishments, churches or businesses.
 UF House journals
 BT Magazines
 NT Parish magazines
 NT School magazines

Institutional menus

- SN Menus, often covering a week or month, indicating the food to be provided by particular institutions.
 BT Menus
 NT Hospital menus
 NT School menus
 RT Diet sheets
 RT Dietary tables

Instructions

- SN Printed information explaining how to do or use something.
 NT Assembly instructions
 NT Directions
 NT Job instructions
 NT Manuals
 NT Pattern sheets
 NT Recipes
 RT Algorithms
 RT Guides

Insult cards

- SN Greetings cards that contain insulting messages; sometimes intended humorously.
 BT Greetings cards
 RT Vinegar valentines

Insurance certificates

- SN Documents describing the insurance policies maintained by the insured, giving the policy number, effective and expiration dates and name of the insurance company affording coverage.
 BT Certificates

Inventories

- SN Lists of property compiled for some formal purpose, such as the details of an estate going to probate, or the contents of a house to be let furnished. For lists of the contents of businesses or shops use Stock lists.
 BT Lists
 RT Auction sale catalogues
 RT Stock lists

Invitations

- SN Cards or letters inviting one or more persons to attend or participate in an event or occasion; often individually addressed.
 NT Artists' invitations
 NT Private view cards
 RT Admission tickets

Invoices

- SN Documents listing, or intended for listing, goods supplied or services rendered, to a consignee or purchaser, with their value or prices, and charges.
 UF Bills (Invoices)
 BT Business stationery
 NT Billheads
 NT Educational invoices
 NT Innkeeper's bills
 NT Receipted invoices
 RT Battels
 RT Tallies
 RT Trade cards

Iridescent printing

- SN Printing in ink that changes colour when the angle of view or illumination changes. Often on enamelled card.

Itineraries

- SN Documents outlining a proposed journey. (AAT)
 RT Circuit plans
 RT Guides
 RT Railway journey guides
 RT Travel timetables
 RT Waybills

J**Jackets, Book**

- USE Book jackets

Japanese paper souvenirs

- SN Square handkerchiefs with elaborate borders printed on Japanese crêpe paper.
 BT Souvenirs
 RT Handkerchiefs

Jewish greetings cards

- SN Greetings cards for Jewish life or religious events.
 BT Greetings cards

Jigsaw puzzles

- SN Puzzles of irregularly shaped and interlocking pieces of pasteboard or wood that, when fitted together, typically form pictures or designs.
 UF Dissected puzzles
 BT Puzzles
 NT Dissected maps
 RT Picture puzzles

Job descriptions

- SN Outline descriptions of the requirements of specific posts. For detailed instructions on the performance of specific tasks use Job instructions.
 RT CVs
 RT Job instructions

Job instructions

- SN Documents defining the jobs to be performed by a particular person or group of people, sometimes detailing how they are to be performed, and/or timetables for the tasks. For outlines of a postholder's role use Job descriptions.
 UF Servants' timetables
 UF Work instructions
 BT Instructions
 RT Duty rotas
 RT Household regulations
 RT Job descriptions
 RT Timesheets

Jokes

- SN Use for jokes printed on wrappers, or on small slips of paper inserted into crackers or other products.
 RT Mottoes
 RT Spoofs

Jumping jacks

- SN Articulated figures, printed or hand-painted and animated by a wire or string. (EE)
 UF Pantins
 BT Paper toys

Junk mail

- USE Direct mail

Jury lists

- SN Papers containing the names of jurors selected to try a case, or containing the names of all the jurors summoned to attend court.
 BT Lists

Jury summonses

- SN Papers requiring the recipient to attend for jury duty.
 BT Summonses

K**Keepsakes**

- SN Specially printed pieces of paper, card or fabric produced as mementos of a visit or other occasion.
 UF Mementos
 NT Frost fair papers
 RT Ceremonial addresses
 RT Commemorative newspapers
 RT Commemorative prints
 RT Handkerchiefs
 RT Peel cards
 RT Procession diagrams
 RT Souvenirs

Kerchiefs

- USE Handkerchiefs

Keycards

- SN Flat, rectangular plastic cards the size of a credit card, frequently used in hotels to unlock doors, as an alternative to mechanical keys.
 UF Card keys
 BT Machine-readable cards
 RT Swipe cards

Keys (Legends)

- SN Texts or diagrams that identify specific features or people in a picture or map; may be on a separate sheet from the picture; usually on or accompanying prints and illustrations. (TGM amended)
 NT Chocolate box keys

King's letters

- USE Church briefs

Kite bags

- SN Conical paper bags formerly used by shopkeepers for dispensing small quantities of powders, sweets, and similar goods. (EE) (Hist)
 UF Bags, Kite
 BT Paper bags
 RT Snuff papers
 RT Tobacco packaging

Knitting patterns

- SN Instructions for making knitted garments or other items.
 BT Pattern sheets

Knitting registers

- SN Devices to help knitters keep track of the rows they have completed.
 RT Gauge cards

L

Labels

SN Slips of paper, card, plastic, metal, fabric or other material; originally attached to an object to identify its contents, nature, ownership, destination or other characteristics. May be adhesive. Use Stickers for self-adhesive slips with slogans, designs or advertising.

NT Address labels
 NT Air transport labels
 NT Book labels
 NT Cypher labels
 NT Economy labels
 NT Food packaging labels
 NT Luggage labels
 NT Medicine labels
 NT Name labels
 NT Plant labels
 NT Postal labels
 NT Product labels
 NT Railway carriage labels
 NT Safety check labels
 NT Security labels
 NT Tags (Labels)
 NT Trade labels
 NT Wagon labels
 RT Badges
 RT Packaging
 RT Signs (Notices)
 RT Stickers

Labels, Airmail

USE Airmail labels

Labels, Bale

USE Bale labels

Labels, Book donor

USE Book donor labels

Labels, Booksellers'

USE Booksellers' labels

Labels, Bottle

USE Bottle labels

Labels, Can

USE Can labels

Labels, Censors'

USE Censors' labels

Labels, Cigar box

USE Cigar box labels

Labels, Crate

USE Crate labels

Labels, Date

USE Date labels

Labels, Deposit

USE Deposit labels

Labels, Express

USE Express labels

Labels, Fabric

USE Fabric labels

Labels, Food

USE Food labels

Labels, Fruit

USE Fruit labels

Labels, Furniture makers'

USE Furniture makers' labels

Labels, Garment

USE Garment labels

Labels, Gunmakers'

USE Gunmakers' labels

Labels, Hotel

USE Hotel labels

Labels, Library

USE Library labels

Labels, Matchbox

USE Matchbox labels

Labels, Musical instrument makers'

USE Musical instrument makers' labels

Labels, Parcel post

USE Parcel post labels

Labels, Picture framers'

USE Picture framers' labels

Labels, Postal strike

USE Postal strike covers

Labels, Prize

USE Prize labels

Labels, Ream

USE Ream labels

Labels, Shaker

USE Shaker labels

Labels, Union

USE Union labels

Labels, Wine

USE Wine labels

Labour accounts

USE Timesheets

Lace paper

USE Paper lace

Lampoons

USE Satirical prints

Landing cards

SN Forms that travellers are required to complete on entry to a foreign country. The traveller must present the completed form at the immigration desk at the point of entry. The form is usually supplied by the airline, train or ferry company.
 UF Cards, Landing
 UF Migration cards

UF Passenger cards

BT Forms

Lapel ribbons

SN Coloured ribbons usually worn on the lapel to indicate support for a particular cause or issue; e.g. breast cancer, tsunami victims.

UF Awareness ribbons

BT Ribbons

Laundry lists

SN Lists of items sent to the laundry, to ensure correct return.

BT Lists

Lavatory paper

USE Toilet paper

Laws

SN Documents stating or outlining rules of action or conduct prescribed by a controlling authority and having binding legal force.

NT By-laws

RT Constitutions

RT Legal documents

RT Rules and regulations

Layouts

SN Designers' drafts or roughs, often with specifications for production, given to printers.

RT Artwork, Original

RT Designs

RT Drafts

RT Visuals

Leaflets

SN Freely distributed items, unbound, not stapled or sewn and without a cover. Often a single sheet folded or unfolded. Use for non-advertising matter. For advertising leaflets use Flyers, Circulars or Brochures.

NT Campaign leaflets

NT Election leaflets

RT Aerial propaganda

RT Booklets

RT Books

RT Flyers

RT Pamphlets

Learning aids

SN Items produced for use by learners (often children) with or without the aid of a teacher.

UF Reading aids

NT Anatomical diagrams

NT Battledores

NT Hornbooks

NT Spelling aids

NT Teaching aids

RT Activity sheets

RT Alphabet letters

RT Alphabets

RT Pictorial alphabets

Leaves

SN Loose leaves extracted from bound documents.

UF Loose leaves

UF Pages, Loose

NT Album pages

NT Frontispieces

- NT Title pages
 NT Trade directory pages
 RT Tear sheets

Lecture lists

- SN Lists of the lectures to be given on a particular subject, or a series of related topics, over a specified period.
 BT Calendars of events

Lecture tickets

- SN Tickets ensuring admission to a lecture, especially in 19th century medical faculties and teaching hospitals. These tickets often bore the name of the student and the signature of the head or secretary of the faculty. (Hist)
 UF Tickets, Lecture
 BT Admission tickets

Left baggage tickets

- USE Left luggage tickets

Left luggage tickets

- SN Receipts for luggage left at storage facilities in stations, airports, etc.
 UF Left baggage tickets
 BT Tickets
 RT Cloakroom tickets

Legal documents

- SN Documents that have legal status, often with marks of authority.
 NT Affidavits
 NT Bills of sale
 NT Charters
 NT Contracts
 NT Deeds
 NT Dstraint papers
 NT Living wills
 NT Powers of attorney
 NT Wills
 RT Laws

Lesson cards

- USE Flashcards

Letter cards

- SN Sheets of paper or card folded and sealed at the edges with a perforated and/or gummed border. May or may not be prepaid.
 UF Cards, Letter
 BT Postal stationery
 NT Cartes pneumatiques

Letter pictures

- USE Calligrammes

Letter seals

- SN Wax discs or paper slips with or without words; usually smaller than a postage stamp.
 BT Seals
 NT Sealing wafers
 RT Charity badges
 RT Charity seals
 RT Stamps

Letter sheets

- USE Lettersheets

Letterheads

- SN Printed headings on business or professional stationery; may include a name, device, address or illustration. Not always at the top of the paper. For personal letterheads use Writing paper.
 BT Business stationery
 RT Billheads
 RT Letters
 RT Stamped papers
 RT Writing paper

Letters

- SN Use for letters of particular interest for their content. If the stationery itself is of more interest, use Letterheads (for business stationery) or Writing paper (for personal stationery).
 BT Correspondence
 NT Anonymous letters
 NT Christmas round robins
 NT Church briefs
 NT Circular letters
 NT Crossed letters
 NT Feather letters
 NT Free franks
 NT Prisoners' letters
 NT References
 NT Round robins
 RT Correspondence books
 RT Letterheads
 RT Lettersheets
 RT Mail
 RT Newsletters
 RT Petitions
 RT Stationery
 RT Suicide notes
 RT Writing paper

Letters, Air

- USE Air letter sheets

Letters, Alphabet

- USE Alphabet letters

Letters, Begging

- USE Appeals

Letters, Hieroglyphic

- USE Rebuses

Letters, King's

- USE Church briefs

Letters, Scholars'

- USE Writing blanks

Letters, Transfer

- USE Transfer letters

Lettersheets

- SN Single sheets of folded paper used for letters before the introduction of envelopes in 1840. The first three sides were available for correspondence; the last side was used for the address and formed the wrapping of the letter, which was generally sealed with wax. (Hist)
 UF Letter sheets
 BT Stationery
 RT Letters
 RT Writing paper

Liberty cards

- USE Passes

Library bookplates

- USE Library labels

Library cards

- SN Cards indicating membership of a particular library. Occur in a variety of formats.
 BT Membership cards
 NT Borrowers' cards

Library labels

- SN Any labels on or inside library books, including library bookplates.
 UF Labels, Library
 UF Library bookplates
 BT Book labels
 NT Book donor labels
 NT Date labels

Libretti

- SN Booklets or books giving the words of operas, or similar extended musical compositions. Normally fairly basic, not containing programme information.
 UF Books of words
 UF Librettos
 UF Wordbooks
 BT Booklets
 RT Programmes

Librettos

- USE Libretti

Licences

- SN Formal permissions from constituted authorities to do something that would otherwise be illegal.
 UF Licences
 NT Alcohol sales licences
 NT Buskers' permits
 NT Dog licences
 NT Drivers' licences
 NT Excise licences
 NT Firearms licences
 NT Fishing licences
 NT Hunting licences
 NT Import/Export licences
 NT Marriage licences
 NT Performance licences
 NT Permits
 NT Pilots' licences
 NT Radio licences
 NT Taxi licences
 NT Television licences
 NT Traders' licences
 NT Vehicle licences
 RT Certificates
 RT Forms
 RT Passports
 RT Warrants

Licenses

- USE Licences

Lids (Covers)

- SN Covers for containers, such as boxes, pots or bottles. May be hinged or otherwise attached. May be paper, card, plastic or foil.
 NT Ice-cream tub lids
 NT Milk bottle tops

Liebig cards

- SN Pre-eminent European advertising cards issued in sets, and appearing in different languages. Other similar famous producers include Bon Marché, Cibils, Memmenich, Suchard, Van Houten. (Hist)
- UF Cards, Liebig
- BT Advertising trade cards
- BT Give-aways
- RT Collecting cards

Lighting plots

- SN Documents similar to architectural blueprints, used specifically by theatrical lighting designers to illustrate and communicate the lighting design.
- BT Diagrams

Lists

- SN Numbers of connected items, names, etc., written or printed together, usually consecutively, to form a record or aid to memory.
- NT Agendas
- NT Bills of lading
- NT Calendars of assizes
- NT Calendars of events
- NT Cast lists
- NT Casualty lists
- NT Checklists
- NT Donation lists
- NT Duty rotas
- NT Electoral lists
- NT Gift lists
- NT Guest lists
- NT Inventories
- NT Jury lists
- NT Laundry lists
- NT Mailing lists
- NT Manifests
- NT Membership lists
- NT Participants lists
- NT Passenger lists
- NT Poll lists
- NT Price lists
- NT Prisoners' lists
- NT Reading lists
- NT Reminder lists
- NT Ships' stores lists
- NT Staff lists
- NT Stock lists
- NT Subscription lists
- NT Trade lists
- NT Visitor lists
- NT Visitors' registers
- NT Wine lists
- RT Catalogues

Lists, School

- USE School lists

Lists, Shopping

- USE Shopping lists

Lithophanes, Paper

- USE Paper lithophanes

Living wills

- SN Legal documents that set out the medical care an individual wants or does not want in the event that he or she becomes incapable of communicating his or her wishes.
- UF Advance directives

- BT Legal documents
- RT Wills

Lobby cards

- SN Advertisements for films intended for display in a cinema lobby or showcase window. Often small versions of movie posters. The standard size is 279 × 356 mm. (TGM amended)
- UF Cards, Lobby
- UF Cinema lobby cards
- BT Point-of-sale advertising
- RT Film posters
- RT Film stills
- RT Production stills
- RT Standees

Location maps

- USE Directional maps

Logos

- SN Graphically distinctive names, sets of letters, unique symbols, or other devices for identifying a business or organisation. Distinguish whenever possible from Trademarks which were usually registered with a government agency to assure their use exclusively by the owner.
- BT Marks
- RT Emblems (Symbols)
- RT Monograms
- RT Trademarks

Loose leaves

- USE Leaves

Lost and found notices

- SN Notices usually posted in the streets seeking or providing information on items lost or found.
- UF Lost and found posters
- BT Notices
- NT Animal lost / found notices
- NT Child lost / found notices
- RT Missing persons notices
- RT Reward notices

Lost and found posters

- USE Lost and found notices

Lost cat notices

- USE Animal lost / found notices

Lost dog notices

- USE Animal lost / found notices

Lottery tickets

- SN Numbered slips of paper, cardboard, or other material that represent chances for winning a prize in a lottery.
- BT Tickets
- RT Betting tickets
- RT Raffle tickets
- RT Sweepstake tickets

Loyalty cards

- SN Plastic or paper cards issued by retailers and other businesses offering the holder discounts or free items when purchases have reached a specified amount or number.
- UF Advantage cards
- UF Cards, Club

- UF Cards, Discount
- UF Cards, Rewards
- UF Cards, Rewards
- UF Club cards
- UF Discount cards
- UF Points cards
- UF Rewards cards
- BT Cards
- RT Trading stamps

Luggage labels

- SN Labels affixed to luggage usually to identify owner, but can be with advertisements.
- UF Baggage labels
- BT Labels
- NT Hotel labels
- RT Address labels

Luncheon vouchers

- USE Meal vouchers

M

Machine-readable cards

- SN Plastic cards usually 85 x 54mm on which information can be encoded via either a magnetic strip or an electronic chip.
- BT Cards
- NT Keycards
- NT Payment cards
- NT Swipe cards

Magazine covers

- UF Covers, Magazine
- BT Magazines

Magazine inserts

- SN Items placed within the pages of a magazine or newspaper, or occasionally a book, for distribution; may be loose (inserts and not always distinguishable from other advertising matter) or bound in (strictly speaking called insets and distinguished from inserts by glue, notches or perforations).
- UF Inserts, Magazine
- UF Insets, Magazine
- BT Magazines
- RT Circulars

Magazines

- SN Periodicals containing articles, essays, poems, or other writings by different authors, usually on a variety of topics and intended for a general reading public or treating a particular area of interest for a popular audience. Often illustrated. Usually issued serially and numbered. Academic and professional journals are not regarded as ephemera.
- UF Periodicals
- NT Clandestine magazines
- NT Fan magazines
- NT Institutional magazines
- NT Magazine covers

NT Magazine inserts
 NT Protest magazines
 NT Tear-outs
 NT Tear sheets
 NT Unstamped periodicals
 NT Zines
 RT Book and magazine posters
 RT Bookazines
 RT Comics
 RT Newsletters
 RT Penny dreadfuls

Magazines, Parish

USE Parish magazines

Magic colouring books

SN Colouring books in which the paper of designated parts of an image is already impregnated with colouring agents. The colours are revealed when water is applied.
 BT Colouring books
 RT Impregnated papers

Magic slates

SN Thin cardboard pads with a dark bottom layer and a thin sheet of opaque plastic on top. They can be drawn on with a stylus to create dark lines, which can then be erased by separating the two layers.
 BT Toys
 RT Stylus tablets
 RT Writing tablets

Magicians' cards

SN Playing cards specifically produced for magicians.
 UF Cards, Magicians'
 BT Playing cards
 RT Tarot cards

Mail

SN Anything sent through the postal system.
 UF Post
 NT Airgraph forms
 NT Direct mail
 NT Disinfected mail
 NT Free franks
 NT Postal covers
 NT Postal stationery
 RT Correspondence
 RT Emails
 RT Letters
 RT Postage stamps
 RT Postal cachets

