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, beermats, 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
November 2013
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


Other useful thesauruses which contain ephemera terms:
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.

Packaging


Printing


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. 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

Advertising banknotes
USE Mock money

Advertising blotters
USE Blotters

Advertising cards
SN Cards distributed by retailers, manufacturers, organisations or individuals to advertise or promote their business, product, site or event, sometimes as giveaways.
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 Prostitution cards
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
BT 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
UF 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 x 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.
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
BT 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 Letters, Begging
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)
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

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 (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

Attended records
SN Records of attendance at school, church, clubs, etc.
UF Registers
BT Records (Documents)
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

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
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 Banderoles
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 Frakturs

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 Beermats

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

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

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
Borrowers’ cards

Use 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.
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

Bubbles
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

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 Byelaws
UF Ordinances
BT Laws
RT Rules and regulations

Bye-laws
USE By-laws

Byelaws
USE By-laws

Bylaws
USE By-laws
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 1860s through the 1890s. I14 × 165mm. (Hist)
UF CABINET PHOTOGRAPHS
BT Photographs
RT Cartes-de-visite

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 poches

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 Charity gift envelopes
NT Carriers' addresses
NT Society programmes
RT Calendars
RT Programmes

Calligraphy alphabets
USE Alphabet sheets

Calling cards
USE Visiting 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 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)
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### 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** Peal 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, 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
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<td>In the context of ephemera, drawings or prints intended for satire, caricature, or humour.</td>
<td>Cartoon, Caricature, Comic, Satirical</td>
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<td>Cards, Poisson d’avril</td>
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<td>Poisson d’avril cards</td>
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<td>Pokémon cards</td>
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<td>Prostitutes’ cards</td>
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<td>Cards, Scratch</td>
<td>Scratch cards</td>
<td>Scratch cards</td>
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<tr>
<td>Cards, Society</td>
<td>Society cards</td>
<td>Society cards</td>
<td></td>
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<td>Cards, Strutted</td>
<td>Strutted cards</td>
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<td>Sunday school cards</td>
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<td>Cards, Swipe</td>
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<td>Swipe cards</td>
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<td>Cards, Tariff</td>
<td>Tariff cards</td>
<td>Tariff cards</td>
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<td>Cards, Tarot</td>
<td>Tarot cards</td>
<td>Tarot cards</td>
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<td>Cards, Telephone</td>
<td>Telephone cards</td>
<td>Telephone cards</td>
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<td>Cards, Trade</td>
<td>Trade cards</td>
<td>Trade cards</td>
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<td>Cards, Tramping</td>
<td>Tramping cards</td>
<td>Tramping cards</td>
<td></td>
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<td>Cards, Transparency</td>
<td>Hold-to-light works</td>
<td>Transparency cards</td>
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<td>Cards, Travelling</td>
<td>Tramping cards</td>
<td>Travelling cards</td>
<td></td>
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<tr>
<td>Cards, Vice</td>
<td>Prostitutes’ cards</td>
<td>Vice cards</td>
<td></td>
</tr>
<tr>
<td>Cards, Wall</td>
<td>Wall cards</td>
<td>Wall cards</td>
<td></td>
</tr>
<tr>
<td>Cards, Wreath</td>
<td>Wreath cards</td>
<td>Wreath cards</td>
<td></td>
</tr>
<tr>
<td>Cartes-de-visite</td>
<td>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)</td>
<td>Cartes-de-visite</td>
<td></td>
</tr>
<tr>
<td>Cartes pneumatiques</td>
<td>Letter cards used in the Parisian pneumatic-tube postal system in the later part of the 19th century (EE) (Hist)</td>
<td>Cartes pneumatiques</td>
<td></td>
</tr>
<tr>
<td>Cartes porcelaine</td>
<td>Cards produced primarily for advertising purposes but also as collectables. Printed on enamelled card, particularly in France and Belgium. Mid-19th century. (Hist)</td>
<td>Cartes porcelaine</td>
<td></td>
</tr>
<tr>
<td>Caricatures</td>
<td>Portraits that exaggerate or distort the essence of a person, creature or thing to create easily identifiable visual likenesses. (Wikipedia)</td>
<td>Caricatures</td>
<td></td>
</tr>
<tr>
<td>Carol sheets</td>
<td>Sheets containing the words only of carols, for group singing.</td>
<td>Carol sheets</td>
<td></td>
</tr>
<tr>
<td>Carriage-arrangement diagrams</td>
<td>Train diagrams</td>
<td>Carriage-arrangement diagrams</td>
<td></td>
</tr>
<tr>
<td>Carriage window labels</td>
<td>Railway carriage labels</td>
<td>Carriage window labels</td>
<td></td>
</tr>
<tr>
<td>Carrier bags</td>
<td>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.</td>
<td>Carrier bags</td>
<td></td>
</tr>
<tr>
<td>Carriers’ addresses</td>
<td>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)</td>
<td>Addresses, Carriers’</td>
<td></td>
</tr>
<tr>
<td>Carriers’ bills</td>
<td>19th century printed papers that could be receipts and/or promotional pieces indicating places served and timetables. (Hist)</td>
<td>Carriers’ bills</td>
<td></td>
</tr>
<tr>
<td>Cartons</td>
<td>Paper or cardboard containers that can be folded flat and are flange glued or interlocked to be ready for filling.</td>
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<td></td>
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</tbody>
</table>
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

