

EPHEMERA IN ARCHIVES: WHAT TO DO?

(A Possible Solution from the University
of New South Wales Archives)

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This article attempts to define ephemera for archivists and librarians; looks at the methods of dealing with ephemera previously employed by both groups; suggests that instead of undergoing off-hand destruction, ephemera be considered a necessary part of a comprehensive archival collection; and, finally, proposes a simple system for gaining physical and intellectual control over ephemera in an Archives, based on methods employed by the University of New South Wales Archives.

In a recent survey of Australian University Archives by the Australian Vice-Chancellors Committee, the question was put: "What type of records are destroyed rather than transferred to university archives?" One respondent's answer being:

"... the Archivist destroys or encourages officers to destroy . . . any ephemeral matter brought to the attention of the Archivist . . . There is a tendency for most administrative records to be maintained."¹

What is exactly meant here by "ephemeral matter", and why is it summarily destroyed? How widespread amongst archivists is the practice of destroying ephemera?

A basic problem with ephemera is that its definition is unclear. As a result, it is often omitted from specially set-down statements of material to be collected within an Archives.

What is Ephemera?

Chris Makepeace in his book "*Ephemera: A Book on its Collection, Conservation and Use*" supplies a definition for ephemera as follows:

"Ephemera is the collective name given to material which carries a verbal or illustrative message and is produced either by printing or illustrative processes, but not in standard book, pamphlet or periodical format. It has the following characteristics:

- (a) it is usually flimsy or insubstantial;
- (b) it is a transient document produced for a specific purpose and not intended to survive the topicality of its message or event to which it relates. Consequently, most items have a limited useful life, although the life of an item will vary according to the purpose for which it is produced and may well be of interest to scholars and collectors after its topicality has expired;
- (c) its acquisition, storage, classification and cataloguing may not fall within the conventionally accepted methods of treatment within libraries and record offices and consequently, may require special consideration. It is, however, classifiable;
- (d) its availability will depend on where it was produced, by whom and for what purpose and where it is available from;
- (e) it can be either primary or secondary source material."²

Makepeace also supplies a comprehensive list [Appendix 1] of items which might be called ephemera.³ Amongst this list will be found a number of formats which are typical of archival material, such as agendas, minutes, reports, computer print-outs, guides, inventories, proclamations and receipts. While Makepeace is largely concerned with *printed* ephemera, non-printed materials and objects such as flags, clothes, glasses, badges and medals may also be considered ephemera.

Clearly, from an archivist's point of view, his list is rather wide-ranging in its inclusion of formats. While original minutes of meetings, whether manuscript or printed, are invariably considered 'archives' by archivists, extra copies of those same minutes may be considered ephemera by archivists and librarians alike. The distinctions between such materials are often very hazy and each case must be treated on its merits. While archivists may take exception to items included in his list, we must remember that context is an important factor in evaluating the worth of any archival item. Out of context, one man's archives may indeed be another man's ephemera!

Definitions of ephemera are scarce amongst archival literature. The International Council of Archives' *Dictionary of Archival Terminology*, simply defines ephemera as:

"Informal documents of transitory value, sometimes preserved as samples or specimens."⁴

This definition is a simple extension of the dictionary definition of ephemera as something short-lived or transient. Makepeace's definition is perhaps the fullest to date, and combined with his type-list [Appendix 1] is a sound basis upon which to approach the problem of ephemera in archives.

Who is Responsible?

The definitions discussed so far place ephemera somewhere between traditional 'unique', manuscript or printed, archival material and multi-copies, printed library material.

At one end of the spectrum of descriptive media we have traditional library books; at the other end we have unique archival records, manuscripts and documents; in between lies ephemera.

No longer do archivists deal solely with hand-written manuscripts, nor librarians with multi-copied bound books. The photocopier has changed that situation forever, and desktop publishing threatens to increase the quantity of non-traditional printed materials in archives and libraries.