Mail order catalogues

SN Publications containing a list of general merchandise that can be purchased from a company and mailed to the customer.
 UF Catalogues, Mail order
 BT Trade catalogues
 RT Gift catalogues

Mailing lists

SN Collections of names and addresses used by an individual or organization to send material to multiple recipients.
 BT Lists

Mandates

SN Official commands or instructions by authorities; commissions to act for another person.
 NT Bank mandates

Manifestos

SN Public declarations in any graphic form of the intentions, motives or views of an individual, group, political party or government.
 NT Election manifestos

Manifests

SN Lists of cargo or passengers.
 BT Lists
 NT Aircraft manifests
 NT Ships' manifests
 RT Bills of lading
 RT Passenger lists
 RT Waybills

Manuals

SN Documents containing instructions for, e.g. operating a machine, performing a task or playing a video game. The format may vary.
 UF Guides, User
 UF User guides
 BT Instructions

Manufacturers' catalogues

SN Lists of the products made by a firm, whether in book, booklet, leaflet or wallchart form.
 UF Catalogues, Manufacturers'
 BT Trade catalogues

Manufacturers' certificates

USE Agency certificates

Manufacturers' labels

USE Product labels

Manuscripts

SN Handwritten documents in their original form. Also typed, word-processed or handwritten documents submitted for publication. For preliminary stages of documents use Drafts.
 NT Music manuscripts
 RT Drafts

Maps

SN Ordnance Survey maps and other major national series, also atlases, are not normally to be classed as ephemera.
 NT Battlefield maps
 NT Cycle maps
 NT Directional maps
 NT Dissected maps
 NT Escape maps
 NT Pictorial maps
 NT Road maps
 NT Street maps
 NT Strip maps
 NT Tourist maps
 NT Transport maps
 RT Charts
 RT Plans (Diagrams)

Marconigrams

SN Messages sent by wireless telegraph using the Marconi system.
 BT Ships' telegrams

Marks

SN Items that appear on the surface of paper artefacts either as identification, decoration or serving some other purpose.
 UF Stamps (Marks)
 NT Autographs
 NT Cameos
 NT Cartouches
 NT Coats of arms
 NT Emblems (Symbols)
 NT Handstamps
 NT Holograms
 NT Inscriptions
 NT Logos
 NT Monograms
 NT Ownership marks
 NT Penmen's flourishes
 NT Perforations
 NT Postal cachets
 NT Serial numbers
 NT Trademarks
 NT Watermarks
 RT Embossing

Marriage certificates

SN Certificates that serve as evidence of marriage, and are executed by the persons officiating at the marriage. (AAT)
 BT Certificates
 NT Fleet marriage certificates
 NT Gretna Green marriage certificates
 RT Civil partnership certificates

Marriage licences

SN Documents issued, either by a church or state authority, authorizing a couple to marry; they may also serve as the record of the marriage itself if signed by the couple and witnessed.
 BT Licences

Masks

SN Articles normally worn usually on the face, typically for protection, disguise, performance or entertainment.
 RT Eyeshades
 RT Paper toys

Mass cards

SN Cards certifying that a Mass has been said for the benefit of sick or dead people, usually sold.
 UF Cards, Mass
 BT Religious cards

Master mariners' certificates

SN Documents certifying that the named holder is qualified to be in charge of a vessel.
 BT Certificates
 RT Drivers' licences
 RT Pilots' licences

Match booklets

USE Matchbook covers

Match boxes

USE Matchboxes

Match covers

USE Matchbook covers

Match folders

USE Matchbook covers

Matchbook covers

SN Card or wooden chip matches joined together at the base and enclosed in a tuck-in cover. Frequently provided as free advertising. Where this is the case, index also under Promotional materials.

UF Book-matches
 UF Book matches
 UF Bookmatches
 UF Covers, Matchbook
 UF Match booklets
 UF Match covers
 UF Match folders
 BT Packaging
 NT Pull-matches
 RT Matchboxes

Matchbox labels

SN Labels intended to be fixed to the outer box or sleeve of the matchbox. Use for labels that have been detached from the boxes or never been fixed to them.

UF Labels, Matchbox
 BT Matchboxes
 BT Product labels

Matchboxes

SN Boxes for holding matches; used especially with reference to small, pocket-sized, rectangular boxes. Usually made of cardboard and comprising a sliding compartment, and a roughened strip or strips for striking matches. (AAT amended)

UF Match boxes
 BT Boxes
 NT Matchbox labels
 RT Matchbook covers

Mats

SN Coverings of paper or card laid on tables for protection, advertising or decoration, used especially to keep food or liquid from surfaces. Where these contain advertising index also under Promotional materials.

BT Protective coverings
 NT Coasters
 NT Place mats

Meal vouchers

SN Vouchers provided by employers as an employee benefit; used in payment for food in restaurants/cafes.

UF Luncheon vouchers
 BT Vouchers

Mechanical works

SN Items with moving parts, such as pop-up or sliding sections, turning wheels, levers or flaps that unfold to reveal something new. Also, works that require the movement of one or more parts to reveal the whole image or another image. If the item is a picture, then use Metamorphic pictures.

UF Movable works
 UF Works, Mechanical
 UF Works, Moveable
 NT Cobwebs

NT Equivoques
 NT Flap images
 NT Metamorphic pictures
 NT Volvelles
 RT Anatomical diagrams
 RT Hidden image works
 RT Mobiles
 RT Novelty works
 RT Paper novelties
 RT Perpetual calendars

Medical certificates

SN Certificates issued by a medical practitioner attesting to a patient's state of health; they may indicate a condition which entitles the patient to benefits or concessions, attest to their fitness for a particular job, or confirm that they are too ill to work.

UF Sick notes
 BT Certificates

Medical prescription envelopes

USE Prescription envelopes

Medical records

USE Health records

Medicine labels

SN Includes labels for branded commercial products and labels produced for individual chemists.

UF Apothecaries' labels
 UF Chemists' labels
 UF Dispensary labels
 UF Pharmaceutical labels
 UF Pillbox labels
 BT Labels
 RT Prescriptions

Medleys

SN Trompe l'oeil visual collages, mostly of documents; occasionally found on trade cards relating to printing and stationery. They have a long history.

Membership cards

SN Paper or plastic cards, usually small, given to members of a club, society or organisation as a means of identification, and/or a record of membership.

BT Cards
 NT Library cards
 RT Membership certificates
 RT Season tickets (Events)

Membership certificates

SN Documents certifying membership of a professional or other organisation.

BT Certificates
 RT Membership cards

Membership forms

SN Application forms for membership of clubs, societies, professions or organisations.

UF Forms, Membership
 BT Application forms

Membership lists

SN Lists of members of a club, society or organisation.

BT Lists
 NT School lists
 RT Directories

Mementos

SN Do not use. Use Keepsakes for items produced as mementos of a visit or other occasion. Use Souvenirs for items associated with travel or with particular events, usually bought rather than received as a gift.

USE Keepsakes
 USE Souvenirs

Memoranda

USE Memos

Memorial cards

USE In memoriam cards

Memos

SN Preprinted small sheets of paper used for communication within an organisation.

UF Memoranda
 BT Correspondence
 RT Notes
 RT Post-it notes
 RT Reminder lists

Menus

SN Lists of the dishes that may be ordered from restaurants, including hotel restaurants, cafes or takeaways, or that are to be served at a banquet or other occasion.

UF Bills of fare
 NT Banquet menus
 NT Caterers' menus
 NT Institutional menus
 NT Room service menus
 NT Take-away menus
 NT Travel menus
 NT Wedding menus
 RT Diet sheets
 RT Dietary tables
 RT Price lists
 RT Tariff cards
 RT Wine lists

Menu, Chocolate box

USE Chocolate box keys

Metamorphic pictures

SN Items especially pictures that can be transformed into other pictures by turning, folding, or sliding a section. Also, pictures with interchangeable parts, such as sets of heads, torsos, and legs, which can be combined to make different figures. (TGM amended)

UF Transformation pictures
 BT Mechanical works
 BT Pictures
 NT Myrioramas
 RT Flap images
 RT Optical novelties
 RT Scratch cards

Meter reading cards

SN Cards left with householders to record utility consumption in order to provide billing information for the supplier.

BT Cards

Micrographical portraits

SN Pictures of people or objects formed of letters or words, usually with the content appropriate to the subject.

UF Portraits, Micrographical
 BT Pictures
 RT Calligrammes

Migration cards

USE Landing cards

Mileage charts

USE Distance charts

Milk bottle tops

SN Tops for securing milk bottles. Once made of recessed cardboard discs, more recently made of aluminium foil, different colours designating the type of milk, especially its fat content.
 BT Lids (Covers)

Mind maps

SN Diagrams used to outline information visually. Usually created around a single word or text, to which associated ideas, words and concepts are added. Used, e.g. to take notes in lectures, at brainstorming meetings, to explain relationships.
 BT Diagrams

Miniature theatres

USE Toy theatres

Minutes

SN Structured records of what was said and done at meetings or conferences. (AAT amended)
 BT Records (Documents)
 RT Agendas
 RT Notes
 RT Notes of evidence

Missal cards

USE Religious cards

Missing persons notices

SN Notices posted up with details of persons believed to be missing who are sought by relatives, police or other authorities.
 BT Notices
 RT Child lost / found notices
 RT Lost and found notices
 RT Wanted notices (Crime)

Mobiles

SN Delicately balanced constructions of movable parts made to be suspended in such a way that parts will be set in motion by the movement of air. In the context of ephemera, often produced as advertisements. (AAT amended)
 RT Mechanical works
 RT Toys

Mock money

SN Imitation money not intended to deceive; used in games and in Chinese religious rituals. For forged money use Forgeries. For mock money containing advertising, index also under Promotional materials.
 UF Advertising banknotes
 UF Coin discs
 UF Coin stickers
 UF Fake money
 NT Advertising coins
 NT Board game money

RT Forgeries
 RT Money

Money

SN Anything in general circulation that by common agreement serves as a medium of exchange as payment for goods and services and for the settlement of debts. (AAT)
 UF Currency
 UF Paper money
 NT Alternative currency
 NT Banknotes
 NT Emergency currency
 NT Improvised currency
 RT Bankers' drafts
 RT Cheques
 RT Forgeries
 RT Mock money
 RT Negotiable instruments
 RT Payment cards
 RT Postal orders
 RT Promissory notes

Money bags

SN Small bags made of paper, cloth or plastic, provided by banks for sorting coinage.
 BT Bags

Money orders

USE Postal orders

Monograms

SN Characters or ciphers composed of two or more combined or interwoven letters; usually represent a name or part of a name. (TGM amended)
 BT Marks
 RT Logos

Moral lesson cards

SN Usually smaller than a postcard with rich colour prints and a verse or scriptural text. Often with elaborately decorative border. 2nd half of 19th century on. (Hist)
 UF Cards, Moral lesson
 BT Religious cards

Mortuary cards

USE In memoriam cards

MOT certificates

SN UK certificates indicating that a vehicle has passed the annual test of automobile safety, roadworthiness and exhaust emissions.
 BT Certificates
 RT Airworthiness certificates

Mother's day cards

UF Cards, Mother's day
 BT Greetings cards

Motion sickness bags

USE Sickness bags

Motto cards

SN Cards with a motto or saying, available commercially. Also cards produced by churches, printed with a year, and a religious motto. (Hist)
 BT Cards

Mottoes

SN Brief messages inserted in paper crackers. Originally contained love verses, later cartoons and mottoes and, later still, jokes and riddles. In some parts of the world messages, when cut up, are placed in desserts and baked goods.
 UF Cracker mottoes
 UF Mottoes, Cracker
 UF Mottos
 RT Jokes

Mottoes, Cracker

USE Mottoes

Mottos

USE Mottoes

Mounts

SN Secondary surfaces on or within which works, often drawings, photographs or prints, are mounted. (AAT amended)
 NT Calendar mounts
 NT Frame cards

Mourning cards

USE In memoriam cards

Movable works

USE Mechanical works

Movie posters

USE Film posters

Mulreadies

USE Mulready envelopes

Mulready envelopes

SN Early pictorial postage-prepaid envelopes designed by William Mulready. Sometimes plagiarised. Very rare. (Hist)
 UF Envelopes, Mulready
 UF Mulreadies
 BT Pictorial envelopes
 BT Postal stationery

Music

SN Music works on paper, represented by some graphic notation either manuscript or printed.
 NT Music manuscripts
 NT Sheet music

Music hall posters

SN Posters for Variety shows.
 UF Posters, Vaudeville
 UF Variety show posters
 UF Vaudeville posters
 BT Performing arts posters

Music manuscripts

SN Handwritten music.
 BT Manuscripts
 BT Music

Music sheet covers

USE Sheet music covers

Music sheets

SN Sheets printed with stave lines, sometimes with decorative elements.
 BT Sheets
 RT Writing blanks

Music title pages

USE Sheet music covers

Music, sheet

USE Sheet music

Musical instrument makers' labels

UF Labels, Musical instrument makers'

BT Trade labels

Muslim greetings cards

BT Greetings cards

Myrioramas

SN Printed panoramic views divided vertically into strips and capable of rearrangement to give a very large number of different scenes. (Hist)

UF Chorioramas

UF Polyoramas

BT Metamorphic pictures

RT Panoramas

N

Name badges

SN Badges or stickers worn on the outermost clothing as a means of displaying the wearer's name for others to view. Those intended for temporary ones may have the wearer's name handwritten or printed. More permanent name tags are usually made of lightweight metal or plastic.

UF Name tags

BT Badges

RT Name cards

RT Name labels

Name cards

SN Cards bearing an individual's name, provided at meetings, conferences, etc. and placed in front of the individual to aid identification.

UF Cards, Name

RT Name badges

Name labels

SN Cloth labels with the owner's name woven in or written on, and sewn or stuck into garments for identification.

UF Name tapes

BT Labels

RT Name badges

Name tags

USE Name badges

Name tapes

USE Name labels

Napkins, Paper

USE Paper napkins

Navy signal codes

SN Books or sheets giving details of the signalling codes, using flags or other means, of various national navies.

BT Signal codes

NCR paper

SN Impregnated paper always found in sets of two or more; when the top copy is written or typed on a copy is produced on the underlying sheets.

UF No carbon required paper

BT Impregnated papers

RT Carbon paper

Neck labels

SN Labels intended to be applied to or slipped over the necks of bottles and shaped accordingly.

BT Bottle labels

RT Wine labels

Neck papers

SN Notices, commonly derogatory, worn round the neck by alleged wrong-doers, often in schools. (EE) (Hist)

UF Papers, Neck

BT Notices

RT Dunces' caps

Needle packets

SN Folded paper packets, in a variety of small formats, sometimes with a slip of fabric pasted to the paper to hold the needles in place.

BT Packets

RT Pin wrappers

Negotiable instruments

SN Transferable, saleable and unconditional signed documents promising to pay a sum of money at a future date or on demand.

BT Financial records

NT Bills of exchange

NT Cheques

NT Promissory notes

RT Money

New Year cards

UF Cards, New Year

BT Greetings cards

News sheets

USE Newsletters

Newsletters

SN Brief documents that communicate news, often issued by societies, business organizations, or communities.

UF Bulletins

UF House organs

UF News sheets

UF Newsletters

RT Letters

RT Magazines

RT Reports

Newspapers

SN Serials published at regular frequent intervals, such as daily or weekly, and containing news, editorials, features, advertisements, and other items of current interest. (AAT amended)

NT Clandestine newspapers

NT Commemorative newspapers

NT Improvised newspapers

NT Ships' newspapers

NT Strike newspapers

NT Tear-outs

NT Tear sheets

RT Comics

RT Cuttings

RT Unstamped periodicals

Newspapers, Unstamped

USE Unstamped periodicals

Newsheets

USE Newsletters

No carbon required paper

USE NCR paper

Notebooks

SN Books of blank pages, usually ruled, used for taking notes, keeping simple accounts, writing diaries, etc. (AAT amended) For notebooks specifically designated for school pupils use Exercise books.

BT Blankbooks

NT Exercise books

RT Diaries

Notelets

SN Folded cards with a printed design or illustration on the front, for writing a short informal letter. Usually sold in packs with envelopes.

BT Stationery

RT Writing paper

Notepaper

USE Writing paper

Notes

SN Brief statements of a fact or experience, written down for later consideration, as an aide memoire, or to inform someone else; also include short, informal letters, and summaries of books, meetings or lectures.

BT Correspondence

NT Post-it notes

NT Suicide notes

RT Memos

RT Minutes

Notes of evidence

SN Notes taken at a coroner's inquest; may also include notes taken at judicial hearings, enquiries, etc.

UF Evidence, Notes of

BT Reports

RT Minutes

Notices

SN Sheets produced and designed for display, normally in a public place or within an organisation, conveying information, warning, regulations, etc. Mainly textual.