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 interception/World 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 Diplomas
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 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
NT 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 rota
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 Beermats

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 books

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 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

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 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 Dollies

Cut outs
USE Cutouts

Cutlery pockets
SN Paper or card pockets in which cutlery is 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 Paper cuts
UF Papercuts
UF Works, Cut-paper
BT Paperwork (Crafts)
RT Cutouts
RT Dollies

Cut outs
USE Cutouts

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

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

Decalcomania
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

安县 deeds

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 Dietary tables
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
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 Cards
NT Point-of-sale advertising
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

Dollies
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 Dollies

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 Beermats

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

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 51 mm, 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

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
BT 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
Excise stamps

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

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

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 naive 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 escapes. (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 Broadside
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 Exercise books

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

Fabric labels
SN Labels used to identify material in bulk, in bolts and in individual fabric lengths. They 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 novellettes
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
- **NT** 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

**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.
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.

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

Folded paper works
SN Items made by the craft of folding paper.

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.

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.

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.

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.

For sale notices
SN Use for notices advertising specific items for sale, e.g. houses, cars, eggs.
UF Notices, For sale
BT Sale notices

Forgers
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 Summons
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

Free franks
SN Letters of designated persons having the benefit of free use of the postal service.
BT Letters

Freefranks
SN Letters had to be identified by being marked on the front by a seal or signature.