Librarians refer to monographs and serials produced in limited numbers by individuals or small private publishers, with limited circulation and not usually included in national catalogues as "fringe or grey literature".⁵

While librarians have yet to come to terms with this non-conventional literature, the next stage down the track, namely ephemera, is largely forgotten. There does not appear to be any systematic method for dealing with ephemeral material within libraries. A 1973 survey of selected American libraries revealed that although over two thirds collected/contained ephemeral material, on average only 40% of the material had been described and catalogued, the rest therefore remaining largely inaccessible.⁶

Isolated attempts have been made by interested individuals to set up library/archival networks for collecting and describing ephemeral material; one such example being the American Russell Benedict Special Library Network of political and protest movement ephemera.⁷ However, there is usually no formal policy on the part of large libraries or archival institutions to actively collect ephemera, past or present.

Collections of ephemera have invariably been dealt with by librarians who are traditionally seen as best able to deal with the material, via the application of standard library practices such as cataloguing.

Librarians on the whole, however, do not want to deal with ephemera in large quantities as it is difficult to catalogue along traditional lines and information about origin, quantity, date of production etc., is often impossible to obtain. Where only small amounts are encountered, comprehensive cataloguing may be carried out. New, quicker methods of arrangement and description must be employed where large quantities are encountered, as in an archives.

Members of the Special Library Network quickly came to realise with regards to their ephemera collections:

"The great bulk of materials accumulating . . . have caused us to simplify as much as possible our processing, storage, cataloguing, indexing and other arrangements of the material for access."⁸

Their solutions included dividing all ephemera upon acquisition into 'serial' or 'non-serial' groups and cataloguing under author or title, there being no descriptive cataloguing;⁹ or cataloguing the material in varying

degrees according to "title or main entry, issuing group, subject, and place of publication or activity".¹⁰

Barbara Johnston, in a 1949 CSIRO report on "Special Library Practice" in Europe and America,¹¹ found that for the most part ephemera was being dealt with in one of two ways:

1. Physically filed by chronological accession number and located by author and/or subject entries in the main catalogue.
2. Filed by author or subject (i.e. catalogued) as with books, and placed on shelves under subject headings or according to a numerical classification system such as the Dewey system.

The first method is the simplest and, with modifications, could be employed in an archives.

The second method is totally impractical and inefficient for dealing with large amounts of ephemera in an archives, as a knowledge of cataloguing is needed and there is no access according to provenance or office of origin, these two categories being of prime importance to the archivists. Material may also miss retrieval by researchers if its appropriate classification/subject heading is not correctly guessed.

Archivists, on the other hand, tend to look on ephemera as "printed material", similar to books and other publications, and therefore the responsibility of librarians; or, not making any distinctions between printed and non-printed records, treat it as items within a collection. As long as the collection is not indexed or described in detail to the item level the archivist does not have to confront the problems of dealing with, and describing, the ephemeral material.

As a result ephemera lies in the twilight zone between the two professions Archives and Librarianship with neither group ready to take up the challenge and construct methods for gaining intellectual control over ephemeral material in their collections.

Neither group accepts full responsibility for ephemera, part of the reason being that it has such a variety of forms, and any definition places it on the fringe of accepted definitions for both library and archival materials.

Lise Hesselager, in discussing fringe literature, is forced to ask the questions:

"What is archival material, and where is the line drawn between archives and library material?"¹²

She concludes that no clear distinctions can be made in the areas of fringe literature and ephemera, and that archivists and librarians will be forced to co-operate in dealing with such material.

What of ephemera in archives—what role does it play?

Ephemera in Archives

Archivists, on the whole, have tended to ignore ephemera, preferring to collect the more standard archival formats. Considering the difficulties involved in its acquisition, arrangement and description, this is understandable.

Linda Henry, in discussing the collecting policies of special subject and in-house repositories such as school and university archives, religious archives, museum archives etc., suggests:

“Archival collecting policies should . . . sample the records of the whole society; they should be comprehensive and should document the spectrum of . . . culture.”¹³

Though an archives may be special-subject orientated, collecting policies should be comprehensive and wide-ranging within that subject. The collecting of ephemera by archivists may not be traditional, but it does tie in with the “activist archivist” model proposed by people such as Linda Henry. It is one aspect of the process of changing our whole thinking with regards to collecting policies.