BT Communications

NT Announcements

NT Death notices

NT Disclaimer notices

NT Health and safety notices

NT Lost and found notices

NT Missing persons notices

NT Neck papers
 NT Personal notices
 NT Polite notices
 NT Proclamations
 NT Recruitment notices
 NT Reward notices
 NT Sale notices
 NT State-of-the-poll notices
 NT Wanted notices (Crime)
 NT Wanted notices (Goods)
 NT Warning notices
 RT Broadsides
 RT Posters
 RT Rules and regulations
 RT Signs (Notices)
 RT Stud notices

Notices, Auction sale

USE Auction sale notices

Notices, Ferry rate

USE Ferry rate notices

Notices, For sale

USE For sale notices

Notices, Tariff

USE Tariff notices

Notices, Toll-rate

USE Toll rate notices

Novelties, Advertising

USE Advertising novelties

Novelties, optical

USE Optical novelties

Novelties, Paper

USE Paper novelties

Novelty visiting cards

SN American visiting cards, more elaborate than British cards; designs could include unusual typefaces, borders, cropped corners, textile trimmings or photographs. (Hist)
 BT Visiting cards
 NT Hidden name cards

Novelty works

SN Works produced on unusual substrates, e.g., cork, celluloid, wood, fabric; with unusual attachments, such as feathers or buttons; with unusual shapes; or with other uncommon features. Examples include leather postcards, postcards that squeak, wooden bookmarks, and perfumed advertisements. (TGM amended) Index also under the names of individual types of item.
 UF Works, Novelty
 RT Advertising novelties
 RT Mechanical works
 RT Optical novelties
 RT Paper novelties

O

Oaths

SN Solemnly sworn declarations made in the presence of a duly authorised officer.
 RT Affidavits

Optical novelties

SN Items that use moving images to create the illusion of actual movement.
 UF Novelties, optical
 UF Optical toys
 NT Flip books
 NT Phenakistoscope discs
 NT Thaumatrope
 NT Zoetrope discs
 NT Zoetrope strips
 RT Metamorphic pictures
 RT Novelty works

Optical toys

USE Optical novelties

Opticians' test charts

USE Eye test charts

Order books

SN Books of detachable order forms, produced by manufacturers for use by representatives of firms and retailers.
 BT Business stationery
 RT Order forms

Order forms

SN Pre-formatted forms on which a consumer may indicate a required product or service to a supplier. (AAT amended) May have been torn from an order book.
 BT Business stationery
 BT Forms
 RT Order books

Orders of proceedings

USE Programmes

Orders of service

SN Cards or leaflets detailing the order of proceedings, given to the congregation / audience at weddings, funerals or other services, whether religious or secular.
 UF Service cards
 UF Service sheets
 UF Service, Orders of
 NT Funeral service cards
 NT Wedding service cards
 RT Forms of prayer
 RT Hymn sheets
 RT Programmes

Ordinance broadsides

SN Lists of local by-laws produced by newly established townships in the American west in the 1850s and 60s. (EE) (Hist)
 BT Broadsides

Ordinances

USE By-laws

Ordination cards

SN Notifications of the ordination of a candidate requesting prayers for them; may also be invitations to the ceremony, or cards wishing the candidate well on the occasion of their ordination.
 UF Cards, Ordination
 BT Religious cards

Organ donor cards

SN Cards carried by individuals signifying their willingness to donate body organs in the event of their sudden death.
 BT Donor cards
 RT Health records

Organisational charts

SN Charts, usually in tree form, that make clear the hierarchy and lines of responsibility in a business or organisation.
 BT Charts

Origami

USE Folded paper works

Ownership marks

SN Marks identifying an item as the property of an individual, library, museum, archive, or other institution. (AAT amended)
 BT Marks
 RT Bookplates

Oyster cards

SN Payment cards for use originally on services offered by London Transport.
 UF Cards, Oyster
 BT Prepaid cards
 RT Railway tickets
 RT Travel tickets

P

Packaging

SN Materials for the packing or protective wrapping of products, displaying information or otherwise conveying a message about the product; usually designed to attract attention. (AAT amended)
 NT Bands
 NT Boxes
 NT Couriers' packaging
 NT Matchbook covers
 NT Packets
 NT Record covers
 NT Sachets
 NT Tobacco packaging
 NT Wallets
 NT Wrappers
 RT Bags
 RT Envelopes
 RT Food packaging labels
 RT Labels
 RT Parcel tape
 RT Product labels

Packets

- SN Small, thin containers often of paper or card and similar in form to envelopes or small boxes.
- BT Packaging
- NT Cigarette packets
- NT Needle packets
- NT Razor blade packets
- NT Seed packets
- RT Cartons
- RT Pockets
- RT Sachets

Page proofs

- SN Final proofs of a text reproduced by a printer for a customer's approval.
- BT Proofs
- RT Specimen pages

Pages, Album

- USE Album pages

Pages, Loose

- USE Leaves

Pages, Sample

- USE Sample pages

Pages, Specimen

- USE Specimen pages

Pages, Title

- USE Title pages

Paint charts

- SN Charts of paint colours produced by manufacturers to enable the customer to make a choice.
- UF Charts, Paint
- BT Colour charts
- BT Samples

Pall bearers' cards

- SN Cards bearing plan of coffin to indicate to pall-bearers where they should stand.
- UF Pallbearers' cards
- BT Cards

Pallbearers' cards

- USE Pall bearers' cards

Pamphlets

- SN Brief independent publications, with or without a self or other paper cover. Usually 16 pp or fewer. Often a brief treatise on a particular subject. For advertising publications use Flyers, Circulars or Brochures.
- RT Booklets
- RT Leaflets

Panoramas

- SN Continuous displays, often rolled or folded, of views or related themes.
- BT Pictures
- RT Myrioramas
- RT Paper dioramas
- RT Procession diagrams

Pantins

- USE Jumping jacks

Paper bags

- SN Bags in which retailers (or customers) put purchases. May have the name of the retailer, or other message. Often with decoration.
- BT Bags
- NT Kite bags
- NT Winkle bags
- RT Provision papers
- RT Snuff papers

Paper clothing

- SN Garments made of disposable substances, e.g. paper or cellulose, for use in work environments, such as hospital gowns, scrubs and coveralls.
- UF Clothing, Paper
- NT Paper hats

Paper cup sleeves

- SN Reusable sleeves, with or without a handle, to protect against hot liquids in paper cups.
- BT Table stationery

Paper cups

- SN Throwaway drinking vessels. Index items with advertising also under Promotional materials.
- UF Cups, Paper
- BT Table stationery

Paper cuts

- USE Cut-paper works

Paper dioramas

- SN Miniature paper dioramas displaying partly three-dimensional models and landscaping to create historical or fictional scenes.
- UF Dioramas, Paper
- RT Panoramas

Paper dolls

- SN Dolls made from paper, issued on sheets to be cut-out, and supplied with items of paper clothing that can be attached with paper flaps.
- UF Dolls, paper
- BT Paper toys

Paper flags

- SN Small hand-held flags to be waved at demonstrations, processions.
- UF Flags, Paper
- RT Banderoles
- RT Banners
- RT Bunting
- RT Pennants

Paper flowers

- SN Flowers, most often roses, made from paper by folding and/or gluing. Frequently a handicraft item, but can also be purchased commercially.
- UF Flowers, paper
- BT Paperwork (Crafts)

Paper folding

- USE Folded paper works

Paper hats

- SN Used for protection (e.g. when serving food) or recreation; when displaying advertising, index also under Promotional materials.

- UF Hats, Paper
- BT Paper clothing
- NT Dunces' caps
- NT Printers' hats
- NT Service caps

Paper lace

- SN Hand- or more usually machine-produced pierced decoration often used for the borders of small cards. May also be embossed.
- UF Lace paper
- BT Paperwork (Crafts)
- RT Doilies
- RT Embossing

Paper lithophanes

- SN Designs created by different thicknesses of paper as in watermarks. Often used in security printing.
- UF Lithophanes, Paper
- BT Designs
- RT Security devices
- RT Watermarks

Paper money

- USE Money

Paper napkins

- SN Square pieces of paper of varying sizes, usually stored and distributed in folded form. When displaying advertising, index also under Promotional materials.
- UF Napkins, Paper
- UF Serviettes, Paper
- BT Table stationery

Paper novelties

- SN Small manufactured or handmade paper articles that are decorative or amusing and intended primarily for personal or household use.
- UF Novelties, Paper
- NT Cobwebs
- NT Fish fortune papers
- NT Hold-to-light works
- RT Folded paper works
- RT Mechanical works
- RT Novelty works
- RT Puzzles
- RT Rose souvenirs

Paper plates

- SN Throwaway plates, plain or decorated, usually coated and sometimes embossed.
- UF Plates, Paper
- BT Table stationery

Paper samples

- SN Samples provided by paper manufacturers to aid customer choice. May come as loose sheets, or in binders.
- BT Samples

Paper soldiers

- SN Sheets of paper, cardboard or other material with preprinted outlines that can be cut and folded to make soldiers. Made-up toys are included.
- UF Soldiers, paper
- BT Paper toys

Paper toys

- SN Sheets of paper, cardboard or other material with preprinted outlines that can be cut and folded to make toys. Made-up toys are included.
- UF Toys, Paper
- BT Toys
- NT Jumping jacks
- NT Paper dolls
- NT Paper soldiers
- RT Masks

Paper types

- SN Gathering term. Types of paper manufactured for specific purposes other than as substrates.
- NT Blotting paper
- NT Carbon paper
- NT Fly papers
- NT Gift wraps
- NT Impregnated papers
- NT Provision papers
- NT Toilet paper
- NT Wrapping paper

Papercuts

- USE Cut-paper works

Papers, Ballot

- USE Ballot papers

Papers, Chop

- USE Chop papers

Papers, Dessert

- USE Doilies

Papers, Distrain

- USE Distrain papers

Papers, Fly

- USE Fly papers

Papers, Frost fair

- USE Frost fair papers

Papers, Impregnated

- USE Impregnated papers

Papers, Neck

- USE Neck papers

Papers, Pin

- USE Pin wrappers

Papers, Powder

- USE Powder papers

Papers, Prescription

- USE Prescription envelopes

Papers, Snuff

- USE Snuff papers

Papers, Watch

- USE Watchpapers

Paperwork (Crafts)

- SN Decorative work made entirely or primarily of paper, e.g. decorative folding, stamping, card making, stencilling, or decorative punching or cutting, but excluding the fine

- arts of drawing and painting on paper. (AAT amended)
- UF Papyrography
- NT Cut-paper works
- NT Folded paper works
- NT Paper flowers
- NT Paper lace
- NT Pinprick work
- NT Silhouettes

Papiers d'Arménie

- SN A deodorizing product made by coating paper with benzoin resin, the dried sap of styrax trees. Sold in packets, as individual sheets or in the form of booklets.
- BT Impregnated papers

Papyrography

- USE Paperwork (Crafts)

Parcel post labels

- SN Labels indicating that an item is to go by parcel post. May have spaces designated for affixing stamps.
- UF Labels, Parcel post
- BT Postal labels

Parcel tape

- SN Adhesive tape, some carrying advertisements or messages.
- NT Gift wrapping tape
- RT Packaging

Parish magazines

- SN Magazines produced by churches for their parishioners.
- UF Magazines, Parish
- BT Institutional magazines

Parking fine tickets

- USE Penalty charge notices

Parking permits

- SN Documents issued to or paid for by individuals to be displayed in their vehicles permitting them to park in designated places, e.g. the workplace, residential streets or a disabled parking bay.
- BT Permits
- NT Disabled parking permits
- RT Parking tickets

Parking tickets

- SN Tickets bought, usually from a machine, permitting parking for a limited period. For notice of a parking infringement use Penalty charge notices.
- BT Tickets
- RT Parking permits
- RT Penalty charge notices

Parliamentary envelopes

- SN Pre-printed envelopes provided free for MPs to sign and use. Accepted only if posted at the Palace of Westminster. (Hist)
- BT Envelopes
- RT Free franks

Participants lists

- SN Lists of people attending or taking part in a particular occasion, event or training.
- BT Lists

Passenger cards

- USE Landing cards

Passenger lists

- SN Lists of the passengers on a specific journey.
- BT Lists
- RT Attendance records
- RT Manifests

Passenger tickets

- USE Travel tickets

Passes

- SN Badges or cards allowing bearer access to specific location or occasion, e.g. for press, employees.
- UF Liberty cards
- BT Permits
- NT Boarding cards
- NT Enclosure badges
- RT Communion cards

Passports

- SN Official documents issued usually by the government of a country to one or more of its citizens, which may authorize them to travel to foreign countries, and authenticate their identity, citizenship, right to protection while abroad, and right to re-enter their native country.
- BT Permits
- RT Forms
- RT Identity cards
- RT Licences
- RT Visas

Pattern sheets

- SN Sheets drawn or printed with designs used as outlines or guides to make something. Examples include dress making, embroidery, and carpentry patterns.
- UF Patterns
- BT Instructions
- BT Sheets
- NT Crochet patterns
- NT Dress patterns
- NT Embroidery patterns
- NT Knitting patterns
- NT Shoe patterns
- RT Designs
- RT Embroidery cards

Patterns

- USE Pattern sheets

Pawn tickets

- USE Pawnbrokers' tickets

Pawnbrokers' tickets

- SN Pawnbroker's receipts issued for articles taken as security.
- UF Pawn tickets
- BT Tickets

Pay advices

- USE Payslips

Pay packets

- SN Envelopes containing wages, preprinted or stamped with outline information.
- UF Envelopes, Wage
- UF Wage envelopes
- BT Envelopes

RT Employee records
RT Payslips

Pay slips

USE Payslips

Payment cards

SN Plastic cards that can be used instead of cash either via link with bank account (e.g. credit, debit, cash) or on which money can be credited (e.g. prepaid cards, foreign currency, Oyster, telephone, gift).
UF Cards, Credit
UF Cards, Debit
UF Cards, Payment
UF Cash cards
UF Charge cards
UF Credit cards
UF Debit cards
UF Store cards
BT Machine-readable cards
NT Prepaid cards
RT Money

Payslips

SN Individual pay statements provided to employees at the time of payments being made.
UF Pay advices
UF Pay slips
BT Financial records
RT Employee records
RT Pay packets

Peal cards

SN Cards produced to record the successful completion of a peal. They show the date, nature and duration of the peal, and the names of participants.
BT Cards
RT Keepsakes

Pedlar's certificates

USE Traders' licences

Pedlar's licences

USE Traders' licences

Peep show prints

USE Perspective view prints

Peepshow prints

USE Perspective view prints

Peepshows

SN A series of receding scenic layers, mounted on concertina-folded retaining strips of cloth or paper, between card covers. A spy-hole in the front cover allows the viewer to see a deep perspective view when the layers are fully extended.
UF Books, Tunnel
UF Teleoramas
UF Tunnel books
UF Tunnel views

Penalty charge notices

SN Printed indications from police or traffic wardens that a fine has been incurred for a parking or bus lane infringement. Also, in London, issued for failure to pay the Congestion Charge.
UF Parking fine tickets

BT Driving offence notifications
RT Parking tickets

Penmen's flourishes

SN Elaborate line decorations, often pictorial, produced by calligraphers, originally with quill pens, and later interpreted by engravers. May be used purely as decoration or as a security device, e.g. on indentures.
UF Embellishments
BT Marks
RT Calligrammes
RT Security devices

Pennants

SN Small flags, usually triangular, originally naval now mainly for sports events.
BT Banners
BT Cloth
RT Banderoles
RT Bunting
RT Paper flags

Penny dreadfuls

SN Cheap novels usually filled with violent adventure or crime and issued in instalments. 19th to 20th centuries. (Hist)
UF Dime novels
RT Farthing novelettes
RT Magazines

Perforations

SN Series of small holes, puncturing the paper, usually intended to allow the paper to be torn easily along the line. Also used to produce a mark as a form of ownership.
BT Marks

Performance licences

SN Historically in the UK, permission from the Lord Chamberlain to perform a particular play. Also a record of permission granted for any kind of performance in a public place; for children under 11 (in the UK) to perform; to use firearms on the stage, etc.
BT Licences

Performing arts posters

SN Posters intended for public display advertising performing arts events. For single image posters intended for domestic display, e.g. of rock bands, use Decorative posters.
UF Entertainment posters
BT Posters
NT Circus posters
NT Concert posters
NT Dance posters
NT Film posters
NT Music hall posters
NT Theatre posters

Periodicals

USE Magazines

Permits

SN Documents allowing the holder access to particular events or areas or to pursue particular activities.
BT Licences
NT Parking permits
NT Passes

NT Passports
NT Tickets of leave
NT Visas
NT Work permits

Perpetual calendars

SN Displays of information, often involving mechanical devices, for calculating the day of the week corresponding to any given date over a period of many years in the future. (AAT amended)
BT Calendars
RT Mechanical works

Personal notices

SN Use for notices put up by individuals rather than by an authority or organisation.
BT Notices
NT Public apologies
RT Animal lost / found notices

Personalised stationery

USE Writing paper

Perspective view prints

SN Prints intended for viewing through an optical system, such as a zograscope, that enhances the effect of perspective. Because the viewing device included a mirror, the lettering and image are usually laterally reversed. (TGM) (Hist)
UF Peep show prints
UF Peepshow prints
UF Prints, Peepshow
UF Vues d'optique
BT Prints

Petitions

SN Written requests to governments or other official bodies requesting a change, accompanied by a collection of signatures of those supporting the request.
RT Appeals
RT Letters
RT Round robins

Pharmaceutical labels

USE Medicine labels

Phenakistiscope discs

USE Phenakistiscope discs

Phenakistoscope discs

SN Rotatable discs bearing a series of separate but related pictures of motion. Viewed successively through slits in a second rotatable disc, which acts as a shutter between pictures, the individual images blend and give the appearance of motion. (EE) (Hist)
UF Phenakistiscope discs
BT Optical novelties
RT Zoetrope discs

Phone books

USE Telephone directories

Phone cards

USE Telephone cards

Phone directories

USE Telephone directories

Photo frame cards

USE Frame cards

Photo insert cards

USE Frame cards

Photocopy cards

SN Cards for operating photocopying machines. They may be stored value cards that have been purchased, or cards given to authorised employees to enable them to use the photocopier.

UF Cards, Photocopy

BT Prepaid cards

Photograph albums

SN Albums containing or specifically designed to contain photographs.

BT Albums

Photograph wallets

SN Specially designed envelopes (later with two pockets) used by photographic developers and printers to supply prints and negatives to retailer and/or customer. Usually carrying photographers' advertising.

UF Film wallets

BT Wallets

Photographs

SN Pictures formed by means of the chemical action of light or other radiation on sensitive film. Items bearing a photograph which is attached to another item, e.g. a postcard or a greetings card, should be indexed under both terms. This thesaurus is not suitable for specialist or extensive photographic collections.

BT Pictures

NT Aerial photographs

NT Cabinet photographs

NT Cartes-de-visite

NT Film stills

NT Polyphotos

NT Production stills

RT Postcards

RT Stereographs

Pictorial alphabets

SN Alphabets, that may be in sheet or book form, in sets of cards or on wallcharts, providing an illustration for each letter. Usually a learning aid for children, but may also be artistic fancies.

UF Alphabet books

BT Alphabets

RT ABC primers

RT Learning aids

RT Type specimen sheets

Pictorial envelopes

SN Popular in 19th century. The subject matter of the illustrations varies widely.

UF Illustrated envelopes

BT Envelopes

NT Mulready envelopes

NT Propaganda envelopes

Pictorial maps

SN Maps with pictorial features. They may be satirical, educational, political; maps and pictures may be fused as in a puzzle.

BT Maps

RT Picture puzzles

Pictorial writing paper

SN Use for personal stationery illustrated commonly with views often from vignetted steel engravings. For other forms of illustrated writing paper, use Decorative stationery.

UF Illustrated letter paper

BT Writing paper

RT Decorative stationery

Picture framers' labels

UF Labels, Picture framers'

BT Trade labels

Picture lesson cards

USE Flashcards

Picture postcards

USE Postcards

Picture puzzles

SN Puzzles based on pictures other than rebuses or jigsaw puzzles. Include those where an image is artfully concealed inside a larger one.

BT Puzzles

RT Jigsaw puzzles

RT Pictorial maps

Pictures

SN Gathering term. Use a more specific term if possible.

NT Bird's eye views

NT Calligrammes

NT Caricatures

NT Cartoons

NT Colouring sheets

NT Emblems (Allegorical pictures)

NT Metamorphic pictures

NT Micrographical portraits

NT Panoramas

NT Photographs

NT Prints

NT Stereographs

NT Storyboards

RT Artwork, Original

RT Comics

RT Designs

RT Rubbings

Pilgrimage cards

SN Devotional cards acquired on a pilgrimage as evidence of participation; also greetings cards proffering good wishes to an intending pilgrim.

UF Cards, Pilgrimage

BT Religious cards

RT Souvenirs

Pillbox labels

USE Medicine labels

Pilots' licences

SN Licences indicating that the holder has qualified to fly one or more types of aircraft, or certain ships.

