

# Thesaurus of Ephemera Terms

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## 1 Introduction

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

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

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

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

## 2 Scope

### 2.1 Genre/format terms

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

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

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

In addition to genre terms we have included:

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

### 2.2 How ephemeral is ephemeral?

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

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

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

### **2.3 Subject terms**

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

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

### **2.4 Substrate**

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

### **2.5 Specificity**

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

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

### **2.6 Geographical coverage.**

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

### **2.7 Changes over time**

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

## **3 Spelling**

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

## **4 Sources**

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

## **5 Compilation and layout**

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

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

## **6 The future**

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

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

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

Barbara Morris, Centre for Ephemera Studies

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## Key to abbreviations

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

## Bibliography

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

Other useful thesauruses which contain ephemera terms:

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

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

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

[http://www.rbms.info/committees/bibliographic\\_standards/controlled\\_vocabularies/genre/alphabetical\\_list.html](http://www.rbms.info/committees/bibliographic_standards/controlled_vocabularies/genre/alphabetical_list.html)

Further reading on specific aspects of ephemera.

## Forms

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

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

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

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

## Packaging

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

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

## Printing

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

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

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

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

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

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

# A

## ABC primers

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

## Abecedaries

- USE ABC primers

## Accident report forms

- USE Incident report forms

## Accounts

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

## Acquaintance cards

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

## Activity sheets

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

## Addenda slips

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

## Address books

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

## Address labels

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

## Addresses (Speeches)

- USE Speeches

## Addresses, Carriers'

- USE Carriers' addresses

## Addresses, Ceremonial

- USE Ceremonial addresses

## Addresses, Election

- USE Election addresses

## Addresses, Illuminated

- USE Ceremonial addresses

## Admission tickets

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

## Advance directives

- USE Living wills

## Advantage cards

- USE Loyalty cards

## Advent calendars

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

## Advertisements

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

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

## Advertising banknotes

- USE Mock money

## Advertising blotters

- USE Blotters

## Advertising booklets

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

## Advertising cards

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

## Advertising coins

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

**Advertising covers**

USE Advertising envelopes

**Advertising envelopes**

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

UF Advertising covers

UF Cards, Corner

UF Corner cards

UF Covers, Advertising

BT Advertisements

BT Envelopes

RT Cameo cards

**Advertising novelties**

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

UF Novelties, Advertising

BT Advertisements

RT Novelty works

RT Promotional materials

RT Spoofs

**Advertising stamps**

SN Advertisements in the form of postage stamps.

UF Stamps, Advertising

BT Cinderella stamps

RT Poster stamps

**Advertising stickers**

BT Stickers

**Advertising supplements**

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

UF Supplements, advertising

BT Advertisements

RT Circulars

**Advertising trade cards**

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

BT Trade cards

NT Liebig cards

**Aerial photographs**

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

BT Photographs

RT Bird's eye views

**Aerial propaganda**

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

UF Propaganda, Aerial

RT Leaflets

**Aerograms**

USE Air letter sheets

**Affidavits**

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

BT Legal documents

RT Oaths

**Agency certificates**

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

UF Manufacturers' certificates

BT Certificates

**Agendas**

SN Lists of the items to be discussed at meetings.

BT Lists

RT Minutes

**Agreements**

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

NT Contracts

NT Prenuptial agreements

**Air letter sheets**

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

UF Aerograms

UF Air letters

UF Letters, Air

BT Airmail stationery

RT Airgraph forms

RT Telegrams

**Air letters**

USE Air letter sheets

**Air transport labels**

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

UF Destination tags

BT Labels

**Aircraft manifests**

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

UF Flight manifests

BT Manifests

**Airgraph envelopes**

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

BT Envelopes

RT Airgraph forms

RT Airmail stationery

**Airgraph forms**

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

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

UF Airgraphs

UF Forms, Airgraph

UF V-mail

BT Mail

RT Air letter sheets

RT Airgraph envelopes

RT Airmail stationery

RT Telegrams

**Airgraphs**

USE Airgraph forms

**Airline menus**

USE Travel menus

**Airline tickets**

UF Tickets, Airline

BT Travel tickets

RT Boarding cards

**Airline timetables**

BT Travel timetables

**Airmail covers**

USE Postal covers

**Airmail envelopes**

BT Airmail stationery

RT Postal covers

**Airmail etiquettes**

USE Airmail labels

**Airmail labels**

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

UF Airmail etiquettes

UF Labels, Airmail

BT Postal labels

RT Airmail stationery

**Airmail stamps**

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

UF Stamps, Airmail

BT Postage stamps

RT Airmail stationery

**Airmail stationery**

SN Lightweight writing paper and envelopes.

BT Stationery

NT Air letter sheets

NT Airmail envelopes

RT Airgraph envelopes

RT Airgraph forms

RT Airmail labels

RT Airmail stamps

**Airship timetables**

SN (Hist)

BT Travel timetables

**Airworthiness certificates**

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



BT Certificates  
RT MOT certificates

### Album cards

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

### Album covers

USE Record covers

### Album pages

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

### Albums

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

### Alcohol sales licences

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

### Algorithms

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

### Almanacks

USE Almanacs

### Almanacs

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

### Alphabet books

USE Pictorial alphabets

### Alphabet letters

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

### Alphabet sheets

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

### Alphabets

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

### Altar cards

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

### Alternative currency

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

### Amusement sheets

USE Activity sheets

### Anatomical diagrams

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

### Animal lost / found notices

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

### Announcements

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

### Annual reports

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

### Annuals

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

### Anonymous letters

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

### Antimacassars

USE Head rest covers

### Apothecaries' labels

USE Medicine labels

### Appeals

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

### Application forms

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

### Appointment cards

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

### AQ lettersheets

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

### Armorial bookplates

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

UF Heraldic bookplates  
 BT Bookplates  
 RT Coats of arms

### Arrangement of carriages diagrams

USE Train diagrams

### Arrest warrants

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

### Art work

USE Artwork, Original

### Artists' invitations

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

### Artwork, Original

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

### Assembly instructions

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

### Assignats

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

### Asylum cards

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

### At home cards

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

### Attendance cards, Funeral

USE Funeral attendance cards

### Attendance certificates

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

### Attendance records

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

### Auction bills

USE Auction sale notices

### Auction sale catalogues

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

### Auction sale notices

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

### Auditorium seating plans

UF Theatre seating plans  
 BT Seating plans

### Authenticity certificates

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

### Autograph albums

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

### Autographs

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

### Award certificates

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

### Awards of merit

USE Rewards of merit

### Awareness ribbons

USE Lapel ribbons

# B

### Baby albums

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

### Back labels

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

### Badges

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

### Baggage labels

USE Luggage labels

### Bags

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

### Bags-for-life

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

### Bags, Kite

USE Kite bags

### Bale labels

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

UF Labels, Bale  
 BT Fabric labels

### Ballad appeals

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

### Ballads

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

### Ballot papers

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

### Bandanas

USE Handkerchiefs

### Banderoles

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

### Banderols

USE Banderoles

### Bandos

USE Health and safety notices

### Bands

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

### Bank mandates

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

### Bank notes

USE Banknotes

### Bank statements

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

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

### Bankers' drafts

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

### Banknotes

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

### Banners

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

### Banquet menus

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

### Baptismal certificates

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

### Baseball cards

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

### Battels

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

### Battledores

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

### Battlefield maps

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

### Bearer bonds

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

### Beehives

USE Cobwebs

### Beer mats

USE Beer mats

### Beermats

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

### Beetle drive cards

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

### Begging letters

USE Appeals

### Bellmen's verses

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

### Benefit match tickets

USE Benefit tickets

### Benefit tickets

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

### Berlin patterns

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

### Betting slips

USE Betting tickets

**Betting tickets**

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

**Bible cards**

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

**Bicycle maps**

- USE Cycle maps

**Bike maps**

- USE Cycle maps

**Billheads**

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

**Bills (Invoices)**

- USE Invoices

**Bills (Posters)**

- USE Playbills
- USE Posters

**Bills of exchange**

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

**Bills of fare**

- USE Menus

**Bills of lading**

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

- RT Manifests
- RT Waybills

**Bills of mortality**

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

**Bills of sale**

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

**Binders' labels**

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

**Binders' tickets**

- USE Binders' labels

**Bingo cards**

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

**Bird's eye views**

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

**Birdcages**

- USE Cobwebs

**Birth certificates**

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

**Birthday cards**

- UF Cards, Birthday
- BT Greetings cards

**Blank-books**

- USE Blankbooks

**Blank books**

- USE Blankbooks

**Blank forms**

- USE Forms

**Blank greetings cards**

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

- NT Albums
- NT Notebooks
- NT Scrapbooks

**Blood donor cards**

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

**Blotters**

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

**Blotting paper**

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

**Board game cards**

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

**Board game money**

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

**Board game pieces**

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

**Board games**

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

**Boardgames**

- USE Board games

**Boarding cards**

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

BT Passes  
RT Airline tickets

### Bobèches

USE Candle shields

### Bolt labels

USE Bale labels

### Bonds, Bearer

USE Bearer bonds

### Book-matches

USE Matchbook covers

### Book and magazine posters

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

BT Posters  
RT Magazines

### Book bands

USE Bands

### Book cards

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

BT Cards

### Book donor labels

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

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

### Book jackets

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

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

### Book labels

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

### Book markers

USE Bookmarks

### Book marks

USE Bookmarks

### Book matches

USE Matchbook covers

### Book plates

USE Bookplates

### Book prospectuses

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

BT Prospectuses  
NT Sample pages

### Book tokens

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

BT Gift vouchers

### Book wrappers

USE Book jackets

### Bookazines

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

RT Books  
RT Magazines

### Bookbinders' labels

USE Binders' labels

### Booklets

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

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

### Bookmarks

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

UF Book markers  
UF Book marks  
RT Ribbons

### Bookmatches

USE Matchbook covers

### Bookplates

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

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

### Books

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

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

### Books of words

USE Libretti

### Books, Specimen

USE Sample books

### Books, Tunnel

USE Peepshows

### Booksellers' labels

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

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

### Born digital items

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

### Borrowers' cards

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

UF Readers' cards  
BT Library cards

### Bottle labels

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

### Boxes

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

### Bradshaws

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

### Branching diagrams

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

### Broadsheets

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

### Broadsides

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

### Brochures

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

RT Circulars  
RT Flyers

### Bubblegum cards

USE Sports cards

### Bubblegum wrappers

USE Gum wrappers

### Budgets

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

### Bulletins

USE Newsletters

### Bumper stickers

USE Car stickers

### Bunting

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

### Burial-right deeds

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

### Burial board deeds

USE Burial-right deeds

### Burial cards

USE Burial club cards

### Burial certificates

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

### Burial club cards

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

### Bus passes

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

### Bus route maps

USE Transport maps

### Bus tickets

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

### Bus timetables

BT Travel timetables

### Business cards

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

### Business stationery

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

### Buskers' licences

USE Buskers' permits

### Buskers' permits

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

### Buttons, Campaign

USE Badges

### By-laws

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

### Bye-laws

USE By-laws

### Byelaws

USE By-laws

### Bylaws

USE By-laws

# C

## Cab fare maps

USE Taxi fare maps

## Cabin plans

USE Deck plans

## Cabinet cards

USE Cabinet photographs

## Cabinet photographs

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

UF Cabinet cards

BT Photographs

RT *Cartes-de-visite*

## Cache pots

SN Paper covers for flower pots.

USE Plant pot covers

## Cachets, postal

USE Postal cachets

## Cake frills

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

BT Table stationery

## Calendar backs

USE Calendar mounts

## Calendar mounts

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

UF Calendar backs

BT Mounts

RT Calendars

RT Wall cards

## Calendars

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

BT Charts

NT Advent calendars

NT Perpetual calendars

NT Religious calendars

NT Year planners

RT Almanacs

RT Calendar mounts

RT Calendars of events

RT Diaries

RT Vide pochés

## Calendars of assizes

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

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

BT Lists

RT Attendance records

RT Prisoners' lists

## Calendars of events

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

UF Diaries of events

UF Events, Calendars of

UF Programmes of events

UF Term cards

UF Term programmes

BT Lists

NT Fixture lists

NT Lecture lists

NT Society programmes

RT Calendars

RT Programmes

## Call-back cards

USE Call-back literature

## Call-back handbills

USE Call-back literature

## Call-back literature

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

UF Call-back cards

UF Call-back handbills

NT Bellmen's verses

NT Carriers' addresses

NT Charity gift envelopes

RT Advertising cards

RT Appeals

## Calligrammes

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

UF Letter pictures

UF Word art

BT Pictures

RT Micrographical portraits

RT Penmen's flourishes

## Calligraphy alphabets

USE Alphabet sheets

## Calling cards

USE Visiting cards

## Cameo cards

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

UF Cards, Cameo

BT Advertising cards

RT Advertising envelopes

RT Business cards

RT Embossing

RT Trade cards

## Cameos

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

BT Marks

RT Embossing

## Campaign buttons

USE Badges

## Campaign leaflets

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

BT Leaflets

## Campaign posters

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

BT Political posters

RT Propaganda posters

RT Protest posters

## Campaign souvenirs

USE Election souvenirs

## Can labels

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

UF Labels, Can

UF Tin labels

BT Product labels

## Candle shields

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

UF Bobèches

UF Drip discs

UF Drip shields

## Car stickers

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

UF Bumper stickers

BT Stickers

## Car tax discs

USE Vehicle licences

## Carbon paper

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

BT Paper types

BT Stationery

RT NCR paper

**Card games**

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

UF Game cards

BT Games

RT Pokémon cards

**Card keys**

USE Keycards

**Cards**

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

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

NT Advertising cards

NT Appointment cards

NT At home cards

NT Board game cards

NT Book cards

NT Business cards

NT Cemetery cards

NT Change of address cards

NT Change of proprietor cards

NT Charity election cards

NT Collecting cards

NT Communion cards

NT Conversation cards

NT Donor cards

NT Florists' cards

NT Fortune telling cards

NT Funeral attendance cards

NT Grave cards

NT Health insurance cards

NT Hymn board number cards

NT Identity cards

NT Loyalty cards

NT Machine-readable cards

NT Membership cards

NT Meter reading cards

NT Motto cards

NT Pall bearers' cards

NT Peel cards

NT Place cards

NT Playing cards

NT Pledge cards

NT Postcards

NT Prize cards

NT Religious cards

NT Scent cards

NT Sentiment cards

NT Sports cards

NT Travel cards

NT View cards

NT Visiting cards

NT Visitors' cards

NT Weight cards

RT Cartes-de-visite

RT Greetings cards

**Cards, Acquaintance**

USE Acquaintance cards

**Cards, Advertising**

USE Advertising cards

**Cards, Album**

USE Album cards

**Cards, Altar**

USE Altar cards

**Cards, Asylum**

USE Asylum cards

**Cards, Baseball**

USE Baseball cards

**Cards, Bible**

USE Bible cards

**Cards, Birthday**

USE Birthday cards

**Cards, Boarding**

USE Boarding cards

**Cards, Cameo**

USE Cameo cards

**Cards, Christmas**

USE Christmas cards

**Cards, Cigarette**

USE Cigarette cards

**Cards, Clipper ship**

USE Clipper ship cards

**Cards, Clock**

USE Clock cards

**Cards, Club**

USE Loyalty cards

**Cards, Comic**

USE Comic cards

**Cards, Concertina**

USE Concertina cards

**Cards, Condolence**

USE Condolence cards

**Cards, Congratulations**

USE Congratulations cards

**Cards, Corner**

USE Advertising envelopes

**Cards, Credit**

USE Payment cards

**Cards, Currency**

USE Currency cards

**Cards, Debit**

USE Payment cards

**Cards, Detention**

USE Detention cards

**Cards, Devotional**

USE Devotional cards

**Cards, Discount**

USE Loyalty cards

**Cards, Display**

USE Display cards

**Cards, Donor**

USE Donor cards

**Cards, Easter**

USE Easter cards

**Cards, Embroidered**

USE Embroidered cards

**Cards, Embroidery**

USE Embroidery cards

**Cards, Escort**

USE Acquaintance cards

**Cards, Father's day**

USE Father's day cards

**Cards, First communion**

USE First communion cards

**Cards, Flash**

USE Flashcards

**Cards, Flirtation**

USE Acquaintance cards

**Cards, Frame**

USE Frame cards

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

USE Funeral service cards

**Cards, Game record**

USE Game record cards

**Cards, Gauge**

USE Gauge cards

**Cards, Gift**

USE Gift cards

**Cards, Greetings**

USE Greetings cards

**Cards, Haberdashery**

USE Haberdashery cards

**Cards, Ham radio**

USE Ham radio cards

**Cards, Hidden name**

USE Hidden name cards

**Cards, In memoriam**

USE In memoriam cards

**Cards, Insert**

USE Insert cards

**Cards, Landing**

USE Landing cards

**Cards, Letter**

USE Letter cards

**Cards, Liebig**

USE Liebig cards



**Cards, Lobby**

USE Lobby cards

**Cards, Magicians'**

USE Magicians' cards

**Cards, Mass**

USE Mass cards

**Cards, Memorial**

USE In memoriam cards

**Cards, Moral lesson**

USE Moral lesson cards

**Cards, Mother's day**

USE Mother's day cards

**Cards, Name**

USE Name cards

**Cards, New Year**

USE New Year cards

**Cards, Ordination**

USE Ordination cards

**Cards, Oyster**

USE Oyster cards

**Cards, Payment**

USE Payment cards

**Cards, Photocopy**

USE Photocopy cards

**Cards, Pilgrimage**

USE Pilgrimage cards

**Cards, Points**

USE Loyalty cards

**Cards, Poisson d'avril**

USE Poisson d'avril cards

**Cards, Pokémon**

USE Pokémon cards

**Cards, Postal**

USE Postal cards

**Cards, Prostitutes'**

USE Prostitutes' cards

**Cards, Punctuality**

USE Punctuality cards

**Cards, Punishment**

USE Detention cards

**Cards, QSL**

USE Ham radio cards

**Cards, Rail**

USE Rail cards

**Cards, Rewards**

USE Loyalty cards

**Cards, Sailing**

USE Sailing notices

**Cards, Score**

USE Score cards

**Cards, Scratch**

USE Scratch cards

**Cards, Society**

USE Society cards

**Cards, Stock**

USE Stock cards

**Cards, Strutted**

USE Strutted cards

**Cards, Sunday School**

USE Sunday school cards

**Cards, Swipe**

USE Swipe cards

**Cards, Tariff**

USE Tariff cards

**Cards, Tarot**

USE Tarot cards

**Cards, Telephone**

USE Telephone cards

**Cards, Trade**

USE Trade cards

**Cards, Tramping**

USE Tramping cards

**Cards, Transparency**

USE Hold-to-light works

**Cards, Travelling**

USE Tramping cards

**Cards, Vice**

USE Prostitutes' cards

**Cards, Wall**

USE Wall cards

**Cards, Wreath**

USE Wreath cards

**Caricatures**

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

BT Pictures

RT Cartoons

RT Satirical prints

**Carol sheets**

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

UF Sheets, Carol

BT Song sheets

**Carriage-arrangement diagrams**

USE Train diagrams

**Carriage window labels**

USE Railway carriage labels

**Carrier bags**

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

BT Bags

NT Bags-for-life

**Carriers' addresses**

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

UF Addresses, Carriers'

BT Call-back literature

RT Bellmen's verses

RT Gratuity requests

**Carriers' bills**

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

UF Fly-wagon bills

BT Waybills

RT Timetables

**Cartes-de-visite**

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

BT Photographs

RT Cabinet photographs

RT Cards

RT Visiting cards

**Cartes pneumatiques**

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

BT Letter cards

**Cartes porcelaine**

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

UF Enamelled cards

BT Advertising cards

RT View cards

**Cartons**

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

BT Boxes

RT Packets

**Cartoons**

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

BT Pictures

RT Caricatures

RT Comic cards

RT Satirical prints

**Cartouches**

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

**Cash cards**

- USE Payment cards

**Cassette insert cards**

- USE Insert cards

**Cast lists**

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

**Casualty lists**

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

**Catalogs**

- USE Catalogues

**Catalogues**

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

**Catalogues, Auction sale**

- USE Auction sale catalogues

**Catalogues, Mail order**

- USE Mail order catalogues

**Catalogues, Manufacturers'**

- USE Manufacturers' catalogues

**Catchpennies**

- USE Street literature

**Caterers' hats**

- USE Service caps

**Caterers' menus**

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

**CD insert cards**

- USE Insert cards

**Cemetery cards**

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

- RT Burial-right deeds

- RT Cemetery plans

**Cemetery plans**

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

**Censors' labels**

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

**Census forms**

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

**Ceremonial addresses**

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

**Certificates**

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

**Change of address cards**

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

- BT Cards

- RT Change of proprietor cards

**Change of proprietor cards**

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

**Change packets**

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

**Change pin-papers**

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

**Chap books**

- USE Chapbooks

**Chapbooks**

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

**Character references**

- USE References

**Charge cards**

- USE Payment cards

**Charity appeal materials**

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

**Charity badges**

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

**Charity election cards**

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

**Charity event tickets**

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

**Charity flags**

- USE Charity badges

**Charity gift envelopes**

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

**Charity seals**

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

**Charity stickers**

- USE Charity badges

**Charity subscription lists**

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

**Charity tickets**

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

**Charter parties**

- USE Hire contracts

**Charters**

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

**Charts**

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

**Charts, Paint**

- USE Paint charts

**Charts, Wall**

- USE Wallcharts

**Checklists**

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

**Checks**

- USE Cheques

**Chemists' labels**

- USE Medicine labels

**Cheques**

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

**Chewing gum wrappers**

- USE Gum wrappers

**Child lost / found forms**

- USE Child lost / found notices

**Child lost / found notices**

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

**Children's games**

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

**Chimney sweep certificates**

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

**Chocolate box keys**

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

**Chocolate box menus**

- USE Chocolate box keys

**Chop papers**

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

- BT Advertisements  
 RT Fabric labels

**Chorioramas**

- USE Myrioramas

**Christmas cards**

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

**Christmas decorations**

- BT Festival decorations

**Christmas pieces**

- USE Writing blanks

**Christmas round robins**

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

**Chromos**

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

**Chronologies**

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

**Church briefs**

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

**Cigar bands**

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

**Cigar box labels**

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

**Cigar box wrappers**

- USE Cigar box labels

**Cigarette card albums**

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

**Cigarette card books**

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

**Cigarette card silks**

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

**Cigarette cards**

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

**Cigarette coupons**

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

**Cigarette packets**

- UF Cigarette packs
- BT Packets
- RT Tobacco packaging

**Cigarette packs**

- USE Cigarette packets

**Cinderella stamps**

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

**Cinema lobby cards**

- USE Lobby cards

**Cinema posters**

- USE Film posters

**Cinema programmes**

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

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

- BT Programmes
- RT Entertainment guides
- RT Souvenirs

**Circuit diagrams**

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

**Circuit plans**

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

**Circular letters**

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

**Circulars**

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

**Circus posters**

- UF Posters, Circus
- BT Performing arts posters

**Civil partnership certificates**

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

**Claim forms**

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

**Clandestine magazines**

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

**Clandestine newspapers**

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

**Clipper ship cards**

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

**Clippings**

- USE Cuttings

**Cloakroom tickets**

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

**Clock cards**

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

**Cloth**

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

**Clothing, Paper**

- USE Paper clothing

**Club cards**

- USE Loyalty cards

**Club flyers**

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

**Co-op stamps**

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

**Coach tickets**

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

For horse-drawn coaches use Coaching tickets.

