



Smithsonian

National Museum of American History Kenneth E. Behring Center

Guide to the Warsaw Collection of Business Americana Subject Categories: Office Equipment

NMAH.AC.0060.S01.01.Office

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Collection Overview

Repository:	Archives Center, National Museum of American History
Title:	Warshaw Collection of Business Americana Subject Categories: Office Equipment
Date:	1833-1975
Identifier:	NMAH.AC.0060.S01.01.Office
Creator:	Warshaw, Isadore, 1900-1969
Extent:	3.21 Cubic feet (consisting of 7 boxes, 3 oversize folders.)
Language:	English .
Summary:	A New York bookseller, Warshaw assembled this collection over nearly fifty years. The <i>Warshaw Collection of Business Americana: Office Equipment</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
Digital Content:	Image(s): Warshaw Subject Category: Office Equipment

Administrative Information

Acquisition Information

Office Equipment 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.

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.

For this subject, minimal processing included arrangement to the folder level, based on prior processing and preservation action, with retention of the pre-existing arrangement when possible, if applicable. Otherwise, an order was imposed by the Processing Archivist. Some materials were consolidated to eliminate excess bulk but items within folders were not arranged further. The guide may or may not include a more refined list of folder contents. Nonarchival housing was replaced for long-term stability, but staples and other fasteners have not all been removed.

Minimal level processing and machine-readable finding aid completed by Nicole Blechynden, November 2016.

Preferred Citation

Warshaw Collection of Business Americana Subject Categories: Office Equipment, 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

The collection includes devices and systems such as typewriters, calculation machines, mimeographs and copiers, punches and canceling machines, coin counters, telephonics, addressing and indexing systems, recording and message transmission, stamping, perforating, records storage and files, and also some consumable products like fasteners, ledgers, erasures. A few product samples are present.

Some product information contains suggestions and information on good business business practices or increasing efficiency and accuracy in the office or workplace environment.

A small amount of material related to furnishings, such as desks, bookcases, lockers, and trade show displays is present.

Arrangement

The collection is arranged into three subseries.

- Business Records and Marketing Materials
- Genre
- Subject

Brand Name Index

The following is a list of brand names for various office equipment and related names that appear on this list is a compilation of those found on materials in the vertical document boxes. It is not a complete list of all the brand names for office equipment. The list is intended to assist researchers locate desired materials when only the brand name is known.

Brand Name Index:

Efficiency: Watson Mfg. Co.

Flatpakit: American

Multigraph : American Multigraph Sales Co.

Portland: Southworth Machine Co.

Wiz: American Sales Book Co.

Y & E : Yawman & Eube Mfg. Co.

Names and Subject Terms

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

Subjects:

- Account books
- Accounting -- Data processing
- Bookkeeping
- Business
- Calculators
- Consumer goods -- Catalogs
- Display of merchandise
- Filing cabinets
- Furniture
- Information display systems
- Magnetic recorders and recording
- Mail-order business
- Mail-order business -- Catalogs
- Merchandise displays
- Office equipment and supplies
- Office equipment and supplies industry
- Office equipment and supplies industry -- United States
- Patents
- Pneumatics
- Printing machinery and supplies
- Punched card systems -- Machinery
- Retail trade
- Sales accounting -- 19th century
- Sound recording machines
- Telephone answering and recording equipment industry
- Typewriters
- Typewriters -- 1880-1910
- Typewriters -- 1890-1900

advertising -- Business ephemera

Types of Materials:

- Advertisements
- Advertising
- Advertising cards
- Advertising fliers
- Advertising mail
- Business cards
- Business ephemera
- Business letters
- Business records
- Catalogs
- Catalogues
- Commercial catalogs
- Commercial correspondence
- Correspondence
- Ephemera
- Illustrations
- Invoices
- Letterheads
- Mail order catalogs
- Manufacturers' catalogs
- Periodicals
- Photographs
- Print advertising
- Printed ephemera
- Printed material
- Printed materials
- Publications
- Publications -- Business
- Receipts
- Reports
- Sales catalogs
- Sales letters
- Sales records
- Trade cards
- Trade catalogs
- Trade literature

Names:

- IBM (International Business Machines)
- Xerox Corporation

Container Listing

Business Records and Marketing Material, 1840-1967

Scope and Contents: Business records includes financial documents, particularly those related to commercial transactions such as invoices and receipts, and correspondence by dealers, jobbers, and merchants of office equipment and supplies. Also contains advertisements such as magazine ads, circulars, mailings, price lists, and smaller catalogues.