BT Licences

RT Drivers' licences

RT Master mariners' certificates

Pin buttons

USE Badges

Pin papers

USE Pin wrappers

Pin wrappers

SN Folded paper wrappers for pins, bearing the name of the supplier or manufacturer. (Hist)

UF Papers, Pin

UF Pin papers

BT Wrappers

RT Needle packets

Pinprick work

SN A fine multiple piercing of paper in patterns for decorative effect, or for hidden messages. Sometimes combined with cut-work. (EE)

UF Work, Pinprick

BT Paperwork (Crafts)

Placards

SN Signs or notices, usually of stiff paper or cardboard, usually carried in public, e.g. by campaigners, picketers or demonstrators. (AAT amended)

RT Banners

RT Posters

RT Protest posters

Place cards

SN Small cards bearing the name of an individual diner, placed on the table to indicate where they should sit.

BT Cards

BT Table stationery

Place mats

SN Paper mats for individual place settings provided by restaurants and cafes. When these display advertising, index also under Promotional materials.

BT Mats

BT Table stationery

RT Doilies

Plans (Diagrams)

SN Two dimensional delineations of the layout or arrangement of things.

NT Cemetery plans

NT Deck plans

NT Floor plans

NT Railway carriage diagrams

NT Seating plans

NT Site plans

NT Train diagrams

RT Designs

RT Diagrams

RT Guides

RT Maps

Plans, Circuit

USE Circuit plans

Plans, Town

USE Street maps

Plant labels

SN May come in a variety of forms and materials, preprinted, or for individual gardeners to inscribe.

BT Labels

Plant pot covers

- SN Decorative paper or plastic covers to gift wrap plant pots.
 UF Cache pots
 UF Covers, Plant pot
 UF Flower pot covers
 RT Gift wraps

Plastic bags

- SN Pre-printed bags usually displaying advertising, but sometimes decorations.
 BT Bags

Plates, Paper

- USE Paper plates

Playbills

- SN Use for items produced up to mid-19th century advertising plays, usually announcing the cast. (Hist) Use Theatre posters for items intended for public display, sometimes multi-sheet, and Theatre programmes for items intended to be given or sold to patrons.
 UF Bills (Posters)
 RT Cast lists
 RT Theatre posters
 RT Theatre programmes

Playing cards

- SN Cards issued in sets of a specific number of cards. Used in playing one or more games or telling fortunes. (TGM amended) Use Board game cards for cards produced for use in board games.
 BT Cards
 BT Games
 NT Magicians' cards
 RT Board game cards
 RT Fortune telling cards

Pledge cards

- SN Cards or certificates bearing a signatory's pledge usually, but not exclusively, to abstain from alcohol. May also be membership certificates of temperance societies. For certificates awarded to those who have fulfilled pledges, use Award certificates.
 UF Pledge certificates
 UF Temperance cards
 BT Cards
 RT Award certificates

Pledge certificates

- USE Pledge cards

Pockets

- SN Flat rectangular containers open on one or two sides.
 NT Cutlery pockets
 NT Vide pochés
 RT Envelopes
 RT Packets
 RT Wallets

Point-of-sale advertising

- SN Use for advertising material intended for display in retail outlets, e.g. on counters, in windows. Use a narrower term if possible.
 BT Advertisements
 NT Display cards
 NT Lobby cards

- NT Shelf strips
 NT Standees
 NT Window bills
 RT Counter display boxes
 RT Showcards
 RT Strutted cards

Points cards

- USE Loyalty cards

Poisson d'avril cards

- SN French greeting cards for 1st April.
 UF Cards, Poisson d'avril
 BT Greetings cards

Pokémon cards

- SN Cards forming part of the trading card game developed from the video game Pokémon. Widely collected in the late 20th century.
 UF Cards, Pokémon
 BT Collecting cards
 RT Card games

Polite notices

- SN Unofficial notices, in imitation of police notices, usually starting 'Please'. Often requests not to park.
 BT Notices

Political posters

- SN Use for 'political' in a broad sense to include posters issued by government and political parties, also campaigning and protest groups. Use a narrower term when appropriate.
 BT Posters
 NT Campaign posters
 NT Election posters
 NT Propaganda posters
 NT Protest posters
 RT State-of-the-poll notices
 RT Wartime posters

Poll lists

- SN Lists of people who voted in elections revealing how they voted. 17th to 19th centuries. (Hist)
 BT Lists
 RT Electoral lists
 RT State-of-the-poll notices

Polling cards

- USE Ballot papers

Polyoramas

- USE Myrioramas

Polyphotos

- SN Multiple portraits taken and printed as a contact sheet for the sitter to choose the best one for enlarging as a portrait.
 BT Photographs

Popular prints

- SN Prints, largely pictorial but sometimes with text, produced in large numbers without any pretensions to being works of art. Early examples are usually woodcuts, increasingly in the 19th century lithographs. They may be broadly educational or religious in content; or, in the case of Currier and Ives prints, scenes of everyday life.
 UF Imagerie populaire

- BT Prints
 NT Épinal prints
 NT Religious prints
 RT Ballads
 RT Broadsides
 RT Posters
 RT Satirical prints
 RT Song sheets

Portraits, Micrographical

- USE Micrographical portraits

Post

- USE Mail

Post-it notes

- SN Small, usually coloured and originally yellow, self-adhesive pieces of paper produced in blocks, that can be attached to and easily removed from other pieces of paper; intended for brief notes to self or others. May come with preprinted words or images, or in different shapes.
 BT Notes
 RT Memos

Post cards

- USE Postcards

Post horse tickets

- SN Tickets relating to the payment of post horse duty; include mileage tickets, day tickets, exchange tickets. (Hist)
 UF Excise tickets
 UF Horse-hire tickets
 BT Tickets
 NT Exchange tickets
 RT Tax stamps

Postage stamps

- SN Small, usually adhesive and perforated labels issued by a government and sold in various denominations to be affixed to items of mail as evidence of the payment of postage. Also used on receipts, under a signature.
 BT Stamps
 NT Airmail stamps
 NT Special issue stamps
 RT College stamps
 RT Mail
 RT Postal covers
 RT Postal strike covers
 RT Railway stamps

Postal cachets

- SN Printed or handstamped designs or messages on an envelope denoting some special feature of the postal cover. Cachets appear on modern first-day covers, first-flight covers and special event covers.
 UF Cachets, postal
 BT Marks
 BT Postal covers
 RT Crash covers
 RT First day covers
 RT First flight covers
 RT Free franks
 RT Mail
 RT Postal labels
 RT Wreck covers

Postal cards

- SN Postcards with pre-paid postage.
- UF Cards, Postal
- BT Postal stationery
- BT Postcards

Postal covers

- SN Outer wrappings or containers in which correspondence or packages have been posted, usually envelopes. Sometimes produced to mark an event with specific stamps or designs, making them collectable. (EE)
- UF Covers, Postal
- BT Mail
- NT Commemorative postal covers
- NT Crash covers
- NT First day covers
- NT First flight covers
- NT Postal cachets
- NT Postal strike covers
- NT Wreck covers
- RT Airmail envelopes
- RT Envelopes
- RT Postage stamps

Postal labels

- SN Official labels of information or instruction affixed to postal items in addition to postage stamps, e.g. By airmail. Excludes propaganda, advertising, commemorative and other non-official and postally irrelevant labels.
- UF Etiquettes
- BT Labels
- NT Airmail labels
- NT Censors' labels
- NT Customs declarations
- NT Express labels
- NT Parcel post labels
- RT Postal cachets
- RT Postal strike covers

Postal lettersheets

- SN Sheets of paper with prepaid postage that can be folded, usually sealed and mailed without the use of an envelope.
- BT Postal stationery
- RT Writing paper

Postal money orders

- USE Postal orders

Postal notes

- USE Postal orders

Postal orders

- SN A type of promissory note, similar to a cheque but used specifically for sending money through the mail.
- UF Money orders
- UF Postal money orders
- UF Postal notes
- BT Promissory notes
- RT Bankers' drafts
- RT Bills of exchange
- RT Cheques
- RT Money

Postal stationery

- SN Cards, envelopes, aerogrammes and other stationery, printed with a postage mark indicating prepayment.

- BT Mail
- BT Stationery
- NT AQ lettersheets
- NT Letter cards
- NT Mulready envelopes
- NT Postal cards
- NT Postal lettersheets
- RT Postal wrappers

Postal strike covers

- SN Postal covers delivered during postal strikes by private organisations, bearing either substitute stamps or labels, manuscript annotations or handstamps.
- UF Labels, Postal strike
- UF Strike covers
- BT Postal covers
- RT Postage stamps
- RT Postal labels

Postal wrappers

- SN Printed wrappers, prepaid or otherwise, for posting newspapers, magazines, etc.
- BT Wrappers
- RT Postal stationery

Postcard albums

- BT Albums

Postcard books

- SN Books made up of detachable postcards usually, on a theme.
- BT Books
- NT Postcards
- RT Viewbooks

Postcards

- SN Cards on which a message may be handwritten or printed for mailing without an envelope; usually pictorial on one side. (TGM amended) For advertising postcards index also under Advertisements.
- UF Picture postcards
- UF Post cards
- BT Cards
- BT Correspondence
- BT Postcard books
- NT Field service postcards
- NT Ham radio cards
- NT Postal cards
- NT Propaganda postcards
- RT Concertina cards
- RT Embroidered cards
- RT Photographs
- RT View cards
- RT Viewbooks

Poster slips

- SN Strips of paper, usually printed, for pasting as addenda across posters or announcements, e.g. Cancelled, Tonight. (EE)
- UF Slips, Poster
- RT Posters
- RT Stock posters

Poster stamps

- SN Promotional stickers on correspondence with a reproduction in miniature of a poster, or designed in the poster idiom. Used extensively at the turn of the 19th and 20th centuries to publicise current events and celebrate historic anniversaries.
- UF Stamp posters

- UF Stamps, Poster
- BT Cinderella stamps
- RT Advertising stamps
- RT Stickers

Posterprints

- USE Decorative posters

Posters

- SN Single or multiple sheet advertisements to promote events, activities, causes, goods or services, for display usually in a public place; from the mid-19th century increasingly pictorial. Intended to make an immediate impression from a distance. For posters consisting of a single image for personal / domestic display, such as pop stars, views, photographs, use Decorative posters.
- UF Bills (Posters)
- NT Book and magazine posters
- NT Decorative posters
- NT Exhibition posters
- NT Performing arts posters
- NT Political posters
- NT Product posters
- NT Sports posters
- NT Stock posters
- NT Travel and transport posters
- NT Wartime posters
- RT Advertisements
- RT Broadsides
- RT Notices
- RT Placards
- RT Popular prints
- RT Poster slips
- RT Proclamations

Posters, Circus

- USE Circus posters

Posters, Dance

- USE Dance posters

Posters, Film

- USE Film posters

Posters, Theatre

- USE Theatre posters

Posters, Vaudeville

- USE Music hall posters

Powder papers

- SN Small sheets of paper impregnated with face powder, which can be easily carried in a handbag and used discreetly without the use of a mirror.
- UF Papers, Powder
- BT Impregnated papers

Powers of attorney

- SN Written authorisations to represent or act on another's behalf in private affairs, business, or other legal matters.
- BT Legal documents

Prayer cards

- USE Religious cards

Prayers

- SN Addresses made to a deity.
- NT Forms of prayer

Preaching plans

USE Circuit plans

Premium plates

USE Prize labels

Premiums

USE Give-aways

Preuptial agreements

SN Agreements drawn up by couples intending to marry, setting out how property is to be divided in the event of a separation or divorce. They are legally binding in some countries.

BT Agreements

Prepaid cards

SN Payment cards loaded with a specific amount of money, which are therefore independent of a bank account.

UF Stored value cards

BT Payment cards

NT Currency cards

NT Gift cards

NT Oyster cards

NT Photocopy cards

NT Telephone cards

Prescription envelopes

SN Papers or envelopes in which medical prescriptions were given to the customers of pharmacies. (Hist)

UF Medical prescription envelopes

UF Papers, Prescription

UF Prescription papers

BT Envelopes

RT Prescriptions

Prescription papers

USE Prescription envelopes

Prescriptions

SN Handwritten or printed instructions for the composition and use of a medicine.

RT Medicine labels

RT Prescription envelopes

Presentation albums

USE Presentation books

Presentation books

SN Unique volumes specially compiled for presentation to a person to celebrate his or her life, work, retirement, etc.

UF Presentation albums

BT Books

RT Ceremonial addresses

Press cuttings

USE Cuttings

Press releases

SN Written communications directed at members of the news media for the purpose of announcing something.

BT Communications

RT Announcements

Pressbooks

SN Manuals to instruct cinema owners how to conduct advertising campaigns promoting particular films. (TGM amended)

BT Books

Price lists

SN Statements, often presented as lists, of the current prices of services and merchandise.

BT Lists

NT Tariff cards

NT Tariff notices

RT Catalogues

RT Menus

RT Trade lists

Price tags

SN Tag labels to be hung on items to indicate their price. If the labels contain much more information than the price consider using Product labels.

BT Tags (Labels)

Printed handkerchiefs

USE Handkerchiefs

Printers' hats

SN Traditional, box-shaped, folded paper hats, formerly worn by printers. (Wikipedia) (Hist)

BT Paper hats

Printers' labels

USE Booksellers' labels

Printouts

SN Any items originating from fax machines, teleprinters, computer printers, etc.

NT Faxes

Prints

SN Gathering term; do not use for indexing. For art prints (not regarded as ephemera) use terms from relevant subject thesauruses. Otherwise use narrower terms.

BT Pictures

NT Commemorative prints

NT Perspective view prints

NT Popular prints

NT Satirical prints

NT Tinsel prints

RT Decorative posters

Prints, Épinal

USE Épinal prints

Prints, Peepshow

USE Perspective view prints

Prints, Religious

USE Religious prints

Prisoners' letters

SN Letters or messages from prisoners, sometimes on official forms provided by the gaol. Include letters from prisoners of war.

BT Letters

Prisoners' lists

SN Lists of the prisoners held in a particular institution.

BT Lists

RT Calendars of assizes

Private view cards

SN Invitations sent out by artists or galleries inviting the recipient to attend the private view of an exhibition. They serve also as advertisements for the exhibition.

BT Invitations

Prize cards

SN Cards or certificates awarded to prize winners at agricultural, horticultural or other shows or exhibitions.

UF Stock show cards

BT Cards

RT Certificates

RT Prize rosettes

Prize draw tickets

USE Raffle tickets

Prize labels

SN Book labels indicating that a book was presented as a prize.

UF Labels, Prize

UF Premium plates

BT Book labels

RT Bookplates

Prize rosettes

SN Rosettes awarded as prizes at horticultural, agricultural, equestrian or baby shows.

BT Rosettes

RT Prize cards

Procession diagrams

SN Produced to show the sequence of those processing at coronations, funerals, jubilees, peace and victory celebrations. May take a variety of forms: booklets, folded broadsheets, scrolls; often long and thin, sometimes with a key. Frequently produced as keepsakes.

UF Procession keepsakes

BT Programmes

RT Keepsakes

RT Panoramas

Procession keepsakes

USE Procession diagrams

Proclamations

SN Formal expressions of the will of a central authority, publicly announced or posted up in public places, usually citing the authority. Often associated with a message delivered by a town crier.

BT Notices

RT Broadsheds

RT Posters

Product labels

SN Labels attached directly to the product, e.g. broom labels, or more frequently to its packaging. Index also under the name of the product.

UF Commodity labels

UF Manufacturers' labels

BT Labels

NT Bottle labels

NT Can labels

NT Cigar bands

NT Cigar box labels

NT Crate labels

NT Fabric labels

NT Food labels
 NT Fruit labels
 NT Garment labels
 NT Gramophone record labels
 NT Insert cards
 NT Matchbox labels
 NT Quality assurance labels
 NT Ream labels
 NT Shaker labels
 RT Packaging
 RT Trade labels

Product posters

SN Posters advertising products for sale.
 BT Posters

Production stills

SN Photographs of theatre productions usually for display in the theatre foyer.
 BT Photographs
 RT Film stills
 RT Lobby cards

Proficiency certificates

SN Certificates attesting to the attainment of levels of skill or proficiency as distinct from academic qualifications; e.g. lifesaving, cycling, health and safety.
 BT Certificates
 RT Diplomas

Programmes

SN Outlines of the order to be followed, of features to be presented, and of persons participating in a public event, performance, or entertainment.
 UF Orders of proceedings
 UF Programs
 NT Cinema programmes
 NT Concert programmes
 NT Dance programmes
 NT Festival programmes
 NT Procession diagrams
 NT Theatre programmes
 RT Calendars of events
 RT Cast lists
 RT Libretti
 RT Orders of service

Programmes of events

USE Calendars of events

Programs

USE Programmes

Promissory notes

SN Documents, signed and sometimes dated, containing an unconditional promise by the maker to pay a definite sum of money to a payee on demand or at a specified future date.
 BT Negotiable instruments
 NT Banknotes
 NT Postal orders
 RT Bankers' drafts
 RT Bills of exchange
 RT Money

Promotional materials

SN Use as an additional indexing term for items having normal everyday use, e.g. mats, hats, napkins, calendars, that have printed advertising on them.