Freebie
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
<table>
<thead>
<tr>
<th><strong>Give-aways</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Game cards</strong></td>
</tr>
<tr>
<td>USE Card games</td>
</tr>
<tr>
<td><strong>Game money</strong></td>
</tr>
<tr>
<td>USE Board game money</td>
</tr>
<tr>
<td><strong>Game pieces</strong></td>
</tr>
<tr>
<td>USE Board game pieces</td>
</tr>
<tr>
<td><strong>Game record cards</strong></td>
</tr>
<tr>
<td>SN Records of shooting for game.</td>
</tr>
<tr>
<td>UF Cards, Game record</td>
</tr>
<tr>
<td>BT Record cards</td>
</tr>
<tr>
<td>RT Score cards</td>
</tr>
<tr>
<td><strong>Gameboards</strong></td>
</tr>
<tr>
<td>USE Game boards</td>
</tr>
<tr>
<td><strong>Games</strong></td>
</tr>
<tr>
<td>SN Activities providing entertainment or amusement; pastimes.</td>
</tr>
<tr>
<td>NT Beetle drive cards</td>
</tr>
<tr>
<td>NT Bingo cards</td>
</tr>
<tr>
<td>NT Board games</td>
</tr>
<tr>
<td>NT Card games</td>
</tr>
<tr>
<td>NT Children's games</td>
</tr>
<tr>
<td>NT Playing cards</td>
</tr>
<tr>
<td>NT Puzzles</td>
</tr>
<tr>
<td>RT Toys</td>
</tr>
<tr>
<td><strong>Games of goose</strong></td>
</tr>
<tr>
<td>USE Board games</td>
</tr>
<tr>
<td><strong>Gantt charts</strong></td>
</tr>
<tr>
<td>SN Charts illustrating the sequence of tasks needing to be undertaken for a project, with their start and finish dates.</td>
</tr>
<tr>
<td>UF Critical path analysis charts</td>
</tr>
<tr>
<td>BT Charts</td>
</tr>
<tr>
<td><strong>Garment labels</strong></td>
</tr>
<tr>
<td>SN Cloth labels sewn into garments bearing manufacturer's name, also labels including care and washing instructions.</td>
</tr>
<tr>
<td>UF Labels, Garment</td>
</tr>
<tr>
<td>BT Product labels</td>
</tr>
<tr>
<td>RT Fabric labels</td>
</tr>
<tr>
<td><strong>Gauge cards</strong></td>
</tr>
<tr>
<td>SN Cards usually with holes to gauge sizes.</td>
</tr>
<tr>
<td>UF Cards, Gauge</td>
</tr>
<tr>
<td>RT Knitting registers</td>
</tr>
<tr>
<td><strong>Genealogies</strong></td>
</tr>
<tr>
<td>USE Family trees</td>
</tr>
<tr>
<td><strong>Gift aid envelopes</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>BT Envelopes</td>
</tr>
<tr>
<td><strong>Gift aid forms</strong></td>
</tr>
<tr>
<td>SN Forms provided by charities for donors to sign, to allow charity to claim tax relief.</td>
</tr>
<tr>
<td>BT Forms</td>
</tr>
<tr>
<td><strong>Gift bags</strong></td>
</tr>
<tr>
<td>SN Bags, usually decorative, to use as an alternative to wrapping paper. Usually have handles and sometimes a tag.</td>
</tr>
<tr>
<td><strong>Gift catalouges</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>BT Catalogues</td>
</tr>
<tr>
<td>RT Mail order catalogues</td>
</tr>
<tr>
<td><strong>Gift certificates</strong></td>
</tr>
<tr>
<td>USE Gift vouchers</td>
</tr>
<tr>
<td><strong>Gift cards</strong></td>
</tr>
<tr>
<td>SN Prepaid cards issued by retailers or banks to be given as a present, in lieu of cash or a material gift.</td>
</tr>
<tr>
<td>UF Cards, Gift</td>
</tr>
<tr>
<td>BT Prepaid cards</td>
</tr>
<tr>
<td>RT Gift vouchers</td>
</tr>
<tr>
<td><strong>Gift envelopes</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>BT Envelopes</td>
</tr>
<tr>
<td><strong>Gift giving</strong></td>
</tr>
<tr>
<td>SN The giving of gifts, especially at festive or religious times.</td>
</tr>
<tr>
<td><strong>Gift list</strong></td>
</tr>
<tr>
<td>USE Gift vouchers</td>
</tr>
<tr>
<td><strong>Gift lists</strong></td>
</tr>
<tr>
<td>SN Lists of items requested as gifts, e.g. by marrying couples, charities, schools.</td>
</tr>
<tr>
<td>BT Lists</td>
</tr>
<tr>
<td><strong>Gift money</strong></td>
</tr>
<tr>
<td>USE Board game money</td>
</tr>
<tr>
<td><strong>Gift money cards</strong></td>
</tr>
<tr>
<td>USE Board game money cards</td>
</tr>
<tr>
<td><strong>Gift money record cards</strong></td>
</tr>
<tr>
<td>USE Card games</td>
</tr>
<tr>
<td><strong>Gift record cards</strong></td>
</tr>
<tr>
<td>USE Card games</td>
</tr>
<tr>
<td><strong>Gift tokens</strong></td>
</tr>
<tr>
<td>USE Gift vouchers</td>
</tr>
<tr>
<td><strong>Gift vouchers</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>UF Gift coupons</td>
</tr>
<tr>
<td>UF Gift tokens</td>
</tr>
<tr>
<td>BT Vouchers</td>
</tr>
<tr>
<td>NT Book tokens</td>
</tr>
<tr>
<td>NT Record tokens</td>
</tr>
<tr>
<td>NT Theatre tokens</td>
</tr>
<tr>
<td>RT Gift cards</td>
</tr>
<tr>
<td><strong>Gift wrapping tape</strong></td>
</tr>
<tr>
<td>SN Decorated wrapping tape, either for tying or self-adhesive. Sometimes carries advertising.</td>
</tr>
<tr>
<td>BT Parcel tape</td>
</tr>
<tr>
<td>RT Gift wraps</td>
</tr>
<tr>
<td>RT Ribbons</td>
</tr>
<tr>
<td><strong>Gift wraps</strong></td>
</tr>
<tr>
<td>SN Decorative paper made and used for wrapping gifts.</td>
</tr>
<tr>
<td>BT Paper types</td>
</tr>
<tr>
<td>RT Gift bags</td>
</tr>
<tr>
<td>RT Gift wrapping tape</td>
</tr>
<tr>
<td>RT Plant pot covers</td>
</tr>
<tr>
<td>RT Wrapping paper</td>
</tr>
<tr>
<td><strong>Giveaways</strong></td>
</tr>
<tr>
<td>SN Merchandise offered sometimes with a product for the purpose of attracting purchasers. Often produced in collectable series. (AAT amended)</td>
</tr>
<tr>
<td>UF Freebies</td>
</tr>
<tr>
<td>UF Premiums</td>
</tr>
<tr>
<td>NT Liebig cards</td>
</tr>
<tr>
<td>RT Cigarette cards</td>
</tr>
<tr>
<td>RT Collectables</td>
</tr>
</tbody>
</table>
Greetings telegrams
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