There are no companies "J" or "Z".

Box 1, Folder 1	A, 1870-1961
Box 1, Folder 2	B, 1851-1938 (bulk 1863-1916)
Box 1, Folder 3	C, 1840-1965 (bulk 1840-1922)
Box 1, Folder 4	D, 1855-1914
Box 1, Folder 5	E, 1870-1965, undated Notes: A few Eastman Kodak items.
	Elliott Company, 1907-circa 1945 (bulk 1923-1924) Notes: Elliott-Fisher, name variant.
Box 1, Folder 6	Correspondence, 1909-1913
Box 1, Folder 7	Company History, 1939-1941 Notes: Three booklets.
Box 1, Folder 8	Operator Instruction Book, 1921 Notes: Covering a variety of accounting machines.
Box 2, Folder 1-2	Product Guides, 1907-1945 (bulk 1923-1924) Notes: These booklets and circulars are marketed as targeted business solutions, typically identifying a problem or efficiency issue within a business environment and demonstrating how the the product is designed to resolve it.
Box 2, Folder 3	F, 1894-1961
Box 2, Folder 4	G, 1840-1928
Box 2, Folder 5	H, 1858-circa 1967 (bulk 1858-1928)
Box 2, Folder 6	I, 1913-1967 (bulk 1913-1925)
Box 2, Folder 7	International Business Machines (IBM), 1940-1966

Notes: Brochures, stock holder statement (1941 April), brief annual report (1940), small catalogues, and a few short publications, as listed.

Electronics Systems Center, 1966

General Purpose Ten-Digit Arithmetic on the IBM Card-Programmed Electronic Calculator, 1951

Notes: Research white paper reprint.

Modern Machine Accounting for the Manufacturer, undated

Numerical Evaluation of Integrals of the Form [equation], 1951

Notes: Research white paper reprint.

World of Numbers, 1958

Box 3, Folder 1 K, 1854-1925, undated

Box 3, Folder 2 L, 1877-1934

Notes: Includes some materials for Library Bureau. Proposal/Quote: *A 2 1/4" Combination Pressure Start and Stop Pneumatic Tube System with Gravity Return* (2 copies, 1921 June, Lamson Company).

Box 3, Folder 3 M, 1870-1915

[McGill's Patent Fasteners &c. \[sic\] \[advertisement on page from catalog or magazine, \[undated.\]](#)

1 Item (Ink on paper.; 15 cm x 23 cm.)

Inventor: McGill, George W., 1843-1917

Advertiser: Holmes, Booth & Haydens

Language: English.

Notes: AC0060-0002303.tif (AC Scan No.)

Box 7, Folder F.

Illustrated advertisement for McGill's Patent Fasteners, among advertisements for Paul E. Wirt fountain pen, A.W. Faber's lead pencils, Fay Bicycles, Franklin Printing Ink Works ("This Magazine is printed with John Woodruff's Sons' Inks").

Office equipment fasteners. Holmes, Booth & Haydens, a Waterbury, Connecticut manufacturer involved in casting, rolling and drawing brass and copper, manufactured the McGill patented fastener invented by George W. McGill.

Topic: Bicycles -- 1880-1920

Fasteners

Office equipment & supplies

Paper clips

Washers (Fasteners)

Place: Connecticut -- Waterbury

Waterbury (Conn.)

Genre/Form: Advertisements

McGill's / Patent / Fasteners / Etc., Etc. / for sale here / also card and calendar
suspending devices [sample card and point-of-purchase advertisement with
price list], [undated.]

1 Item (Ink and metal on paper.; 15 cm x 23 cm.)

[Image\(s\)](#)

[Image\(s\)](#)

Inventor: McGill, George W., 1843-1917

Manufacturer: Holmes, Booth & Haydens

Language: English.

Notes: AC0060-0002305-01.tif (AC Scan No.: front)

AC0060-0002305-012.tif (AC Scan No.: verso)

Box 7, Folder F.

Office equipment fasteners. Holmes, Booth & Haydens, a
Waterbury, Connecticut manufacturer involved in casting, rolling
and drawing brass and copper, manufactured the McGill
patented fastener invented by George W. McGill.

Topic: Fasteners
Office equipment & supplies
Paper clips

Washers (Fasteners)

Place: Connecticut -- Waterbury

Waterbury (Conn.)