UF Tickets, Coach  
BT Travel tickets

### Coaching tickets

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

### Coasters

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

### Coats of arms

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

### Cobwebs

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

### Cockades

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

### Cocks

USE Street literature

### Codes, Signal

USE Signal codes

### Coin discs

USE Mock money

### Coin stickers

USE Mock money

### Coins, Advertising

USE Advertising coins

### Collectables

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

### Collectibles

USE Collectables

### Collecting cards

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

### College bills

USE Educational invoices

### College stamps

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

### Colour charts

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

### Colouring books

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

### Colouring sheets

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

### Comic cards

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

### Comics

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

### Commemorative newspapers

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

### Commemorative postal covers

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

### Commemorative prints

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

### Commercial directories

USE Trade directories

### Commodity labels

USE Product labels

### Commonplace books

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

### Communications

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

### Communion cards

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

### Compact disc insert cards

USE Insert cards

### Company prospectuses

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

### Complaint forms

USE Evaluation forms

**Compliments slips**

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

**Compound plate printing**

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

**Concealed name cards**

- USE Hidden name cards

**Concert bills**

- USE Concert posters

**Concert posters**

- UF Concert bills
- BT Performing arts posters

**Concert programmes**

- BT Programmes

**Concertina cards**

- SN Collections of, usually, views presented in concertina form, sometimes within covers. May be paper or card.
- UF Cards, Concertina
- BT Viewbooks
- RT Postcards
- RT Souvenirs

**Condolence cards**

- SN Cards with suitable messages to send to the bereaved.
- UF Cards, Condolence
- BT Greetings cards

**Congratulations cards**

- SN Cards sent to congratulate the recipient on a significant achievement or life event.
- UF Cards, Congratulations
- BT Greetings cards

**Consent forms**

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

**Consignment notes**

- USE Waybills

**Constitutions**

- SN Written records of the principles or precedents according to which a state or an organisation is acknowledged to be governed.
- BT Records (Documents)
- RT Laws
- RT Rules and regulations

**Contracts**

- SN Legally enforceable agreements between two or more parties with mutual obligations, formulated to be binding.
- BT Agreements
- BT Legal documents
- NT Employment contracts
- NT Hire contracts
- NT Indentures
- NT Tenancy contracts
- RT Business stationery
- RT Deeds

**Conversation cards**

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

**Copy books**

- USE Copybooks

**Copybooks**

- SN Originally books containing styles and examples of handwriting for students to emulate. Later versions provide guidelines and space within the book for copying examples.
- UF Copy books
- UF Writing books
- BT Books
- RT Drawing books
- RT Exercise books

**Copyright royalty labels**

- USE Copyright royalty stamps

**Copyright royalty stamps**

- SN Stamps or labels fixed to gramophone records to indicate that royalty payments had been made. (Hist)
- UF Copyright royalty labels
- UF Record royalty labels
- UF Royalty labels
- BT Cinderella stamps
- RT Tax stamps

**Corner cards**

- USE Advertising envelopes

**Correspondence**

- SN Any form of addressed and written communication sent or received, including letters, postcards, memoranda, notes, telegrams. (AAT) Use a more specific term where appropriate.
- BT Communications
- NT Emails
- NT Greetings cards
- NT Letters
- NT Memos
- NT Notes
- NT Postcards
- NT Telegrams
- RT Mail

**Correspondence books**

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

**Corrigenda slips**

- USE Errata slips

**Counter display boxes**

- SN Boxes which both contain and display small items such as sweets or biscuits on shop counters.
- BT Boxes
- RT Point-of-sale advertising

**Coupons**

- SN Printed slips of paper redeemable for goods or services. (TGM) Often separate, detachable forms in advertisements, newspapers, magazines, etc., or printed from online sources, entitling the holder to a gift or discount, or for further information from the advertiser.
- NT Cigarette coupons
- NT Discount tea tickets
- NT Ration coupons
- RT Trading stamps
- RT Vouchers

**Couriers' packaging**

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

**Coverings, protective**

- USE Protective coverings

**Covers, Advertising**

- USE Advertising envelopes

**Covers, Airmail**

- USE Postal covers

**Covers, Album**

- USE Record covers

**Covers, Crash**

- USE Crash covers

**Covers, First day**

- USE First day covers

**Covers, Magazine**

- USE Magazine covers

**Covers, Matchbook**

- USE Matchbook covers

**Covers, Plant pot**

- USE Plant pot covers

**Covers, Postal**

- USE Postal covers

**Covers, Record**

- USE Record covers

**Covers, Sheet music**

- USE Sheet music covers

**Covers, Wreck**

USE Wreck covers

**Cracker mottoes**

USE Mottoes

**Crash covers**

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

UF Covers, Crash

BT Postal covers

RT Postal cachets

**Crate labels**

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

UF Labels, Crate

BT Product labels

NT Fish crate labels

NT Fruit crate labels

**Credit cards**

USE Payment cards

**Credit notes**

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

BT Business stationery

**Crest albums**

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

BT Albums

**Crests**

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

BT Coats of arms

RT Emblems (Symbols)

**Critical path analysis charts**

USE Gantt charts

**Crochet patterns**

SN Instructions for the making of items by crocheting.

BT Pattern sheets

**Crossed letters**

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

BT Letters

**Cuban wrappers**

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

BT Wrappers

RT Tobacco packaging

**Cups, Paper**

USE Paper cups

**Currency**

USE Money

**Currency cards**

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

UF Cards, Currency

BT Prepaid cards

RT Travellers' cheques

**Currency, Emergency**

USE Emergency currency

**Currency, Improvised**

USE Improvised currency

**Curricula vitae**

USE CVs

**Customs declarations**

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

BT Postal labels

**Cut-paper works**

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

UF Paper cuts

UF Papercuts

UF Works, Cut-paper

BT Paperwork (Crafts)

RT Cutouts

RT Doilies

**Cut outs**

USE Cutouts

**Cutlery pockets**

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

BT Pockets

**Cutouts**

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

UF Cut outs

RT Cut-paper works

RT Scraps

**Cuttings**

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

UF Clippings

UF Press cuttings

RT Newspapers

RT Scrapbooks

RT Tear sheets

**CVs**

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

as that submitted with a job application.

(AAT)

UF Curricula vitae

RT Job descriptions

**Cycle maps**

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

UF Bicycle maps

UF Bike maps

BT Maps

RT Road maps

**Cypher labels**

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

BT Labels

RT Seals

RT Tax stamps

# D

**Dance cards**

USE Dance programmes

**Dance posters**

UF Posters, Dance

BT Performing arts posters

**Dance programmes**

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

UF Dance cards

BT Programmes

**Dance tokens**

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

UF Tokens, Dance

BT Vouchers

**Dart flights**

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

BT Promotional materials

**Date labels**

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

UF Labels, Date

BT Library labels

**Dealers' catalogues**

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

**Death certificates**

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

**Death notices**

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

**Debit cards**

- USE Payment cards

**Decalomania**

- USE Transfer sheets

**Decals**

- USE Transfer sheets

**Deck plans**

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

**Decorations, Festival**

- USE Festival decorations

**Decorative posters**

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

**Decorative stationery**

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

**Deeds**

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

- NT Title deeds
- RT Contracts

**Degree certificates**

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

**Deposit labels**

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

**Designs**

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

**Dessert papers**

- USE Doilies

**Destination tags**

- USE Air transport labels

**Detention cards**

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

**Devotional cards**

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

**Diagrams**

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

**Diaries**

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

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

- RT Almanacs
- RT Calendars
- RT Notebooks

**Diaries of events**

- USE Calendars of events

**Die-cuts**

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

**Diet sheets**

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

**Dietaries**

- USE Dietary tables

**Dietary tables**

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

**Digital video disc insert cards**

- USE Insert cards

**Dime novels**

- USE Penny dreadfuls

**Dioramas, Paper**

- USE Paper dioramas

**Diplomas**

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

**Direct mail**

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

**Directional maps**

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



UF Route maps  
 UF Wayfinding maps  
 BT Maps  
 RT Directions

### Directions

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

### Directories

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

### Directory advertisements

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

### Disabled parking permits

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

### Discharge certificates

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

### Disclaimer notices

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

### Discount cards

USE Loyalty cards

### Discount tea tickets

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

### Disinfected mail

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

### Dispensary labels

USE Medicine labels

### Display cards

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

### Disposal bags

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

### Dissected maps

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

### Dissected puzzles

USE Jigsaw puzzles

### Distance charts

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

### Distraint papers

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

### Distress warrants

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

### Dog licences

SN Licences permitting the ownership of a dog.  
 BT Licences

### Doilies

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

### Dolls, paper

USE Paper dolls

### Domestic accounts

USE Household accounts

### Domestic showcards

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

### Donation forms

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

### Donation lists

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

### Donor cards

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

### Donor lists

USE Donation lists

### Doyleys

USE Doilies

### Drafts

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

### Drawing books

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

### Drawing sheets

USE Drawing books

### Dress patterns

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

### Drinks licences

USE Alcohol sales licences

### Drip discs

USE Candle shields

### Drip mats

USE Beer mats

### Drip shields

USE Candle shields

**Drivers' licences**

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

**Driving offence notifications**

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

**Dummies (Bookselling)**

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

**Dunces' caps**

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

**Dust jackets**

- USE Book jackets

**Dust wrappers**

- USE Book jackets

**Duty rotas**

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

**Duty stamps**

- USE Tax stamps

**DVD insert cards**

- USE Insert cards

**E****E-tickets**

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

**Easter cards**

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

**Economy labels**

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

**Edmondsons**

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

**Education vouchers**

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

**Educational aids**

- USE Teaching aids

**Educational invoices**

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

**Educational prospectuses**

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

**Election addresses**

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

**Election envelopes**

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

**Election leaflets**

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

- RT Election manifestos
- RT Election posters

**Election manifestos**

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

**Election posters**

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

**Election souvenirs**

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

**Electoral lists**

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

**Electoral registers**

- USE Electoral lists

**Electoral roll forms**

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

**Emails**

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

**Embellishments**

- USE Penmen's flourishes

**Emblems (Allegorical pictures)**

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

**Emblems (Symbols)**

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

RT Crests  
RT Logos

### Embossing

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

### Embroidered cards

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

### Embroidery cards

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

### Embroidery patterns

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

### Emergency currency

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

### Emergency newspapers

USE Improvised newspapers

### Employee records

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

### Employment contracts

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

### Enamelled cards

USE Cartes porcelaine  
USE View cards

### Enclosure badges

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

### Entertainment guides

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

### Entertainment posters

USE Performing arts posters

### Envelopes

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

### Envelopes, Mulready

USE Mulready envelopes

### Envelopes, Propaganda

USE Propaganda envelopes

### Envelopes, Wage

USE Pay packets

### Épinal prints

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

### Equivoques

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

### Errata slips

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

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

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

### Escape maps

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

### Escort cards

USE Acquaintance cards

### Estimates

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

### Etiquettes

USE Postal labels

### Evaluation forms

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

### Events, Calendars of

USE Calendars of events

### Evidence, Notes of

USE Notes of evidence

### Ex-dono labels

USE Book donor labels

### Ex libris

USE Bookplates

### Examiners' reports

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

### Exchange tickets

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

### Excise licences

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

### Excise marks

USE Tax stamps

### Excise stamps

USE Tax stamps

**Excise tickets**

USE Post horse tickets

**Execution broadsides**

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

BT Broadsides  
BT Street literature

**Exercise book covers**

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

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

**Exercise books**

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

BT Notebooks  
RT Copybooks  
RT Exercise book covers

**Exhibition catalogues**

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

BT Catalogues

**Exhibition posters**

BT Posters

**Export licences**

USE Import/Export licences

**Express labels**

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

UF Labels, Express  
BT Postal labels  
RT Feather letters

**Eye masks**

USE Eyeshades

**Eye test charts**

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

UF Opticians' test charts  
BT Charts

**Eyeshades**

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

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

**F****Fabric labels**

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

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

**Fabric samples**

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

BT Cloth  
BT Samples

**Fabrics, Printed**

USE Cloth

**Facsimiles**

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

NT Faxes  
RT Forgeries

**Fake money**

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

USE Forgeries  
USE Mock money

**Family trees**

SN Charts representing family relationships in a branching diagram.

UF Genealogies  
BT Branching diagrams  
RT Chronologies

**Fan magazines**

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

UF Fanzines  
BT Magazines  
RT Zines

**Fancy stationery**

USE Decorative stationery

**Fans**

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

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

**Fanzines**

USE Fan magazines

**Farthing change packets**

USE Change packets

**Farthing novelettes**

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

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

**Father's day cards**

UF Cards, Father's day  
BT Greetings cards

**Faxes**

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

BT Facsimiles  
BT Printouts  
RT Emails

**Feather letters**

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

BT Letters  
RT Express labels

**Feedback forms**

USE Evaluation forms

**Ferry rate notices**

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

UF Notices, Ferry rate  
BT Tariff notices

**Ferry tickets**

UF Tickets, Ferry  
BT Travel tickets

**Ferry timetables**

BT Travel timetables

**Festival decorations**

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

UF Decorations, Festival  
NT Christmas decorations  
RT Bunting

**Festival programmes**

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

BT Programmes

**Field service postcards**

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

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

BT Postcards

### Film posters

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

### Film stills

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

### Film wallets

USE Photograph wallets

### Financial records

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

### Financial statements

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

### Firearms licences

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

### First communion cards

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

### First day covers

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

### First flight covers

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

### Fiscal stamps

USE Tax stamps

### Fiscal wrappers

USE Tax wrappers

### Fish crate labels

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

### Fish fortune papers

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

### Fish tallies

USE Fish crate labels

### Fishing licences

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

### Fitas

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

### Fixture lists

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

### Flag-day emblems

USE Charity badges

### Flags, Paper

USE Paper flags

### Flap images

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

### Flash cards

USE Flashcards

### Flashcards

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

### Fleet marriage certificates

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

### Flicker books

USE Flip books

### Fliers

USE Flyers

### Flight manifests

USE Aircraft manifests

### Flip books

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

### Flirtation cards

USE Acquaintance cards

### Floor plans

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

### Florists' cards

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

### Flow charts

USE Flow diagrams

### Flow diagrams

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

**Flowcharts**

USE Flow diagrams

**Flower pot covers**

USE Plant pot covers

**Flowercages**

USE Cobwebs

**Flowers, paper**

USE Paper flowers

**Fly-wagon bills**

USE Carriers' bills

**Fly papers**

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

UF Papers, Fly

BT Paper types

RT Impregnated papers

**Flyers**

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

UF Fliers

UF Handbills

BT Advertisements

NT Club flyers

RT Broadsides

RT Brochures

RT Circulars

RT Direct mail

RT Leaflets

**Folded paper works**

SN Items made by the craft of folding paper.

UF Origami

UF Paper folding

UF Works, Folded paper

BT Paperwork (Crafts)

RT Paper novelties

**Food labels**

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

UF Labels, Food

BT Product labels

**Food packaging labels**

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

BT Labels

RT Food wrappers

RT Packaging

**Food sachets**

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

BT Sachets

**Food wrappers**

BT Wrappers

BT Wrapping paper

NT Fruit wrappers

NT Provision papers

NT Sugar wrappers

NT Sweet wrappers

RT Food packaging labels

**Football pools coupons**

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

BT Forms

RT Betting tickets

**For sale notices**

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

UF Notices, For sale

BT Sale notices

**Forgeries**

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

UF Fake money

RT Facsimiles

RT Mock money

RT Money

**Forms**

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

UF Blank forms

NT Application forms

NT Ballot papers

NT Census forms

NT Certificates

NT Cheques

NT Claim forms

NT Consent forms

NT Donation forms

NT Evaluation forms

NT Football pools coupons

NT Gift aid forms

NT Incident report forms

NT Landing cards

NT Order forms

NT Questionnaires

NT Recommendation forms

NT Record cards

NT Summonses

NT Tax forms

NT Telegrams

NT Timesheets

NT Warrants

RT Business stationery

RT Hire contracts

RT Licences

RT Passports

**Forms of prayer**

SN Prayers written and presented for use on specific occasions.

BT Prayers

RT Orders of service

**Forms, Airgraph**

USE Airgraph forms

**Forms, Membership**

USE Membership forms

**Fortune papers, Fish**

USE Fish fortune papers

**Fortune telling cards**

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

BT Cards

NT Tarot cards

RT Playing cards

**Frakturs**

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

RT Baptismal certificates

RT Certificates

**Frame cards**

SN Mounts for photographs, in memoriam cards, etc.