BT Advertisements
 NT Beer mats
 NT Blotters
 NT Dart flights
 RT Advertising novelties
 RT Exercise book covers
 RT Give-aways

Proofs

SN Trial printings for checking; may be marked or unmarked.
 NT Galley proofs
 NT Page proofs
 RT Books
 RT Specimen pages

Propaganda envelopes

SN Illustrated envelopes bearing propaganda images and/or text, promoting a cause or making a protest; e.g. anti-slavery, temperance, gay rights, ban the bomb.
 UF Envelopes, Propaganda
 BT Pictorial envelopes
 RT Propaganda posters

Propaganda postcards

SN Postcards produced, mainly in wartime, with propaganda messages. Sometimes they promoted other causes, e.g. the anti-absinthe campaign in France.
 BT Postcards
 RT Propaganda posters

Propaganda posters

SN Posters produced by the state or by campaigning groups, to spread ideas or information, often biased or untrue, with the purpose of influencing public opinion to gain support for a cause or to discourage support for another. For wartime propaganda posters use Wartime posters.
 BT Political posters
 RT Campaign posters
 RT Clandestine magazines
 RT Clandestine newspapers
 RT Propaganda envelopes
 RT Propaganda postcards
 RT Wartime posters

Propaganda, Aerial

USE Aerial propaganda

Property deeds

USE Title deeds

Prospectuses

SN Descriptions or accounts of the chief features of a forthcoming work or enterprise.
 BT Brochures
 NT Book prospectuses
 NT Company prospectuses
 NT Educational prospectuses

Prostitutes' cards

SN Prostitutes' advertising cards. From c. 1984 mostly placed in UK telephone boxes. <http://www.stbride.org/friends/conference/twentiethcenturygraphiccommunication/ViceCards.html>
 UF Cards, Prostitutes'
 UF Cards, Vice

UF Vice cards
 BT Advertising cards

Protective coverings

SN Use for items that are not packaging. If they contain advertising, index also under Promotional materials.
 UF Coverings, protective
 NT Book jackets
 NT Exercise book covers
 NT Head rest covers
 NT Mats
 NT Toilet seat covers
 NT Watchpapers

Protège cahiers

USE Exercise book covers

Protest magazines

SN Magazines produced by and/or for groups such as anarchists, hippies and marginalised groups. They have a specific target audience, one that is not controlled by the dominant culture. Can also refer to magazines that put forward alternative views within particular fields, e.g. architecture, education.
 BT Magazines
 RT Clandestine magazines
 RT Zines

Protest posters

SN Posters expressing criticism, negative social commentary or dissent; sometimes issued as propaganda or in support of a revolutionary movement. (TGM amended)
 UF Revolutionary posters
 BT Political posters
 RT Campaign posters
 RT Placards

Provision papers

SN Single sheets of wrapping paper, sometimes greaseproof, intended for the wrapping of butter, cheese, bacon, etc.; often printed with retailer's details. Occasionally used for pharmaceutical supplies.
 UF Grocery papers
 BT Food wrappers
 BT Paper types
 RT Paper bags
 RT Wrapping paper

Public apologies

SN Printed handbills or notices apologising for some offence committed; accepted as a form of restitution. (Hist)
 BT Personal notices

Public service accounts

SN Accounts of public service bodies, e.g. schools, hospitals, colleges, charities and other non-profit organisations.
 BT Accounts

Publicity stills

USE Film stills

Pull-matches

SN A type of matchbook cover that leads to a match igniting when pulled from it. (Hist)
 BT Matchbook covers

Punctuality cards

- SN Wall cards or sheets of paper, sometimes decorated, propounding the virtues of punctuality. 1830s to 1860s. (Hist)
- UF Cards, Punctuality
- BT Wall cards

Punishment cards

- USE Detention cards

Puzzles

- SN Games, toys or problems designed to test ingenuity or knowledge.
- BT Games
- NT Jigsaw puzzles
- NT Picture puzzles
- NT Rebuses
- RT Children's games
- RT Paper novelties
- RT Quiz sheets

Q**QSL cards**

- USE Ham radio cards

Quality assurance certificates

- SN Certificates for public display, usually in retailers, restaurants or workshops, certifying that the business in question has passed relevant inspections, usually relating to health and safety or hygiene.
- BT Certificates
- RT Health and safety notices
- RT Quality assurance labels

Quality assurance labels

- SN Labels to be attached to a product indicating any of a number of stages in the quality assurance process; e.g. passed labels, return to stock labels, reject labels, visually inspected labels, failed labels.
- BT Product labels
- NT Union labels
- RT Guarantees
- RT Quality assurance certificates

Questionnaires

- SN Forms containing sets of questions and other prompts for the purpose of gathering information from respondents.
- BT Forms
- RT Evaluation forms
- RT Quiz sheets

Queue tickets

- SN Numbered tickets provided in sequence from a machine in shops, post offices, etc., to ensure that customers are dealt with in order of arrival. Often not identifiable out of context.
- BT Tickets
- RT Serial numbers

Quiz sheets

- SN Sheets containing a series of questions; mainly for entertainment, but also used as fund-raisers, with a deadline for answers and a prize.
- BT Sheets
- RT Activity sheets
- RT Puzzles
- RT Questionnaires

Quotations

- USE Estimates

R**Radio licences**

- SN Permission to use a wireless; required for UK radio owners from 1920s to 1971. Also licences required by radio stations wishing to broadcast.
- UF Wireless licences
- BT Licences

Raffle tickets

- SN Numbered tickets sold usually to raise funds for charities, each ticket having the chance of winning a prize. Sometimes simple numbered tickets in pairs, one retained by purchaser, the other put into the draw. Often not identifiable out of context.
- UF Prize draw tickets
- BT Tickets
- RT Betting tickets
- RT Cloakroom tickets
- RT Lottery tickets
- RT Sweepstake tickets

Rail cards

- SN Cards available for purchase by specific categories of people giving them discounts on rail travel for a limited period of time.
- UF Cards, Rail
- BT Travel cards
- RT Travel tickets

Railway carriage diagrams

- SN Diagrams showing the internal layout of railway carriages.
- BT Plans (Diagrams)
- RT Seating plans
- RT Train diagrams

Railway carriage labels

- SN Labels mostly affixed to windows giving a train's destination and route; include compartment labels and other interior labels.
- UF Carriage window labels
- UF Route cards
- UF Route labels
- BT Labels
- RT Railway carriage panels
- RT Wagon labels

Railway carriage panels

- SN Panels displayed in railway carriages. Mainly views but can be maps, photographs, reproductions, advertising, poems. From late 19th century.
- RT Railway carriage labels
- RT Showcards
- RT Travel and transport posters

Railway journey guides

- SN In 19th century, pictorial guides to specific routes in booklet or concertina form. In later 20th /21st centuries may be printed lists of the stops on a journey, scheduled times and available connections.
- UF Guides, Railway journey
- UF Railway travelling charts
- BT Guides
- RT Directions
- RT Itineraries
- RT Strip maps
- RT Tourist maps

Railway menus

- USE Travel menus

Railway stamps

- SN Stamps used to pay the cost of conveyance of parcels or letters by rail. (Hist)
- UF Stamps, Railway
- BT Cinderella stamps
- RT Postage stamps

Railway tickets

- UF Tickets, Railway
- UF Train tickets
- BT Travel tickets
- NT Edmondsons
- RT Oyster cards

Railway timetables

- SN Use for examples intended for wall display, in pocket and a variety of other formats.
- BT Travel timetables
- NT Bradshaws

Railway travelling charts

- USE Railway journey guides

Ration books

- SN Sets of ration coupons issued to individuals. The coupons were either removed or signed when the ration (mostly food or clothes) was purchased. (Hist)
- BT Books
- RT Ration coupons

Ration coupons

- SN Stamp-like coupons, often contained in a book, entitling an individual to a share of rationed food or other goods. (Hist)
- BT Coupons
- RT Ration books

Razor-blade wrappers

- SN Small paper wrappers for individual razor blades, bearing a wide range of designs.
- BT Wrappers

Razor blade packets

- SN Packets of razor blades, each individually wrapped.
- BT Packets

Re-use labels

USE Economy labels

Readers' cards

USE Borrowers' cards

Reading aids

USE Learning aids

Reading lists

SN Lists of recommended books either for academic courses or for recreational reading.

BT Lists

Ream labels

SN Labels for reams of paper bearing a manufacturer's mark; may include part of the ream wrapper.

UF Labels, Ream

UF Ream wrappers

BT Product labels

Ream wrappers

USE Ream labels

Rebuses

SN Representations of words or syllables by pictures of objects or by symbols whose names resemble the intended words or syllables in sound. (AAT)

UF Hieroglyphic letters

UF Hieroglyphic puzzles

UF Letters, Hieroglyphic

BT Puzzles

Receipted invoices

SN Invoices overwritten or stamped Paid, and sent as receipt of payment. From 1891 to 1964 stamp duty was payable in the form of postage stamps affixed to the invoice and signed.

BT Invoices

RT Receipts

Receipts

SN Handwritten or printed acknowledgements of payment made for goods or services. In the past this term was sometimes used for recipes.

BT Business stationery

RT Receipted invoices

RT Tickets

Recipes

SN Instructions, including ingredients and procedures, for the creation of a culinary dish, drink, medicine, etc. In the past sometimes called receipts.

BT Instructions

Recommendation forms

SN Printed documents, e.g. tickets, letters or cards, commonly issued to governors and supporters of hospitals, infirmaries and dispensaries, to be issued to indigent patients as a means of controlling acceptances for treatment. UK 18th century up to 1930s. (Hist)

BT Forms

RT Charity election cards

RT Charity tickets

Record album covers

USE Record covers

Record cards

SN Cards, usually preprinted, for the purpose of systematically recording information on payments, progress or changes in health, education, wildlife surveys, etc.

BT Forms

NT Burial club cards

NT Clock cards

NT Game record cards

RT Reports

RT Score cards

RT Servicing records

RT Weight cards

Record covers

SN Containers for vinyl sound recordings, printed with lettering and/or graphic designs. For later sound recordings, e.g. cassettes and CDs use Inset cards.

UF Album covers

UF Covers, Album

UF Covers, Record

UF Gramophone record covers

UF Record album covers

UF Record jackets

UF Record sleeves

UF Record slip cases

UF Sleeves, record

BT Packaging

RT Gramophone record labels

RT Inset cards

Record jackets

USE Record covers

Record royalty labels

USE Copyright royalty stamps

Record sleeves

USE Record covers

Record slip cases

USE Record covers

Record tokens

SN Gift vouchers restricted to the purchase of sound recordings.

UF Tokens, Record

BT Gift vouchers

Records (Documents)

SN Information created, received, and maintained by an agency, institution, organization, or individual in pursuance of its legal obligations or in the transaction of business, regardless of medium. (AAT amended)

NT Attendance records

NT Bills of mortality

NT Constitutions

NT Employee records

NT Financial records

NT Health records

NT Minutes

NT Reports

NT Resolutions

NT Servicing records

NT Vehicle registration documents

Recruitment notices

SN Use for notices, posters or leaflets offering employment, or seeking volunteers. For wartime recruitment posters use War posters.

UF Recruitment posters

BT Notices

RT Wartime posters

Recruitment posters

USE Recruitment notices

References

SN Letters or forms, sent privately at the request of a potential employer, providing information testifying to the suitability of a candidate. Until mid-20th century usually manuscript.

UF Character references

BT Letters

RT Testimonials

Registers

USE Attendance records

Regulations

USE Rules and regulations

Release warrants

SN Documents giving authority to release particular prisoners; may be civil or military.

BT Warrants

Reliefs

USE Scraps

Religious calendars

SN Calendars featuring religious festivals, saints' days, etc.

BT Calendars

RT Almanacs

Religious cards

SN Small cards, usually with a religious image, and/or prayer, or with a scriptural or moral text, often found as markers in bibles or prayer books. For larger religious images use Religious prints.

UF Missal cards

UF Prayer cards

UF Scripture cards

BT Cards

NT Bible cards

NT Devotional cards

NT First communion cards

NT Mass cards

NT Moral lesson cards

NT Ordination cards

NT Pilgrimage cards

NT Sunday school cards

RT Altar cards

RT Religious prints

RT Religious texts

Religious prints

SN Prints depicting scenes from religious texts or images of the religious life.

UF Prints, Religious

BT Popular prints

RT Religious cards

Religious texts

- SN Use for religious or moral texts intended for wall display.
 UF Scriptural texts
 RT Religious cards
 RT Wall cards

Reminder lists

- SN Lists (may be preprinted or handwritten) of items or activities, as aide-memoires. For formal job-related reminder lists use Checklists.
 UF To do lists
 BT Lists
 NT Shopping lists
 RT Memos
 RT Reminders

Reminders

- SN Letters or leaflets reminding people of approaching or expired deadlines for payments, offers, decisions to be made, etc.
 RT Reminder lists

Rental agreements

- USE Tenancy contracts

Reports

- SN Official or formal records of investigations, enquiries, events, or of the progress of an individual or organisation.
 BT Records (Documents)
 NT Annual reports
 NT Examiners' reports
 NT Notes of evidence
 NT School reports
 NT School returns
 RT Financial statements
 RT Newsletters
 RT Record cards

Resolutions

- SN Formal and approved expressions of opinion, will, or intent by official bodies or assembled groups. (TGM)
 BT Records (Documents)

Retail show cards

- USE Showcards

Retail showcards

- USE Showcards

Retailers' catalogues

- USE Trade catalogues

Revenue stamps

- USE Tax stamps

Revolutionary posters

- USE Protest posters

Reward certificates

- USE Award certificates

Reward notices

- SN Notices offering rewards for information about lost/stolen goods, criminals, etc.; or to those who apprehend criminals.
 BT Notices
 RT Lost and found notices
 RT Wanted notices (Crime)

Rewards cards

- USE Loyalty cards

Rewards of merit

- SN Small cards produced in a variety of formats and presented to children as a reward for good attendance or behaviour; often with the name of the specific pupil and signed by the teacher.
 UF Awards of merit
 BT Certificates
 RT Award certificates
 RT Bible cards
 RT Sunday school cards

Ribbon badges

- USE Badges

Ribbon maps

- USE Strip maps

Ribbons

- SN Long, thin, flat, flexible strips of material used as decoration, and tokens of celebration. Printed ribbons appear from the early 19th century, some carrying various types of legend including advertising.
 BT Cloth
 NT Fitas
 NT Lapel ribbons
 NT Vivat ribbons
 RT Bookmarks
 RT Gift wrapping tape
 RT Rosettes
 RT Sashes
 RT Silks

River boat guides

- SN Guides to what may be seen during a river trip or cruise.
 BT Guides
 RT Tourist maps

Road maps

- SN Maps intended for drivers showing the classification and numberings of roads, and sometimes distances.
 BT Maps
 RT Cycle maps

Rock posters

- SN Posters of rock stars or bands. For posters advertising pop concerts use Concert posters.
 BT Decorative posters

Room service menus

- BT Menus

Rose souvenirs

- SN Souvenirs, usually die-cut and rose-shaped, which unfold to display an image on each petal; images may be views, humorous, valentines. (Hist)
 BT Souvenirs
 RT Flap images
 RT Paper novelties

Rosettes

- SN Rose-shaped ornaments usually made of ribbon, with a cardboard centre bearing a text or symbol. They are worn especially as supporters' badges or as awards or symbols

of awards in competitions especially by prize-winning animals. Also sometimes provided as souvenirs of royal occasions.

- NT Cockades
 NT Prize rosettes
 RT Badges
 RT Ribbons

Rosters

- USE Duty rotas

Rotas, Duty

- USE Duty rotas

Round robins

- SN Letters signed by a group of people, so called because the signatures were originally arranged in a circle to conceal the identity of the originators.
 BT Letters
 RT Christmas round robins
 RT Circular letters
 RT Petitions

Route cards

- USE Railway carriage labels

Route labels

- USE Railway carriage labels

Route maps

- USE Directional maps
 USE Transport maps

Royalty labels

- USE Copyright royalty stamps

Rubbings

- SN Impressions made by rubbing heel ball, graphite, or a similar substance across a sheet of paper placed on a surface, portions of which are recessed or in relief. Usually of coins, medals, church brasses or inscriptions.
 RT Pictures

Rules

- USE Rules and regulations

Rules and regulations

- SN Use for sets of rules prescribed by an organisation, business, society, household, etc. Sometimes for hanging or posting on walls, but may be in any format.
 UF Regulations
 UF Rules
 NT Household regulations
 RT By-laws
 RT Constitutions
 RT Laws
 RT Notices

S

Sachets

- SN Small sealed containers for products such as lavender, shampoo, moth-repellent, sauce.
- BT Packaging
- NT Food sachets
- NT Teabag sachets
- RT Bags
- RT Packets

Safety check labels

- SN Labels for affixing to pieces of equipment to indicate that they have passed safety checks; may be self-adhesive or tag.
- BT Labels
- RT Servicing records

Sailing cards

- USE Sailing notices

Sailing notices

- SN Notices of freight or passenger sailings, regardless of format, e.g. advertising cards, posters, leaflets.
- UF Cards, Sailing
- UF Sailing cards
- UF Ship cards
- NT Clipper ship cards
- RT Advertising cards
- RT Trade cards
- RT Travel timetables

Sale notices

- SN Use for general sales notices, e.g. closing sale, car boot sale, end-of-season sale. For notices advertising sales of specific items use For sale notices.
- BT Notices
- NT Auction sale notices
- NT For sale notices

Sales tax receipts

- USE Sales tax tokens

Sales tax tokens

- SN Coin-shaped monetary tokens made from metal, fibre, plastic or card; used in the US, primarily in the 1930s and 1940s, to pay sales tax, or give change, when the relevant amounts were in fractions of 1 cent. Include also the paper receipts issued instead of tokens by the state of Ohio in the 1930s. (Hist)
- UF Sales tax receipts
- BT Alternative currency
- RT Change pin-papers
- RT Farthing novelettes

Sample books

- SN Albums or other volumes that include actual examples of products, produced primarily for representatives and wholesalers; may have printed or handwritten annotations such as references to prices.
- UF Books, Specimen
- UF Specimen books

- BT Books
- BT Samples
- RT Catalogues

Sample pages

- SN Pages from forthcoming books used by publishers as advance publicity; may be accompanied by publication details or invitations to subscribe.
- UF Pages, Sample
- BT Book prospectuses
- RT Samples
- RT Specimen pages

Samples

- SN Books, sheets or packages containing samples of designs or materials that can be purchased from particular manufacturers or printers; examples include single sheets made to exhibit the type of work a commercial printer produces, and small packages of advertising samples. (TGM)
- NT Fabric samples
- NT Ink charts
- NT Paint charts
- NT Paper samples
- NT Sample books
- NT Type specimen sheets
- NT Wallpaper samples
- RT Catalogues
- RT Sample pages

Sashes

- SN Shoulder-to-hip printed sashes for charity fundraising collectors, shop assistants advertising in-store product promotions, political parties during elections, and hostesses at exhibitions and sporting and entertainment events. Also worn by winners of beauty competitions.
- BT Cloth
- RT Ribbons

Satirical prints

- SN Individual prints, sometimes in series, passing comment on or lampooning current affairs and personalities, often political.
- UF Lampoons
- BT Prints
- RT Caricatures
- RT Cartoons
- RT Popular prints

Savings stamps

- SN Stamps issued by governments or other bodies, such as utility and other large companies, to enable small amounts of money to be saved over time. They may be cashed in, or used in lieu of cash to make a purchase or to pay large upcoming bills.
- UF Stamps, Savings
- BT Cinderella stamps

Scales of rations

- USE Dietary tables

Scent cards

- SN Cards for trying out perfumes from sample spray bottles; may be blanks, blind embossed or die-cut, printed on one or both sides.
- BT Cards

Schedules

- USE Timetables

Scholars' letters

- USE Writing blanks

School accounts

- BT Accounts

School attendance records

- SN Records of pupil attendance kept in various formats, formal or informal, until printed registers became compulsory in the UK from 1870.
- BT Attendance records
- RT School returns

School bills

- USE Educational invoices

School lists

- SN Lists of pupils in attendance at a particular school.
- UF Lists, School
- BT Membership lists

School magazines

- BT Institutional magazines

School menus

- BT Institutional menus

School pieces

- USE Writing blanks

School reports

- SN Reports, usually termly, given by schools to parents on the progress of their children.
- BT Reports

School returns

- SN Reports on schools, required by authority, giving general or detailed information on school facilities in a given region. (Hist)
- BT Reports
- RT School attendance records

School timetables

- BT Timetables

Score books

- SN Bound volumes or pads of sheets for recording scores in sports or games.
- BT Books
- NT Score cards

Score cards

- SN Printed cards or sheets for recording scores in sports or games.
- UF Cards, Score
- UF Score sheets
- UF Scorecards
- UF Scoresheets
- BT Score books
- RT Game record cards
- RT Record cards
- RT Tallies

Score sheets

- USE Score cards

Scorecards

- USE Score cards

Scoresheets

USE Score cards

Scrap albums

USE Scrapbooks

Scrapbooks

SN Blank books or albums designed so that a variety of items may be affixed to the pages, including photographs, postcards, cuttings, greetings cards, scraps, and other memorabilia. Often containing items reflecting a life or an event.