Genre/Form: Point-of-purchase displays

Advertisements

Box 3, Folder 4

N, circa 1880-circa 1925

[\[National stamp affixer, page from National Envelope Sealing catalog\], \[early
20th century.\]](#)

1 Item

Collector: Warshaw, Isadore, 1900-1969

Advertiser: National Envelope Sealing Co.

Language: English.

Notes: AC0060-0000922.tif (AC Scan No.)

92-863 (OPPS Neg.)

In Office Equipment series, box 4, "National Envelope" folder.

OPPS Neg. 92-863. Photographer unknown, copyright probably
in effect.

Topic: Sealing
Office equipment and supplies -- 1930-1940 -- Photographs
Postage stamps

Genre/Form: Photomechanical reproductions

Box 3, Folder 5

O, circa 1880-1911

Box 3, Folder 6

P, 1859-circa 1941

Box 3, Folder 7

Q, undated

Box 3, Folder 8 R, 1849-1921

[This press is one that has met with marked success... \[advertisement and price list\], \[undated.\]](#)

1 Item (Ink on paper.; 14 cm x 21.5 cm.)

Advertiser: Rockwell-Barnes Company (Chicago, Ill.)

Language: English.

Notes: AC0060-0002300.tif (AC Scan No.)

Box 7, Folder F.

Advertisement for the Universal Improved Fastener Press, brass washers, and paper clips (office equipment fasteners).

Topic: Fasteners
Office equipment & supplies
Paper clips

Place: Washers (Fasteners)

Chicago (Ill.)

Illinois -- 1900-1910

Genre/Form: Advertisements

Box 3, Folder 9 S, 1871-1929

Box 4, Folder 1 S, 1871-1929

Box 4, Folder 2 T, 1888-1958

Box 4, Folder 3 U, 1895-1917

Box 4, Folder 4 V, 1891-1913

Box 4, Folder 5 W, 1862-1916

Box 4, Folder 6 X, 1966

Notes: Includes Xerox Universal Microfilm Incorporated (UMI).

Box 4, Folder 7 Y, 1902-1927

Notes: Predominantly Yaman and Erbe Manufacturing Company.

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Genre, 1833-1975

Oversize 43, Folder 1-2 Oversize Advertisements, undated

Oversize 150, Folder 1 Oversize Advertisements, undated

Catalogues

Box 4, Folder 8

A

Addressograph Company, 1907, 1910

All-Steel Equipment Company, Incorporated, 1938

Amberg File and Index Company, 1912

Box 4, Folder 9

A-B

American News Company, 1906

American Optical Company, circa 1960

Automatic File and Index Company (AFICO), 1925, 1928

Bigelow Binder Company, undated

Borneman and Company, undated

Box 5, Folder 1

Burroughs, 1919-1941

Box 5, Folder 2

C-E, undated

Davidson Manufacturing Company, 1941

Derby and Kilmer Desk Company, 1884, undated

Desk Exchange, undated

Durant, W. N., Company, circa 1892, 1911

Elbe File and Binder Company, Incorporated, 1931

Box 5, Folder 2

Central States Manufacturing Company, undated

Box 5, Folder 3

F-G

Faries, Robert, 1893

Felt and Tarrant Manufacturing Company, circa 1904

Force, Wm. A., and Company, undated

Frost and Peterson, undated

Notes: Covers missing.

		Fort Wayne Printing Company, circa 1926
		Gardner Calculator Company, 1926
		General Fireproofing Company, undated
Box 5, Folder 4	G	
Box 5, Folder 3		Globe Wernike Company, 1900, 1908
		Goldsmith Brothers, 1954
Box 5, Folder 5	G-H	
		Goldsmith Brothers, 1966
		Grammes, L.F., and Sons Manufacturers, undated
		Gunn Furniture Company, 1926
		Hill, B.B., undated
		Hoggson and Pettis Manufacturing Company, undated
Box 5, Folder 6	I-L	
		Illinois Iron Bolt Company, 1886
		International Money Machine Company, 1922
		Irons, James, undated
		Itek Corporation, circa 1967
		Lamson Consolidated Store Service Company, circa 1898
		Library Filing Cabinet Company, 1902
		Lundstrom, C.J., Manufacturing Company, 1922
Box 6, Folder 1	M-P	
		Macey Company, undated
		Marchant Calculating Machine Company, circa 1914

McBee Binder Company, 1926

Millionaire, undated

Mesker and Brother, undated

Moore, John C., Corporation, undated

Peiffer Brothers, undated

Polhemus, John, 1886

Postindex Company, Incorporated, undated

Box 6, Folder 2

R-S

Remington Rand, undated

Roberts Numbering Machine Company, 1912

Safe-Cabinet Company, 1917

Schlight and Field Company, circa 1886
Notes: 2 copies of same.