UF Cards, Frame

UF Photo frame cards

UF Photo insert cards

BT Mounts

RT In memoriam cards

**Free franks**

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

BT Letters

BT Mail

RT Parliamentary envelopes

RT Postal cachets

**Freebies**

USE Give-aways

**Frontispieces**

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

BT Leaves

**Frost fair papers**

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

UF Papers, Frost fair

BT Keepsakes

**Fruit crate labels**

BT Crate labels

**Fruit labels**

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

UF Fruit stickers

UF Labels, Fruit

BT Product labels  
RT Fruit wrappers

### Fruit stickers

USE Fruit labels

### Fruit wrappers

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

### Funeral attendance cards

SN Small cards to be filled in by mourners at a funeral to provide the family with a record of those present.  
UF Attendance cards, Funeral  
BT Cards  
BT Funeral stationery

### Funeral notices

SN Notifications of deaths, giving details of the funeral arrangements.  
BT Funeral stationery

### Funeral service cards

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

### Funeral stationery

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

### Furniture makers' labels

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

# G

### Galley proofs

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

### Game boards

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

### Game cards

USE Card games

### Game money

USE Board game money

### Game pieces

USE Board game pieces

### Game record cards

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

### Gameboards

USE Game boards

### Games

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

### Games of goose

USE Board games

### Gantt charts

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

### Garment labels

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

### Gauge cards

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

### Genealogies

USE Family trees

### Gift aid envelopes

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

### Gift aid forms

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

### Gift bags

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

BT Bags  
RT Gift wraps

### Gift cards

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

### Gift catalogues

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

### Gift coupons

USE Gift vouchers

### Gift lists

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

### Gift tokens

USE Gift vouchers

### Gift vouchers

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

### Gift wrapping tape

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

### Gift wraps

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

### Give-aways

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

RT Promotional materials  
RT Silks

### Gramophone record covers

USE Record covers

### Gramophone record labels

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

### Gratuity almanacs

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

### Gratuity requests

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

### Grave cards

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

### Green Shield stamps

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

### Greeting cards

USE Greeting cards

### Greetings cards

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

### Greetings telegrams

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

### Gretna Green marriage certificates

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

### Grocery papers

USE Provision papers

### Guarantees

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

### Guest lists

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

### Guides

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

### Guides, Entertainment

USE Entertainment guides

### Guides, Railway journey

USE Railway journey guides

### Guides, User

USE Manuals

### Gum wrappers

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

### Gun licences

USE Firearms licences

### Gunmakers' labels

UF Labels, Gunmakers'  
BT Trade labels

# H

### Haberdashery cards

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

### Hackney cab licences

USE Taxi licences

### Hackney carriage fare maps

USE Taxi fare maps

### Ham radio cards

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

### Hand-made greetings cards

BT Greetings cards

### Hand stamps

USE Handstamps

### Handbills

USE Flyers

### Handkerchiefs

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

### Handstamps

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

### Hanging cards

USE Showcards

### Harlequinades

USE Flap images

### Hats, Paper

USE Paper hats

### Hawker's licences

USE Traders' licences

### Head rest covers

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



**Headrest covers**

USE Head rest covers

**Health and safety notices**

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

UF Bandos

UF Welfare notices

BT Notices

RT Quality assurance certificates

RT Warning notices

**Health certificates**

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

UF Vaccination certificates

BT Certificates

RT Health records

**Health insurance cards**

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

BT Cards

**Health records**

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

UF Medical records

BT Records (Documents)

RT Blood donor cards

RT Health certificates

RT Organ donor cards

**Heraldic bookplates**

USE Armorial bookplates

**Hidden image works**

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

UF Works, Hidden image

NT Hold-to-light works

NT Scratch cards

RT Mechanical works

**Hidden name cards**

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

UF Cards, Hidden name

UF Concealed name cards

BT Novelty visiting cards

**Hieroglyphic letters**

USE Rebuses

**Hieroglyphic puzzles**

USE Rebuses

**Hindu greetings cards**

BT Greetings cards

**Hire agreements**

USE Hire contracts

**Hire contracts**

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

UF Charter parties

UF Hire agreements

BT Contracts

RT Forms

**Hold-to-light works**

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

UF Cards, Transparency

UF Transparency cards

UF Works, Hold-to-light

BT Hidden image works

BT Paper novelties

RT Watermarks

RT Window transparencies

**Holograms**

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

BT Marks

**Holy cards**

USE Devotional cards

**Hornbooks**

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

BT Alphabets

BT Learning aids

RT ABC primers

RT Battledores

**Horse-hire tickets**

USE Post horse tickets

**Hospital menus**

BT Institutional menus

**Hostel admission tickets**

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

BT Admission tickets

RT Charity election cards

**Hotel coupons**

USE Hotel vouchers

**Hotel labels**

SN Promotional luggage labels offered by hotels.

UF Labels, Hotel

BT Luggage labels

**Hotel stationery**

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

BT Stationery

**Hotel vouchers**

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

UF Hotel coupons

UF Vouchers, Hotel

BT Travel vouchers

**House journals**

USE Institutional magazines

**House organs**

USE Newsletters

**Household accounts**

SN Forms or books recording household income and expenditure.

UF Domestic accounts

UF Housekeeping accounts

BT Accounts

**Household regulations**

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

BT Rules and regulations

RT Job instructions

**Housekeeping accounts**

USE Household accounts

**Hunting licences**

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

BT Licences

RT Firearms licences

**Hurrah bands**

USE Vivat ribbons

**Hymn board number cards**

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

BT Cards

**Hymn sheets**

SN Sheets containing words only of hymns for public participation.

UF Sheets, Hymn

BT Song sheets

RT Orders of service

**Ice-cream tub lids**

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

**ID cards**

- USE Identity cards

**Identity cards**

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

**Illuminated addresses**

- USE Ceremonial addresses

**Illustrated envelopes**

- USE Pictorial envelopes

**Illustrated letter paper**

- USE Pictorial writing paper

**Imagerie d'Épinal**

- USE Épinal prints

**Imagerie populaire**

- USE Popular prints

**Immigration documents**

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

**Immigration vouchers**

- USE Immigration documents

**Import licences**

- USE Import/Export licences

**Import/Export licences**

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

**Impregnated papers**

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

**Impress warrants**

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

**Improvised currency**

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

**Improvised newspapers**

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

**In memoriam cards**

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

**Incident report forms**

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

**Income tax forms**

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

**Indentures**

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

**Indulgences**

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

**Ink charts**

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

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

- BT Samples

**Inn tallies**

- USE Innkeeper's bills

**Innkeeper's bills**

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

**Inscriptions**

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

**Insert cards**

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

**Inserts, Magazine**

- USE Magazine inserts

**Insets, Magazine**

- USE Magazine inserts

**Institutional magazines**

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

**Institutional menus**

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

**Instructions**

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

**Insult cards**

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

**Insurance certificates**

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

**Inventories**

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

**Invitations**

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

**Invoices**

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

**Iridescent printing**

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

**Itineraries**

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

**J****Jackets, Book**

- USE Book jackets

**Japanese paper souvenirs**

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

**Jewish greetings cards**

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

**Jigsaw puzzles**

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

**Job descriptions**

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

**Job instructions**

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

**Jokes**

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

**Jumping jacks**

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

**Junk mail**

- USE Direct mail

**Jury lists**

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

**Jury summonses**

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

**K****Keepsakes**

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

**Kerchiefs**

- USE Handkerchiefs

**Keycards**

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

**Keys (Legends)**

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

**King's letters**

- USE Church briefs

**Kite bags**

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

**Knitting patterns**

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

**Knitting registers**

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

## L

**Labels**

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

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

**Labels, Airmail**

USE Airmail labels

**Labels, Bale**

USE Bale labels

**Labels, Book donor**

USE Book donor labels

**Labels, Booksellers'**

USE Booksellers' labels

**Labels, Bottle**

USE Bottle labels

**Labels, Can**

USE Can labels

**Labels, Censors'**

USE Censors' labels

**Labels, Cigar box**

USE Cigar box labels

**Labels, Crate**

USE Crate labels

**Labels, Date**

USE Date labels

**Labels, Deposit**

USE Deposit labels

**Labels, Express**

USE Express labels

**Labels, Fabric**

USE Fabric labels

**Labels, Food**

USE Food labels

**Labels, Fruit**

USE Fruit labels

**Labels, Furniture makers'**

USE Furniture makers' labels

**Labels, Garment**

USE Garment labels

**Labels, Gunmakers'**

USE Gunmakers' labels

**Labels, Hotel**

USE Hotel labels

**Labels, Library**

USE Library labels

**Labels, Matchbox**

USE Matchbox labels

**Labels, Musical instrument makers'**

USE Musical instrument makers' labels

**Labels, Parcel post**

USE Parcel post labels

**Labels, Picture framers'**

USE Picture framers' labels

**Labels, Postal strike**

USE Postal strike covers

**Labels, Prize**

USE Prize labels

**Labels, Ream**

USE Ream labels

**Labels, Shaker**

USE Shaker labels

**Labels, Union**

USE Union labels

**Labels, Wine**

USE Wine labels

**Labour accounts**

USE Timesheets

**Lace paper**

USE Paper lace

**Lampoons**

USE Satirical prints

**Landing cards**

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

UF Passenger cards

BT Forms

**Lapel ribbons**

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

UF Awareness ribbons

BT Ribbons

**Laundry lists**

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

BT Lists

**Lavatory paper**

USE Toilet paper

**Laws**

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

NT By-laws

RT Constitutions

RT Legal documents

RT Rules and regulations

**Layouts**

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

RT Artwork, Original

RT Designs

RT Drafts

RT Visuals

**Leaflets**

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

NT Campaign leaflets

NT Election leaflets

RT Aerial propaganda

RT Booklets

RT Books

RT Flyers

RT Pamphlets

**Learning aids**

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

UF Reading aids

NT Anatomical diagrams

NT Battledores

NT Hornbooks

NT Spelling aids

NT Teaching aids

RT Activity sheets

RT Alphabet letters

RT Alphabets

RT Pictorial alphabets

**Leaves**

SN Loose leaves extracted from bound documents.

UF Loose leaves

UF Pages, Loose

NT Album pages

NT Frontispieces

- NT Title pages  
 NT Trade directory pages  
 RT Tear sheets

### Lecture lists

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

### Lecture tickets

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

### Left baggage tickets

- USE Left luggage tickets

### Left luggage tickets

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

### Legal documents

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

### Lesson cards

- USE Flashcards

### Letter cards

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

### Letter pictures

- USE Calligrammes

### Letter seals

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

### Letter sheets

- USE Lettersheets

### Letterheads

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

### Letters

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

### Letters, Air

- USE Air letter sheets

### Letters, Alphabet

- USE Alphabet letters

### Letters, Begging

- USE Appeals

### Letters, Hieroglyphic

- USE Rebuses

### Letters, King's

- USE Church briefs

### Letters, Scholars'

- USE Writing blanks

### Letters, Transfer

- USE Transfer letters

### Lettersheets

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

### Liberty cards

- USE Passes

### Library bookplates

- USE Library labels

### Library cards

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

### Library labels

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

### Libretti

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

### Librettos

- USE Libretti

### Licences

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

### Licenses

- USE Licences

### Lids (Covers)

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

**Liebig cards**

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

**Lighting plots**

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

**Lists**

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

**Lists, School**

- USE School lists

**Lists, Shopping**

- USE Shopping lists

**Lithophanes, Paper**

- USE Paper lithophanes

**Living wills**

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

- BT Legal documents
- RT Wills

**Lobby cards**

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

**Location maps**

- USE Directional maps

**Logos**

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

**Loose leaves**

- USE Leaves

**Lost and found notices**

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

**Lost and found posters**

- USE Lost and found notices

**Lost cat notices**

- USE Animal lost / found notices

**Lost dog notices**

- USE Animal lost / found notices

**Lottery tickets**

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

**Loyalty cards**

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

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

**Luggage labels**

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

**Luncheon vouchers**

- USE Meal vouchers

# M

**Machine-readable cards**

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

**Magazine covers**

- UF Covers, Magazine
- BT Magazines

**Magazine inserts**

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

**Magazines**

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

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

### Magazines, Parish

USE Parish magazines

### Magic colouring books

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

### Magic slates

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

### Magicians' cards

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

### Mail

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

### Mail order catalogues

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

### Mailing lists

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

### Mandates

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

### Manifestos

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

### Manifests

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

### Manuals

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

### Manufacturers' catalogues

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

### Manufacturers' certificates

USE Agency certificates

### Manufacturers' labels

USE Product labels

### Manuscripts

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

### Maps

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

### Marconigrams

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

### Marks

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

### Marriage certificates

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

### Marriage licences

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

### Masks

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

### Mass cards

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

### Master mariners' certificates

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

### Match booklets

USE Matchbook covers

### Match boxes

USE Matchboxes

**Match covers**

USE Matchbook covers

**Match folders**

USE Matchbook covers

**Matchbook covers**

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

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

**Matchbox labels**

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

UF Labels, Matchbox  
 BT Matchboxes  
 BT Product labels

**Matchboxes**

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

UF Match boxes  
 BT Boxes  
 NT Matchbox labels  
 RT Matchbook covers

**Mats**

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

BT Protective coverings  
 NT Coasters  
 NT Place mats

**Meal vouchers**

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

UF Luncheon vouchers  
 BT Vouchers

**Mechanical works**

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

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

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

**Medical certificates**

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

UF Sick notes  
 BT Certificates

**Medical prescription envelopes**

USE Prescription envelopes

**Medical records**

USE Health records

**Medicine labels**

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

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

**Medleys**

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

**Membership cards**

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

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

**Membership certificates**

SN Documents certifying membership of a professional or other organisation.

BT Certificates  
 RT Membership cards

**Membership forms**

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

UF Forms, Membership  
 BT Application forms

**Membership lists**

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

BT Lists  
 NT School lists  
 RT Directories

**Mementos**

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

USE Keepsakes  
 USE Souvenirs

**Memoranda**

USE Memos

**Memorial cards**

USE In memoriam cards

**Memos**

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

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

**Menus**

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

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

**Menu, Chocolate box**

USE Chocolate box keys

**Metamorphic pictures**

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

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

**Meter reading cards**

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

BT Cards

**Micrographical portraits**

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



UF Portraits, Micrographical  
 BT Pictures  
 RT Calligrammes

### Migration cards

USE Landing cards

### Mileage charts

USE Distance charts

### Milk bottle tops

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

BT Lids (Covers)

### Mind maps

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

BT Diagrams

### Miniature theatres

USE Toy theatres

### Minutes

SN Structured records of what was said and done at meetings or conferences. (AAT amended)

BT Records (Documents)

RT Agendas

RT Notes

RT Notes of evidence

### Missal cards

USE Religious cards

### Missing persons notices

SN Notices posted up with details of persons believed to be missing who are sought by relatives, police or other authorities.

BT Notices

RT Child lost / found notices

RT Lost and found notices

RT Wanted notices (Crime)

### Mobiles

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

RT Mechanical works

RT Toys

### Mock money

SN Imitation money not intended to deceive; used in games and in Chinese religious rituals. For forged money use Forgeries. For mock money containing advertising, index also under Promotional materials.

UF Advertising banknotes

UF Coin discs

UF Coin stickers

UF Fake money

NT Advertising coins

NT Board game money

RT Forgeries

RT Money

### Money

SN Anything in general circulation that by common agreement serves as a medium of exchange as payment for goods and services and for the settlement of debts. (AAT)

UF Currency

UF Paper money

NT Alternative currency

NT Banknotes

NT Emergency currency

NT Improvised currency

RT Bankers' drafts

RT Cheques

RT Forgeries

RT Mock money

RT Negotiable instruments

RT Payment cards

RT Postal orders

RT Promissory notes

### Money bags

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

BT Bags

### Money orders

USE Postal orders

### Monograms

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

BT Marks

RT Logos

### Moral lesson cards

SN Usually smaller than a postcard with rich colour prints and a verse or scriptural text. Often with elaborately decorative border. 2nd half of 19th century on. (Hist)

UF Cards, Moral lesson

BT Religious cards

### Mortuary cards

USE In memoriam cards

### MOT certificates

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

BT Certificates

RT Airworthiness certificates

### Mother's day cards

UF Cards, Mother's day

BT Greetings cards

### Motion sickness bags

USE Sickness bags

### Motto cards

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

BT Cards

### Mottoes

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

UF Cracker mottoes

UF Mottoes, Cracker

UF Mottos

RT Jokes

### Mottoes, Cracker

USE Mottoes

### Mottos

USE Mottoes

### Mounts

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

NT Calendar mounts

NT Frame cards

### Mourning cards

USE In memoriam cards

### Movable works

USE Mechanical works

### Movie posters

USE Film posters

### Mulreadies

USE Mulready envelopes

### Mulready envelopes

SN Early pictorial postage-prepaid envelopes designed by William Mulready. Sometimes plagiarised. Very rare. (Hist)

UF Envelopes, Mulready

UF Mulreadies

BT Pictorial envelopes

BT Postal stationery

### Music

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

NT Music manuscripts

NT Sheet music

### Music hall posters

SN Posters for Variety shows.

UF Posters, Vaudeville

UF Variety show posters

UF Vaudeville posters

BT Performing arts posters

### Music manuscripts

SN Handwritten music.

BT Manuscripts

BT Music

### Music sheet covers

USE Sheet music covers

### Music sheets

SN Sheets printed with stave lines, sometimes with decorative elements.

BT Sheets

RT Writing blanks

**Music title pages**

USE Sheet music covers

**Music, sheet**

USE Sheet music

**Musical instrument makers' labels**

UF Labels, Musical instrument makers'

BT Trade labels

**Muslim greetings cards**

BT Greetings cards

**Myrioramas**

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

UF Chorioramas

UF Polyoramas

BT Metamorphic pictures

RT Panoramas

# N

**Name badges**

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

UF Name tags

BT Badges

RT Name cards

RT Name labels

**Name cards**

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

UF Cards, Name

RT Name badges

**Name labels**

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

UF Name tapes

BT Labels

RT Name badges

**Name tags**

USE Name badges

**Name tapes**

USE Name labels

**Napkins, Paper**

USE Paper napkins

**Navy signal codes**

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

BT Signal codes

**NCR paper**

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

UF No carbon required paper

BT Impregnated papers

RT Carbon paper

**Neck labels**

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

BT Bottle labels

RT Wine labels

**Neck papers**

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

UF Papers, Neck

BT Notices

RT Dunces' caps

**Needle packets**

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

BT Packets

RT Pin wrappers

**Negotiable instruments**

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

BT Financial records

NT Bills of exchange

NT Cheques

NT Promissory notes

RT Money

**New Year cards**

UF Cards, New Year

BT Greetings cards

**News sheets**

USE Newsletters

**Newsletters**

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

UF Bulletins

UF House organs

UF News sheets

UF Newsletters

RT Letters

RT Magazines

RT Reports

**Newspapers**

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

NT Clandestine newspapers

NT Commemorative newspapers

NT Improvised newspapers

NT Ships' newspapers

NT Strike newspapers

NT Tear-outs

NT Tear sheets

RT Comics

RT Cuttings

RT Unstamped periodicals

**Newspapers, Unstamped**

USE Unstamped periodicals

**Newsheets**

USE Newsletters

**No carbon required paper**

USE NCR paper

**Notebooks**

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

BT Blankbooks

NT Exercise books

RT Diaries

**Notelets**

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

BT Stationery

RT Writing paper

**Notepaper**

USE Writing paper

**Notes**

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

BT Correspondence

NT Post-it notes

NT Suicide notes

RT Memos

RT Minutes

**Notes of evidence**

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

UF Evidence, Notes of

BT Reports

RT Minutes

**Notices**

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

BT Communications

NT Announcements

NT Death notices

NT Disclaimer notices

NT Health and safety notices

NT Lost and found notices

NT Missing persons notices

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

### Notices, Auction sale

USE Auction sale notices

### Notices, Ferry rate

USE Ferry rate notices

### Notices, For sale

USE For sale notices

### Notices, Tariff

USE Tariff notices

### Notices, Toll-rate

USE Toll rate notices

### Novelties, Advertising

USE Advertising novelties

### Novelties, optical

USE Optical novelties

### Novelties, Paper

USE Paper novelties

### Novelty visiting cards

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

### Novelty works

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

# O

## Oaths

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

## Optical novelties

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

## Optical toys

USE Optical novelties

## Opticians' test charts

USE Eye test charts

## Order books

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

## Order forms

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

## Orders of proceedings

USE Programmes

## Orders of service

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

## Ordinance broadsides

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

## Ordinances

USE By-laws

## Ordination cards

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

## Organ donor cards

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

## Organisational charts

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

## Origami

USE Folded paper works

## Ownership marks

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

## Oyster cards

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

# P

## Packaging

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

**Packets**

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

**Page proofs**

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

**Pages, Album**

- USE Album pages

**Pages, Loose**

- USE Leaves

**Pages, Sample**

- USE Sample pages

**Pages, Specimen**

- USE Specimen pages

**Pages, Title**

- USE Title pages

**Paint charts**

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

**Pall bearers' cards**

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

**Pallbearers' cards**

- USE Pall bearers' cards

**Pamphlets**

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

**Panoramas**

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

**Pantins**

- USE Jumping jacks

**Paper bags**

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

**Paper clothing**

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

**Paper cup sleeves**

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

**Paper cups**

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

**Paper cuts**

- USE Cut-paper works

**Paper dioramas**

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

**Paper dolls**

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

**Paper flags**

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

**Paper flowers**

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

**Paper folding**

- USE Folded paper works

**Paper hats**

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

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

**Paper lace**

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

**Paper lithophanes**

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

**Paper money**

- USE Money

**Paper napkins**

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

**Paper novelties**

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

**Paper plates**

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

**Paper samples**

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

**Paper soldiers**

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

**Paper toys**

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

**Paper types**

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

**Papercuts**

- USE Cut-paper works

**Papers, Ballot**

- USE Ballot papers

**Papers, Chop**

- USE Chop papers

**Papers, Dessert**

- USE Doilies

**Papers, Distrain**

- USE Distrain papers

**Papers, Fly**

- USE Fly papers

**Papers, Frost fair**

- USE Frost fair papers

**Papers, Impregnated**

- USE Impregnated papers

**Papers, Neck**

- USE Neck papers

**Papers, Pin**

- USE Pin wrappers

**Papers, Powder**

- USE Powder papers

**Papers, Prescription**

- USE Prescription envelopes

**Papers, Snuff**

- USE Snuff papers

**Papers, Watch**

- USE Watchpapers

**Paperwork (Crafts)**

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

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

**Papiers d'Arménie**

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

**Papyrography**

- USE Paperwork (Crafts)

**Parcel post labels**

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

**Parcel tape**

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

**Parish magazines**

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

**Parking fine tickets**

- USE Penalty charge notices

**Parking permits**

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

**Parking tickets**

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

**Parliamentary envelopes**

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

**Participants lists**

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

**Passenger cards**

- USE Landing cards

**Passenger lists**

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

**Passenger tickets**

- USE Travel tickets

**Passes**

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

**Passports**

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

**Pattern sheets**

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

**Patterns**

- USE Pattern sheets

**Pawn tickets**

- USE Pawnbrokers' tickets

**Pawnbrokers' tickets**

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

**Pay advices**

- USE Payslips

**Pay packets**

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

RT Employee records  
RT Payslips

### Pay slips

USE Payslips

### Payment cards

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

### Payslips

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

### Peal cards

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

### Pedlar's certificates

USE Traders' licences

### Pedlar's licences

USE Traders' licences

### Peep show prints

USE Perspective view prints

### Peepshow prints

USE Perspective view prints

### Peepshows

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

### Penalty charge notices

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

BT Driving offence notifications  
RT Parking tickets

### Penmen's flourishes

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

### Pennants

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

### Penny dreadfuls

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

### Perforations

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

### Performance licences

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

### Performing arts posters

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

### Periodicals

USE Magazines

### Permits

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

NT Passports  
NT Tickets of leave  
NT Visas  
NT Work permits

### Perpetual calendars

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

### Personal notices

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

### Personalised stationery

USE Writing paper

### Perspective view prints

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

### Petitions

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

### Pharmaceutical labels

USE Medicine labels

### Phenakistiscope discs

USE Phenakistiscope discs

### Phenakistoscope discs

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

### Phone books

USE Telephone directories

### Phone cards

USE Telephone cards

### Phone directories

USE Telephone directories

**Photo frame cards**

USE Frame cards

**Photo insert cards**

USE Frame cards

**Photocopy cards**

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

UF Cards, Photocopy

BT Prepaid cards

**Photograph albums**

SN Albums containing or specifically designed to contain photographs.