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

Gun 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

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 Health records

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 Conceived name cards
BT Novelty visiting cards

Hieroglyphic letters
USE Rebus

Hieroglyphic puzzles
USE Rebus

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
### Impregnated papers

<table>
<thead>
<tr>
<th>SN</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>UF</td>
<td>Papers, Impregnated</td>
</tr>
<tr>
<td>BT</td>
<td>Paper types</td>
</tr>
<tr>
<td>NT</td>
<td>NCR paper</td>
</tr>
<tr>
<td>NT</td>
<td>Papiers d’Arménie</td>
</tr>
<tr>
<td>NT</td>
<td>Powder papers</td>
</tr>
<tr>
<td>NT</td>
<td>Soap leaves</td>
</tr>
<tr>
<td>NT</td>
<td>Sugar leaves</td>
</tr>
<tr>
<td>RT</td>
<td>Fly papers</td>
</tr>
<tr>
<td>RT</td>
<td>Magic colouring books</td>
</tr>
</tbody>
</table>

### Impress warrants

<table>
<thead>
<tr>
<th>SN</th>
<th>Documents authorising the bearer to forcibly seize men for the armed forces. (Hist)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT</td>
<td>Warrants</td>
</tr>
</tbody>
</table>

### Improvised currency

<table>
<thead>
<tr>
<th>SN</th>
<th>Unorthodox materials used as temporary substitutes for currency, e.g. playing cards, stamps. Not the same as emergency currency.</th>
</tr>
</thead>
<tbody>
<tr>
<td>UF</td>
<td>Currency, Impromptu</td>
</tr>
<tr>
<td>BT</td>
<td>Money</td>
</tr>
<tr>
<td>RT</td>
<td>Alternative currency</td>
</tr>
<tr>
<td>RT</td>
<td>Emergency currency</td>
</tr>
</tbody>
</table>

### Improvised newspapers

<table>
<thead>
<tr>
<th>SN</th>
<th>Newspapers produced under particularly difficult conditions such as siege newspapers or trench newspapers.</th>
</tr>
</thead>
<tbody>
<tr>
<td>UF</td>
<td>Emergency newspapers</td>
</tr>
<tr>
<td>UF</td>
<td>Siege newspapers</td>
</tr>
<tr>
<td>UF</td>
<td>Trench newspapers</td>
</tr>
<tr>
<td>BT</td>
<td>Newspapers</td>
</tr>
</tbody>
</table>

