



Smithsonian

National Museum of American History Kenneth E. Behring Center

Guide to the Warshaw Collection of Business Americana Subject Categories: Etiquette

NMAH.AC.0060.S01.01.Etiquette

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Collection Overview

Repository:	Archives Center, National Museum of American History
Title:	Warshaw Collection of Business Americana Subject Categories: Etiquette
Date:	1833-1942
Identifier:	NMAH.AC.0060.S01.01.Etiquette
Creator:	Warshaw, Isadore, 1900-1969
Extent:	0.47 Cubic feet (consisting of 1 box, 1 folder.)
Language:	English .
Summary:	<p>A New York bookseller, Warshaw assembled this collection over nearly fifty years. The <i>Warshaw Collection of Business Americana: Etiquette</i> forms part of the Warshaw Collection of Business Americana, Subseries 1.1: Subject Categories. The Subject Categories subseries is divided into 470 subject categories based on those created by Mr. Warshaw. These subject categories include topical subjects, types or forms of material, people, organizations, historical events, and other categories. An overview to the entire Warshaw collection is available here: Warshaw Collection of Business Americana</p>

Administrative Information

Acquisition Information

Etiquette is a portion of the Business Ephemera Series of the Warshaw Collection of Business Americana, Accession AC0060 purchased from Isadore Warshaw in 1967. Warshaw continued to accumulate similar material until his death, which was donated in 1971 by his widow, Augusta. For a period after acquisition, related materials from other sources (of mixed provenance) were added to the collection so there may be content produced or published after Warshaw's death in 1969. This practice has since ceased.

Materials in the Archives Center

Archives Center Collection of Business Americana (AC0404)

Forms Part Of

Forms part of the [Warshaw Collection of Business Americana](#) .

- [Series 1: Business Ephemera](#)
- [Series 2: Other Collection Divisions](#)
- [Series 3: Isadore Warshaw Personal Papers](#)
- [Series 4: Photographic Reference Material](#)

Processing Information

In 2016, with funding provided by the Smithsonian Institution's Collections Care and Preservation Fund, the Archives Center at the National Museum of American History implemented the use of minimal level processing standards to increase information about and facilitate access to more of our collections. A large portion of stored material from the original acquisition received minimal level processing, which resulted in additions to this Subject category. This effort included basic arrangement and replacement of non-archival housing for long-term stability, but staples and other fasteners have not all been removed. Revisions to the encoded finding aid were made to reflect the added content in context to the previously processed material.

Minimal level processing and enhancement of the machine-readable finding aid completed by Nicole Blechynden, September 2017.

Preferred Citation

Warshaw Collection of Business Americana Subject Categories: Etiquette, Archives Center, National Museum of American History, Smithsonian Institution

Restrictions

Collection is open for research. Some items may be restricted due to fragile condition.

Conditions Governing Use

Collection items available for reproduction, but the Archives Center makes no guarantees concerning copyright restrictions. Other intellectual property rights may apply. Archives Center cost-recovery and use fees may apply when requesting reproductions.

Scope and Contents

This subject category- Etiquette consists primarily of bound volumes and pamphlets, which give advice to both men and women on a variety of social behaviors. Most of the materials are from the 19th century, but some of the materials were printed in the 20th century during World War II. These materials were meant for general audiences from the middle to upper social classes who wished to better themselves.

Arrangement

Arranged in six subseries:

- Subseries 1: General Etiquette, 1866-1902
- Subseries 2: Etiquette for Maturing, 1846-1940
- Subseries 3: Dinner Etiquette, 1880-1926
- Subseries 4: Letter Writing Etiquette, 1833-1857
- Subseries 5: War-time Etiquette, 1942
- Subseries 6: Public Speaking, 1898

Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:

Etiquette

Types of Materials:

Business ephemera
Ephemera

Container Listing

Subseries 1: General Etiquette, 1866-1902

Scope and Contents: This subseries includes twelve books discussing etiquette in general terms. In these volumes, advice on manners, conversation, public balls, dress, and personal habits are given.

Box 1, Folder 1-3 General Etiquette, 1866-1902

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Subseries 2: Etiquette for Maturing, 1846-1940

Scope and Contents: This subseries contains five books dealing with etiquette as it relates to maturing into a proper lady or gentleman. There are tips on forming ones character, courtship, and matrimony.

Box 1, Folder 4-5 Etiquette for Maturing, 1846-1940

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Subseries 3: Dinner Etiquette, 1880-1926

Scope and Contents: This subseries includes four books on the etiquette of giving and receiving dinner. Topics such as napkin folding, types of menus, and seating are included. The volume on napkin folding is in German.

Box 1, Folder 6-7 Dinner Etiquette, 1880-1926

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Subseries 4: Letter Writing Etiquette, 1833–1857

Scope and Contents: This subseries contains two books on the art of letter writing. The books outline the proper way to write a letter. One of the books also includes etiquette for social dances.

Box 1, Folder 8 Letter Writing Etiquette, 1833 – 1857

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Subseries 5: War-time Etiquette, 1942

Scope and Contents: This subseries contains one book, *Emily Post's War-time Supplement to Etiquette* (1942), which gives etiquette advice for times of war, including food rationing, addressing those in the military by their proper rank, and military weddings.

Box 1, Folder 9 War-time Etiquette, 1942

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Subseries 6: Public Speaking, 1898

Scope and Contents: This subseries includes one volume, *How to Become a Speaker* (1898), which gives instructions for becoming a good public speaker. It includes advice on how to stand and how to hold a book properly while giving a speech. There are a number of poems and speeches included for practicing the art of public speaking.

Box 1, Folder 10 Public Speaking, 1898

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Box SUPP 13, Folder 4	Text Excerpt, Image, undated Notes: Disbound portion of book covering topics such as religion, conduct and behaviour, amusements, and friendship, love, and marriage. Unrelated image of ladies formally greeting one another.
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