BT Albums

**Photograph wallets**

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

UF Film wallets

BT Wallets

**Photographs**

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

BT Pictures

NT Aerial photographs

NT Cabinet photographs

NT Cartes-de-visite

NT Film stills

NT Polyphotos

NT Production stills

RT Postcards

RT Stereographs

**Pictorial alphabets**

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

UF Alphabet books

BT Alphabets

RT ABC primers

RT Learning aids

RT Type specimen sheets

**Pictorial envelopes**

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

UF Illustrated envelopes

BT Envelopes

NT Mulready envelopes

NT Propaganda envelopes

**Pictorial maps**

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

BT Maps

RT Picture puzzles

**Pictorial writing paper**

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

UF Illustrated letter paper

BT Writing paper

RT Decorative stationery

**Picture framers' labels**

UF Labels, Picture framers'

BT Trade labels

**Picture lesson cards**

USE Flashcards

**Picture postcards**

USE Postcards

**Picture puzzles**

SN Puzzles based on pictures other than rebuses or jigsaw puzzles. Include those where an image is artfully concealed inside a larger one.

BT Puzzles

RT Jigsaw puzzles

RT Pictorial maps

**Pictures**

SN Gathering term. Use a more specific term if possible.

NT Bird's eye views

NT Calligrammes

NT Caricatures

NT Cartoons

NT Colouring sheets

NT Emblems (Allegorical pictures)

NT Metamorphic pictures

NT Micrographical portraits

NT Panoramas

NT Photographs

NT Prints

NT Stereographs

NT Storyboards

RT Artwork, Original

RT Comics

RT Designs

RT Rubbings

**Pilgrimage cards**

SN Devotional cards acquired on a pilgrimage as evidence of participation; also greetings cards proffering good wishes to an intending pilgrim.

UF Cards, Pilgrimage

BT Religious cards

RT Souvenirs

**Pillbox labels**

USE Medicine labels

**Pilots' licences**

SN Licences indicating that the holder has qualified to fly one or more types of aircraft, or certain ships.

BT Licences

RT Drivers' licences

RT Master mariners' certificates

**Pin buttons**

USE Badges

**Pin papers**

USE Pin wrappers

**Pin wrappers**

SN Folded paper wrappers for pins, bearing the name of the supplier or manufacturer. (Hist)

UF Papers, Pin

UF Pin papers

BT Wrappers

RT Needle packets

**Pinprick work**

SN A fine multiple piercing of paper in patterns for decorative effect, or for hidden messages. Sometimes combined with cut-work. (EE)

UF Work, Pinprick

BT Paperwork (Crafts)

**Placards**

SN Signs or notices, usually of stiff paper or cardboard, usually carried in public, e.g. by campaigners, picketers or demonstrators. (AAT amended)

RT Banners

RT Posters

RT Protest posters

**Place cards**

SN Small cards bearing the name of an individual diner, placed on the table to indicate where they should sit.

BT Cards

BT Table stationery

**Place mats**

SN Paper mats for individual place settings provided by restaurants and cafes. When these display advertising, index also under Promotional materials.

BT Mats

BT Table stationery

RT Doilies

**Plans (Diagrams)**

SN Two dimensional delineations of the layout or arrangement of things.

NT Cemetery plans

NT Deck plans

NT Floor plans

NT Railway carriage diagrams

NT Seating plans

NT Site plans

NT Train diagrams

RT Designs

RT Diagrams

RT Guides

RT Maps

**Plans, Circuit**

USE Circuit plans

**Plans, Town**

USE Street maps

**Plant labels**

SN May come in a variety of forms and materials, preprinted, or for individual gardeners to inscribe.

BT Labels

**Plant pot covers**

- SN Decorative paper or plastic covers to gift wrap plant pots.  
 UF Cache pots  
 UF Covers, Plant pot  
 UF Flower pot covers  
 RT Gift wraps

**Plastic bags**

- SN Pre-printed bags usually displaying advertising, but sometimes decorations.  
 BT Bags

**Plates, Paper**

- USE Paper plates

**Playbills**

- SN Use for items produced up to mid-19th century advertising plays, usually announcing the cast. (Hist) Use Theatre posters for items intended for public display, sometimes multi-sheet, and Theatre programmes for items intended to be given or sold to patrons.  
 UF Bills (Posters)  
 RT Cast lists  
 RT Theatre posters  
 RT Theatre programmes

**Playing cards**

- SN Cards issued in sets of a specific number of cards. Used in playing one or more games or telling fortunes. (TGM amended) Use Board game cards for cards produced for use in board games.  
 BT Cards  
 BT Games  
 NT Magicians' cards  
 RT Board game cards  
 RT Fortune telling cards

**Pledge cards**

- SN Cards or certificates bearing a signatory's pledge usually, but not exclusively, to abstain from alcohol. May also be membership certificates of temperance societies. For certificates awarded to those who have fulfilled pledges, use Award certificates.  
 UF Pledge certificates  
 UF Temperance cards  
 BT Cards  
 RT Award certificates

**Pledge certificates**

- USE Pledge cards

**Pockets**

- SN Flat rectangular containers open on one or two sides.  
 NT Cutlery pockets  
 NT Vide pochés  
 RT Envelopes  
 RT Packets  
 RT Wallets

**Point-of-sale advertising**

- SN Use for advertising material intended for display in retail outlets, e.g. on counters, in windows. Use a narrower term if possible.  
 BT Advertisements  
 NT Display cards  
 NT Lobby cards

- NT Shelf strips  
 NT Standees  
 NT Window bills  
 RT Counter display boxes  
 RT Showcards  
 RT Strutted cards

**Points cards**

- USE Loyalty cards

**Poisson d'avril cards**

- SN French greeting cards for 1st April.  
 UF Cards, Poisson d'avril  
 BT Greetings cards

**Pokémon cards**

- SN Cards forming part of the trading card game developed from the video game Pokémon. Widely collected in the late 20th century.  
 UF Cards, Pokémon  
 BT Collecting cards  
 RT Card games

**Polite notices**

- SN Unofficial notices, in imitation of police notices, usually starting 'Please'. Often requests not to park.  
 BT Notices

**Political posters**

- SN Use for 'political' in a broad sense to include posters issued by government and political parties, also campaigning and protest groups. Use a narrower term when appropriate.  
 BT Posters  
 NT Campaign posters  
 NT Election posters  
 NT Propaganda posters  
 NT Protest posters  
 RT State-of-the-poll notices  
 RT Wartime posters

**Poll lists**

- SN Lists of people who voted in elections revealing how they voted. 17th to 19th centuries. (Hist)  
 BT Lists  
 RT Electoral lists  
 RT State-of-the-poll notices

**Polling cards**

- USE Ballot papers

**Polyoramas**

- USE Myrioramas

**Polyphotos**

- SN Multiple portraits taken and printed as a contact sheet for the sitter to choose the best one for enlarging as a portrait.  
 BT Photographs

**Popular prints**

- SN Prints, largely pictorial but sometimes with text, produced in large numbers without any pretensions to being works of art. Early examples are usually woodcuts, increasingly in the 19th century lithographs. They may be broadly educational or religious in content; or, in the case of Currier and Ives prints, scenes of everyday life.  
 UF Imagerie populaire

- BT Prints  
 NT Épinal prints  
 NT Religious prints  
 RT Ballads  
 RT Broad sides  
 RT Posters  
 RT Satirical prints  
 RT Song sheets

**Portraits, Micrographical**

- USE Micrographical portraits

**Post**

- USE Mail

**Post-it notes**

- SN Small, usually coloured and originally yellow, self-adhesive pieces of paper produced in blocks, that can be attached to and easily removed from other pieces of paper; intended for brief notes to self or others. May come with preprinted words or images, or in different shapes.  
 BT Notes  
 RT Memos

**Post cards**

- USE Postcards

**Post horse tickets**

- SN Tickets relating to the payment of post horse duty; include mileage tickets, day tickets, exchange tickets. (Hist)  
 UF Excise tickets  
 UF Horse-hire tickets  
 BT Tickets  
 NT Exchange tickets  
 RT Tax stamps

**Postage stamps**

- SN Small, usually adhesive and perforated labels issued by a government and sold in various denominations to be affixed to items of mail as evidence of the payment of postage. Also used on receipts, under a signature.  
 BT Stamps  
 NT Airmail stamps  
 NT Special issue stamps  
 RT College stamps  
 RT Mail  
 RT Postal covers  
 RT Postal strike covers  
 RT Railway stamps

**Postal cachets**

- SN Printed or handstamped designs or messages on an envelope denoting some special feature of the postal cover. Cachets appear on modern first-day covers, first-flight covers and special event covers.  
 UF Cachets, postal  
 BT Marks  
 BT Postal covers  
 RT Crash covers  
 RT First day covers  
 RT First flight covers  
 RT Free franks  
 RT Mail  
 RT Postal labels  
 RT Wreck covers



**Postal cards**

- SN Postcards with pre-paid postage.  
 UF Cards, Postal  
 BT Postal stationery  
 BT Postcards

**Postal covers**

- SN Outer wrappings or containers in which correspondence or packages have been posted, usually envelopes. Sometimes produced to mark an event with specific stamps or designs, making them collectable. (EE)  
 UF Covers, Postal  
 BT Mail  
 NT Commemorative postal covers  
 NT Crash covers  
 NT First day covers  
 NT First flight covers  
 NT Postal cachets  
 NT Postal strike covers  
 NT Wreck covers  
 RT Airmail envelopes  
 RT Envelopes  
 RT Postage stamps

**Postal labels**

- SN Official labels of information or instruction affixed to postal items in addition to postage stamps, e.g. By airmail. Excludes propaganda, advertising, commemorative and other non-official and postally irrelevant labels.  
 UF Etiquettes  
 BT Labels  
 NT Airmail labels  
 NT Censors' labels  
 NT Customs declarations  
 NT Express labels  
 NT Parcel post labels  
 RT Postal cachets  
 RT Postal strike covers

**Postal lettersheets**

- SN Sheets of paper with prepaid postage that can be folded, usually sealed and mailed without the use of an envelope.  
 BT Postal stationery  
 RT Writing paper

**Postal money orders**

- USE Postal orders

**Postal notes**

- USE Postal orders

**Postal orders**

- SN A type of promissory note, similar to a cheque but used specifically for sending money through the mail.  
 UF Money orders  
 UF Postal money orders  
 UF Postal notes  
 BT Promissory notes  
 RT Bankers' drafts  
 RT Bills of exchange  
 RT Cheques  
 RT Money

**Postal stationery**

- SN Cards, envelopes, aerogrammes and other stationery, printed with a postage mark indicating prepayment.

- BT Mail  
 BT Stationery  
 NT AQ lettersheets  
 NT Letter cards  
 NT Mulready envelopes  
 NT Postal cards  
 NT Postal lettersheets  
 RT Postal wrappers

**Postal strike covers**

- SN Postal covers delivered during postal strikes by private organisations, bearing either substitute stamps or labels, manuscript annotations or handstamps.  
 UF Labels, Postal strike  
 UF Strike covers  
 BT Postal covers  
 RT Postage stamps  
 RT Postal labels

**Postal wrappers**

- SN Printed wrappers, prepaid or otherwise, for posting newspapers, magazines, etc.  
 BT Wrappers  
 RT Postal stationery

**Postcard albums**

- BT Albums

**Postcard books**

- SN Books made up of detachable postcards usually, on a theme.  
 BT Books  
 NT Postcards  
 RT Viewbooks

**Postcards**

- SN Cards on which a message may be handwritten or printed for mailing without an envelope; usually pictorial on one side. (TGM amended) For advertising postcards index also under Advertisements.  
 UF Picture postcards  
 UF Post cards  
 BT Cards  
 BT Correspondence  
 BT Postcard books  
 NT Field service postcards  
 NT Ham radio cards  
 NT Postal cards  
 NT Propaganda postcards  
 RT Concertina cards  
 RT Embroidered cards  
 RT Photographs  
 RT View cards  
 RT Viewbooks

**Poster slips**

- SN Strips of paper, usually printed, for pasting as addenda across posters or announcements, e.g. Cancelled, Tonight. (EE)  
 UF Slips, Poster  
 RT Posters  
 RT Stock posters

**Poster stamps**

- SN Promotional stickers on correspondence with a reproduction in miniature of a poster, or designed in the poster idiom. Used extensively at the turn of the 19th and 20th centuries to publicise current events and celebrate historic anniversaries.  
 UF Stamp posters

- UF Stamps, Poster  
 BT Cinderella stamps  
 RT Advertising stamps  
 RT Stickers

**Posterprints**

- USE Decorative posters

**Posters**

- SN Single or multiple sheet advertisements to promote events, activities, causes, goods or services, for display usually in a public place; from the mid-19th century increasingly pictorial. Intended to make an immediate impression from a distance. For posters consisting of a single image for personal / domestic display, such as pop stars, views, photographs, use Decorative posters.  
 UF Bills (Posters)  
 NT Book and magazine posters  
 NT Decorative posters  
 NT Exhibition posters  
 NT Performing arts posters  
 NT Political posters  
 NT Product posters  
 NT Sports posters  
 NT Stock posters  
 NT Travel and transport posters  
 NT Wartime posters  
 RT Advertisements  
 RT Broadsides  
 RT Notices  
 RT Placards  
 RT Popular prints  
 RT Poster slips  
 RT Proclamations

**Posters, Circus**

- USE Circus posters

**Posters, Dance**

- USE Dance posters

**Posters, Film**

- USE Film posters

**Posters, Theatre**

- USE Theatre posters

**Posters, Vaudeville**

- USE Music hall posters

**Powder papers**

- SN Small sheets of paper impregnated with face powder, which can be easily carried in a handbag and used discreetly without the use of a mirror.  
 UF Papers, Powder  
 BT Impregnated papers

**Powers of attorney**

- SN Written authorisations to represent or act on another's behalf in private affairs, business, or other legal matters.  
 BT Legal documents

**Prayer cards**

- USE Religious cards

**Prayers**

- SN Addresses made to a deity.  
 NT Forms of prayer

**Preaching plans**

USE Circuit plans

**Premium plates**

USE Prize labels

**Premiums**

USE Give-aways

**Preuptial agreements**

SN Agreements drawn up by couples intending to marry, setting out how property is to be divided in the event of a separation or divorce. They are legally binding in some countries.

BT Agreements

**Prepaid cards**

SN Payment cards loaded with a specific amount of money, which are therefore independent of a bank account.

UF Stored value cards

BT Payment cards

NT Currency cards

NT Gift cards

NT Oyster cards

NT Photocopy cards

NT Telephone cards

**Prescription envelopes**

SN Papers or envelopes in which medical prescriptions were given to the customers of pharmacies. (Hist)

UF Medical prescription envelopes

UF Papers, Prescription

UF Prescription papers

BT Envelopes

RT Prescriptions

**Prescription papers**

USE Prescription envelopes

**Prescriptions**

SN Handwritten or printed instructions for the composition and use of a medicine.

RT Medicine labels

RT Prescription envelopes

**Presentation albums**

USE Presentation books

**Presentation books**

SN Unique volumes specially compiled for presentation to a person to celebrate his or her life, work, retirement, etc.

UF Presentation albums

BT Books

RT Ceremonial addresses

**Press cuttings**

USE Cuttings

**Press releases**

SN Written communications directed at members of the news media for the purpose of announcing something.

BT Communications

RT Announcements

**Pressbooks**

SN Manuals to instruct cinema owners how to conduct advertising campaigns promoting particular films. (TGM amended)

BT Books

**Price lists**

SN Statements, often presented as lists, of the current prices of services and merchandise.

BT Lists

NT Tariff cards

NT Tariff notices

RT Catalogues

RT Menus

RT Trade lists

**Price tags**

SN Tag labels to be hung on items to indicate their price. If the labels contain much more information than the price consider using Product labels.

BT Tags (Labels)

**Printed handkerchiefs**

USE Handkerchiefs

**Printers' hats**

SN Traditional, box-shaped, folded paper hats, formerly worn by printers. (Wikipedia) (Hist)

BT Paper hats

**Printers' labels**

USE Booksellers' labels

**Printouts**

SN Any items originating from fax machines, teleprinters, computer printers, etc.

NT Faxes

**Prints**

SN Gathering term; do not use for indexing. For art prints (not regarded as ephemera) use terms from relevant subject thesauruses. Otherwise use narrower terms.

BT Pictures

NT Commemorative prints

NT Perspective view prints

NT Popular prints

NT Satirical prints

NT Tinsel prints

RT Decorative posters

**Prints, Épinal**

USE Épinal prints

**Prints, Peepshow**

USE Perspective view prints

**Prints, Religious**

USE Religious prints

**Prisoners' letters**

SN Letters or messages from prisoners, sometimes on official forms provided by the gaol. Include letters from prisoners of war.

BT Letters

**Prisoners' lists**

SN Lists of the prisoners held in a particular institution.

BT Lists

RT Calendars of assizes

**Private view cards**

SN Invitations sent out by artists or galleries inviting the recipient to attend the private view of an exhibition. They serve also as advertisements for the exhibition.

BT Invitations

**Prize cards**

SN Cards or certificates awarded to prize winners at agricultural, horticultural or other shows or exhibitions.

UF Stock show cards

BT Cards

RT Certificates

RT Prize rosettes

**Prize draw tickets**

USE Raffle tickets

**Prize labels**

SN Book labels indicating that a book was presented as a prize.

UF Labels, Prize

UF Premium plates

BT Book labels

RT Bookplates

**Prize rosettes**

SN Rosettes awarded as prizes at horticultural, agricultural, equestrian or baby shows.

BT Rosettes

RT Prize cards

**Procession diagrams**

SN Produced to show the sequence of those processing at coronations, funerals, jubilees, peace and victory celebrations. May take a variety of forms: booklets, folded broadsheets, scrolls; often long and thin, sometimes with a key. Frequently produced as keepsakes.

UF Procession keepsakes

BT Programmes

RT Keepsakes

RT Panoramas

**Procession keepsakes**

USE Procession diagrams

**Proclamations**

SN Formal expressions of the will of a central authority, publicly announced or posted up in public places, usually citing the authority. Often associated with a message delivered by a town crier.

BT Notices

RT Broadslides

RT Posters

**Product labels**

SN Labels attached directly to the product, e.g. broom labels, or more frequently to its packaging. Index also under the name of the product.