If we bear the following quote from Linda Henry’s article in mind, the role of ephemera in an archival collection may be made clearer:

“To preserve a representative sample of the universe is the archivist’s responsibility. The activist archivist contrasts with the passive one who too narrowly defines the universe, who waits for chance donors of papers, or merely follows current historical research interests. The activist makes a fundamentally different assumption: that research follows record.”¹⁴

This activist attitude is needed in acquiring ephemera. Too much emphasis in archival collecting policies has been placed on the collection of purely administrative records. In most organisations these records form a mere fraction of the total produced and do not therefore truly represent the organisation and its operations.

While the collection of traditional archival materials must remain the number one priority of the archivist, we are ultimately obliged to document the entire range of an organisation’s activities. This may involve the collection of materials such as ephemera, publications, audio-visual material and objects.

The boundaries of what is considered archival material are constantly expanding—it is up to the archivist to accept these changes and adjust accordingly. If we label as ‘non-archival’ items such as ephemera purely on the basis of format then the profession as a whole will suffer and other groups such as librarians will extend their range of collecting material and impinge further on the archivist’s domain.

Just as certain groups such as women, ethnic groups, the working classes and the poor have historically lacked fair representation in archival

collections in favour of the elite (such as the rich and famous, whose papers have been—and still are—actively pursued), so also ephemera may be regarded as the neglected group of archival formats, last in line of materials actively collected.

David B. Gracy II suggests that a change in attitude is needed on the part of archivists with regards to collecting ephemera:

“Collecting ephemera is not new . . . What *is* new in collecting ephemera . . . is the philosophy of collecting it as a serious attempt to better document a movement, a time, or a place.”¹⁵

Ephemera should be considered a legitimate archival material. In striving for broad coverage of a subject it should be actively pursued by archivists alongside official administrative records, manuscripts, personal papers and any other items which may be seen as representative of an organisation or subject.

Linda Henry’s “universe of documentation” is a legitimate goal for any archives, and if a format such as ephemera represents a large portion of that “universe” in a certain archives then it must be given due consideration by the archivist and every effort made to both preserve it and make it accessible to users of the archives.

Accepting that ephemera is being neglected by both archivists and librarians alike, we may ask: is it worth the time and effort to fully describe and catalogue ephemera?

The answer is a definite MAYBE—depending on the circumstances.

If only small quantities are encountered then comprehensive cataloguing may be applied. If, as is more often the case, large amounts of ephemera and other printed material form a necessary part of a comprehensive archival collection, then full descriptive cataloguing must be regarded as impractical on the basis of the time and specialised skills involved. New methods need to be constructed and adopted.

The University of New South Wales Situation

At the University of New South Wales Archives (hereinafter referred to as the UNSW Archives) we have been forced to deal with ephemera, as the Archives contains, and continues to receive, large quantities of ephemeral material.

The UNSW Archives is an in-house Archives, dealing solely with the records of the University and its community. Materials collected by, or transferred to the UNSW Archives can be divided into 2 broad categories:

1. The “traditional” archives, being the unique administrative and personal records of the University and its community.
2. University publications and ephemera.

Within the very large second category—remembering that university academics see publications as an integral part of their profession and university organisations, forced to deal with very mobile clients, namely students and transient staff, annually produce large quantities of material for new students and staff—we have monographs and serials, plus large quantities of printed ephemeral material such as: course guides; leaflets describing degrees on offer; information on university facilities, clubs, etc; pamphlets or posters announcing the next meeting of groups such as the Women's Collective or the Chocolate Society; posters announcing Student Union activities; class handouts and course notes etc.

All of the above fall within the 'ephemera' or 'fringe literature' categories and all warrant consideration by the archivist if we accept that they may be valid archival materials and therefore a necessary part of a comprehensive collection.