Schmidt, C.A., undated

Schneider, A., 1914
Language: In German.

Box 6, Folder 3

S-U

Shaw-Walker Company, circa 1905

Shea Smith and Company, 1924

Signature Company, 1913

Sperry Univac, 1975

Underwood Typewriter Company, 1911, undated

Universal Accountant Machine Company, circa 1903

Universal Fixture Corporation, circa 1913

Box 6, Folder 4

V-W

Van Dorn Iron Works Company, 1923

Waddell W.W.W. Company, undated

Walker, Willis C., and Company, circa 1893

Watson Manufacturing Company, undated

Box 6, Folder 5 Yawman and Erbe Manufacturing Company (Y and E), 1916-1926

Box 7, Folder 1 Images, 1897, 1833, undated
Notes: Illustrations and prints, a few photographs of office equipment,
displays, furnishings, office buildings. Some showing people at work.

[\[Office interior showing staff with desks and equipment : photoprint,\], 1933](#)

1 Item

Collector: Warshaw, Isadore, 1900-1969

Language: English.

Notes: AC0060-0000897.tif (AC Scan No.)

92-861 (OPPS Neg.)

Silver gelatin, autographed, on paper, mounted.

"NRA" (National Recovery Act) sign on wall. Photographer unidentified. Dated 1933 on verso, with autographs.

In Office Equipment series, box 5, "General Images" folder.

OPPS Neg. 92-861. Photographer unknown, copyright probably in effect.

Topic: National Recovery Act
Office equipment and supplies -- 1930-1940 -- Photographs
Offices -- 1930-1940 -- Photographs
Signs and signboards -- 1930-1940 -- Photographs

Occupation: White collar workers -- 1930-1940 -- photographs.

Genre/Form: Photoprints.
Photographs

Box 7, Folder 2 Patents, 1874-1916
Notes: Marchant: Calculating-Machine, 1916. Clough: Improvement in Bill-
Files, 1874. Clough: Improvement in Bill-Files, 1875. Clough: Binder
or Holding Device, 1882. Schmidt: Improvement in Calendar and
Pen-Rack, 1878.

Box 7, Folder 3-4 Product Samples, undated
Notes: The "Secretary" wallet book, budget envelopes, Addressograph
address plate, [unknown metal object], A.A. Weeks Bill Holder
(filled with invoices for Sheahan, M. - note: invoices folded and
brittle), fasteners including card and calendar suspending devices (7
samples missing from board).

Box 7, Folder 5 Serial Publications, 1896-1962

Beach's Magazine of Business, 1910 March

Notes: Beach, E.H. 1 issue, Vol. 1, No. 12.

Book-Keeper, 1896 Christmas

Notes: Book-Keeper Company Limited. 1 issue: 1896 December, Ninth Year, No. 6.

Bookkeeping Today, 1912-1913

Notes: Elliott-Fisher. 2 issues: 1912 October, Vol. I, No. 2; 1913 June, Vol. I, No. 3.

Pioneer, 1960-1962

Notes: Library Bureau of Remington Rand. 2 issues: 1961-62 Winter; 1960 November-December.

Punched Card Data Processing, 1959 July/August

Notes: Gille Associates. Formerly Machine Accounting and Data Processing. 1 issue: 1959 July/August, Volume One, Number Five.

Surveyor, 1967 March

Notes: Monthly employment publication for engineers and scientists. Surveyor Inc. 1 issue: 1967 March, Vol. 2, No. 10.

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Subject, 1892-1963

Box 7, Folder 6

Miscellaneous, 1963, circa 1910, 1892

Notes: Clipping: author's query for images related to computers and punchcard equipment from the New York Times Book Review section (1963 April 21). Single periodical page with advertisements for various stationery suppliers (1892). Article reprint, *Telephone Bookkeeping by Machinery* (circa 1910).

Box 7, Folder 7

Warshaw, Research Use Records, 1959

Notes: Correspondence and billing for research services performed by Warshaw for IBM in regards to the tabulating machine, with related correspondence from the Library of Congress and Taft-Pierce Manufacturing Company.

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