UF Scrap albums

BT Blankbooks

RT Cuttings

Scraps

SN Decorations, produced mainly for pasting into albums, often die-cut and chromolithographed, printed in sheets from which each scrap can be removed; can also be found pasted onto other surfaces for decoration, e.g. boxes, screens; sometimes used for educational purposes. Popular in the 19th and early 20th centuries.

UF Reliefs

BT Collectables

RT Cutouts

RT Die-cuts

Scratch cards

SN Small items usually made of cardboard, with one or more areas containing concealed information or pictures. They are covered by an opaque substance that can be scratched away. Uses include lottery games, parking permits, quizzes, and telephone and other prepaid service cards.

UF Cards, Scratch

BT Hidden image works

RT Metamorphic pictures

Scriptural texts

USE Religious texts

Scripture cards

USE Religious cards

Sealing wafers

SN Small, thin, gummed leaves that could be bought from stationers; some were made to order, some advocated special causes. Used for sealing letters before adhesive envelopes. (Hist)

UF Wafer seals

UF Wafers, Sealing

BT Letter seals

RT Seals

Seals

SN Pieces of wax, lead or paper bearing a stamped design; either attached to a document as a guarantee of authenticity, or attached to a receptacle, envelope, etc., affording security by having to be broken to allow access to its content.

NT Letter seals

RT Cypher labels

RT Sealing wafers

Search warrants

SN Court orders authorising police to search a person or location in pursuit of evidence of a crime.

BT Warrants

Season tickets (Events)

SN Season tickets for cultural or sporting events give the purchaser a discount for buying tickets to all or a specific number of the events in question. They come in a variety of formats, with varying amounts of information.

BT Admission tickets

RT Membership cards

Season tickets (Transport)

SN Small cards to be used by the designated holder only and bearing his or her name and a date. They allow the purchaser to travel an unlimited number of times within the period specified by the ticket, sometimes with restrictions.

UF Tickets, Season

BT Travel tickets

RT Bus passes

RT Travel cards

Seasonal appeals

USE Gratuity requests

Seat reservation tickets

SN Either tickets affixed to a seat in a train, or other means of transport, indicating that it is reserved, or tickets given to the traveller indicating which seat has been reserved for them.

BT Tickets

Seating charts

USE Seating plans

Seating plans

SN Diagrams illustrating the layout of seats for events, in auditoriums or on means of transport.

UF Seating charts

BT Plans (Diagrams)

NT Auditorium seating plans

NT Table seating plans

RT Deck plans

RT Railway carriage diagrams

Security devices

SN Elaborate patterns, and other decorations, designed to thwart forgers, e.g. on banknotes, cheques, share certificates, passports.

NT Siderography

RT Compound plate printing

RT Paper lithophanes

RT Penmen's flourishes

Security envelopes

SN Envelopes incorporating features that indicate whether they have been tampered with, or that have strong printed designs, linings or other means to prevent their contents being seen.

BT Envelopes

Security labels

SN Labels affixed to products to ensure that their contents have not been tampered with.

BT Labels

Seed packets

SN Small sachets or envelopes containing plant seeds, with the name and/or picture of the relevant plant; some are preprinted, some with a pictorial label.

BT Packets

Sentiment cards

SN Tokens of attachment, bearing a floral motif, a pictorial illustration or a motto, verse or greeting; mid-19th century, usually about 60 × 199mm. (Hist)

BT Cards

RT Valentines

Serial numbers

SN Unique numbers assigned for identification. Can now refer to any unique alphanumeric identifier for one of a large set of items.

BT Marks

RT Queue tickets

Servants' timetables

USE Job instructions

Service caps

SN Paper hats worn by staff in fast food restaurants, etc.

UF Caterers' hats

BT Paper hats

Service cards

USE Orders of service

Service records

USE Employee records

Service sheets

USE Orders of service

Service, Orders of

USE Orders of service

Servicing records

SN Records of servicing performed on vehicles, electrical equipment, etc.

BT Records (Documents)

RT Record cards

RT Safety check labels

Serviettes, Paper

USE Paper napkins

Sewing patterns

USE Dress patterns

Shades, Eye

USE Eyeshades

Shadow pictures

USE Silhouettes

Shaker labels

SN Labels for the products of Shaker cottage industries; usually printed in black on coloured paper.

UF Labels, Shaker
BT Product labels

Share certificates

USE Stock certificates

Sheet music

SN Popular publications issued in loose sheets, consisting of 4–16 pp; often with decorative or pictorial covers.

UF Music, sheet
BT Music
NT Sheet music covers
RT Ballads
RT Song sheets

Sheet music covers

SN Decorative or pictorial covers dating mainly from the early 19th century, displaying the title of the work, the name of the composer and the publisher, and often also the author of the words, price, and information about where to obtain a copy. Printed as the front page of the publication they serve as both cover and title page. (EE)

UF Covers, Sheet music
UF Music sheet covers
UF Music title pages
UF Sheet music title pages
BT Sheet music

Sheet music title pages

USE Sheet music covers

Sheets

SN Gathering term. Do not use.
NT Activity sheets
NT Colouring sheets
NT Diet sheets
NT Music sheets
NT Pattern sheets
NT Quiz sheets
NT Song sheets
NT Tear sheets
NT Transfer sheets
NT Uncut sheets
NT Worksheets

Sheets, Carol

USE Carol sheets

Sheets, Hymn

USE Hymn sheets

Shelf pelmets

USE Shelf strips

Shelf strips

SN Narrow strips for use on the fronts of shelves. Can be decorative and/or informative. (EE)

UF Shelf pelmets
BT Point-of-sale advertising

Ship cards

USE Sailing notices

Ships' manifests

BT Manifests

Ships' menus

USE Travel menus

Ships' newspapers

SN Include as items of special interest newspapers printed on board ship.

BT Newspapers

Ships' stationery

SN Include as items of special interest stationery printed on board ship.

BT Stationery

Ships' stores lists

BT Lists

Ships' telegrams

SN Telegrams received from or sent to ships.

BT Telegrams
NT Marconigrams

Shoe patterns

SN Cut-out brown paper patterns for shoes that are made by hand for individual wearers.

BT Pattern sheets

Shop lists

USE Trade lists

Shop window cards

USE Showcards

Shop window mottoes

USE Showcards

Shopping lists

SN Lists made by individuals, usually handwritten.

UF Lists, Shopping
BT Reminder lists

Show cards

USE Showcards

Showcards

SN Advertisements on cards made for placing on a counter, in a window, or other commercial setting; also for display in buses, underground trains, post offices. Larger than advertising cards, and smaller than most posters designed for external use.

UF Hanging cards
UF Retail show cards
UF Retail showcards
UF Shop window cards
UF Shop window mottoes
UF Show cards
UF Window cards
BT Advertisements
RT Advertising cards
RT Display cards
RT Domestic showcards
RT Point-of-sale advertising
RT Railway carriage panels
RT Wall cards
RT Window bills

Showcards, Domestic

USE Domestic showcards

Sick bags

USE Sickness bags

Sick notes

USE Medical certificates

Sickness bags

SN Reinforced paper bags, sometimes with closures, provided by airlines and ships for the use of passengers; often bearing designs or advertising.

UF Motion sickness bags
UF Sick bags
BT Disposal bags

Siderography

SN Printing process applied to security printing, whereby designs, particularly machine-generated patterns could be multiplied on steel as decorative borders and backgrounds. Used for the production of documents requiring long runs with the need for precise replication, e.g. banknotes, cheques or postage stamps. Used from the early 19th century. (AAT amended)

BT Security devices

Siege newspapers

USE Improvised newspapers

Signal codes

SN Lists of code terms or symbols used in transmitting messages, e.g. by the police, railway personnel, or naval personnel. Includes Morse, semaphore and other signalling codes.

UF Codes, Signal
NT Navy signal codes
RT Communications

Signs (Notices)

SN Lettered panels used for wayfinding or to identify a location. Usually textual or symbolic rather than pictorial. For smaller identifying items, e.g. for rooms, display cases, use Labels (TGM amended)

RT Labels
RT Notices

Silhouettes

SN Portraits or scenes cut from paper or otherwise produced in solid areas, usually black. (AAT amended)

UF Shadow pictures
BT Paperwork (Crafts)

Silks

SN Printed textile items especially give-aways; most commonly as a form of cigarette card in cigarette packets, but also in women's magazines. (Hist)

BT Cloth
NT Cigarette card silks
NT Stevengraphs
RT Give-aways
RT Ribbons

Site maps

USE Site plans

Site plans

SN Architectural plans, landscape architecture documents, and detailed engineering drawings of proposed improvements to given lots. A site plan 'usually shows a building footprint, travelways, parking, drainage facilities, sanitary sewer lines, water lines, trails, lighting, and landscaping and garden elements'. (AAT amended)

UF Site maps
BT Plans (Diagrams)

Sketchbooks

SN Books of blank drawing paper intended for sketching. May be used or unused.
BT Books
RT Autograph albums

Sleep masks

USE Eyeshades

Sleeves, record

USE Record covers

Slips, Addenda

USE Addenda slips

Slips, Compliment

USE Compliments slips

Slips, Corrigenda

USE Errata slips

Slips, Errata

USE Errata slips

Slips, Poster

USE Poster slips

Snuff papers

SN Early wrapping papers for snuff. Usually included a crude woodcut, a simple joke or rhyme about tobacco. (Hist)
UF Papers, Snuff
BT Tobacco packaging
RT Kite bags
RT Paper bags

Soap leaves

SN Small sheets of paper impregnated with soap.
BT Impregnated papers

Society cards

SN US calling cards, usually chromolithographed, and bearing the insignia of organisations such as the Oddfellows, the Freemasons, etc. (EE) (Hist)
UF Cards, Society
BT Visiting cards

Society programmes

SN Annual (usually) lists of programmes of events organised by particular societies.
BT Calendars of events

Soldiers, paper

USE Paper soldiers

Song sheets

SN Sheets containing the words only of songs, carols, etc., for group singing.
UF Songsheets
UF Songsters
BT Sheets
NT Carol sheets
NT Hymn sheets
RT Ballads
RT Broad sides
RT Popular prints
RT Sheet music

Songsheets

USE Song sheets

Songsters

USE Song sheets

Souvenir albums

USE Viewbooks

Souvenir booklets

USE Viewbooks

Souvenir postal covers

USE Commemorative postal covers

Souvenirs

SN Objects generally associated with travel or with particular events such as visits to heritage sites or amusement parks; usually acquired through purchase rather than received as a gift.
UF Mementos
NT Election souvenirs
NT Japanese paper souvenirs
NT Rose souvenirs
NT Viewbooks
RT Cinema programmes
RT Concertina cards
RT Keepsakes
RT Pilgrimage cards

Spam

SN Printouts of unsolicited bulk electronic messages, sent indiscriminately via email or other electronic messaging services.
BT Born digital items
RT Direct mail

Special issue stamps

SN Postage stamps issued to commemorate a particular person, event, anniversary, etc.
UF Zeppelin stamps
BT Postage stamps
RT First day covers

Specimen books

USE Sample books

Specimen pages

SN Pages produced for approval prior to production.
UF Pages, Specimen
RT Page proofs
RT Proofs
RT Sample pages
RT Title pages

Speeches

SN Documents containing the text or outline text of any public address or talk. (AAT amended)
UF Addresses (Speeches)
BT Communications
RT Ceremonial addresses
RT Election addresses

Spelling aids

SN Wallcharts, cards, sheets or other printed items designed to help children with spelling.
BT Learning aids
NT ABC primers

Spoofs

SN Items that appear to be one sort of communication and turn out to be another. For example: a facsimile dollar bill which, when turned over, advertises the services of a prostitute; a black-edged mourning card for 1912 'In memory of the Radicals who lost at Taunton'; and similar sombre cards for lost football games.
RT Advertising novelties
RT Jokes

Sports cards

SN Advertising or collecting cards issued by bubblegum and tobacco companies since the 1880s to encourage or satisfy interest in sports and their players. Examples include cricket, football, baseball, and basketball cards, often featuring portraits of individual athletes or teams. (TGM amended)
UF Bubblegum cards
BT Cards
NT Baseball cards
RT Advertising cards
RT Collecting cards

Sports posters

SN Posters advertising sporting events.
BT Posters

Staff lists

SN Lists of members of staff of an organisation or business.
BT Lists
RT Directories

Stamp posters

USE Poster stamps

Stamped papers

SN Sheets of blank paper with a preprinted or embossed tax stamp, used since the 16th century for some documents such as leases, agreements, receipts, court documents, etc., where a tax is due. In some countries and in some periods stamped paper had to be used for all printing. Currently can be purchased from stationers, lawyers' offices, etc.
RT Letterheads
RT Tax stamps

Stamps

SN Small, preprinted, pieces of paper for adhesion, usually to indicate payment for services or of tax.
NT Cinderella stamps
NT Postage stamps
RT Letter seals

Stamps (Marks)

USE Marks

Stamps, Advertising

USE Advertising stamps

Stamps, Airmail

USE Airmail stamps

Stamps, College

USE College stamps

Stamps, Green Shield

USE Green Shield stamps

Stamps, Poster

USE Poster stamps

Stamps, Railway

USE Railway stamps

Stamps, Savings

USE Savings stamps

Stamps, Tax

USE Tax stamps

Stamps, Telephone

USE Telephone stamps

Stamps, Television licence

USE Television licence stamps

Stamps, Trading

USE Trading stamps

Standees

SN Three-dimensional advertisements, sometimes very large. Often found in cinemas, but may also be political or retail.

BT Point-of-sale advertising

RT Film posters

RT Film stills

RT Lobby cards

RT Strutted cards

State-of-the-poll notices

SN Printed notices or handbills, produced in the period when voting was held over several days, indicating the state of the poll at a particular time and date. Often with manuscript figures. (Hist)

BT Notices

RT Electoral lists

RT Political posters

RT Poll lists

Statements of accounts

SN Documents, issued by suppliers to their customers, listing transactions over a given period, normally monthly. They will include details of invoices, payments received and any credits approved with a resultant balance.

BT Business stationery

RT Accounts

RT Financial statements

Stationers' advertising labels

USE Stationers' labels

Stationers' envelopes

SN Stationers' equivalent of shopkeepers' paper bags produced from thin, low-grade paper, and printed with advertising messages, leaving little or no room for an address. UK, Victorian/Edwardian period. (Hist)

BT Envelopes

Stationers' labels

SN Similar in function to booksellers' labels, stationers' labels can also be found in diaries, on pen boxes, etc. Mostly small (<20 × 10mm) and often shaped, but

examples in ledgers can be as large as postcards. (EE) (Hist)

UF Stationers' advertising labels

UF Stationers' tickets

BT Book labels

Stationers' tickets

USE Stationers' labels

Stationery

SN Materials on which letters and similar communications are typed or handwritten and distributed, sometimes having some pre-printed element perhaps a letterhead or decorative design.

NT Airmail stationery

NT Blotting paper

NT Business stationery

NT Carbon paper

NT Decorative stationery

NT Funeral stationery

NT Hotel stationery

NT Lettersheets

NT Notelets

NT Postal stationery

NT Ships' stationery

NT Wedding stationery

NT Writing paper

RT Envelopes

RT Greetings cards

RT Letters

RT Table stationery

Stencils

SN Thin sheets of material, such as metal, paper or plastic, in which letters or designs have been stamped or cut; used to produce a corresponding pattern on an underlying surface by applying pigment through the holes in the material.

RT Transfer letters

Stereograph pictures

USE Stereographs

Stereographs

SN Two nearly identical photographs or photomechanical prints, paired to produce the illusion of a single three-dimensional image; usually viewed with a stereoscope. (Hist)

UF Stereograph pictures

UF Stereoscopic cards

UF Stereoscopic pictures

BT Pictures

RT Photographs

Stereoscopic cards

USE Stereographs

Stereoscopic pictures

USE Stereographs

Stevengraphs

SN Machine-woven silk items produced as bookmarks, keepsakes and souvenirs, popularised in 19th century by Thomas Stevens. (Hist)

BT Silks

Stickers

SN Adhesive-backed slips of paper or similar thin material, usually bearing political or

advertising messages. (AAT amended)
For charity stickers use Charity badges.
For stickers providing information or identification use Labels.

NT Advertising stickers

NT Car stickers

RT Cinderella stamps

RT Labels

RT Poster stamps

RT Transfer sheets

Stills, Film

USE Film stills

Stock cards

SN Advertising cards, usually coloured or embossed, printed with an area left blank for local retailers to add their name or other information.

UF Cards, Stock

BT Advertising cards

Stock certificates

SN Legal documents that certify ownership of a specific number of stock shares in a corporation.

UF Share certificates

BT Certificates

BT Financial records

NT Bearer bonds

Stock lists

SN Lists of the contents of a business, shop or other retail outlet used for checking for sales, replenishment.

BT Lists

RT Inventories

RT Trade lists

Stock posters

SN Posters with generic images, and blank spaces, so that text for a specific event can be added at a later date (overprinted or provided with a poster-slip) to customize the poster.

BT Posters

RT Poster slips

Stock show cards

USE Prize cards

Store cards

USE Payment cards

Store catalogues

USE Trade catalogues

Stored value cards

USE Prepaid cards

Story boards

USE Storyboards

Storyboards

SN Sequences of illustrations or images drawn up to assist in the planning of films, animations or other narrative creations.