### In memoriam cards

<table>
<thead>
<tr>
<th>SN</th>
<th>Devotional cards that include details and sometimes a photograph of the person whom they commemorate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>UF</td>
<td>Cards, in memoriam</td>
</tr>
<tr>
<td>UF</td>
<td>Cards, Memorial</td>
</tr>
<tr>
<td>UF</td>
<td>Memorial cards</td>
</tr>
<tr>
<td>UF</td>
<td>Mortuary cards</td>
</tr>
<tr>
<td>UF</td>
<td>Mourning cards</td>
</tr>
<tr>
<td>BT</td>
<td>Devotional cards</td>
</tr>
<tr>
<td>BT</td>
<td>Funeral stationery</td>
</tr>
<tr>
<td>RT</td>
<td>Death notices</td>
</tr>
<tr>
<td>RT</td>
<td>Frame cards</td>
</tr>
<tr>
<td>RT</td>
<td>Grave cards</td>
</tr>
</tbody>
</table>

### Incident report forms

<table>
<thead>
<tr>
<th>SN</th>
<th>Forms for reporting incident or accidents; may be work related or medical.</th>
</tr>
</thead>
<tbody>
<tr>
<td>UF</td>
<td>Accident report forms</td>
</tr>
<tr>
<td>BT</td>
<td>Forms</td>
</tr>
</tbody>
</table>

### Income tax forms

<table>
<thead>
<tr>
<th>SN</th>
<th>Any forms sent to or returned by individuals relating to income tax matters.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT</td>
<td>Tax forms</td>
</tr>
</tbody>
</table>

### Indentures

<table>
<thead>
<tr>
<th>SN</th>
<th>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)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT</td>
<td>Contracts</td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>SN</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT</td>
<td>Samples</td>
</tr>
</tbody>
</table>

### Inn tallies

| USE | Innkeeper’s bills |

### Innkeeper’s bills

<table>
<thead>
<tr>
<th>SN</th>
<th>Originally handwritten, but early in the coaching era became more-or-less standardized printed forms. Sometimes included a mileage guide. (EE) (Hist)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UF</td>
<td>Inn tallies</td>
</tr>
<tr>
<td>BT</td>
<td>Invoices</td>
</tr>
</tbody>
</table>

### Inscriptions

<table>
<thead>
<tr>
<th>SN</th>
<th>Lettering marked on something, especially for identification, documentation or commemoration. (AAT amended)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT</td>
<td>Marks</td>
</tr>
</tbody>
</table>

### Insert cards

<table>
<thead>
<tr>
<th>SN</th>
<th>Use for cards inserted into the cases of sound or video recordings bearing information about the contents.</th>
</tr>
</thead>
<tbody>
<tr>
<td>UF</td>
<td>Cards, Insert</td>
</tr>
<tr>
<td>UF</td>
<td>Cassette insert cards</td>
</tr>
<tr>
<td>UF</td>
<td>CD insert cards</td>
</tr>
<tr>
<td>UF</td>
<td>Compact disc insert cards</td>
</tr>
<tr>
<td>UF</td>
<td>Digital video disc insert cards</td>
</tr>
<tr>
<td>UF</td>
<td>DVD insert cards</td>
</tr>
<tr>
<td>UF</td>
<td>Video insert cards</td>
</tr>
<tr>
<td>BT</td>
<td>Product labels</td>
</tr>
<tr>
<td>RT</td>
<td>Gramophone record labels</td>
</tr>
<tr>
<td>RT</td>
<td>Record covers</td>
</tr>
</tbody>
</table>

### Inserts, Magazine

| USE | Magazine inserts |

### Inset cards

| USE | Magazine inserts |

### Institutional magazines

<table>
<thead>
<tr>
<th>SN</th>
<th>Magazines produced for internal distribution by bodies such as educational establishments, churches or businesses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>UF</td>
<td>House journals</td>
</tr>
<tr>
<td>BT</td>
<td>Magazines</td>
</tr>
<tr>
<td>NT</td>
<td>Parish magazines</td>
</tr>
<tr>
<td>NT</td>
<td>School magazines</td>
</tr>
</tbody>
</table>