When a researcher appears in 50 years time s/he *may* want to know about a certain Council resolution, or the findings of a certain Ad-Hoc Sub-Committee of an Executive Committee of an Interim Advisory Body; but s/he is just as likely (if a social historian) to want to know about life on campus from a student and staff point of view. This information will be more readily found amongst the more descriptive ephemera or publications collections, as opposed to within the 'drier' administrative records. Their value as exhibition items or purely illustrative material should also be considered.

For reasons of attempting to gain a truly comprehensive collection of UNSW related material it is considered vital that the UNSW Archives attempts to collect ephemeral material and publications produced on campus by University organisations or members of its community.

University organisations include, for example, governing bodies (Council, Professorial Board); administrative units (Registry, General Staff Office, Student Records Section); academic bodies (Faculties, Schools, Centres); student associations and groups (Students Union, Sports Association, Clubs and Societies); and general organisations such as the University Union.

Relevance to the University as a whole is of prime importance in deciding whether to collect a certain group of records or item. Manuscripts, publications, or ephemera produced by members of the University community, but having no particular links to the University—such as general journal articles and books—are not actively collected by the UNSW Archives, though they may be present in acquired collections.

For example, while the Archives collects material produced by the UNSW Students Union, it does not actively seek material produced by the Australian Union of Students, though such material is often found amongst deposits of Students Union records.

Ephemeral material is often the ONLY record produced by transient student and staff organisations, pressure groups and protest movements. These groups have short lives and haphazard or non-existent record keeping systems. For this reason the collection of material produced by them is called for as soon as it is produced.

At the UNSW Archives this involves the on-going collection of ephemeral material from throughout campus, along with the suggestion to groups to think about their record keeping systems and deposit any items they consider may be of interest or truly representative of their function. Inevitably it will be left to the archivist to collect the material.

The Archives is also faced with the problem of dealing with a large collection of publications from UNSW organisations which, like ephemera, was being collected with no systematic form of control placed upon it. Being an Archives, cataloguing of publications by the archivists was not considered feasible; nor was the sending of a copy of each publication to the University Library for processing seen as a practical alternative, the main reason being that although the Library collects and catalogues *some* UNSW publications, the Archives' collection was much more comprehensive (N.B. The Library collection of UNSW publications was less than one tenth the size of the Archives' collection) and, more importantly, it formed an integral part of the total archival collection, publications being considered legitimate records of organisations within the UNSW.

Accepting the archival value of ephemeral material and general publications within our situation, and realising that no-one else was collecting this material, the question arises — how do we deal with ephemera and publications within the Archives?

Due to the large quantities accumulating within the Archives there was a definite need to arrange and describe this material and integrate it with the general archival collection so that some degree of physical and intellectual control was obtained over our "universe of documentation".

The UNSW Archives Solution

The UNSW Archives contains a core General collection and a number of smaller subject/format related collections, such as Maps and Plans, Audio-Visual Materials, Objects, and Publications.

The usual method for dealing with ephemera was to place it in boxes marked 'Ephemera' and store it in close proximity to the publications. Large, poster size items of ephemera were filed in map and plan cabinets. With this method there was a degree of physical control exercised over the material but intellectual control was almost non-existent.

After discussing numerous complicated systems for classifying and arranging ephemera, it was eventually decided to treat printed ephemera

as part of the general UNSW Publications collection and deal with monographs, serials and items of ephemera using a single system. Non-printed ephemera was placed within the Objects collection.

A new method of dealing with the ephemera was instigated, employing a mixture of provenance-based and subject/title indexing. As Archives staff would never have time to fully catalogue the material it was decided to index it instead.

Provenance was deemed the most important indexing term with this system. 'Provenance' here also includes office of origin as numerous complications arise in trying to differentiate between the two during processing.

For example: A leaflet, compiled by the UNSW Publications section and printed by the UNSW Printery, was produced for the School of Librarianship, outlining courses offered in Archives Administration. The leaflet was deposited in the Archives by a secretary (Miss Brown) from the Vice-Chancellor's Unit, who had been told to remove all the records of the previous Vice-Chancellor (John Smith) from the office of the new Vice-Chancellor (Mary Jones).