UF Commodity labels

UF Manufacturers' labels

BT Labels

NT Bottle labels

NT Can labels

NT Cigar bands

NT Cigar box labels

NT Crate labels

NT Fabric labels

NT Food labels  
 NT Fruit labels  
 NT Garment labels  
 NT Gramophone record labels  
 NT Insert cards  
 NT Matchbox labels  
 NT Quality assurance labels  
 NT Ream labels  
 NT Shaker labels  
 RT Packaging  
 RT Trade labels

### Product posters

SN Posters advertising products for sale.  
 BT Posters

### Production stills

SN Photographs of theatre productions usually for display in the theatre foyer.  
 BT Photographs  
 RT Film stills  
 RT Lobby cards

### Proficiency certificates

SN Certificates attesting to the attainment of levels of skill or proficiency as distinct from academic qualifications; e.g. lifesaving, cycling, health and safety.  
 BT Certificates  
 RT Diplomas

### Programmes

SN Outlines of the order to be followed, of features to be presented, and of persons participating in a public event, performance, or entertainment.  
 UF Orders of proceedings  
 UF Programs  
 NT Cinema programmes  
 NT Concert programmes  
 NT Dance programmes  
 NT Festival programmes  
 NT Procession diagrams  
 NT Theatre programmes  
 RT Calendars of events  
 RT Cast lists  
 RT Libretti  
 RT Orders of service

### Programmes of events

USE Calendars of events

### Programs

USE Programmes

### Promissory notes

SN Documents, signed and sometimes dated, containing an unconditional promise by the maker to pay a definite sum of money to a payee on demand or at a specified future date.  
 BT Negotiable instruments  
 NT Banknotes  
 NT Postal orders  
 RT Bankers' drafts  
 RT Bills of exchange  
 RT Money

### Promotional materials

SN Use as an additional indexing term for items having normal everyday use, e.g. mats, hats, napkins, calendars, that have printed advertising on them.

BT Advertisements  
 NT Beer mats  
 NT Blotters  
 NT Dart flights  
 RT Advertising novelties  
 RT Exercise book covers  
 RT Give-aways

### Proofs

SN Trial printings for checking; may be marked or unmarked.  
 NT Galley proofs  
 NT Page proofs  
 RT Books  
 RT Specimen pages

### Propaganda envelopes

SN Illustrated envelopes bearing propaganda images and/or text, promoting a cause or making a protest; e.g. anti-slavery, temperance, gay rights, ban the bomb.  
 UF Envelopes, Propaganda  
 BT Pictorial envelopes  
 RT Propaganda posters

### Propaganda postcards

SN Postcards produced, mainly in wartime, with propaganda messages. Sometimes they promoted other causes, e.g. the anti-absinthe campaign in France.  
 BT Postcards  
 RT Propaganda posters

### Propaganda posters

SN Posters produced by the state or by campaigning groups, to spread ideas or information, often biased or untrue, with the purpose of influencing public opinion to gain support for a cause or to discourage support for another. For wartime propaganda posters use Wartime posters.  
 BT Political posters  
 RT Campaign posters  
 RT Clandestine magazines  
 RT Clandestine newspapers  
 RT Propaganda envelopes  
 RT Propaganda postcards  
 RT Wartime posters

### Propaganda, Aerial

USE Aerial propaganda

### Property deeds

USE Title deeds

### Prospectuses

SN Descriptions or accounts of the chief features of a forthcoming work or enterprise.  
 BT Brochures  
 NT Book prospectuses  
 NT Company prospectuses  
 NT Educational prospectuses

### Prostitutes' cards

SN Prostitutes' advertising cards. From c. 1984 mostly placed in UK telephone boxes. <http://www.stbride.org/friends/conference/twentiethcenturygraphiccommunication/ViceCards.html>  
 UF Cards, Prostitutes'  
 UF Cards, Vice

UF Vice cards  
 BT Advertising cards

### Protective coverings

SN Use for items that are not packaging. If they contain advertising, index also under Promotional materials.  
 UF Coverings, protective  
 NT Book jackets  
 NT Exercise book covers  
 NT Head rest covers  
 NT Mats  
 NT Toilet seat covers  
 NT Watchpapers

### Protège cahiers

USE Exercise book covers

### Protest magazines

SN Magazines produced by and/or for groups such as anarchists, hippies and marginalised groups. They have a specific target audience, one that is not controlled by the dominant culture. Can also refer to magazines that put forward alternative views within particular fields, e.g. architecture, education.  
 BT Magazines  
 RT Clandestine magazines  
 RT Zines

### Protest posters

SN Posters expressing criticism, negative social commentary or dissent; sometimes issued as propaganda or in support of a revolutionary movement. (TGM amended)  
 UF Revolutionary posters  
 BT Political posters  
 RT Campaign posters  
 RT Placards

### Provision papers

SN Single sheets of wrapping paper, sometimes greaseproof, intended for the wrapping of butter, cheese, bacon, etc.; often printed with retailer's details. Occasionally used for pharmaceutical supplies.  
 UF Grocery papers  
 BT Food wrappers  
 BT Paper types  
 RT Paper bags  
 RT Wrapping paper

### Public apologies

SN Printed handbills or notices apologising for some offence committed; accepted as a form of restitution. (Hist)  
 BT Personal notices

### Public service accounts

SN Accounts of public service bodies, e.g. schools, hospitals, colleges, charities and other non-profit organisations.  
 BT Accounts

### Publicity stills

USE Film stills

### Pull-matches

SN A type of matchbook cover that leads to a match igniting when pulled from it. (Hist)  
 BT Matchbook covers

**Punctuality cards**

- SN Wall cards or sheets of paper, sometimes decorated, propounding the virtues of punctuality. 1830s to 1860s. (Hist)
- UF Cards, Punctuality
- BT Wall cards

**Punishment cards**

- USE Detention cards

**Puzzles**

- SN Games, toys or problems designed to test ingenuity or knowledge.
- BT Games
- NT Jigsaw puzzles
- NT Picture puzzles
- NT Rebuses
- RT Children's games
- RT Paper novelties
- RT Quiz sheets

**Q****QSL cards**

- USE Ham radio cards

**Quality assurance certificates**

- SN Certificates for public display, usually in retailers, restaurants or workshops, certifying that the business in question has passed relevant inspections, usually relating to health and safety or hygiene.
- BT Certificates
- RT Health and safety notices
- RT Quality assurance labels

**Quality assurance labels**

- SN Labels to be attached to a product indicating any of a number of stages in the quality assurance process; e.g. passed labels, return to stock labels, reject labels, visually inspected labels, failed labels.
- BT Product labels
- NT Union labels
- RT Guarantees
- RT Quality assurance certificates

**Questionnaires**

- SN Forms containing sets of questions and other prompts for the purpose of gathering information from respondents.
- BT Forms
- RT Evaluation forms
- RT Quiz sheets

**Queue tickets**

- SN Numbered tickets provided in sequence from a machine in shops, post offices, etc., to ensure that customers are dealt with in order of arrival. Often not identifiable out of context.
- BT Tickets
- RT Serial numbers

**Quiz sheets**

- SN Sheets containing a series of questions; mainly for entertainment, but also used as fund-raisers, with a deadline for answers and a prize.
- BT Sheets
- RT Activity sheets
- RT Puzzles
- RT Questionnaires

**Quotations**

- USE Estimates

**R****Radio licences**

- SN Permission to use a wireless; required for UK radio owners from 1920s to 1971. Also licences required by radio stations wishing to broadcast.
- UF Wireless licences
- BT Licences

**Raffle tickets**

- SN Numbered tickets sold usually to raise funds for charities, each ticket having the chance of winning a prize. Sometimes simple numbered tickets in pairs, one retained by purchaser, the other put into the draw. Often not identifiable out of context.
- UF Prize draw tickets
- BT Tickets
- RT Betting tickets
- RT Cloakroom tickets
- RT Lottery tickets
- RT Sweepstake tickets

**Rail cards**

- SN Cards available for purchase by specific categories of people giving them discounts on rail travel for a limited period of time.
- UF Cards, Rail
- BT Travel cards
- RT Travel tickets

**Railway carriage diagrams**

- SN Diagrams showing the internal layout of railway carriages.
- BT Plans (Diagrams)
- RT Seating plans
- RT Train diagrams

**Railway carriage labels**

- SN Labels mostly affixed to windows giving a train's destination and route; include compartment labels and other interior labels.
- UF Carriage window labels
- UF Route cards
- UF Route labels
- BT Labels
- RT Railway carriage panels
- RT Wagon labels

**Railway carriage panels**

- SN Panels displayed in railway carriages. Mainly views but can be maps, photographs, reproductions, advertising, poems. From late 19th century.
- RT Railway carriage labels
- RT Showcards
- RT Travel and transport posters

**Railway journey guides**

- SN In 19th century, pictorial guides to specific routes in booklet or concertina form. In later 20th /21st centuries may be printed lists of the stops on a journey, scheduled times and available connections.
- UF Guides, Railway journey
- UF Railway travelling charts
- BT Guides
- RT Directions
- RT Itineraries
- RT Strip maps
- RT Tourist maps

**Railway menus**

- USE Travel menus

**Railway stamps**

- SN Stamps used to pay the cost of conveyance of parcels or letters by rail. (Hist)
- UF Stamps, Railway
- BT Cinderella stamps
- RT Postage stamps

**Railway tickets**

- UF Tickets, Railway
- UF Train tickets
- BT Travel tickets
- NT Edmondsons
- RT Oyster cards

**Railway timetables**

- SN Use for examples intended for wall display, in pocket and a variety of other formats.
- BT Travel timetables
- NT Bradshaws

**Railway travelling charts**

- USE Railway journey guides

**Ration books**

- SN Sets of ration coupons issued to individuals. The coupons were either removed or signed when the ration (mostly food or clothes) was purchased. (Hist)
- BT Books
- RT Ration coupons

**Ration coupons**

- SN Stamp-like coupons, often contained in a book, entitling an individual to a share of rationed food or other goods. (Hist)
- BT Coupons
- RT Ration books

**Razor-blade wrappers**

- SN Small paper wrappers for individual razor blades, bearing a wide range of designs.
- BT Wrappers

**Razor blade packets**

- SN Packets of razor blades, each individually wrapped.
- BT Packets

**Re-use labels**

USE Economy labels

**Readers' cards**

USE Borrowers' cards

**Reading aids**

USE Learning aids

**Reading lists**

SN Lists of recommended books either for academic courses or for recreational reading.

BT Lists

**Ream labels**

SN Labels for reams of paper bearing a manufacturer's mark; may include part of the ream wrapper.

UF Labels, Ream

UF Ream wrappers

BT Product labels

**Ream wrappers**

USE Ream labels

**Rebuses**

SN Representations of words or syllables by pictures of objects or by symbols whose names resemble the intended words or syllables in sound. (AAT)

UF Hieroglyphic letters

UF Hieroglyphic puzzles

UF Letters, Hieroglyphic

BT Puzzles

**Receipted invoices**

SN Invoices overwritten or stamped Paid, and sent as receipt of payment. From 1891 to 1964 stamp duty was payable in the form of postage stamps affixed to the invoice and signed.

BT Invoices

RT Receipts

**Receipts**

SN Handwritten or printed acknowledgements of payment made for goods or services. In the past this term was sometimes used for recipes.

BT Business stationery

RT Receipted invoices

RT Tickets

**Recipes**

SN Instructions, including ingredients and procedures, for the creation of a culinary dish, drink, medicine, etc. In the past sometimes called receipts.

BT Instructions

**Recommendation forms**

SN Printed documents, e.g. tickets, letters or cards, commonly issued to governors and supporters of hospitals, infirmaries and dispensaries, to be issued to indigent patients as a means of controlling acceptances for treatment. UK 18th century up to 1930s. (Hist)

BT Forms

RT Charity election cards

RT Charity tickets

**Record album covers**

USE Record covers

**Record cards**

SN Cards, usually preprinted, for the purpose of systematically recording information on payments, progress or changes in health, education, wildlife surveys, etc.

BT Forms

NT Burial club cards

NT Clock cards

NT Game record cards

RT Reports

RT Score cards

RT Servicing records

RT Weight cards

**Record covers**

SN Containers for vinyl sound recordings, printed with lettering and/or graphic designs. For later sound recordings, e.g. cassettes and CDs use Inset cards.

UF Album covers

UF Covers, Album

UF Covers, Record

UF Gramophone record covers

UF Record album covers

UF Record jackets

UF Record sleeves

UF Record slip cases

UF Sleeves, record

BT Packaging

RT Gramophone record labels

RT Inset cards

**Record jackets**

USE Record covers

**Record royalty labels**

USE Copyright royalty stamps

**Record sleeves**

USE Record covers

**Record slip cases**

USE Record covers

**Record tokens**

SN Gift vouchers restricted to the purchase of sound recordings.

UF Tokens, Record

BT Gift vouchers

**Records (Documents)**

SN Information created, received, and maintained by an agency, institution, organization, or individual in pursuance of its legal obligations or in the transaction of business, regardless of medium. (AAT amended)

NT Attendance records

NT Bills of mortality

NT Constitutions

NT Employee records

NT Financial records

NT Health records

NT Minutes

NT Reports

NT Resolutions

NT Servicing records

NT Vehicle registration documents

**Recruitment notices**

SN Use for notices, posters or leaflets offering employment, or seeking volunteers. For wartime recruitment posters use War posters.

UF Recruitment posters

BT Notices

RT Wartime posters

**Recruitment posters**

USE Recruitment notices

**References**

SN Letters or forms, sent privately at the request of a potential employer, providing information testifying to the suitability of a candidate. Until mid-20th century usually manuscript.

UF Character references

BT Letters

RT Testimonials

**Registers**

USE Attendance records

**Regulations**

USE Rules and regulations

**Release warrants**

SN Documents giving authority to release particular prisoners; may be civil or military.

BT Warrants

**Reliefs**

USE Scraps

**Religious calendars**

SN Calendars featuring religious festivals, saints' days, etc.

BT Calendars

RT Almanacs

**Religious cards**

SN Small cards, usually with a religious image, and/or prayer, or with a scriptural or moral text, often found as markers in bibles or prayer books. For larger religious images use Religious prints.

UF Missal cards

UF Prayer cards

UF Scripture cards

BT Cards

NT Bible cards

NT Devotional cards

NT First communion cards

NT Mass cards

NT Moral lesson cards

NT Ordination cards

NT Pilgrimage cards

NT Sunday school cards

RT Altar cards

RT Religious prints

RT Religious texts

**Religious prints**

SN Prints depicting scenes from religious texts or images of the religious life.

UF Prints, Religious

BT Popular prints

RT Religious cards

**Religious texts**

- SN Use for religious or moral texts intended for wall display.  
 UF Scriptural texts  
 RT Religious cards  
 RT Wall cards

**Reminder lists**

- SN Lists (may be preprinted or handwritten) of items or activities, as aide-memoires. For formal job-related reminder lists use Checklists.  
 UF To do lists  
 BT Lists  
 NT Shopping lists  
 RT Memos  
 RT Reminders

**Reminders**

- SN Letters or leaflets reminding people of approaching or expired deadlines for payments, offers, decisions to be made, etc.  
 RT Reminder lists

**Rental agreements**

- USE Tenancy contracts

**Reports**

- SN Official or formal records of investigations, enquiries, events, or of the progress of an individual or organisation.  
 BT Records (Documents)  
 NT Annual reports  
 NT Examiners' reports  
 NT Notes of evidence  
 NT School reports  
 NT School returns  
 RT Financial statements  
 RT Newsletters  
 RT Record cards

**Resolutions**

- SN Formal and approved expressions of opinion, will, or intent by official bodies or assembled groups. (TGM)  
 BT Records (Documents)

**Retail show cards**

- USE Showcards

**Retail showcards**

- USE Showcards

**Retailers' catalogues**

- USE Trade catalogues

**Revenue stamps**

- USE Tax stamps

**Revolutionary posters**

- USE Protest posters

**Reward certificates**

- USE Award certificates

**Reward notices**

- SN Notices offering rewards for information about lost/stolen goods, criminals, etc.; or to those who apprehend criminals.  
 BT Notices  
 RT Lost and found notices  
 RT Wanted notices (Crime)

**Rewards cards**

- USE Loyalty cards

**Rewards of merit**

- SN Small cards produced in a variety of formats and presented to children as a reward for good attendance or behaviour; often with the name of the specific pupil and signed by the teacher.  
 UF Awards of merit  
 BT Certificates  
 RT Award certificates  
 RT Bible cards  
 RT Sunday school cards

**Ribbon badges**

- USE Badges

**Ribbon maps**

- USE Strip maps

**Ribbons**

- SN Long, thin, flat, flexible strips of material used as decoration, and tokens of celebration. Printed ribbons appear from the early 19th century, some carrying various types of legend including advertising.  
 BT Cloth  
 NT Fitas  
 NT Lapel ribbons  
 NT Vivat ribbons  
 RT Bookmarks  
 RT Gift wrapping tape  
 RT Rosettes  
 RT Sashes  
 RT Silks

**River boat guides**

- SN Guides to what may be seen during a river trip or cruise.  
 BT Guides  
 RT Tourist maps

**Road maps**

- SN Maps intended for drivers showing the classification and numberings of roads, and sometimes distances.  
 BT Maps  
 RT Cycle maps

**Rock posters**

- SN Posters of rock stars or bands. For posters advertising pop concerts use Concert posters.  
 BT Decorative posters

**Room service menus**

- BT Menus

**Rose souvenirs**

- SN Souvenirs, usually die-cut and rose-shaped, which unfold to display an image on each petal; images may be views, humorous, valentines. (Hist)  
 BT Souvenirs  
 RT Flap images  
 RT Paper novelties

**Rosettes**

- SN Rose-shaped ornaments usually made of ribbon, with a cardboard centre bearing a text or symbol. They are worn especially as supporters' badges or as awards or symbols

of awards in competitions especially by prize-winning animals. Also sometimes provided as souvenirs of royal occasions.