UF Story boards

BT Designs

BT Pictures

Street ballads

USE Ballads

Street directories

- SN Directories of town or cities organised by street and listing residents, businesses, and tradesmen according to their address. Often with a map or plan.
 BT Directories

Street literature

- SN Popular, primitive printed matter sold in the open air by hawkers, often illustrated. Up to c.1850. (Hist)
 UF Catchpennies
 UF Cocks
 NT Ballads
 NT Execution broadsides
 RT Unemployed appeals

Street maps

- SN Maps of towns showing the names of individual streets, and sometimes significant buildings, and other practical information. Often with an index of streets and important services.
 UF Plans, Town
 UF Town plans
 BT Maps

Strike covers

- USE Postal strike covers

Strike newspapers

- SN Newsletters / newspapers produced by or for groups of striking workers. Can also be special issues of regular newspapers that focus on strike news especially the UK General Strike of 1926.
 BT Newspapers

Strip maps

- SN Long, narrow maps that illustrate the course of a road, river or railway and the places adjacent to it. (AAT amended)
 UF Ribbon maps
 BT Maps
 RT Railway journey guides

Strutted cards

- SN Cards with struts at the back to enable them to be displayed free-standing. Usually advertising a product, but can also be greetings or other cards. For three-dimensional items use Standees.
 UF Cards, Strutted
 RT Point-of-sale advertising
 RT Standees

Stud cards

- USE Stud notices

Stud notices

- SN Cards or notices circulated to announce that a named stud animal is available to service females during a given period; usually refers to horses but can be other animals.
 UF Stud cards
 BT Advertisements
 RT Notices

Stylus tablets

- SN Wooden tablets with a coating of wax for inscribing with a stylus. (Hist)

- BT Writing tablets
 RT Magic slates

Subscription lists

- SN Lists or records of subscriptions and subscribers (AAT). May relate to charities, libraries or to the publication of a volume. Subscription lists originally published with a book may get detached from it.
 BT Lists
 NT Charity subscription lists
 RT Donation lists

Subway maps

- USE Transport maps

Sugar leaves

- SN Sweetener-impregnated leaves of paper used during World War I. (Hist)
 BT Impregnated papers

Sugar wrappers

- SN May be paper wrappers for lump sugar or sachets for ground sugar. Usually decorative, sometimes in series, often containing advertising.
 BT Food wrappers

Suicide notes

- BT Notes
 RT Letters

Summonses

- SN Documents directing a named individual to appear at a given time and place for a specific judicial purpose. (EE)
 BT Forms
 NT Jury summonses
 RT Driving offence notifications

Sunday school cards

- SN In the US Sunday school cards often include a colourful bible illustration on the front, with a scriptural reference and a verse for the child to memorize; the reverse prints a short explanation of the scripture and a series of questions for the child to answer. In the UK such cards are not always distinguishable from general religious cards.
 UF Cards, Sunday School
 BT Religious cards
 RT Rewards of merit

Supplements, advertising

- USE Advertising supplements

Sweepstake tickets

- SN In sweepstakes participants pay to select and back a team in a sports tournament, or a horse in a horse race. In the UK sweepstakes are informal and usually limited to office workers, residents' groups, or private societies.
 BT Tickets
 RT Betting tickets
 RT Lottery tickets
 RT Raffle tickets

Sweet wrappers

- SN Small paper or foil wrappers for individual sweets or chocolates.
 BT Food wrappers
 RT Gum wrappers

Swing labels

- USE Tags (Labels)

Swing tags

- USE Tags (Labels)

Swing tickets

- USE Tags (Labels)

Swipe cards

- SN Plastic cards with a magnetic strip used to make transactions or to provide access to restricted or secure areas.
 UF Cards, Swipe
 BT Machine-readable cards
 RT Keycards

T

Table games

- USE Board games

Table seating plans

- SN Seating plans for formal dinners, banquets, weddings, etc.
 BT Seating plans
 RT Guest lists

Table stationery

- SN Gathering term: do not use. Covers paper-based items relating to the serving of food and drink.
 NT Cake frills
 NT Doilies
 NT Paper cup sleeves
 NT Paper cups
 NT Paper napkins
 NT Paper plates
 NT Place cards
 NT Place mats
 RT Beermats
 RT Stationery

Tables

- SN Orderly arrangements of primarily numerical and/or verbal data in columns and rows.
 NT Circuit plans
 NT Dietary tables
 NT Timetables
 RT Charts

Tag labels

- USE Tags (Labels)

Tags (Labels)

- SN Labels, usually of a stiff substance attached to an article by one end or otherwise loosely, and bearing some information relevant to the article. (AAT)
 UF Swing labels
 UF Swing tags
 UF Swing tickets
 UF Tag labels
 UF Tie-on labels

BT Labels
NT Price tags

Take-away menus

BT Menus

Tallies

SN Recorded reckonings or accounts of items, charges or scores. In the past referred to innkeepers' bills.
RT Invoices
RT Score cards

Tariff cards

SN Cards or leaflets detailing the services offered and charges made by, e.g. hotels, laundries, dry cleaning establishments.
UF Cards, Tariff
BT Price lists
RT Menus

Tariff notices

SN Notices posted up detailing tariffs for ferries, tolls, excursions, etc.
UF Notices, Tariff
BT Price lists
NT Ferry rate notices
NT Toll rate notices

Tarot cards

SN Packs of cards (most commonly numbering 78), used from the mid-15th century in various parts of Europe to play a group of card games. Also used for divination.
UF Cards, Tarot
BT Fortune telling cards
RT Magicians' cards

Tax discs

USE Vehicle licences

Tax forms

SN Any forms relating to tax.
BT Forms
NT Income tax forms

Tax stamps

SN Adhesive labels (rather than handstamps) used to indicate the payment of taxes or fees on documents, tobacco, alcoholic drinks, drugs and medicines, playing cards, hunting licenses, firearm registration, and many other items.
UF Duty stamps
UF Excise marks
UF Excise stamps
UF Fiscal stamps
UF Revenue stamps
UF Stamps, Tax
BT Cinderella stamps
NT Television licence stamps
RT Cigar box labels
RT Copyright royalty stamps
RT Cypher labels
RT Handstamps
RT Post horse tickets
RT Stamped papers
RT Tax wrappers

Tax vouchers

SN Paper advice slips issued by UK companies when paying dividends to shareholders.
BT Financial statements

Tax wrappers

SN Packaging, for e.g. playing cards, tobacco, paper, that incorporates into its printing an indication that tax has been paid. (Hist)
UF Fiscal wrappers
BT Wrappers
RT Tax stamps

Taxi fare maps

SN Maps, usually zoned, indicating the distances and/or fares for journeys from a specific point to the various zones.
UF Cab fare maps
UF Hackney carriage fare maps
BT Transport maps

Taxi licences

SN Licences issued by local authorities to specific vehicles to permit them to be used for hire.
UF Hackney cab licences
BT Licences

Teabag sachets

SN Small paper envelopes containing a teabag.
BT Sachets

Teaching aids

SN Items produced for use by teachers in the classroom.
UF Educational aids
BT Learning aids
NT Flashcards
RT Conversation cards
RT Wallcharts
RT Worksheets

Tear-outs

SN Pages or sections in a newspaper or magazine designed to be easily torn out.
BT Magazines
BT Newspapers
RT Tear sheets

Tear sheets

SN Pages cut or torn from a magazine or newspaper and used chiefly to provide evidence to an advertiser of the purchase or use of the publication.
BT Magazines
BT Newspapers
BT Sheets
RT Cuttings
RT Leaves
RT Tear-outs

Telegrams

SN Messages sent by telegraph and delivered on paper by hand.
BT Correspondence
BT Forms
NT Greetings telegrams
NT Ships' telegrams
RT Air letter sheets
RT Airgraph forms

Teleoramas

USE Peepshows

Telephone books

USE Telephone directories

Telephone cards

SN Prepaid cards for use with public telephones.
UF Cards, Telephone
UF Phone cards
BT Prepaid cards

Telephone directories

SN Lists of names (addresses) and telephone numbers of individuals and businesses in a specific area, or organisation; sometimes in more than one volume.
UF Phone books
UF Phone directories
UF Telephone books
BT Directories

Telephone stamps

SN Stamps introduced in 1884 by the National Telephone Company for use in payment for calls made at a public call office. Withdrawn 1891. (Hist)
UF Stamps, Telephone
BT Cinderella stamps

Television licence stamps

SN Revenue stamps issued in two parts, one to be attached to the licence held by the television owner and the other returned to the licencing authority. For TV licence savings stamps use Savings stamps.
UF Stamps, Television licence
UF TV licence stamps
BT Tax stamps

Television licences

SN Official licences, required in many countries, for the reception of television (and sometimes also radio) broadcasts. Normally used to fund public broadcasting.
UF TV licences
BT Licences

Temperance cards

USE Pledge cards

Tenancy contracts

SN Contracts between tenants and landlords.
UF Rental agreements
BT Contracts

Term cards

USE Calendars of events

Term programmes

USE Calendars of events

Testimonials

SN Semi-public character/work references to be given to subject, as opposed to references sent confidentially to a potential employer.
RT References

Textile labels

USE Fabric labels

Textiles, Printed

USE Cloth

Thaumatropes

SN Optical toys consisting of cardboard discs threaded on string having related images on

each side (e.g. parrot and cage). When the discs are spun, the two images blend. (Hist)

BT Optical novelties
BT Toys

Theatre bills

USE Theatre posters

Theatre posters

SN Posters intended for public display to advertise plays and similar performances, sometimes multi-sheet. For single-sheet items produced up to mid-nineteenth century advertising plays, and usually announcing the cast use Playbills.

UF Posters, Theatre
UF Theatre bills
BT Performing arts posters
RT Playbills

Theatre programmes

SN Printed or handwritten lists of the acts, scenes, selections, or other features composing a theatre performance, including the names of the performers. (AAT)

BT Programmes
RT Cast lists
RT Playbills

Theatre seating plans

USE Auditorium seating plans

Theatre tokens

SN Gift vouchers valid only for theatre tickets. In the past, presentation tokens in metal or ivory gave access to a particular theatre.

UF Tokens, Theatre
BT Gift vouchers

Tick lists

USE Checklists

Tickets

SN Slips of paper or cardboard serving as evidence that the holder has paid a fare or admission fee or is entitled to some service. (AAT)

NT Admission tickets
NT Betting tickets
NT Charity tickets
NT Cloakroom tickets
NT E-tickets
NT Left luggage tickets
NT Lottery tickets
NT Parking tickets
NT Pawnbrokers' tickets
NT Post horse tickets
NT Queue tickets
NT Raffle tickets
NT Seat reservation tickets
NT Sweepstake tickets
NT Travel tickets
NT Weighbridge tickets
RT Receipts

Tickets of leave

SN Part-printed forms given to convicts released before their term was up permitting them to seek paid work.

BT Permits
RT Discharge certificates

Tickets, Airline

USE Airline tickets

Tickets, Benefit

USE Benefit tickets

Tickets, Bus

USE Bus tickets

Tickets, Coach

USE Coach tickets

Tickets, Coaching

USE Coaching tickets

Tickets, Discount tea

USE Discount tea tickets

Tickets, Exchange

USE Exchange tickets

Tickets, Ferry

USE Ferry tickets

Tickets, Lecture

USE Lecture tickets

Tickets, Railway

USE Railway tickets

Tickets, Season

USE Season tickets (Transport)

Tickets, Toll

USE Toll tickets
USE Travel tickets

Tickets, Tram

USE Tram tickets

Tickets, Trolleybus

USE Trolleybus tickets

Tickets, Turnpike

USE Turnpike tickets

Tickets, Tyburn

USE Tyburn certificates

Tide tables

SN Tables giving the times of high and low tides on specific dates and in specific places.

BT Timetables

Tie-on labels

USE Tags (Labels)

Time-tables

USE Timetables

Time lines

USE Chronologies

Time sheets

USE Timesheets

Time tables

USE Timetables

Timelines

USE Chronologies

Timesheets

SN Records of times worked filled in by employees or on their behalf by employers.

UF Labour accounts
UF Time sheets
BT Clock cards
BT Forms
RT Employee records
RT Job instructions

Timetables

SN Schedules of the times at which successive things are to be done or happen, or of the time to be taken over the parts of some process.

UF Schedules
UF Time-tables
UF Time tables
BT Tables
NT School timetables
NT Tide tables
NT Travel timetables
RT Carriers' bills
RT Duty rotas
RT Waybills

Tin labels

USE Can labels

Tinsel prints

SN Hand-coloured prints embellished with metallic foil and other materials. Closely associated with toy theatres. (Hist)

BT Prints
RT Toy theatres

Title deeds

SN Legal documents confirming the ownership of a property.

UF Property deeds
BT Deeds

Title pages

SN To be used only for specimens and proofs of title pages and for title pages removed from books.

UF Pages, Title
BT Books
BT Leaves
RT Specimen pages

To do lists

USE Reminder lists

Tobacco packaging

SN Use for any form of packaging of loose tobacco.

BT Packaging
NT Snuff papers
RT Cigar bands
RT Cigar box labels
RT Cigarette packets
RT Cuban wrappers
RT Kite bags
RT Wrappers

Toilet paper

SN Paper in sheet or roll form, which may be thin and sanitised or soft and absorbent, used in bathrooms for personal cleanliness. Some with promotional or ownership printing.

UF Lavatory paper
BT Paper types

Toilet seat covers

SN Disposable paper covers in the shape of the toilet seat, intended to provide hygienic protection.
BT Protective coverings
NT Toilet seat seals

Toilet seat seals

SN Strips of paper placed over toilet seats in hotels, etc. as indication that they have been cleaned.
BT Toilet seat covers

Tokens (Vouchers)

USE Vouchers

Tokens, Dance

USE Dance tokens

Tokens, Record

USE Record tokens

Tokens, Theatre

USE Theatre tokens

Toll rate notices

SN Lists of prices to be paid for vehicles, people and animals at toll roads, bridges, etc.
UF Notices, Toll-rate
BT Tariff notices

Toll tickets

SN Receipts for cash paid at toll gate or barriers. Sometimes found in sheet form.
UF Tickets, Toll
BT Travel tickets
RT Turnpike tickets

Tour coupons

USE Travel vouchers

Tour vouchers

USE Travel vouchers

Tourist maps

SN Maps intended to introduce a region or locality to tourists, showing places of interest.
BT Maps
RT Railway journey guides
RT River boat guides

Tourist posters

USE Travel and transport posters

Town plans

USE Street maps

Toy books

SN Flimsy, cheap picture books for children, mainly in colour; normally 16pp or less, and often in a quarto format; produced from the second half of the 19th century to World War I. (Hist)
BT Books

Toy theatre figures

BT Toy theatres

Toy theatre scenery

BT Toy theatres

Toy theatres

SN Early 19th century miniature kits for performing plays. They supplied prosceniums, backcloths and characters, printed on paper for cutting out, with simplified scripts.
UF Miniature theatres
BT Toys
NT Toy theatre figures
NT Toy theatre scenery
RT Tinsel prints

Toys

SN Objects of an ephemeral nature, contrived for amusement rather than for practical use, mainly for children, or as collectables for adults. Often miniature versions of real beings or objects.
NT Magic slates
NT Paper toys
NT Thaumatrope
NT Toy theatres
RT Children's games
RT Games
RT Mobiles

Toys, Paper

USE Paper toys

Trade advertisers

SN Free sheets distributed locally to advertise local businesses.
BT Advertisements

Trade cards

SN Printed papers used from the mid-18th century by tradesmen to promote their services. In the early 19th century they began to be replaced by pasteboard cards, which are generally smaller. Originally multi-purpose, trade cards developed into more specialised business stationery such as billheads, price lists, letterheads, etc. (Hist)
For cards made later, bearing the name and address of a business concern with or without the name of its representative, and intended more for information than for advertising, use Business cards. For cards issued primarily to be collected and usually in colour, with or without overt advertisements on them, use Collecting cards. For larger cards intended to be displayed as public advertisements, use Showcards. (AAT amended)

UF Cards, Trade
BT Business stationery
NT Advertising trade cards
RT Advertising cards
RT Business cards
RT Cameo cards
RT Invoices
RT Sailing notices

Trade catalogues

SN Catalogues issued by manufacturers, retailers, and wholesalers to sell their products. They usually have illustrations and textual descriptions of items for sale. Sometimes accompanied by separate price lists.

UF Retailers' catalogues
UF Store catalogues
BT Catalogues
NT Mail order catalogues
NT Manufacturers' catalogues
RT Trade lists

Trade directories

SN Publications listing residents, professions and businesses, some classified by trade, with addresses. They were organised by county, town and adjacent area, class and trade/occupation. Some were specific to individual occupations; some include advertising; some include maps or theatre seating plans.
UF Commercial directories
BT Directories
NT Trade directory pages

Trade directory pages

SN Advertising pages torn or cut from trade directories; often with images and assumed to be trade cards.
BT Leaves
BT Trade directories

Trade labels

SN Slips or tickets identifying the handiwork of a trade craftsman and intended to remain on the object. (EE)
BT Labels
NT Furniture makers' labels
NT Gunmakers' labels
NT Musical instrument makers' labels
NT Picture framers' labels
RT Binders' labels
RT Product labels

Trade lists

SN Lists of the items sold by a particular shopkeeper, often extensive. Flourished at the end of 18th century through to the mid-19th century. Usually without prices. (Hist)
UF Shop lists
UF Tradesmen's lists
BT Lists
RT Price lists
RT Stock lists
RT Trade catalogues

Trade marks

USE Trademarks

Trademarks

SN The names, symbols, figures, letters, words, or other marks adopted and used by manufacturers or merchants in order to designate their goods and to distinguish them from any others; from the mid-19th century usually registered with a governmental agency to assure their use exclusively by the owner of the mark. (AAT amended)
UF Trade marks
BT Marks
RT Logos

Traders' licences

SN Licences permitting the holder to trade in public places, whether markets, on the street or peddling to individual houses.