The leaflet can be dealt with individually, or as part of the collection. Previously, if a single item, it would have been placed in the Ephemera box and largely forgotten. With the new system it is allocated appropriate indexing terms.

Possible descriptors for the item and the rest of the collection include:

John Smith Papers	Title
Vice-Chancellor's Unit	Provenance
Archives Administration	Title/Subject
School of Librarianship	Office of Origin/Provenance
Miss Brown	Depositor
Publications Section	Creator/Provenance
Publications/ephemera	Subject

Deciding on which descriptor is the preferred term can be a difficult task for the archivist. Ideally all of the above descriptors should be used as the item has multiple provenance.

In the above instance the leaflet would be filed singularly or boxed as part of the "John Smith Papers" or "Vice-Chancellor's Unit Records" according to archival principles and for ease of storage. The preferred indexing term would be 'Archives Administration', this being the title/subject most representative of its content. 'School of Librarianship' would be the next indexing term, representing the office of origin.

This example is typical and reveals the problems in distinguishing between provenance and office of origin where material passes through

a number of hands. It also reveals the limitations of trying to use one or two terms to describe and locate multifaceted material, whether it be a piece of ephemera or a complete archival collection.

The UNSW Archives attempts to collect 1-2 copies of any such material, as it does with general UNSW publications. We do not summarily destroy “any ephemeral matter brought to the attention of the archivist” for the reasons outlined above.

The level of indexing applied varies according to the importance of the item, ease of description, and amount of information available. A quick and easy method of processing was the top priority.

The basis for describing both the General archival collection and our own Publications collection—which now includes the printed ephemeral material—was a survey of the University’s calendars, histories, handbooks, archives listings and indexes dating from the University’s foundation in 1949. All these sources were consulted in order to compile a *SINGLE* Index (initially a list of keywords) to people, places, events, faculties, schools, administrative bodies, committees etc., on campus.

Initially the keywords were recorded on small pieces of paper then entered onto computer using an IBM-compatible personal computer and a *simple* word processing program (WordPerfect), which we later found could also be searched. Michael Cook speaks of “the great virtue of word processors in an archival context”.¹⁶ This project is just one example of their use within the UNSW Archives.

All indexes and lists currently available at the UNSW Archives were amalgamated into the new Index. Approximately 4 weeks were spent researching and inputting the Index/List of Keywords. Initially a list of possible keywords for use throughout the University was constructed, then locators were added to keywords where the UNSW Archives contained material associated with the keyword. Items in square brackets [] within the Index are location codes and refer to material held within the Archives. Location codes consist of an alphabetical prefix code followed by a number. Some of the prefix codes used include:

AV	Audio-Visual Collection
BRF	Biographical Reference File
CN	Accession Number
SRF	Subject Reference File
V	Publication

In this way our List of Keywords was gradually transformed into an index. For example, a typical entry was:

VICE-CHANCELLORS
 see also Vice-Chancellor’s Unit
 BAXTER, J.P. (1955-69) [CN266]

MYERS, R.H. (1969-81) [BRF, CN65]

BIRT, L.M. (1981-)

As new material is received or older material more fully processed, extra locators are constantly being added. While the number of new locators will constantly increase, the number of new keywords to be added to the list will be small as the initial compilation was so comprehensive.

Once this Index/List of Keywords was constructed, the job of allocating provenance to the ephemeral material was greatly simplified. Items of ephemera could now be allocated specific indexing terms to describe their provenance, and together with any additional subject or title terms could be amalgamated into the Index.

For example, a leaflet titled "Student Counselling" was collected during Orientation Week, 1987. It was one of an annual series and was first given a simple shelf/identity number [V387], which had already been allocated to similar leaflets from previous years (All publications and ephemera are allocated a "V" prefix and accession number). It was then incorporated into the Index with the following entries:

"STUDENT COUNSELLING [V387]"	(Title)
"COUNSELLING, STUDENT [V387] see Student Counselling Unit"	(Subject)
"STUDENT COUNSELLING UNIT [V387]"	(Provenance)

This is a simple, but adequate, level of control to place upon ephemeral material. While the material is not physically described in detail, it does however have 3 access points (Subject, Title, Provenance) where before there was only one (Ephemera).