- NT Cockades  
 NT Prize rosettes  
 RT Badges  
 RT Ribbons

**Rosters**

- USE Duty rotas

**Rotas, Duty**

- USE Duty rotas

**Round robins**

- SN Letters signed by a group of people, so called because the signatures were originally arranged in a circle to conceal the identity of the originators.  
 BT Letters  
 RT Christmas round robins  
 RT Circular letters  
 RT Petitions

**Route cards**

- USE Railway carriage labels

**Route labels**

- USE Railway carriage labels

**Route maps**

- USE Directional maps  
 USE Transport maps

**Royalty labels**

- USE Copyright royalty stamps

**Rubbings**

- SN Impressions made by rubbing heel ball, graphite, or a similar substance across a sheet of paper placed on a surface, portions of which are recessed or in relief. Usually of coins, medals, church brasses or inscriptions.  
 RT Pictures

**Rules**

- USE Rules and regulations

**Rules and regulations**

- SN Use for sets of rules prescribed by an organisation, business, society, household, etc. Sometimes for hanging or posting on walls, but may be in any format.  
 UF Regulations  
 UF Rules  
 NT Household regulations  
 RT By-laws  
 RT Constitutions  
 RT Laws  
 RT Notices

# S

## Sachets

- SN Small sealed containers for products such as lavender, shampoo, moth-repellent, sauce.
- BT Packaging
- NT Food sachets
- NT Teabag sachets
- RT Bags
- RT Packets

## Safety check labels

- SN Labels for affixing to pieces of equipment to indicate that they have passed safety checks; may be self-adhesive or tag.
- BT Labels
- RT Servicing records

## Sailing cards

- USE Sailing notices

## Sailing notices

- SN Notices of freight or passenger sailings, regardless of format, e.g. advertising cards, posters, leaflets.
- UF Cards, Sailing
- UF Sailing cards
- UF Ship cards
- NT Clipper ship cards
- RT Advertising cards
- RT Trade cards
- RT Travel timetables

## Sale notices

- SN Use for general sales notices, e.g. closing sale, car boot sale, end-of-season sale. For notices advertising sales of specific items use For sale notices.
- BT Notices
- NT Auction sale notices
- NT For sale notices

## Sales tax receipts

- USE Sales tax tokens

## Sales tax tokens

- SN Coin-shaped monetary tokens made from metal, fibre, plastic or card; used in the US, primarily in the 1930s and 1940s, to pay sales tax, or give change, when the relevant amounts were in fractions of 1 cent. Include also the paper receipts issued instead of tokens by the state of Ohio in the 1930s. (Hist)
- UF Sales tax receipts
- BT Alternative currency
- RT Change pin-papers
- RT Farthing novelettes

## Sample books

- SN Albums or other volumes that include actual examples of products, produced primarily for representatives and wholesalers; may have printed or handwritten annotations such as references to prices.
- UF Books, Specimen
- UF Specimen books

- BT Books
- BT Samples
- RT Catalogues

## Sample pages

- SN Pages from forthcoming books used by publishers as advance publicity; may be accompanied by publication details or invitations to subscribe.
- UF Pages, Sample
- BT Book prospectuses
- RT Samples
- RT Specimen pages

## Samples

- SN Books, sheets or packages containing samples of designs or materials that can be purchased from particular manufacturers or printers; examples include single sheets made to exhibit the type of work a commercial printer produces, and small packages of advertising samples. (TGM)
- NT Fabric samples
- NT Ink charts
- NT Paint charts
- NT Paper samples
- NT Sample books
- NT Type specimen sheets
- NT Wallpaper samples
- RT Catalogues
- RT Sample pages

## Sashes

- SN Shoulder-to-hip printed sashes for charity fundraising collectors, shop assistants advertising in-store product promotions, political parties during elections, and hostesses at exhibitions and sporting and entertainment events. Also worn by winners of beauty competitions.
- BT Cloth
- RT Ribbons

## Satirical prints

- SN Individual prints, sometimes in series, passing comment on or lampooning current affairs and personalities, often political.
- UF Lampoons
- BT Prints
- RT Caricatures
- RT Cartoons
- RT Popular prints

## Savings stamps

- SN Stamps issued by governments or other bodies, such as utility and other large companies, to enable small amounts of money to be saved over time. They may be cashed in, or used in lieu of cash to make a purchase or to pay large upcoming bills.
- UF Stamps, Savings
- BT Cinderella stamps

## Scales of rations

- USE Dietary tables

## Scent cards

- SN Cards for trying out perfumes from sample spray bottles; may be blanks, blind embossed or die-cut, printed on one or both sides.
- BT Cards

## Schedules

- USE Timetables

## Scholars' letters

- USE Writing blanks

## School accounts

- BT Accounts

## School attendance records

- SN Records of pupil attendance kept in various formats, formal or informal, until printed registers became compulsory in the UK from 1870.
- BT Attendance records
- RT School returns

## School bills

- USE Educational invoices

## School lists

- SN Lists of pupils in attendance at a particular school.
- UF Lists, School
- BT Membership lists

## School magazines

- BT Institutional magazines

## School menus

- BT Institutional menus

## School pieces

- USE Writing blanks

## School reports

- SN Reports, usually termly, given by schools to parents on the progress of their children.
- BT Reports

## School returns

- SN Reports on schools, required by authority, giving general or detailed information on school facilities in a given region. (Hist)
- BT Reports
- RT School attendance records

## School timetables

- BT Timetables

## Score books

- SN Bound volumes or pads of sheets for recording scores in sports or games.
- BT Books
- NT Score cards

## Score cards

- SN Printed cards or sheets for recording scores in sports or games.
- UF Cards, Score
- UF Score sheets
- UF Scorecards
- UF Scoresheets
- BT Score books
- RT Game record cards
- RT Record cards
- RT Tallies

## Score sheets

- USE Score cards

## Scorecards

- USE Score cards

**Scoresheets**

USE Score cards

**Scrap albums**

USE Scrapbooks

**Scrapbooks**

SN Blank books or albums designed so that a variety of items may be affixed to the pages, including photographs, postcards, cuttings, greetings cards, scraps, and other memorabilia. Often containing items reflecting a life or an event.

UF Scrap albums

BT Blankbooks

RT Cuttings

**Scraps**

SN Decorations, produced mainly for pasting into albums, often die-cut and chromolithographed, printed in sheets from which each scrap can be removed; can also be found pasted onto other surfaces for decoration, e.g. boxes, screens; sometimes used for educational purposes. Popular in the 19th and early 20th centuries.

UF Reliefs

BT Collectables

RT Cutouts

RT Die-cuts

**Scratch cards**

SN Small items usually made of cardboard, with one or more areas containing concealed information or pictures. They are covered by an opaque substance that can be scratched away. Uses include lottery games, parking permits, quizzes, and telephone and other prepaid service cards.

UF Cards, Scratch

BT Hidden image works

RT Metamorphic pictures

**Scriptural texts**

USE Religious texts

**Scripture cards**

USE Religious cards

**Sealing wafers**

SN Small, thin, gummed leaves that could be bought from stationers; some were made to order, some advocated special causes. Used for sealing letters before adhesive envelopes. (Hist)

UF Wafer seals

UF Wafers, Sealing

BT Letter seals

RT Seals

**Seals**

SN Pieces of wax, lead or paper bearing a stamped design; either attached to a document as a guarantee of authenticity, or attached to a receptacle, envelope, etc., affording security by having to be broken to allow access to its content.

NT Letter seals

RT Cypher labels

RT Sealing wafers

**Search warrants**

SN Court orders authorising police to search a person or location in pursuit of evidence of a crime.

BT Warrants

**Season tickets (Events)**

SN Season tickets for cultural or sporting events give the purchaser a discount for buying tickets to all or a specific number of the events in question. They come in a variety of formats, with varying amounts of information.

BT Admission tickets

RT Membership cards

**Season tickets (Transport)**

SN Small cards to be used by the designated holder only and bearing his or her name and a date. They allow the purchaser to travel an unlimited number of times within the period specified by the ticket, sometimes with restrictions.

UF Tickets, Season

BT Travel tickets

RT Bus passes

RT Travel cards

**Seasonal appeals**

USE Gratuity requests

**Seat reservation tickets**

SN Either tickets affixed to a seat in a train, or other means of transport, indicating that it is reserved, or tickets given to the traveller indicating which seat has been reserved for them.

BT Tickets

**Seating charts**

USE Seating plans

**Seating plans**

SN Diagrams illustrating the layout of seats for events, in auditoriums or on means of transport.

UF Seating charts

BT Plans (Diagrams)

NT Auditorium seating plans

NT Table seating plans

RT Deck plans

RT Railway carriage diagrams

**Security devices**

SN Elaborate patterns, and other decorations, designed to thwart forgers, e.g. on banknotes, cheques, share certificates, passports.

NT Siderography

RT Compound plate printing

RT Paper lithophanes

RT Penmen's flourishes

**Security envelopes**

SN Envelopes incorporating features that indicate whether they have been tampered with, or that have strong printed designs, linings or other means to prevent their contents being seen.

BT Envelopes

**Security labels**

SN Labels affixed to products to ensure that their contents have not been tampered with.

BT Labels

**Seed packets**

SN Small sachets or envelopes containing plant seeds, with the name and/or picture of the relevant plant; some are preprinted, some with a pictorial label.

BT Packets

**Sentiment cards**

SN Tokens of attachment, bearing a floral motif, a pictorial illustration or a motto, verse or greeting; mid-19th century, usually about 60 × 199mm. (Hist)

BT Cards

RT Valentines

**Serial numbers**

SN Unique numbers assigned for identification. Can now refer to any unique alphanumeric identifier for one of a large set of items.

BT Marks

RT Queue tickets

**Servants' timetables**

USE Job instructions

**Service caps**

SN Paper hats worn by staff in fast food restaurants, etc.

UF Caterers' hats

BT Paper hats

**Service cards**

USE Orders of service

**Service records**

USE Employee records

**Service sheets**

USE Orders of service

**Service, Orders of**

USE Orders of service

**Servicing records**

SN Records of servicing performed on vehicles, electrical equipment, etc.

BT Records (Documents)

RT Record cards

RT Safety check labels

**Serviettes, Paper**

USE Paper napkins

**Sewing patterns**

USE Dress patterns

**Shades, Eye**

USE Eyeshades

**Shadow pictures**

USE Silhouettes

**Shaker labels**

SN Labels for the products of Shaker cottage industries; usually printed in black on coloured paper.



UF Labels, Shaker  
BT Product labels

### Share certificates

USE Stock certificates

### Sheet music

SN Popular publications issued in loose sheets, consisting of 4–16 pp; often with decorative or pictorial covers.

UF Music, sheet  
BT Music  
NT Sheet music covers  
RT Ballads  
RT Song sheets

### Sheet music covers

SN Decorative or pictorial covers dating mainly from the early 19th century, displaying the title of the work, the name of the composer and the publisher, and often also the author of the words, price, and information about where to obtain a copy. Printed as the front page of the publication they serve as both cover and title page. (EE)

UF Covers, Sheet music  
UF Music sheet covers  
UF Music title pages  
UF Sheet music title pages  
BT Sheet music

### Sheet music title pages

USE Sheet music covers

### Sheets

SN Gathering term. Do not use.  
NT Activity sheets  
NT Colouring sheets  
NT Diet sheets  
NT Music sheets  
NT Pattern sheets  
NT Quiz sheets  
NT Song sheets  
NT Tear sheets  
NT Transfer sheets  
NT Uncut sheets  
NT Worksheets

### Sheets, Carol

USE Carol sheets

### Sheets, Hymn

USE Hymn sheets

### Shelf pelmets

USE Shelf strips

### Shelf strips

SN Narrow strips for use on the fronts of shelves. Can be decorative and/or informative. (EE)

UF Shelf pelmets  
BT Point-of-sale advertising

### Ship cards

USE Sailing notices

### Ships' manifests

BT Manifests

### Ships' menus

USE Travel menus

### Ships' newspapers

SN Include as items of special interest newspapers printed on board ship.  
BT Newspapers

### Ships' stationery

SN Include as items of special interest stationery printed on board ship.  
BT Stationery

### Ships' stores lists

BT Lists

### Ships' telegrams

SN Telegrams received from or sent to ships.  
BT Telegrams  
NT Marconigrams

### Shoe patterns

SN Cut-out brown paper patterns for shoes that are made by hand for individual wearers.  
BT Pattern sheets

### Shop lists

USE Trade lists

### Shop window cards

USE Showcards

### Shop window mottoes

USE Showcards

### Shopping lists

SN Lists made by individuals, usually handwritten.  
UF Lists, Shopping  
BT Reminder lists

### Show cards

USE Showcards

### Showcards

SN Advertisements on cards made for placing on a counter, in a window, or other commercial setting; also for display in buses, underground trains, post offices. Larger than advertising cards, and smaller than most posters designed for external use.

UF Hanging cards  
UF Retail show cards  
UF Retail showcards  
UF Shop window cards  
UF Shop window mottoes  
UF Show cards  
UF Window cards  
BT Advertisements  
RT Advertising cards  
RT Display cards  
RT Domestic showcards  
RT Point-of-sale advertising  
RT Railway carriage panels  
RT Wall cards  
RT Window bills

### Showcards, Domestic

USE Domestic showcards

### Sick bags

USE Sickness bags

### Sick notes

USE Medical certificates

### Sickness bags

SN Reinforced paper bags, sometimes with closures, provided by airlines and ships for the use of passengers; often bearing designs or advertising.  
UF Motion sickness bags  
UF Sick bags  
BT Disposal bags

### Siderography

SN Printing process applied to security printing, whereby designs, particularly machine-generated patterns could be multiplied on steel as decorative borders and backgrounds. Used for the production of documents requiring long runs with the need for precise replication, e.g. banknotes, cheques or postage stamps. Used from the early 19th century. (AAT amended)  
BT Security devices

### Siege newspapers

USE Improvised newspapers

### Signal codes

SN Lists of code terms or symbols used in transmitting messages, e.g. by the police, railway personnel, or naval personnel. Includes Morse, semaphore and other signalling codes.  
UF Codes, Signal  
NT Navy signal codes  
RT Communications

### Signs (Notices)

SN Lettered panels used for wayfinding or to identify a location. Usually textual or symbolic rather than pictorial. For smaller identifying items, e.g. for rooms, display cases, use Labels (TGM amended)  
RT Labels  
RT Notices

### Silhouettes

SN Portraits or scenes cut from paper or otherwise produced in solid areas, usually black. (AAT amended)  
UF Shadow pictures  
BT Paperwork (Crafts)

### Silks

SN Printed textile items especially give-aways; most commonly as a form of cigarette card in cigarette packets, but also in women's magazines. (Hist)  
BT Cloth  
NT Cigarette card silks  
NT Stevengraphs  
RT Give-aways  
RT Ribbons

### Site maps

USE Site plans

### Site plans

SN Architectural plans, landscape architecture documents, and detailed engineering drawings of proposed improvements to given lots. A site plan 'usually shows a building footprint, travelways, parking, drainage facilities, sanitary sewer lines, water lines, trails, lighting, and landscaping and garden elements'. (AAT amended)

UF Site maps  
BT Plans (Diagrams)

### Sketchbooks

SN Books of blank drawing paper intended for sketching. May be used or unused.  
BT Books  
RT Autograph albums

### Sleep masks

USE Eyeshades

### Sleeves, record

USE Record covers

### Slips, Addenda

USE Addenda slips

### Slips, Compliment

USE Compliments slips

### Slips, Corrigenda

USE Errata slips

### Slips, Errata

USE Errata slips

### Slips, Poster

USE Poster slips

### Snuff papers

SN Early wrapping papers for snuff. Usually included a crude woodcut, a simple joke or rhyme about tobacco. (Hist)  
UF Papers, Snuff  
BT Tobacco packaging  
RT Kite bags  
RT Paper bags

### Soap leaves

SN Small sheets of paper impregnated with soap.  
BT Impregnated papers

### Society cards

SN US calling cards, usually chromolithographed, and bearing the insignia of organisations such as the Oddfellows, the Freemasons, etc. (EE) (Hist)  
UF Cards, Society  
BT Visiting cards

### Society programmes

SN Annual (usually) lists of programmes of events organised by particular societies.  
BT Calendars of events

### Soldiers, paper

USE Paper soldiers

### Song sheets

SN Sheets containing the words only of songs, carols, etc., for group singing.  
UF Songsheets  
UF Songsters  
BT Sheets  
NT Carol sheets  
NT Hymn sheets  
RT Ballads  
RT Broad sides  
RT Popular prints  
RT Sheet music

### Songsheets

USE Song sheets

### Songsters

USE Song sheets

### Souvenir albums

USE Viewbooks

### Souvenir booklets

USE Viewbooks

### Souvenir postal covers

USE Commemorative postal covers

### Souvenirs

SN Objects generally associated with travel or with particular events such as visits to heritage sites or amusement parks; usually acquired through purchase rather than received as a gift.  
UF Mementos  
NT Election souvenirs  
NT Japanese paper souvenirs  
NT Rose souvenirs  
NT Viewbooks  
RT Cinema programmes  
RT Concertina cards  
RT Keepsakes  
RT Pilgrimage cards

### Spam

SN Printouts of unsolicited bulk electronic messages, sent indiscriminately via email or other electronic messaging services.  
BT Born digital items  
RT Direct mail

### Special issue stamps

SN Postage stamps issued to commemorate a particular person, event, anniversary, etc.  
UF Zeppelin stamps  
BT Postage stamps  
RT First day covers

### Specimen books

USE Sample books

### Specimen pages

SN Pages produced for approval prior to production.  
UF Pages, Specimen  
RT Page proofs  
RT Proofs  
RT Sample pages  
RT Title pages

### Speeches

SN Documents containing the text or outline text of any public address or talk. (AAT amended)  
UF Addresses (Speeches)  
BT Communications  
RT Ceremonial addresses  
RT Election addresses

### Spelling aids

SN Wallcharts, cards, sheets or other printed items designed to help children with spelling.  
BT Learning aids  
NT ABC primers

### Spoofs

SN Items that appear to be one sort of communication and turn out to be another. For example: a facsimile dollar bill which, when turned over, advertises the services of a prostitute; a black-edged mourning card for 1912 'In memory of the Radicals who lost at Taunton'; and similar sombre cards for lost football games.  
RT Advertising novelties  
RT Jokes

### Sports cards

SN Advertising or collecting cards issued by bubblegum and tobacco companies since the 1880s to encourage or satisfy interest in sports and their players. Examples include cricket, football, baseball, and basketball cards, often featuring portraits of individual athletes or teams. (TGM amended)  
UF Bubblegum cards  
BT Cards  
NT Baseball cards  
RT Advertising cards  
RT Collecting cards

### Sports posters

SN Posters advertising sporting events.  
BT Posters

### Staff lists

SN Lists of members of staff of an organisation or business.  
BT Lists  
RT Directories

### Stamp posters

USE Poster stamps

### Stamped papers

SN Sheets of blank paper with a preprinted or embossed tax stamp, used since the 16th century for some documents such as leases, agreements, receipts, court documents, etc., where a tax is due. In some countries and in some periods stamped paper had to be used for all printing. Currently can be purchased from stationers, lawyers' offices, etc.  
RT Letterheads  
RT Tax stamps

### Stamps

SN Small, preprinted, pieces of paper for adhesion, usually to indicate payment for services or of tax.  
NT Cinderella stamps  
NT Postage stamps  
RT Letter seals

### Stamps (Marks)

USE Marks

### Stamps, Advertising

USE Advertising stamps

### Stamps, Airmail

USE Airmail stamps

### Stamps, College

USE College stamps

**Stamps, Green Shield**

USE Green Shield stamps

**Stamps, Poster**

USE Poster stamps

**Stamps, Railway**

USE Railway stamps

**Stamps, Savings**

USE Savings stamps

**Stamps, Tax**

USE Tax stamps

**Stamps, Telephone**

USE Telephone stamps

**Stamps, Television licence**

USE Television licence stamps

**Stamps, Trading**

USE Trading stamps

**Standees**

SN Three-dimensional advertisements, sometimes very large. Often found in cinemas, but may also be political or retail.

BT Point-of-sale advertising

RT Film posters

RT Film stills

RT Lobby cards

RT Strutted cards

**State-of-the-poll notices**

SN Printed notices or handbills, produced in the period when voting was held over several days, indicating the state of the poll at a particular time and date. Often with manuscript figures. (Hist)

BT Notices

RT Electoral lists

RT Political posters

RT Poll lists

**Statements of accounts**

SN Documents, issued by suppliers to their customers, listing transactions over a given period, normally monthly. They will include details of invoices, payments received and any credits approved with a resultant balance.

BT Business stationery

RT Accounts

RT Financial statements

**Stationers' advertising labels**

USE Stationers' labels

**Stationers' envelopes**

SN Stationers' equivalent of shopkeepers' paper bags produced from thin, low-grade paper, and printed with advertising messages, leaving little or no room for an address. UK, Victorian/Edwardian period. (Hist)

BT Envelopes

**Stationers' labels**

SN Similar in function to booksellers' labels, stationers' labels can also be found in diaries, on pen boxes, etc. Mostly small (&lt;20 × 10mm) and often shaped, but

examples in ledgers can be as large as postcards. (EE) (Hist)

UF Stationers' advertising labels

UF Stationers' tickets

BT Book labels

**Stationers' tickets**

USE Stationers' labels

**Stationery**

SN Materials on which letters and similar communications are typed or handwritten and distributed, sometimes having some pre-printed element perhaps a letterhead or decorative design.

NT Airmail stationery

NT Blotting paper

NT Business stationery

NT Carbon paper

NT Decorative stationery

NT Funeral stationery

NT Hotel stationery

NT Lettersheets

NT Notelets

NT Postal stationery

NT Ships' stationery

NT Wedding stationery

NT Writing paper

RT Envelopes

RT Greetings cards

RT Letters

RT Table stationery

**Stencils**

SN Thin sheets of material, such as metal, paper or plastic, in which letters or designs have been stamped or cut; used to produce a corresponding pattern on an underlying surface by applying pigment through the holes in the material.

RT Transfer letters

**Stereograph pictures**

USE Stereographs

**Stereographs**

SN Two nearly identical photographs or photomechanical prints, paired to produce the illusion of a single three-dimensional image; usually viewed with a stereoscope. (Hist)

UF Stereograph pictures

UF Stereoscopic cards

UF Stereoscopic pictures

BT Pictures

RT Photographs

**Stereoscopic cards**

USE Stereographs

**Stereoscopic pictures**

USE Stereographs

**Stevengraphs**

SN Machine-woven silk items produced as bookmarks, keepsakes and souvenirs, popularised in 19th century by Thomas Stevens. (Hist)

BT Silks

**Stickers**

SN Adhesive-backed slips of paper or similar thin material, usually bearing political or

advertising messages. (AAT amended) For charity stickers use Charity badges. For stickers providing information or identification use Labels.

NT Advertising stickers

NT Car stickers

RT Cinderella stamps

RT Labels

RT Poster stamps

RT Transfer sheets

**Stills, Film**

USE Film stills

**Stock cards**

SN Advertising cards, usually coloured or embossed, printed with an area left blank for local retailers to add their name or other information.

UF Cards, Stock

BT Advertising cards

**Stock certificates**

SN Legal documents that certify ownership of a specific number of stock shares in a corporation.

UF Share certificates

BT Certificates

BT Financial records

NT Bearer bonds

**Stock lists**

SN Lists of the contents of a business, shop or other retail outlet used for checking for sales, replenishment.

BT Lists

RT Inventories

RT Trade lists

**Stock posters**

SN Posters with generic images, and blank spaces, so that text for a specific event can be added at a later date (overprinted or provided with a poster-slip) to customize the poster.