### Institutional menus

<table>
<thead>
<tr>
<th>SN</th>
<th>Menus, often covering a week or month, indicating the food to be provided by particular institutions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT</td>
<td>Menus</td>
</tr>
<tr>
<td>NT</td>
<td>Hospital menus</td>
</tr>
<tr>
<td>NT</td>
<td>School menus</td>
</tr>
<tr>
<td>RT</td>
<td>Diet sheets</td>
</tr>
<tr>
<td>RT</td>
<td>Dietary tables</td>
</tr>
</tbody>
</table>

### Instructions

<table>
<thead>
<tr>
<th>SN</th>
<th>Printed information explaining how to do or use something.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NT</td>
<td>Assembly instructions</td>
</tr>
<tr>
<td>NT</td>
<td>Directions</td>
</tr>
<tr>
<td>NT</td>
<td>Job instructions</td>
</tr>
<tr>
<td>NT</td>
<td>Manuals</td>
</tr>
<tr>
<td>NT</td>
<td>Pattern sheets</td>
</tr>
<tr>
<td>NT</td>
<td>Recipes</td>
</tr>
<tr>
<td>RT</td>
<td>Algorithms</td>
</tr>
<tr>
<td>RT</td>
<td>Guides</td>
</tr>
</tbody>
</table>
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 Received 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 enameled card.

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

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

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

Jigzag puzzles
SN Puzzles of irregularly shaped and interlocking pieces of pasteboard or wood that, when fitted together, typically form pictures or designs.
UF Disassembled puzzles
BT Puzzles
NT Disassembled 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
RT Instructions
RT Duty rota
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

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 Summons

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 Peal 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

Jackets, Book
USE Book jackets
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

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
Lids (Covers)

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 baggage 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 Distraint 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 Lettersheads
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

Librettos
USE Libretti

Licences
SN Formal permissions from constituted authorities to do something that would otherwise be illegal.
UF Licenses
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
BT Advertising trade cards
BT Give-aways

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 rotes
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

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 x 356 mm. (TGM amended)
UF Cards, Lobby
UF Cards, Points
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

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 Inserts, Magazine
BT Magazines

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
BT Lists
SN Collections of names and addresses used
Mailing lists
RT Gift catalogues
BT Trade catalogues
UF Catalogues, Mail order
SN Publications containing a list of general
Mail order catalogues
RT Postal cachets
RT Postage stamps
RT Letters
RT Pennied dreadfurls

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

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 Pennen’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 Bookmatchs
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 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

Menus, 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.
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

Minature 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

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 Lost and found notices
RT Wanted notices (Crime)

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 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 Mottoes
RT Jokes

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
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

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 Packs
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 Newsheets
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

Newssheets
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
Packaging

**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, celluloïd, 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**

**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 Thaumatropes**

**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.**

**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**

**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 Kit 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 handcraft 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
Pay packets

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, Distraint
USE Distraint 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

Pases
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
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 Passes
NT Parking permits
BT Licences
SN Documents allowing the holder access to particular events or areas or to pursue particular activities.
USE Magazines
Periodicals
RT Zoetrope discs
UF Phenakistiscope discs
Use of pictures, often related to each other in series. 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 Phenakistoscope discs
BT Optical novelties
RT Zograscope discs

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
RT 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

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; any kind of performance in a public place; 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

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

Phenakistoscope discs
USE Phenakistoscope 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 Phenakistoscope discs
BT Optical novelties
RT Zograscope 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 vignette 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