UF Hawker's licences
 UF Pedlar's certificates
 UF Pedlar's licences
 BT Licences
 RT Buskers' permits

Tradesmen's lists

USE Trade lists

Trading cards

USE Collecting cards

Trading stamps

SN Stamps, normally adhesive and perforated, given with purchases and collected to be redeemed against catalogue items.
 UF Stamps, Trading
 BT Cinderella stamps
 NT Co-op stamps
 NT Green Shield stamps
 RT Coupons
 RT Loyalty cards

Traffic tickets

USE Driving offence notifications

Train diagrams

SN Diagrams showing the sequence of the carriages of trains.
 UF Arrangement of carriages diagrams
 UF Carriage-arrangement diagrams
 BT Plans (Diagrams)
 RT Railway carriage diagrams

Train tickets

USE Railway tickets

Tram tickets

UF Tickets, Tram
 BT Travel tickets

Tram timetables

BT Travel timetables

Tramping cards

SN Tradesmen's identity cards used by itinerant members of workers' groups/associations. (Hist)
 UF Cards, Tramping
 UF Cards, Travelling
 UF Travelling cards
 BT Identity cards

Transfer letters

SN Lettering that can be applied to various surfaces, by floating, rubbing or the application of heat.
 UF Letters, Transfer
 BT Alphabet letters
 RT Stencils
 RT Transfer sheets

Transfer sheets

SN Images, many in colour, made on paper specially treated so that the image can be transferred to another surface by various methods.
 UF Decalomania
 UF Decals
 BT Sheets
 RT Embroidery patterns
 RT Stickers

RT Transfer letters
 RT Window transparencies

Transformation pictures

USE Metamorphic pictures

Transparencies, Window

USE Window transparencies

Transparency cards

USE Hold-to-light works

Transport maps

SN Maps indicating the routes of transport networks.
 UF Bus route maps
 UF Route maps
 UF Subway maps
 UF Underground maps
 BT Maps
 NT Taxi fare maps

Transportation warrants

SN Warrants authorising the transport of convicts to the colonies. (Hist)
 BT Warrants

Travel and transport posters

SN Posters advertising travel destinations, transport companies or travel agents.
 UF Tourist posters
 UF Travel posters
 BT Posters
 RT Railway carriage panels

Travel cards

SN Cards issued free, e.g. to Senior Citizens, or purchased, enabling the holder to travel free or at a discount. Some apply to specific means of transport, e.g. rail cards, bus passes; others apply to a range of transport options within a specified region.
 UF Travel passes
 BT Cards
 NT Bus passes
 NT Rail cards
 RT Season tickets (Transport)
 RT Travel tickets
 RT Visitors' cards

Travel menus

SN Menus provided by caterers on any means of transport.
 UF Airline menus
 UF Railway menus
 UF Ships' menus
 BT Menus

Travel passes

USE Travel cards

Travel posters

USE Travel and transport posters

Travel tickets

UF Passenger tickets
 UF Tickets, Toll
 BT Tickets
 NT Airline tickets
 NT Bus tickets
 NT Coach tickets
 NT Coaching tickets
 NT Ferry tickets

NT Railway tickets
 NT Season tickets (Transport)
 NT Toll tickets
 NT Tram tickets
 NT Trolleybus tickets
 NT Turnpike tickets
 RT Oyster cards
 RT Rail cards
 RT Travel cards
 RT Travel warrants

Travel timetables

BT Timetables
 NT Airline timetables
 NT Airship timetables
 NT Bus timetables
 NT Ferry timetables
 NT Railway timetables
 NT Tram timetables
 RT Itineraries
 RT Sailing notices
 RT Waybills

Travel vouchers

SN Vouchers redeemable against hotels, flights, tours, etc.; may be gifts or offered as part of a pre-booked holiday.
 UF Tour coupons
 UF Tour vouchers
 BT Vouchers
 NT Hotel vouchers
 RT Visitors' cards

Travel wallets

SN Wallets supplied by travel agents containing travel documents, and sometimes ancillary information.
 BT Wallets

Travel warrants

SN Vouchers that can be exchanged for travel tickets. Issued to service personnel; also available to businesses to provide their staff with a means of paying for their travel.
 BT Vouchers
 RT Travel tickets

Travellers' cheques

SN Preprinted, pre-paid, fixed-amount cheques designed to allow the person signing them to make payments to someone else. (Wikipedia)
 BT Cheques
 RT Currency cards

Travelling cards

USE Tramping cards

Trench newspapers

USE Improvised newspapers

Trolleybus tickets

UF Tickets, Trolleybus
 BT Travel tickets

Tunnel books

USE Peepshows

Tunnel views

USE Peepshows

Turnpike tickets

SN Receipts for cash paid at turnpikes. (Hist)

UF Tickets, Turnpike
 BT Travel tickets
 RT Exchange tickets
 RT Toll tickets

TV licence stamps

USE Television licence stamps

TV licences

USE Television licences

Tyburn certificates

SN Certificates awarded for the successful prosecution (ending in hanging) of a felon. (Hist)
 UF Tickets, Tyburn
 UF Tyburn tickets
 BT Certificates

Tyburn tickets

USE Tyburn certificates

Type specimen sheets

SN Specimen sheets produced by type manufacturers and printers to display the various typefaces available to customers. Sometimes brought together in book form.
 BT Samples
 RT Alphabet sheets
 RT Alphabets
 RT Pictorial alphabets

U

Uncut sheets

SN Printed sheets showing multiple items, often many of the same design, intended to be cut up for use. Index also under the individual item.
 BT Sheets

Underground maps

USE Transport maps

Underground newspapers

USE Clandestine newspapers

Unemployed appeals

SN Appeals for financial help. May take the form of ballads, call back cards, postcards or leaflets, or packets of small items for sale.
 BT Appeals
 RT Street literature

Union labels

SN Labels attached to a product by the employees of a company as an assurance of quality and of an employer's good working conditions. (EE) In the US, identifying marks attached to goods indicating they have been produced by union labour. (AAT)
 UF Labels, Union
 BT Quality assurance labels

Unstamped newspapers

USE Unstamped periodicals

Unstamped periodicals

SN Newspapers and periodicals published in defiance of Britain's Stamp Duty laws. Mostly from between 1830 and 1836, but started in 1712 and abolished in 1855. (Hist)
 UF Newspapers, Unstamped
 UF Unstamped newspapers
 BT Magazines
 RT Newspapers

User guides

USE Manuals

V

V-mail

USE Airgraph forms

Vaccination certificates

USE Health certificates

Valentines

SN Greetings cards sent to sweethearts, usually on Saint Valentine's Day.
 BT Greetings cards
 NT Vinegar valentines
 RT Cobwebs
 RT Sentiment cards

Variety show posters

USE Music hall posters

Vaudeville posters

USE Music hall posters

Vehicle licences

SN Small paper documents usually to be displayed on the vehicle, indicating that the necessary licensing fee has been paid.
 UF Car tax discs
 UF Tax discs
 BT Licences

Vehicle registration documents

SN Use for any kind of vehicle registration form including motor vehicles, boats, aircraft.
 BT Records (Documents)

Vice cards

USE Prostitutes' cards

Vide poches

SN Wall-mounted cardboard pockets for filing domestic papers esp. bills. Often decorative, sometimes in the form of calendars. (Hist)
 BT Pockets
 RT Calendars

Video insert cards

USE Insert cards

View books

USE Viewbooks

View cards

SN Use for cards printed on enamelled stock with engraved and vignettted illustrations. Produced for tourists in the 19th century, sometimes in sets and usually smaller than a postcard. (Hist)
 UF Enamelled cards
 BT Cards
 RT Cartes porcelaine
 RT Postcards

Viewbooks

SN Published sets of images of particular places, events and activities. Later ones are usually photographically based and printed in sepia; may be in a concertina format or spiral bound.
 UF Souvenir albums
 UF Souvenir booklets
 UF View books
 BT Books
 BT Souvenirs
 NT Concertina cards
 RT Postcard books
 RT Postcards

Vinegar valentines

SN Insulting or offensive valentines intended to upset or provoke the recipient. Victorian ones were chosen mainly with the trade or occupation of the recipient in mind. Mainly 1840s but have been revived recently.
 BT Valentines
 RT Insult cards

Visas

SN Official authorisations stamped in or appended to a passport, permitting entry into and travel within a particular country or region.
 BT Permits
 RT Passports
 RT Work permits

Visiting cards

SN Small cards bearing a person's name, status and sometimes address. May have a portrait, scene or decoration; may be accompanied by an envelope. Not to be confused with Cartes-de-visite.
 UF Calling cards
 BT Cards
 NT Acquaintance cards
 NT Novelty visiting cards
 NT Society cards
 RT At home cards
 RT Business cards
 RT Cartes-de-visite

Visitor lists

SN Lists of visitors to events.
 BT Lists
 RT Attendance records
 RT Guest lists
 RT Visitors' registers

Visitors' cards

SN Cards sold by tourist information offices often allowing free or discounted travel and entrance to museums, etc.

BT Cards
 RT Travel cards
 RT Travel vouchers

Visitors' registers

SN Published lists of visitors to hotels in popular resorts, as a form of hotel advertising in newspapers or magazines. (Hist)
 BT Lists
 RT Visitor lists

Visuals

SN Simulations of a finished design to be shown to clients for approval.
 RT Artwork, Original
 RT Designs
 RT Layouts

Vitrauphanies

USE Window transparencies

Vitrophanies

USE Window transparencies

Vivat ribbons

SN Printed silks sold in aid of war charities during World War I. (Hist)
 UF Hurrah bands
 UF Vivatbaender
 BT Ribbons

Vivatbaender

USE Vivat ribbons

Volvelles

SN Mechanicals consisting of two or more cards, at least one of them circular, the upper one having apertures that display information or pictures when rotated over the lower one. Some are double-sided.
 BT Mechanical works

Voters' lists

USE Electoral lists

Voting papers

USE Ballot papers

Vouchers

SN Documents that can be exchanged for goods or services as a token of payment already made.
 UF Tokens (Vouchers)
 NT Dance tokens
 NT Education vouchers
 NT Gift vouchers
 NT Meal vouchers
 NT Travel vouchers
 NT Travel warrants
 RT Coupons

Vouchers, Hotel

USE Hotel vouchers

Vues d'optique

USE Perspective view prints

W

Wafer seals

USE Sealing wafers

Wafers, Sealing

USE Sealing wafers

Wage envelopes

USE Pay packets

Wagon labels

SN Labels affixed to railway wagons indicating their contents and/or destination.
 BT Labels
 RT Railway carriage labels

Wall cards

SN Cards, essentially for domestic display on walls, carrying images, improving messages, etc. For advertising wall cards use Showcards; for educational wall cards use Teaching aids.
 UF Cards, Wall
 UF Wallcards
 NT Punctuality cards
 RT Calendar mounts
 RT Religious texts
 RT Showcards

Wall charts

USE Wallcharts

Wallcards

USE Wall cards

Wallcharts

SN Poster-like items displaying information essentially for educational use; often provided on card or supplied with rollers, and usually designed for distance viewing.
 UF Charts, Wall
 UF Wall charts
 RT Charts
 RT Teaching aids
 RT Year planners

Wallets

SN Relatively small, flat, often folding containers, designed with pockets, and compartments, for holding travel documents, photographs, negatives, etc.
 BT Packaging
 NT Photograph wallets
 NT Travel wallets
 RT Pockets

Wallpaper samples

SN Small pieces of wallpaper given or sent to customers to assist in choosing wallpapers.
 BT Samples

Wanted notices (Crime)

SN Single sheet items intended for display describing criminals sought by law enforcement agencies, sometimes with offers of rewards. For notices seeking

employees or volunteers use Recruitment notices.

UF Wanted posters
 BT Notices
 RT Missing persons notices
 RT Reward notices

Wanted notices (Goods)

SN Posters advertising goods wanted, e.g. rags, scrap metal. For notices seeking employees or volunteers use Recruitment notices.
 UF Wanted posters
 BT Notices

Wanted posters

USE Wanted notices (Crime)
 USE Wanted notices (Goods)

Warning notices

SN Notices warning of danger, including danger of theft, or of the risk of committing an offence, e.g. Trespassers will be prosecuted.
 BT Notices
 RT Health and safety notices

Warrants

SN Documents conferring authority for specific actions, usually where no such authority normally exists.
 BT Forms
 NT Arrest warrants
 NT Impress warrants
 NT Release warrants
 NT Search warrants
 NT Transportation warrants
 RT Distraint papers
 RT Licences

Warrants of distress

USE Distress warrants

Wartime posters

SN Includes such themes as propaganda directed at the enemy, domestic propaganda, recruitment and posters aimed at the home front concerning industrial production, morale, security, austerity, health and safety, etc.
 BT Posters
 RT Political posters
 RT Propaganda posters
 RT Recruitment notices

Watch papers

USE Watchpapers

Watchpapers

SN Paper or silk roundels inserted in pocket watches as protection or advertising. (Hist)
 UF Papers, Watch
 UF Watch papers
 BT Protective coverings
 RT Advertisements

Watermarks

SN Faint designs or text created by different thicknesses of paper, visible when held against the light, often identifying the maker, date, etc.
 BT Marks
 RT Hold-to-light works
 RT Paper lithophanes

Waybills

- SN Records of the carriage of freight (earlier ones can include passengers) showing goods in transit, their route, dates of despatch and arrival, charges for carriage and payments made. May include instructions for handling difficult or hazardous contents. For earlier waybills listing the route to be taken by a traveller, use Itineraries. (EE)
- UF Consignment notes
- NT Carriers' bills
- RT Bills of lading
- RT Itineraries
- RT Manifests
- RT Timetables
- RT Travel timetables

Wayfinding maps

- USE Directional maps

Wedding albums

- SN Albums specifically made to contain photographic and other records of a wedding.
- BT Albums
- RT Wedding stationery

Wedding menus

- BT Menus

Wedding service cards

- SN Cards detailing the order of service for weddings, including the words of hymns, and congregational prayers. Usually including the names of the bride and groom and sometimes of bridesmaids and other participants.
- BT Orders of service
- BT Wedding stationery

Wedding stationery

- SN Includes invitations, table plans, thank you cards, place cards, cake boxes, etc.
- BT Stationery
- NT Wedding service cards
- RT Wedding albums

Weighbridge tickets

- SN Documents giving the weight of a vehicle that has been weighed on a weighbridge. Early examples take the form of a small card, later ones may give much fuller information about the contents of loads, with times, dates, etc.
- BT Tickets

Weight cards

- SN Cards displaying a person's weight, usually from weighing machines; they were offered originally by weighing machine owners, later produced automatically by the machines.
- BT Cards
- RT Record cards

Welfare notices

- USE Health and safety notices

What's on guides

- USE Entertainment guides

White feather letters

- SN Letters sent, usually anonymously with a white feather, to those accused of cowardice for not volunteering for service during World War I. (Hist)
- BT Anonymous letters

Wills

- SN Witnessed, legal documents in which people declare the disposition of their property, to take effect after their death.
- BT Legal documents
- RT Living wills

Window bills

- SN Advertisements or notices on paper rather than card intended for posting on shop windows. Sometimes supplied ready gummed.
- BT Point-of-sale advertising
- RT Showcards
- RT Window transparencies

Window cards

- USE Showcards

Window envelopes

- SN Envelopes in which a transparent panel is inserted allowing the address on the enclosure to be read.
- BT Envelopes

Window transparencies

- SN Sheets of transparent material such as thin paper or plastic, bearing printed images in colour. Produced for decorative or advertising purposes, for applying to glass so they can be viewed with the light shining through them; some in imitation of stained glass.
- UF Transparencies, Window
- UF Vitrauphanies
- UF Vitrophanies
- RT Hold-to-light works
- RT Transfer sheets
- RT Window bills

Wine labels

- SN Labels attached to bottles of wine including some or all of the following information: the country and region of origin, the grape(s), type of wine, alcoholic content, year, producer, bottler, or importer. There are three types of labels - front, back and neck; the back label usually contains more technical information, the neck label the date of the vintage.
- UF Labels, Wine
- BT Bottle labels
- NT Back labels
- RT Neck labels

Wine lists

- SN Lists of wines available from restaurants. For lists of wines from retailers use Catalogues.
- BT Lists
- RT Menus

Winkle bags

- SN Paper bags printed with winkle stallholders' name and sometimes doggerel verse. (Hist)
- BT Paper bags

Wireless licences

- USE Radio licences

Wish bracelets

- USE Fitas

Word art

- USE Calligrammes

Wordbooks

- USE Libretti

Work instructions

- USE Job instructions

Work permits

- SN Documents giving permission for foreign nationals to work in another country.
- BT Permits
- RT Visas

Work, Pinprick

- USE Pinprick work

Workhouse accounts

- BT Accounts

Works, Cut-paper

- USE Cut-paper works

Works, Folded paper

- USE Folded paper works

Works, Hidden image

- USE Hidden image works

Works, Hold-to-light

- USE Hold-to-light works

Works, Mechanical

- USE Mechanical works

Works, Moveable

- USE Mechanical works

Works, Novelty

- USE Novelty works

Worksheets

- SN Sheets of paper on which problems are worked out or solved and answers recorded. Usually in an educational context. For Employees' records use Timesheets.
- BT Sheets
- RT Activity sheets
- RT Teaching aids

Wrappers

- SN Paper and other packaging materials intended to wrap around a product. Normally containing information and/or advertising. May be fastened in various ways. Also used to describe the temporary covers of some publications issued in parts. (Hist)
- BT Packaging
- NT Book jackets
- NT Cuban wrappers
- NT Food wrappers
- NT Gum wrappers
- NT Pin wrappers
- NT Postal wrappers
- NT Razor-blade wrappers

NT Tax wrappers
 RT Bags
 RT Envelopes
 RT Tobacco packaging
 RT Wrapping paper

Wrappers, Book

USE Book jackets

Wrappers, Cigar box

USE Cigar box labels

Wrappers, Dust

USE Book jackets

Wrapping paper

SN Strong brown paper for wrapping parcels. For decorative paper for wrapping gifts use Gift wraps. For wrapping paper intended specifically for food (i.e. greaseproof, or labelled as such) use Food wrappers.

BT Paper types
 NT Food wrappers
 RT Gift wraps
 RT Provision papers
 RT Wrappers

Wreath cards

SN Cards accompanying funeral wreaths or flowers carrying a message from the donor.

UF Cards, Wreath
 BT Florists' cards
 BT Funeral stationery

Wreck covers

SN Envelopes that have been recovered from a wreck; indicated by official handstamps or handwritten messages.

UF Covers, Wreck
 BT Postal covers
 RT Postal cachets

Writing blanks

SN Published between about 1660 and 1900, also known as school pieces or Christmas pieces, these were single sheets issued by printsellers. They were intended as a form of sampler, the child filling in the blank space in the centre of a sheet with a set piece in her or his best penmanship. (Hist)

UF Christmas pieces
 UF Letters, Scholars'
 UF Scholars' letters
 UF School pieces
 RT Music sheets
 RT Writing paper

Writing books

USE Copybooks

Writing paper

SN Paper for writing letters on. May be personalised, including name, monogram, address of individual or family. For headed business paper use Letterheads. For pre-stamped lettersheets use Postal lettersheets.

UF Notepaper
 UF Personalised stationery
 BT Stationery
 NT Pictorial writing paper
 RT Decorative stationery
 RT Letterheads

RT Letters
 RT Lettersheets
 RT Notelets
 RT Postal lettersheets
 RT Writing blanks

Writing tablets

SN Very thin sheets of wood that can be written on, either through a wax coating (stylus tablets) or in ink (leaf tablets). (Hist)

NT Stylus tablets
 RT Magic slates

Y

Year planners

SN Calendars presented as a single sheet, often for mounting on a wall, and usually to share information in the workplace.

BT Calendars
 RT Almanacs
 RT Wallcharts

Z

Zeppelin stamps

USE Special issue stamps

Zines

SN Alternative magazines, usually protest magazines, produced using low level technology; not distributed through commercial channels, mostly focussed on a cause. 1960s on.

BT Magazines
 RT Fan magazines
 RT Protest magazines

Zoetrope discs

SN Printed discs placed on the base of the zoetrope drum. (Hist)

BT Optical novelties
 RT Phenakistoscope discs
 RT Zoetrope strips

Zoetrope strips

SN Strips of paper bearing images of figures in various stages of motion. Placed inside the drum of a Zoetrope, so that they give the illusion of motion when the drum is rotated. (Hist)

BT Optical novelties
 RT Zoetrope discs

Letter to a Future Lover: Marginalia, Errata, Secrets, Inscriptions, and Other Ephemera Found in Libraries provides an unusual literary focus on the slips of paper, highlights, inscriptions, and relics of book readers, and gathers seven dozen essays written in response to 'library ephemera', which is defined as personal and university collections. Letter to a Future Lover. Paul Banks drew attention to the revised WGAPE page on the IAML website ([http:// www.iaml.info/activities/projects/access_to_performance_ephemera/links](http://www.iaml.info/activities/projects/access_to_performance_ephemera/links)), and, in particular, the expanded list of digitization and c ephemera definition: objects that, when they were produced, were not intended to last a long time or were speciallyâ€¦. Learn more.Â The inner realms of ephemera, such as bus tickets and soup-can labels, were considered and in the end rejected, as offering too little information for the effort required. From Cambridge English Corpus. The paper draws upon an extensive study of late nineteenth-century newspapers, illustrated weeklies, periodical reviews, popular adult and juvenile literature, art, poetry, pamphlets, exhibition catalogues and handbooks, and associated ephemera. From Cambridge English Corpus. Department store ephemera addressed specifically to tourists shows that their visual appearance, including their luxurio