BT Posters

RT Poster slips

**Stock show cards**

USE Prize cards

**Store cards**

USE Payment cards

**Store catalogues**

USE Trade catalogues

**Stored value cards**

USE Prepaid cards

**Story boards**

USE Storyboards

**Storyboards**

SN Sequences of illustrations or images drawn up to assist in the planning of films, animations or other narrative creations.

UF Story boards

BT Designs

BT Pictures

**Street ballads**

USE Ballads

**Street directories**

- SN Directories of town or cities organised by street and listing residents, businesses, and tradesmen according to their address. Often with a map or plan.  
 BT Directories

**Street literature**

- SN Popular, primitive printed matter sold in the open air by hawkers, often illustrated. Up to c.1850. (Hist)  
 UF Catchpennies  
 UF Cocks  
 NT Ballads  
 NT Execution broadsides  
 RT Unemployed appeals

**Street maps**

- SN Maps of towns showing the names of individual streets, and sometimes significant buildings, and other practical information. Often with an index of streets and important services.  
 UF Plans, Town  
 UF Town plans  
 BT Maps

**Strike covers**

- USE Postal strike covers

**Strike newspapers**

- SN Newsletters / newspapers produced by or for groups of striking workers. Can also be special issues of regular newspapers that focus on strike news especially the UK General Strike of 1926.  
 BT Newspapers

**Strip maps**

- SN Long, narrow maps that illustrate the course of a road, river or railway and the places adjacent to it. (AAT amended)  
 UF Ribbon maps  
 BT Maps  
 RT Railway journey guides

**Strutted cards**

- SN Cards with struts at the back to enable them to be displayed free-standing. Usually advertising a product, but can also be greetings or other cards. For three-dimensional items use Standees.  
 UF Cards, Strutted  
 RT Point-of-sale advertising  
 RT Standees

**Stud cards**

- USE Stud notices

**Stud notices**

- SN Cards or notices circulated to announce that a named stud animal is available to service females during a given period; usually refers to horses but can be other animals.  
 UF Stud cards  
 BT Advertisements  
 RT Notices

**Stylus tablets**

- SN Wooden tablets with a coating of wax for inscribing with a stylus. (Hist)

- BT Writing tablets  
 RT Magic slates

**Subscription lists**

- SN Lists or records of subscriptions and subscribers (AAT). May relate to charities, libraries or to the publication of a volume. Subscription lists originally published with a book may get detached from it.  
 BT Lists  
 NT Charity subscription lists  
 RT Donation lists

**Subway maps**

- USE Transport maps

**Sugar leaves**

- SN Sweetener-impregnated leaves of paper used during World War I. (Hist)  
 BT Impregnated papers

**Sugar wrappers**

- SN May be paper wrappers for lump sugar or sachets for ground sugar. Usually decorative, sometimes in series, often containing advertising.  
 BT Food wrappers

**Suicide notes**

- BT Notes  
 RT Letters

**Summonses**

- SN Documents directing a named individual to appear at a given time and place for a specific judicial purpose. (EE)  
 BT Forms  
 NT Jury summonses  
 RT Driving offence notifications

**Sunday school cards**

- SN In the US Sunday school cards often include a colourful bible illustration on the front, with a scriptural reference and a verse for the child to memorize; the reverse prints a short explanation of the scripture and a series of questions for the child to answer. In the UK such cards are not always distinguishable from general religious cards.  
 UF Cards, Sunday School  
 BT Religious cards  
 RT Rewards of merit

**Supplements, advertising**

- USE Advertising supplements

**Sweepstake tickets**

- SN In sweepstakes participants pay to select and back a team in a sports tournament, or a horse in a horse race. In the UK sweepstakes are informal and usually limited to office workers, residents' groups, or private societies.  
 BT Tickets  
 RT Betting tickets  
 RT Lottery tickets  
 RT Raffle tickets

**Sweet wrappers**

- SN Small paper or foil wrappers for individual sweets or chocolates.  
 BT Food wrappers  
 RT Gum wrappers

**Swing labels**

- USE Tags (Labels)

**Swing tags**

- USE Tags (Labels)

**Swing tickets**

- USE Tags (Labels)

**Swipe cards**

- SN Plastic cards with a magnetic strip used to make transactions or to provide access to restricted or secure areas.  
 UF Cards, Swipe  
 BT Machine-readable cards  
 RT Keycards

# T

**Table games**

- USE Board games

**Table seating plans**

- SN Seating plans for formal dinners, banquets, weddings, etc.  
 BT Seating plans  
 RT Guest lists

**Table stationery**

- SN Gathering term: do not use. Covers paper-based items relating to the serving of food and drink.  
 NT Cake frills  
 NT Doilies  
 NT Paper cup sleeves  
 NT Paper cups  
 NT Paper napkins  
 NT Paper plates  
 NT Place cards  
 NT Place mats  
 RT Beermats  
 RT Stationery

**Tables**

- SN Orderly arrangements of primarily numerical and/or verbal data in columns and rows.  
 NT Circuit plans  
 NT Dietary tables  
 NT Timetables  
 RT Charts

**Tag labels**

- USE Tags (Labels)

**Tags (Labels)**

- SN Labels, usually of a stiff substance attached to an article by one end or otherwise loosely, and bearing some information relevant to the article. (AAT)  
 UF Swing labels  
 UF Swing tags  
 UF Swing tickets  
 UF Tag labels  
 UF Tie-on labels

BT Labels  
NT Price tags

### Take-away menus

BT Menus

### Tallies

SN Recorded reckonings or accounts of items, charges or scores. In the past referred to innkeepers' bills.  
RT Invoices  
RT Score cards

### Tariff cards

SN Cards or leaflets detailing the services offered and charges made by, e.g. hotels, laundries, dry cleaning establishments.  
UF Cards, Tariff  
BT Price lists  
RT Menus

### Tariff notices

SN Notices posted up detailing tariffs for ferries, tolls, excursions, etc.  
UF Notices, Tariff  
BT Price lists  
NT Ferry rate notices  
NT Toll rate notices

### Tarot cards

SN Packs of cards (most commonly numbering 78), used from the mid-15th century in various parts of Europe to play a group of card games. Also used for divination.  
UF Cards, Tarot  
BT Fortune telling cards  
RT Magicians' cards

### Tax discs

USE Vehicle licences

### Tax forms

SN Any forms relating to tax.  
BT Forms  
NT Income tax forms

### Tax stamps

SN Adhesive labels (rather than handstamps) used to indicate the payment of taxes or fees on documents, tobacco, alcoholic drinks, drugs and medicines, playing cards, hunting licenses, firearm registration, and many other items.  
UF Duty stamps  
UF Excise marks  
UF Excise stamps  
UF Fiscal stamps  
UF Revenue stamps  
UF Stamps, Tax  
BT Cinderella stamps  
NT Television licence stamps  
RT Cigar box labels  
RT Copyright royalty stamps  
RT Cypher labels  
RT Handstamps  
RT Post horse tickets  
RT Stamped papers  
RT Tax wrappers

### Tax vouchers

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

### Tax wrappers

SN Packaging, for e.g. playing cards, tobacco, paper, that incorporates into its printing an indication that tax has been paid. (Hist)  
UF Fiscal wrappers  
BT Wrappers  
RT Tax stamps

### Taxi fare maps

SN Maps, usually zoned, indicating the distances and/or fares for journeys from a specific point to the various zones.  
UF Cab fare maps  
UF Hackney carriage fare maps  
BT Transport maps

### Taxi licences

SN Licences issued by local authorities to specific vehicles to permit them to be used for hire.  
UF Hackney cab licences  
BT Licences

### Teabag sachets

SN Small paper envelopes containing a teabag.  
BT Sachets

### Teaching aids

SN Items produced for use by teachers in the classroom.  
UF Educational aids  
BT Learning aids  
NT Flashcards  
RT Conversation cards  
RT Wallcharts  
RT Worksheets

### Tear-outs

SN Pages or sections in a newspaper or magazine designed to be easily torn out.  
BT Magazines  
BT Newspapers  
RT Tear sheets

### Tear sheets

SN Pages cut or torn from a magazine or newspaper and used chiefly to provide evidence to an advertiser of the purchase or use of the publication.  
BT Magazines  
BT Newspapers  
BT Sheets  
RT Cuttings  
RT Leaves  
RT Tear-outs

### Telegrams

SN Messages sent by telegraph and delivered on paper by hand.  
BT Correspondence  
BT Forms  
NT Greetings telegrams  
NT Ships' telegrams  
RT Air letter sheets  
RT Airgraph forms

### Teleoramas

USE Peepshows

### Telephone books

USE Telephone directories

### Telephone cards

SN Prepaid cards for use with public telephones.  
UF Cards, Telephone  
UF Phone cards  
BT Prepaid cards

### Telephone directories

SN Lists of names (addresses) and telephone numbers of individuals and businesses in a specific area, or organisation; sometimes in more than one volume.  
UF Phone books  
UF Phone directories  
UF Telephone books  
BT Directories

### Telephone stamps

SN Stamps introduced in 1884 by the National Telephone Company for use in payment for calls made at a public call office. Withdrawn 1891. (Hist)  
UF Stamps, Telephone  
BT Cinderella stamps

### Television licence stamps

SN Revenue stamps issued in two parts, one to be attached to the licence held by the television owner and the other returned to the licencing authority. For TV licence savings stamps use Savings stamps.  
UF Stamps, Television licence  
UF TV licence stamps  
BT Tax stamps

### Television licences

SN Official licences, required in many countries, for the reception of television (and sometimes also radio) broadcasts. Normally used to fund public broadcasting.  
UF TV licences  
BT Licences

### Temperance cards

USE Pledge cards

### Tenancy contracts

SN Contracts between tenants and landlords.  
UF Rental agreements  
BT Contracts

### Term cards

USE Calendars of events

### Term programmes

USE Calendars of events

### Testimonials

SN Semi-public character/work references to be given to subject, as opposed to references sent confidentially to a potential employer.  
RT References

### Textile labels

USE Fabric labels

### Textiles, Printed

USE Cloth

### Thaumatropes

SN Optical toys consisting of cardboard discs threaded on string having related images on

each side (e.g. parrot and cage). When the discs are spun, the two images blend. (Hist)

BT Optical novelties  
BT Toys

### Theatre bills

USE Theatre posters

### Theatre posters

SN Posters intended for public display to advertise plays and similar performances, sometimes multi-sheet. For single-sheet items produced up to mid-nineteenth century advertising plays, and usually announcing the cast use Playbills.

UF Posters, Theatre  
UF Theatre bills  
BT Performing arts posters  
RT Playbills

### Theatre programmes

SN Printed or handwritten lists of the acts, scenes, selections, or other features composing a theatre performance, including the names of the performers. (AAT)

BT Programmes  
RT Cast lists  
RT Playbills

### Theatre seating plans

USE Auditorium seating plans

### Theatre tokens

SN Gift vouchers valid only for theatre tickets. In the past, presentation tokens in metal or ivory gave access to a particular theatre.

UF Tokens, Theatre  
BT Gift vouchers

### Tick lists

USE Checklists

### Tickets

SN Slips of paper or cardboard serving as evidence that the holder has paid a fare or admission fee or is entitled to some service. (AAT)

NT Admission tickets  
NT Betting tickets  
NT Charity tickets  
NT Cloakroom tickets  
NT E-tickets  
NT Left luggage tickets  
NT Lottery tickets  
NT Parking tickets  
NT Pawnbrokers' tickets  
NT Post horse tickets  
NT Queue tickets  
NT Raffle tickets  
NT Seat reservation tickets  
NT Sweepstake tickets  
NT Travel tickets  
NT Weighbridge tickets  
RT Receipts

### Tickets of leave

SN Part-printed forms given to convicts released before their term was up permitting them to seek paid work.

BT Permits  
RT Discharge certificates

### Tickets, Airline

USE Airline tickets

### Tickets, Benefit

USE Benefit tickets

### Tickets, Bus

USE Bus tickets

### Tickets, Coach

USE Coach tickets

### Tickets, Coaching

USE Coaching tickets

### Tickets, Discount tea

USE Discount tea tickets

### Tickets, Exchange

USE Exchange tickets

### Tickets, Ferry

USE Ferry tickets

### Tickets, Lecture

USE Lecture tickets

### Tickets, Railway

USE Railway tickets

### Tickets, Season

USE Season tickets (Transport)

### Tickets, Toll

USE Toll tickets  
USE Travel tickets

### Tickets, Tram

USE Tram tickets

### Tickets, Trolleybus

USE Trolleybus tickets

### Tickets, Turnpike

USE Turnpike tickets

### Tickets, Tyburn

USE Tyburn certificates

### Tide tables

SN Tables giving the times of high and low tides on specific dates and in specific places.

BT Timetables

### Tie-on labels

USE Tags (Labels)

### Time-tables

USE Timetables

### Time lines

USE Chronologies

### Time sheets

USE Timesheets

### Time tables

USE Timetables

### Timelines

USE Chronologies

### Timesheets

SN Records of times worked filled in by employees or on their behalf by employers.

UF Labour accounts  
UF Time sheets  
BT Clock cards  
BT Forms  
RT Employee records  
RT Job instructions

### Timetables

SN Schedules of the times at which successive things are to be done or happen, or of the time to be taken over the parts of some process.

UF Schedules  
UF Time-tables  
UF Time tables  
BT Tables  
NT School timetables  
NT Tide tables  
NT Travel timetables  
RT Carriers' bills  
RT Duty rotas  
RT Waybills

### Tin labels

USE Can labels

### Tinsel prints

SN Hand-coloured prints embellished with metallic foil and other materials. Closely associated with toy theatres. (Hist)

BT Prints  
RT Toy theatres

### Title deeds

SN Legal documents confirming the ownership of a property.

UF Property deeds  
BT Deeds

### Title pages

SN To be used only for specimens and proofs of title pages and for title pages removed from books.

UF Pages, Title  
BT Books  
BT Leaves  
RT Specimen pages

### To do lists

USE Reminder lists

### Tobacco packaging

SN Use for any form of packaging of loose tobacco.

BT Packaging  
NT Snuff papers  
RT Cigar bands  
RT Cigar box labels  
RT Cigarette packets  
RT Cuban wrappers  
RT Kite bags  
RT Wrappers

### Toilet paper

SN Paper in sheet or roll form, which may be thin and sanitised or soft and absorbent, used in bathrooms for personal cleanliness. Some with promotional or ownership printing.

UF Lavatory paper  
BT Paper types

### Toilet seat covers

SN Disposable paper covers in the shape of the toilet seat, intended to provide hygienic protection.  
BT Protective coverings  
NT Toilet seat seals

### Toilet seat seals

SN Strips of paper placed over toilet seats in hotels, etc. as indication that they have been cleaned.  
BT Toilet seat covers

### Tokens (Vouchers)

USE Vouchers

### Tokens, Dance

USE Dance tokens

### Tokens, Record

USE Record tokens

### Tokens, Theatre

USE Theatre tokens

### Toll rate notices

SN Lists of prices to be paid for vehicles, people and animals at toll roads, bridges, etc.  
UF Notices, Toll-rate  
BT Tariff notices

### Toll tickets

SN Receipts for cash paid at toll gate or barriers. Sometimes found in sheet form.  
UF Tickets, Toll  
BT Travel tickets  
RT Turnpike tickets

### Tour coupons

USE Travel vouchers

### Tour vouchers

USE Travel vouchers

### Tourist maps

SN Maps intended to introduce a region or locality to tourists, showing places of interest.  
BT Maps  
RT Railway journey guides  
RT River boat guides

### Tourist posters

USE Travel and transport posters

### Town plans

USE Street maps

### Toy books

SN Flimsy, cheap picture books for children, mainly in colour; normally 16pp or less, and often in a quarto format; produced from the second half of the 19th century to World War I. (Hist)  
BT Books

### Toy theatre figures

BT Toy theatres

### Toy theatre scenery

BT Toy theatres

### Toy theatres

SN Early 19th century miniature kits for performing plays. They supplied prosceniums, backcloths and characters, printed on paper for cutting out, with simplified scripts.  
UF Miniature theatres  
BT Toys  
NT Toy theatre figures  
NT Toy theatre scenery  
RT Tinsel prints

### Toys

SN Objects of an ephemeral nature, contrived for amusement rather than for practical use, mainly for children, or as collectables for adults. Often miniature versions of real beings or objects.  
NT Magic slates  
NT Paper toys  
NT Thaumatrope  
NT Toy theatres  
RT Children's games  
RT Games  
RT Mobiles

### Toys, Paper

USE Paper toys

### Trade advertisers

SN Free sheets distributed locally to advertise local businesses.  
BT Advertisements

### Trade cards

SN Printed papers used from the mid-18th century by tradesmen to promote their services. In the early 19th century they began to be replaced by pasteboard cards, which are generally smaller. Originally multi-purpose, trade cards developed into more specialised business stationery such as billheads, price lists, letterheads, etc. (Hist)  
For cards made later, bearing the name and address of a business concern with or without the name of its representative, and intended more for information than for advertising, use Business cards. For cards issued primarily to be collected and usually in colour, with or without overt advertisements on them, use Collecting cards. For larger cards intended to be displayed as public advertisements, use Showcards. (AAT amended)

UF Cards, Trade  
BT Business stationery  
NT Advertising trade cards  
RT Advertising cards  
RT Business cards  
RT Cameo cards  
RT Invoices  
RT Sailing notices

### Trade catalogues

SN Catalogues issued by manufacturers, retailers, and wholesalers to sell their products. They usually have illustrations and textual descriptions of items for sale. Sometimes accompanied by separate price lists.

UF Retailers' catalogues  
UF Store catalogues  
BT Catalogues  
NT Mail order catalogues  
NT Manufacturers' catalogues  
RT Trade lists

### Trade directories

SN Publications listing residents, professions and businesses, some classified by trade, with addresses. They were organised by county, town and adjacent area, class and trade/occupation. Some were specific to individual occupations; some include advertising; some include maps or theatre seating plans.  
UF Commercial directories  
BT Directories  
NT Trade directory pages

### Trade directory pages

SN Advertising pages torn or cut from trade directories; often with images and assumed to be trade cards.  
BT Leaves  
BT Trade directories

### Trade labels

SN Slips or tickets identifying the handiwork of a trade craftsman and intended to remain on the object. (EE)  
BT Labels  
NT Furniture makers' labels  
NT Gunmakers' labels  
NT Musical instrument makers' labels  
NT Picture framers' labels  
RT Binders' labels  
RT Product labels

### Trade lists

SN Lists of the items sold by a particular shopkeeper, often extensive. Flourished at the end of 18th century through to the mid-19th century. Usually without prices. (Hist)  
UF Shop lists  
UF Tradesmen's lists  
BT Lists  
RT Price lists  
RT Stock lists  
RT Trade catalogues

### Trade marks

USE Trademarks

### Trademarks

SN The names, symbols, figures, letters, words, or other marks adopted and used by manufacturers or merchants in order to designate their goods and to distinguish them from any others; from the mid-19th century usually registered with a governmental agency to assure their use exclusively by the owner of the mark. (AAT amended)  
UF Trade marks  
BT Marks  
RT Logos

### Traders' licences

SN Licences permitting the holder to trade in public places, whether markets, on the street or peddling to individual houses.