The material is placed on shelves alongside the books and serials. Small or fragile items of ephemera are unfolded and placed in manilla folders, each folder bearing the V-number in pencil on the outside. Large items of ephemera, such as posters, are stored in map and plan cabinets. Books, serials, booklets etc., are individually marked with their V-number in pencil on the bottom right-hand rear.

As material is filed chronologically there is a saving in shelf space as the file grows from one end only. Gaps are left in the shelves only for larger annual series. A disadvantage of this system is that if someone is interested in a number of items relating to a single organisation or subject they have to go to a number of different shelf locations to find the material—it is not brought together on the shelves as it would be with normal cataloguing. The material is, however, brought together within the Index, and it is also given an increased number of access points via the Index.

This method of chronological filing and multiple indexing is considered the most practical and efficient for use within an Archives, as opposed

to the application of normal library cataloguing.

Using the Index in printed form it is also now very quick and easy to locate the provenance of newly accessioned items. With the case of the aforementioned "Student Counselling" pamphlet, when *Student Counselling* was looked up in the Index there was a reference to the Student Counselling Unit—the creator of the material. As a lot of ephemeral material is not dated, or lacks references to the office of origin, this aspect of the Index was very useful for both Archives staff and researchers.

The single Index is therefore able to deal with publications, ephemera and traditional archives, to a level such that all the various formats present in the UNSW Archives, such as records, publications, posters, maps and plans, ephemera, objects and audio-visual material, are brought together according to the provenance/subject/title index terms.

For example, under "Student Counselling Unit" we will have references to official records, publications, and ephemera, plus cross references to the Unit's position within the University structure.

Provenance, or office of origin, is given highest priority with this system.

Summary

We have decided to deal with ephemera, and publications, using a simple method based on the allocation of provenance/subject/title descriptors to each item, and incorporating these, along with locators, into a single Index.

This Index incorporates aspects of a thesaurus, list of keywords, functional index and general subject/title index. Being stored on a computer, it is also open to on-going updating and refining.

It was realised during the course of this project that it is more efficient to have a single index covering the whole Archives than a number of separate indexes, as has been the case. A single index is much easier for researchers and archives staff to use, and there is less likelihood of items being overlooked.

While there was some initial concern expressed at the "mammoth" task involved in compiling the Index, its actual construction proved to be a relatively simple, though time-consuming, task, and its value is now accepted without reservation.

The Index is a valuable tool for both the archivist and the researcher. It incorporates the well proven usefulness of a traditional card index/catalogue, with the supreme flexibility of being stored on computer, and the invaluable feature of being able to be produced as a paper printout—this printout can be scanned much more quickly than a card index, associated adjacent entries are clearly visible on the printed page, and

checking of cross references, spellings and omissions is greatly simplified. Future publication of the Index is also a possibility.

The Index becomes the principal finding aid for the Archives, bringing together all the various catalogues, guides, inventories, series descriptions, special indexes and other listings. (See Michael Cook,¹⁷ for a discussion of the use of indexes in archives and their value as principal finding aids).

As a result of trying to solve the ephemera/publications problem within the UNSW Archives, we now have a consolidated Index/List of Keywords for use throughout the Archives; a better understanding of the organisational structure of the University has been obtained; and we finally have a degree of intellectual control over valuable ephemera and publications which form an integral part of the UNSW Archives collection.