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
<table>
<thead>
<tr>
<th>Plant pot covers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SN</strong> Decorative paper or plastic covers to gift wrap plant pots.</td>
</tr>
<tr>
<td><strong>UF</strong> Cache pots</td>
</tr>
<tr>
<td><strong>UF</strong> Covers, Plant pot</td>
</tr>
<tr>
<td><strong>UF</strong> Flower pot covers</td>
</tr>
<tr>
<td><strong>RT</strong> Gift wraps</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plastic bags</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SN</strong> Pre-printed bags usually displaying advertising, but sometimes decorations.</td>
</tr>
<tr>
<td><strong>BT</strong> Bags</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plates, Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>USE</strong> Paper plates</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Playbills</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SN</strong> 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.</td>
</tr>
<tr>
<td><strong>UF</strong> Imagerie populaire</td>
</tr>
<tr>
<td><strong>SN</strong> Multiple portraits taken and printed as a contact sheet for the sitter to choose the best one for enlarging as a portrait.</td>
</tr>
<tr>
<td><strong>BT</strong> Micrographical portraits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Points cards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SN</strong> 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.</td>
</tr>
<tr>
<td><strong>BT</strong> Micrographical portraits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Points cards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>USE</strong> Loyalty cards</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Poisson d'avril cards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SN</strong> French greeting cards for 1st April.</td>
</tr>
<tr>
<td><strong>BT</strong> Greetings cards</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pokémon cards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SN</strong> Cards forming part of the trading card game developed from the video game Pokémon. Widely collected in the late 20th century.</td>
</tr>
<tr>
<td><strong>UF</strong> Cards, Pokémon</td>
</tr>
<tr>
<td><strong>BT</strong> Collecting cards</td>
</tr>
<tr>
<td><strong>RT</strong> Card games</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Polite notices</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SN</strong> Unofficial notices, in imitation of police notices, usually starting 'Please'. Often requests not to park.</td>
</tr>
<tr>
<td><strong>BT</strong> Notices</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Political posters</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SN</strong> 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.</td>
</tr>
<tr>
<td><strong>BT</strong> Posters</td>
</tr>
<tr>
<td><strong>NT</strong> Campaign posters</td>
</tr>
<tr>
<td><strong>NT</strong> Election posters</td>
</tr>
<tr>
<td><strong>NT</strong> Propaganda posters</td>
</tr>
<tr>
<td><strong>NT</strong> Protest posters</td>
</tr>
<tr>
<td><strong>RT</strong> State-of-the-poll notices</td>
</tr>
<tr>
<td><strong>RT</strong> Wartime posters</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Poll lists</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SN</strong> Lists of people who voted in elections revealing how they voted. 17th to 19th centuries. (Hist)</td>
</tr>
<tr>
<td><strong>BT</strong> Lists</td>
</tr>
<tr>
<td><strong>RT</strong> Electoral lists</td>
</tr>
<tr>
<td><strong>RT</strong> State-of-the-poll notices</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Polling cards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>USE</strong> Ballot papers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Polyramas</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>USE</strong> Myrioramas</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Polyphotos</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SN</strong> Multiple portraits taken and printed as a contact sheet for the sitter to choose the best one for enlarging as a portrait.</td>
</tr>
<tr>
<td><strong>BT</strong> Photographs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Popular prints</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SN</strong> 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.</td>
</tr>
<tr>
<td><strong>UF</strong> Imagerie populaire</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post cards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>USE</strong> Postcards</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post horse tickets</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SN</strong> Tickets related to the payment of post horse duty; include mileage tickets, day tickets, exchange tickets. (Hist)</td>
</tr>
<tr>
<td><strong>UF</strong> Excise tickets</td>
</tr>
<tr>
<td><strong>UF</strong> Horse-hire tickets</td>
</tr>
<tr>
<td><strong>BT</strong> Tickets</td>
</tr>
<tr>
<td><strong>NT</strong> Exchange tickets</td>
</tr>
<tr>
<td><strong>RT</strong> Tax stamps</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postage stamps</th>
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<td><strong>BT</strong> Prints</td>
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<td><strong>NT</strong> Épinal prints</td>
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<td><strong>NT</strong> Religious prints</td>
</tr>
<tr>
<td><strong>RT</strong> Ballads</td>
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<tr>
<td><strong>RT</strong> Broadside</td>
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<tr>
<td><strong>RT</strong> Posters</td>
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<td><strong>RT</strong> Satirical prints</td>
</tr>
<tr>
<td><strong>RT</strong> Song sheets</td>
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<tr>
<th>Portraits, Micrographical</th>
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<tr>
<td><strong>USE</strong> Micrographical portraits</td>
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<tr>
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<td><strong>SN</strong> 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.</td>
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<tr>
<td><strong>BT</strong> Notes</td>
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<tr>
<td><strong>SN</strong> Tickets related to the payment of post horse duty; include mileage tickets, day tickets, exchange tickets. (Hist)</td>
</tr>
<tr>
<td><strong>UF</strong> Excise tickets</td>
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<tr>
<td><strong>UF</strong> Horse-hire tickets</td>
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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 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
BT 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