UF Hawker's licences  
 UF Pedlar's certificates  
 UF Pedlar's licences  
 BT Licences  
 RT Buskers' permits

### Tradesmen's lists

USE Trade lists

### Trading cards

USE Collecting cards

### Trading stamps

SN Stamps, normally adhesive and perforated, given with purchases and collected to be redeemed against catalogue items.  
 UF Stamps, Trading  
 BT Cinderella stamps  
 NT Co-op stamps  
 NT Green Shield stamps  
 RT Coupons  
 RT Loyalty cards

### Traffic tickets

USE Driving offence notifications

### Train diagrams

SN Diagrams showing the sequence of the carriages of trains.  
 UF Arrangement of carriages diagrams  
 UF Carriage-arrangement diagrams  
 BT Plans (Diagrams)  
 RT Railway carriage diagrams

### Train tickets

USE Railway tickets

### Tram tickets

UF Tickets, Tram  
 BT Travel tickets

### Tram timetables

BT Travel timetables

### Tramping cards

SN Tradesmen's identity cards used by itinerant members of workers' groups/associations. (Hist)  
 UF Cards, Tramping  
 UF Cards, Travelling  
 UF Travelling cards  
 BT Identity cards

### Transfer letters

SN Lettering that can be applied to various surfaces, by floating, rubbing or the application of heat.  
 UF Letters, Transfer  
 BT Alphabet letters  
 RT Stencils  
 RT Transfer sheets

### Transfer sheets

SN Images, many in colour, made on paper specially treated so that the image can be transferred to another surface by various methods.  
 UF Decalomania  
 UF Decals  
 BT Sheets  
 RT Embroidery patterns  
 RT Stickers

RT Transfer letters  
 RT Window transparencies

### Transformation pictures

USE Metamorphic pictures

### Transparencies, Window

USE Window transparencies

### Transparency cards

USE Hold-to-light works

### Transport maps

SN Maps indicating the routes of transport networks.  
 UF Bus route maps  
 UF Route maps  
 UF Subway maps  
 UF Underground maps  
 BT Maps  
 NT Taxi fare maps

### Transportation warrants

SN Warrants authorising the transport of convicts to the colonies. (Hist)  
 BT Warrants

### Travel and transport posters

SN Posters advertising travel destinations, transport companies or travel agents.  
 UF Tourist posters  
 UF Travel posters  
 BT Posters  
 RT Railway carriage panels

### Travel cards

SN Cards issued free, e.g. to Senior Citizens, or purchased, enabling the holder to travel free or at a discount. Some apply to specific means of transport, e.g. rail cards, bus passes; others apply to a range of transport options within a specified region.  
 UF Travel passes  
 BT Cards  
 NT Bus passes  
 NT Rail cards  
 RT Season tickets (Transport)  
 RT Travel tickets  
 RT Visitors' cards

### Travel menus

SN Menus provided by caterers on any means of transport.  
 UF Airline menus  
 UF Railway menus  
 UF Ships' menus  
 BT Menus

### Travel passes

USE Travel cards

### Travel posters

USE Travel and transport posters

### Travel tickets

UF Passenger tickets  
 UF Tickets, Toll  
 BT Tickets  
 NT Airline tickets  
 NT Bus tickets  
 NT Coach tickets  
 NT Coaching tickets  
 NT Ferry tickets

NT Railway tickets  
 NT Season tickets (Transport)  
 NT Toll tickets  
 NT Tram tickets  
 NT Trolleybus tickets  
 NT Turnpike tickets  
 RT Oyster cards  
 RT Rail cards  
 RT Travel cards  
 RT Travel warrants

### Travel timetables

BT Timetables  
 NT Airline timetables  
 NT Airship timetables  
 NT Bus timetables  
 NT Ferry timetables  
 NT Railway timetables  
 NT Tram timetables  
 RT Itineraries  
 RT Sailing notices  
 RT Waybills

### Travel vouchers

SN Vouchers redeemable against hotels, flights, tours, etc.; may be gifts or offered as part of a pre-booked holiday.  
 UF Tour coupons  
 UF Tour vouchers  
 BT Vouchers  
 NT Hotel vouchers  
 RT Visitors' cards

### Travel wallets

SN Wallets supplied by travel agents containing travel documents, and sometimes ancillary information.  
 BT Wallets

### Travel warrants

SN Vouchers that can be exchanged for travel tickets. Issued to service personnel; also available to businesses to provide their staff with a means of paying for their travel.  
 BT Vouchers  
 RT Travel tickets

### Travellers' cheques

SN Preprinted, pre-paid, fixed-amount cheques designed to allow the person signing them to make payments to someone else. (Wikipedia)  
 BT Cheques  
 RT Currency cards

### Travelling cards

USE Tramping cards

### Trench newspapers

USE Improvised newspapers

### Trolleybus tickets

UF Tickets, Trolleybus  
 BT Travel tickets

### Tunnel books

USE Peepshows

### Tunnel views

USE Peepshows

### Turnpike tickets

SN Receipts for cash paid at turnpikes. (Hist)



UF Tickets, Turnpike  
 BT Travel tickets  
 RT Exchange tickets  
 RT Toll tickets

### TV licence stamps

USE Television licence stamps

### TV licences

USE Television licences

### Tyburn certificates

SN Certificates awarded for the successful prosecution (ending in hanging) of a felon. (Hist)  
 UF Tickets, Tyburn  
 UF Tyburn tickets  
 BT Certificates

### Tyburn tickets

USE Tyburn certificates

### Type specimen sheets

SN Specimen sheets produced by type manufacturers and printers to display the various typefaces available to customers. Sometimes brought together in book form.  
 BT Samples  
 RT Alphabet sheets  
 RT Alphabets  
 RT Pictorial alphabets

## U

### Uncut sheets

SN Printed sheets showing multiple items, often many of the same design, intended to be cut up for use. Index also under the individual item.  
 BT Sheets

### Underground maps

USE Transport maps

### Underground newspapers

USE Clandestine newspapers

### Unemployed appeals

SN Appeals for financial help. May take the form of ballads, call back cards, postcards or leaflets, or packets of small items for sale.  
 BT Appeals  
 RT Street literature

### Union labels

SN Labels attached to a product by the employees of a company as an assurance of quality and of an employer's good working conditions. (EE) In the US, identifying marks attached to goods indicating they have been produced by union labour. (AAT)  
 UF Labels, Union  
 BT Quality assurance labels

### Unstamped newspapers

USE Unstamped periodicals

### Unstamped periodicals

SN Newspapers and periodicals published in defiance of Britain's Stamp Duty laws. Mostly from between 1830 and 1836, but started in 1712 and abolished in 1855. (Hist)  
 UF Newspapers, Unstamped  
 UF Unstamped newspapers  
 BT Magazines  
 RT Newspapers

### User guides

USE Manuals

## V

### V-mail

USE Airgraph forms

### Vaccination certificates

USE Health certificates

### Valentines

SN Greetings cards sent to sweethearts, usually on Saint Valentine's Day.  
 BT Greetings cards  
 NT Vinegar valentines  
 RT Cobwebs  
 RT Sentiment cards

### Variety show posters

USE Music hall posters

### Vaudeville posters

USE Music hall posters

### Vehicle licences

SN Small paper documents usually to be displayed on the vehicle, indicating that the necessary licensing fee has been paid.  
 UF Car tax discs  
 UF Tax discs  
 BT Licences

### Vehicle registration documents

SN Use for any kind of vehicle registration form including motor vehicles, boats, aircraft.  
 BT Records (Documents)

### Vice cards

USE Prostitutes' cards

### Vide poches

SN Wall-mounted cardboard pockets for filing domestic papers esp. bills. Often decorative, sometimes in the form of calendars. (Hist)  
 BT Pockets  
 RT Calendars

### Video insert cards

USE Insert cards

### View books

USE Viewbooks

### View cards

SN Use for cards printed on enamelled stock with engraved and vignettted illustrations. Produced for tourists in the 19th century, sometimes in sets and usually smaller than a postcard. (Hist)  
 UF Enamelled cards  
 BT Cards  
 RT Cartes porcelaine  
 RT Postcards

### Viewbooks

SN Published sets of images of particular places, events and activities. Later ones are usually photographically based and printed in sepia; may be in a concertina format or spiral bound.  
 UF Souvenir albums  
 UF Souvenir booklets  
 UF View books  
 BT Books  
 BT Souvenirs  
 NT Concertina cards  
 RT Postcard books  
 RT Postcards

### Vinegar valentines

SN Insulting or offensive valentines intended to upset or provoke the recipient. Victorian ones were chosen mainly with the trade or occupation of the recipient in mind. Mainly 1840s but have been revived recently.  
 BT Valentines  
 RT Insult cards

### Visas

SN Official authorisations stamped in or appended to a passport, permitting entry into and travel within a particular country or region.  
 BT Permits  
 RT Passports  
 RT Work permits

### Visiting cards

SN Small cards bearing a person's name, status and sometimes address. May have a portrait, scene or decoration; may be accompanied by an envelope. Not to be confused with Cartes-de-visite.  
 UF Calling cards  
 BT Cards  
 NT Acquaintance cards  
 NT Novelty visiting cards  
 NT Society cards  
 RT At home cards  
 RT Business cards  
 RT Cartes-de-visite

### Visitor lists

SN Lists of visitors to events.  
 BT Lists  
 RT Attendance records  
 RT Guest lists  
 RT Visitors' registers

### Visitors' cards

SN Cards sold by tourist information offices often allowing free or discounted travel and entrance to museums, etc.

BT Cards  
 RT Travel cards  
 RT Travel vouchers

### Visitors' registers

SN Published lists of visitors to hotels in popular resorts, as a form of hotel advertising in newspapers or magazines. (Hist)  
 BT Lists  
 RT Visitor lists

### Visuals

SN Simulations of a finished design to be shown to clients for approval.  
 RT Artwork, Original  
 RT Designs  
 RT Layouts

### Vitrauphanies

USE Window transparencies

### Vitrophanies

USE Window transparencies

### Vivat ribbons

SN Printed silks sold in aid of war charities during World War I. (Hist)  
 UF Hurrah bands  
 UF Vivatbaender  
 BT Ribbons

### Vivatbaender

USE Vivat ribbons

### Volvelles

SN Mechanicals consisting of two or more cards, at least one of them circular, the upper one having apertures that display information or pictures when rotated over the lower one. Some are double-sided.  
 BT Mechanical works

### Voters' lists

USE Electoral lists

### Voting papers

USE Ballot papers

### Vouchers

SN Documents that can be exchanged for goods or services as a token of payment already made.  
 UF Tokens (Vouchers)  
 NT Dance tokens  
 NT Education vouchers  
 NT Gift vouchers  
 NT Meal vouchers  
 NT Travel vouchers  
 NT Travel warrants  
 RT Coupons

### Vouchers, Hotel

USE Hotel vouchers

### Vues d'optique

USE Perspective view prints

## W

### Wafer seals

USE Sealing wafers

### Wafers, Sealing

USE Sealing wafers

### Wage envelopes

USE Pay packets

### Wagon labels

SN Labels affixed to railway wagons indicating their contents and/or destination.  
 BT Labels  
 RT Railway carriage labels

### Wall cards

SN Cards, essentially for domestic display on walls, carrying images, improving messages, etc. For advertising wall cards use Showcards; for educational wall cards use Teaching aids.  
 UF Cards, Wall  
 UF Wallcards  
 NT Punctuality cards  
 RT Calendar mounts  
 RT Religious texts  
 RT Showcards

### Wall charts

USE Wallcharts

### Wallcards

USE Wall cards

### Wallcharts

SN Poster-like items displaying information essentially for educational use; often provided on card or supplied with rollers, and usually designed for distance viewing.  
 UF Charts, Wall  
 UF Wall charts  
 RT Charts  
 RT Teaching aids  
 RT Year planners

### Wallets

SN Relatively small, flat, often folding containers, designed with pockets, and compartments, for holding travel documents, photographs, negatives, etc.  
 BT Packaging  
 NT Photograph wallets  
 NT Travel wallets  
 RT Pockets

### Wallpaper samples

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

### Wanted notices (Crime)

SN Single sheet items intended for display describing criminals sought by law enforcement agencies, sometimes with offers of rewards. For notices seeking

employees or volunteers use Recruitment notices.

UF Wanted posters  
 BT Notices  
 RT Missing persons notices  
 RT Reward notices

### Wanted notices (Goods)

SN Posters advertising goods wanted, e.g. rags, scrap metal. For notices seeking employees or volunteers use Recruitment notices.  
 UF Wanted posters  
 BT Notices

### Wanted posters

USE Wanted notices (Crime)  
 USE Wanted notices (Goods)

### Warning notices

SN Notices warning of danger, including danger of theft, or of the risk of committing an offence, e.g. Trespassers will be prosecuted.  
 BT Notices  
 RT Health and safety notices

### Warrants

SN Documents conferring authority for specific actions, usually where no such authority normally exists.  
 BT Forms  
 NT Arrest warrants  
 NT Impress warrants  
 NT Release warrants  
 NT Search warrants  
 NT Transportation warrants  
 RT Distraint papers  
 RT Licences

### Warrants of distress

USE Distress warrants

### Wartime posters

SN Includes such themes as propaganda directed at the enemy, domestic propaganda, recruitment and posters aimed at the home front concerning industrial production, morale, security, austerity, health and safety, etc.  
 BT Posters  
 RT Political posters  
 RT Propaganda posters  
 RT Recruitment notices

### Watch papers

USE Watchpapers

### Watchpapers

SN Paper or silk roundels inserted in pocket watches as protection or advertising. (Hist)  
 UF Papers, Watch  
 UF Watch papers  
 BT Protective coverings  
 RT Advertisements

### Watermarks

SN Faint designs or text created by different thicknesses of paper, visible when held against the light, often identifying the maker, date, etc.  
 BT Marks  
 RT Hold-to-light works  
 RT Paper lithophanes

**Waybills**

- SN Records of the carriage of freight (earlier ones can include passengers) showing goods in transit, their route, dates of despatch and arrival, charges for carriage and payments made. May include instructions for handling difficult or hazardous contents. For earlier waybills listing the route to be taken by a traveller, use Itineraries. (EE)
- UF Consignment notes
- NT Carriers' bills
- RT Bills of lading
- RT Itineraries
- RT Manifests
- RT Timetables
- RT Travel timetables

**Wayfinding maps**

- USE Directional maps

**Wedding albums**

- SN Albums specifically made to contain photographic and other records of a wedding.
- BT Albums
- RT Wedding stationery

**Wedding menus**

- BT Menus

**Wedding service cards**

- SN Cards detailing the order of service for weddings, including the words of hymns, and congregational prayers. Usually including the names of the bride and groom and sometimes of bridesmaids and other participants.
- BT Orders of service
- BT Wedding stationery

**Wedding stationery**

- SN Includes invitations, table plans, thank you cards, place cards, cake boxes, etc.
- BT Stationery
- NT Wedding service cards
- RT Wedding albums

**Weighbridge tickets**

- SN Documents giving the weight of a vehicle that has been weighed on a weighbridge. Early examples take the form of a small card, later ones may give much fuller information about the contents of loads, with times, dates, etc.
- BT Tickets

**Weight cards**

- SN Cards displaying a person's weight, usually from weighing machines; they were offered originally by weighing machine owners, later produced automatically by the machines.
- BT Cards
- RT Record cards

**Welfare notices**

- USE Health and safety notices

**What's on guides**

- USE Entertainment guides

**White feather letters**

- SN Letters sent, usually anonymously with a white feather, to those accused of cowardice for not volunteering for service during World War I. (Hist)
- BT Anonymous letters

**Wills**

- SN Witnessed, legal documents in which people declare the disposition of their property, to take effect after their death.
- BT Legal documents
- RT Living wills

**Window bills**

- SN Advertisements or notices on paper rather than card intended for posting on shop windows. Sometimes supplied ready gummed.
- BT Point-of-sale advertising
- RT Showcards
- RT Window transparencies

**Window cards**

- USE Showcards

**Window envelopes**

- SN Envelopes in which a transparent panel is inserted allowing the address on the enclosure to be read.
- BT Envelopes

**Window transparencies**

- SN Sheets of transparent material such as thin paper or plastic, bearing printed images in colour. Produced for decorative or advertising purposes, for applying to glass so they can be viewed with the light shining through them; some in imitation of stained glass.
- UF Transparencies, Window
- UF Vitrauphanies
- UF Vitrophanies
- RT Hold-to-light works
- RT Transfer sheets
- RT Window bills

**Wine labels**

- SN Labels attached to bottles of wine including some or all of the following information: the country and region of origin, the grape(s), type of wine, alcoholic content, year, producer, bottler, or importer. There are three types of labels - front, back and neck; the back label usually contains more technical information, the neck label the date of the vintage.
- UF Labels, Wine
- BT Bottle labels
- NT Back labels
- RT Neck labels

**Wine lists**

- SN Lists of wines available from restaurants. For lists of wines from retailers use Catalogues.
- BT Lists
- RT Menus

**Winkle bags**

- SN Paper bags printed with winkle stallholders' name and sometimes doggerel verse. (Hist)
- BT Paper bags

**Wireless licences**

- USE Radio licences

**Wish bracelets**

- USE Fitas

**Word art**

- USE Calligrammes

**Wordbooks**

- USE Libretti

**Work instructions**

- USE Job instructions

**Work permits**

- SN Documents giving permission for foreign nationals to work in another country.
- BT Permits
- RT Visas

**Work, Pinprick**

- USE Pinprick work

**Workhouse accounts**

- BT Accounts

**Works, Cut-paper**

- USE Cut-paper works

**Works, Folded paper**

- USE Folded paper works

**Works, Hidden image**

- USE Hidden image works

**Works, Hold-to-light**

- USE Hold-to-light works

**Works, Mechanical**

- USE Mechanical works

**Works, Moveable**

- USE Mechanical works

**Works, Novelty**

- USE Novelty works

**Worksheets**

- SN Sheets of paper on which problems are worked out or solved and answers recorded. Usually in an educational context. For Employees' records use Timesheets.
- BT Sheets
- RT Activity sheets
- RT Teaching aids

**Wrappers**

- SN Paper and other packaging materials intended to wrap around a product. Normally containing information and/or advertising. May be fastened in various ways. Also used to describe the temporary covers of some publications issued in parts. (Hist)
- BT Packaging
- NT Book jackets
- NT Cuban wrappers
- NT Food wrappers
- NT Gum wrappers
- NT Pin wrappers
- NT Postal wrappers
- NT Razor-blade wrappers

NT Tax wrappers  
 RT Bags  
 RT Envelopes  
 RT Tobacco packaging  
 RT Wrapping paper

### Wrappers, Book

USE Book jackets

### Wrappers, Cigar box

USE Cigar box labels

### Wrappers, Dust

USE Book jackets

### Wrapping paper

SN Strong brown paper for wrapping parcels. For decorative paper for wrapping gifts use Gift wraps. For wrapping paper intended specifically for food (i.e. greaseproof, or labelled as such) use Food wrappers.

BT Paper types  
 NT Food wrappers  
 RT Gift wraps  
 RT Provision papers  
 RT Wrappers

### Wreath cards

SN Cards accompanying funeral wreaths or flowers carrying a message from the donor.

UF Cards, Wreath  
 BT Florists' cards  
 BT Funeral stationery

### Wreck covers

SN Envelopes that have been recovered from a wreck; indicated by official handstamps or handwritten messages.

UF Covers, Wreck  
 BT Postal covers  
 RT Postal cachets

### Writing blanks

SN Published between about 1660 and 1900, also known as school pieces or Christmas pieces, these were single sheets issued by printsellers. They were intended as a form of sampler, the child filling in the blank space in the centre of a sheet with a set piece in her or his best penmanship. (Hist)

UF Christmas pieces  
 UF Letters, Scholars'  
 UF Scholars' letters  
 UF School pieces  
 RT Music sheets  
 RT Writing paper

### Writing books

USE Copybooks

### Writing paper

SN Paper for writing letters on. May be personalised, including name, monogram, address of individual or family. For headed business paper use Letterheads. For pre-stamped lettersheets use Postal lettersheets.

UF Notepaper  
 UF Personalised stationery  
 BT Stationery  
 NT Pictorial writing paper  
 RT Decorative stationery  
 RT Letterheads

RT Letters  
 RT Lettersheets  
 RT Notelets  
 RT Postal lettersheets  
 RT Writing blanks

### Writing tablets

SN Very thin sheets of wood that can be written on, either through a wax coating (stylus tablets) or in ink (leaf tablets). (Hist)

NT Stylus tablets  
 RT Magic slates

## Y

### Year planners

SN Calendars presented as a single sheet, often for mounting on a wall, and usually to share information in the workplace.

BT Calendars  
 RT Almanacs  
 RT Wallcharts

## Z

### Zeppelin stamps

USE Special issue stamps

### Zines

SN Alternative magazines, usually protest magazines, produced using low level technology; not distributed through commercial channels, mostly focussed on a cause. 1960s on.

BT Magazines  
 RT Fan magazines  
 RT Protest magazines

### Zoetrope discs

SN Printed discs placed on the base of the zoetrope drum. (Hist)

BT Optical novelties  
 RT Phenakistoscope discs  
 RT Zoetrope strips

### Zoetrope strips

SN Strips of paper bearing images of figures in various stages of motion. Placed inside the drum of a Zoetrope, so that they give the illusion of motion when the drum is rotated. (Hist)

BT Optical novelties  
 RT Zoetrope discs

What are opposite words of Ephemera? Owner, enemy, opponent. Full list of antonyms for Ephemera is here. If you know antonyms for Ephemera, then you can share it or put your rating in listed similar words. Suggest antonym. Ephemera Thesaurus. ephemera - noun. See definition in Dictionary. things that soon stop being useful or fashionable. Synonyms: Able to be changed and lasting only a short time. 10 useful words. variable. brief. short-term. printed things that people do not keep. Related terms: General words for pieces of writing and documentation. 13 related words. academic writing. correspondence. documentation. material. pack. Ephemera is a deeply personal record for the band, charting the breakdown of relationships for singers Faye O'Rourke and Stevie Appleby, and for O'Regan, the death of his father. A selection of ephemera, letters, and pieces by Tworkov's colleagues from this period will accompany his works, setting the art within its stoned context. "Jack Tworkov: the artist at Black Mountain College, July 1952". Thesaurus browser ?