FOOTNOTES:

1. Australian Vice-Chancellor's Committee, *University Archives*. Canberra, A.C.T., December 1983, p. 7.
2. C.E. Makepeace, *Ephemera: A Book on its Collection, Conservation and Use*. Gower, Aldershot, Hampshire, 1985, p. 10.
3. *Ibid.*, pp. 220-223.
4. P. Walne (Ed.), *Dictionary of Archival Terminology*. International Council on Archives. K.G.Saur, Munchen, 1984, p. 70.
5. L. Hesselager, "Fringe or Grey Literature in the National Library: On 'Papyrolatry' and the growing similarity between materials in Libraries and Archives", *The American Archivist* Vol. 47, No. 3, Summer 1984, pp. 255-270.
6. M.T. Lawrence, "Are Resource Treasures Hidden from Scholars? What is the Access to Ephemera?" *Special Libraries* Vol. 64, July 1973, pp. 285-290.
7. R. Akeroyd and R. Benedict, "A Directory of Ephemera Collections in a National Underground Network", *Wilson Library Bulletin* Vol. 4, November 1973, pp. 236-254.
8. *Ibid.*, p. 238.
9. *Ibid.*, p. 251.
10. *Ibid.*, p. 253.
11. B. Johnston, *Special Library Practice*. CSIRO, Australia, 1959. [A Report on a Visit to Special Libraries in England, France, Canada & the United States of America in 1948.]
12. Hesselager, *op. cit.*, p. 260.
13. L.J. Henry, "Collecting Policies of Special-Subject Repositories". *The American Archivist* Vol. 43, No. 1, Winter 1980, pp. 57-63.
14. *Ibid.*, p. 58.
15. D.B. Gracy, "Peanut Butter and Spilt Milk: A New Look at Collecting", *Georgia Archives* Vol. 3, No. 24, Winter 1975, pp. 20-29.
16. M. Cook, *An Introduction to Archival Automation: A Ramp Study with Guidelines*. Paris, UNESCO, 1986.
17. M. Cook, *The Management of Information from Archives*. Gower, Aldershot, Hampshire, 1986.

APPENDIX 1

Types of Ephemera (after Makepeace)

Acknowledgment slips, Admission cards, Admission tickets, Advance publicity material, Advertising leaflets and handbills, Agendas, Airline tickets, Appeal leaflets, Application forms.

Bank notes, Beer mats, Bills, Bill heads, Book lists, Book marks, Booking forms, Boarding passes, Bottle labels, Broadsheets, Brochures, Bus tickets.

Calendars, Cards, Catalogues, Certificates, Cheques, Cheque cards, Cigarette cards, Cigarette packets, Circulars, Clippings, Commemorative items, Company reports, Competition entry forms, Compliments slips, Computer print-outs, Computer programmes, Constitutions, Coupons, Credit cards.

Driving licences.

Election literature, Errata slips, Estate agents' leaflets, Estimates, Excursion notices.

Fixture lists, Flag day badges, Flags, Financial statements.

Gift vouchers, Guarantees, Guides.

Handbills, Holiday leaflets, Hotel tariff cards, Household items.

Identity cards, Information leaflets, Instruction leaflets, Insurance policies and certificates, Inventories, Invitations, Invoices.

Job specifications.

Labels, Leaflets, Leases, Letter heads, Licences, Lottery tickets.

Matchboxes, Meeting notices, Membership cards and forms, Menus, Minutes of meetings, Milk bottle tops, Mourning cards, Music covers, Music sheets.

Newsletters, Newspapers, Notices.

Order forms.

Personal cards, Petitions, Playbills, Playing cards, Postcards, Posters, Prepaid reply cards, Press releases, Price tags, Printers' specimens, Proclamations, Programmes, Propaganda, Prospectuses, Public notices, Publicity material.

Railway timetables, Rate books, Ration books, Receipts, Recipes, Recruitment circulars, Removal notices, Rent books, Reports, Rules.

Sales catalogues, Score cards, Service sheets, Share certificates, Shipping tickets, Society material, Stamps, Stock certificates, Stocklists, Subscription lists, Sympathy cards.

Telegrams, Tickets, Timetables, Tradecards, Trade catalogues.

Visitors cards.

Wage slips, Window bills, Wrappers.

Objects—Badges, Bottles, Clothes, Glasses, Records, Spoons, Ties.