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

Prenuptial 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
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 labels
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 Broadside
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
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 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

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 Beermats
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
UF Cards, Prostitutes’
UF Cards, Vice

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 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 Rebus
RT Children's games
RT Paper novelties
RT Quiz sheets

Quotations
USE Estimates

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

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

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

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UF Carriage window labels
UF Route cards
UF Route labels
BT Labels
RT Railway carriage panels
RT Wagon labels

Rarity 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
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 Received 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 insert 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 Insert 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 Memos
RT Reminders

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

Rubblings
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
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 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 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

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 Lamps
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 Scorecards
BT Score books
RT Game record cards
RT Record cards
RT Tallies

Scorecards
USE Score cards

Scorecards
USE Score cards
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

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 Cards, Scratch
BT Hidden image works
RT Metamorphic pictures

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

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

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 x 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

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 Scraps
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

Scoresheets
USE Score cards

Scrap albums
USE Scrapbooks

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RT Cutouts
RT Die-cuts

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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.
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RT Cypher labels
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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

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 x 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.
Site plans

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 Work sheets

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 weavers.
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 Shop 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)
**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

**Slides, Addenda**

USE Addenda slips

**Slides, Compliment**

USE Compliments slips

**Slides, 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

**Songsheets**

USE Song sheets

**Songsters**

USE Song sheets

**Souvenir albums**

USE Viewbooks

**Souvenir booklets**

USE Viewbooks

**Souvenir postal covers**

USE Commemorative postal covers

**Souvenirs**

 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 x 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

Stations
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 Notepads
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

Steregraph 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

Steengraphs
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)
NT Advertising stickers
NT Car stickers
RT Cinderella stamps
RT Labels
RT Poster stamps
RT Transfer sheets

Stillts, 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)

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

Summons
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

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 Financial statements
SN Paper advice slips issued by UK companies when paying dividends to shareholders.
BT Financial statements

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 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

Telearamas
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
UF Cinderella stamps

Television licencse stamps
USE Calendars of events

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
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
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

To do lists
USE Reminder lists

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

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.
**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 covers

**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** Thaumatropes
- **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.
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
USE Tramping 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

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 Decalcomania
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 Visitors' cards

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
USE Travel and transport posters

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
USE Trolleybus tickets

Tunnel books
USE Peepshows

Tunnel views
USE Peepshows

Turnpike tickets
SN Receipts for cash paid at turnpikes. (Hist)
Visitors’ cards

<table>
<thead>
<tr>
<th>UF</th>
<th>BT</th>
<th>RT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tickets, Turnpike</td>
<td>Travel tickets</td>
<td>Exchange tickets</td>
</tr>
<tr>
<td>UF Toll tickets</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TV licence stamps

USE Television licence stamps

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

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-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)

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.
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

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

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 roller, and usually designed for distance viewing.
UF Charts, Wall
UF Wall charts
RT Charts
RT Teaching aids
RT Year planners

Wallpaper samples
SN Small pieces of wallpaper given or sent to customers to assist in choosing wallpapers.
BT Samples

Wallpaper samples
SN Small pieces of wallpaper given or sent to customers to assist in choosing wallpapers.
BT Samples

Warrant 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

Warrant 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
USE Directional maps
Wayfing 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
Wrinkle bags
SN Paper bags printed with wrinkle stallholders’
name and sometimes doggerel verse. (Hist)
BT Paper bags
Wireless licences
USE Radio licences
Wish bracelets
USE Fitas
Word art
USE Calligrammes
Workbooks
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, 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
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 prestamped 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

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

Zeppelein 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