

# Scranton Lace Archives at The Waverly Community House (July 2021):

Box 126

Folder 1

Instructions for dying yard goods – Plum lace

Folder 2

Instructions for dying yard goods – Dusty sage lace

Folder 3

Instructions for dying yard goods – Cornflower lace

Folder 4

Dye samples – deep burgundy lace

Folder 5

Instructions for dying yard goods – Hunter green lace

Folder 6

Assorted lace color samples with Laboratory formula cards

Folder 7

Instructions for dying yard goods. Laboratory formula cards – Sage lace

Folder 8

Swatches of colored lace – copper lace

Folder 9

Swatches of colored lace – Brick red

Folder 10

Swatches of colored lace – Olive

Folder 11

Instructions for dying yard goods. Laboratory formula cards – Smoky plum

Folder 12

Instructions for dying yard goods – Blush

Folder 13

Instructions for dying yard goods – Rosewood

Folder 14

Cards with color swatches – Bronze

Folder 15

Instructions for dying yard goods 1999 – Maize

Folder 16

Instructions for dying yard goods – Platinum

Folder 17

Cards with color swatches – Berkeley candlelight

Folder 18

Cards with color swatches – denim

Folder 19

Cards with color swatches – Deep navy

Box 127

Painted wood sign. 5 ¾" X 18". "It's your plant keep it clean"

Painted Masonite-type sign. 12" X 16". "Danger kiers are confined space permit required – Do not enter."

Painted white plexiglass sign. 9 ½" X 14 ¼". "Safety belt must be worn when leaning in kier"

Painted cardboard sign. 6" X 19". "Take pride in your work"

Painted cardboard sign. 6" X 19" "Think quality neatness counts"

Painted cardboard sign. 6" X 19" "This is your plant – keep it clean"

Plastic sign. 6 ¼" X 9 ¼" "Do not wear loose clothing or gloves around machines"

Plastic sign. 7" X 9 ½" "Your eyes are priceless – wear proper protection"

Framed instructions. How to rinse kiers. 9 ¼" X 11 ½"

Rubber stamp. "Scranton Lace Co. Mylert Ave. Scranton, PA 18509

Rubber stamp. "Linen in cotton starch"

Rubber stamp. "Ecru 10 pts. Spun rayon stain repell"

Rubber stamp. "Stain repell. Spun rayon"

Rubber stamp. "Eggshell curtains"

Plexiglass sign. 6" X 15" "Danger/Keep out"

Painted plywood sign. 5 ¾" X 18". "It's your plant keep it clean"

Painted Masonite sign. 5" X 18". "Smoking area"

Painted wood sign. 17" X 7 1/2" "Bleach"

Box 128

Thread spool. Red cotton. 7" H

String spool. White cotton. 6.5" H

Thread spool. Fine white Polyester [?]. 6" H

Box 129

Package inserts, various Lace Collections, for lace runners, table toppers, tablecloths, shower curtains, placemats curtains. Glossy paper inserts with color photos with washing instructions, lace name, fiber content, dimensions [ca. 1990s]

Plastic bagging for finished product.

Box for Shower Curtain 9.25" X 12.25" X .25"

Box 130

Assorted lace curtains and table cloths (7 count)

Box 131

Assorted lace samples and (15) napkins

Box 132

Parachute. Silk. "Canopy Assy. Dwg. No. 42-G-2001. Order No. 43-31538-AF. Serial No. AF-43. Date of Mfg. Victory Parachutes, Inc. Scranton, Penna.

Box 133

Folder 1

Stock Certificate, 1934. Will (1947) of Eluthera Bradford duPont is attached.

Folder 2

Stock certificates, 1936, 1937. Will (1937) of Alfred T. Hunt attached.

Folder 3

Stock certificate, 1946. Will of David (1951) E. Hershey is attached.

Folder 4

Stock certificate, 1945.

Folder 5

Stock certificate, 1951. Will (1906) of John. S. Wentz is attached.

Folder 6

Stock certificates, 1948, 1950.

Folder 7

Stock certificates, 1952, 1953.

Folder 8

Stock certificates, 1934, 1954.

Folder 9

Stock certificates, 1934, 1948, 1949. Will (1952) of Lizzie Daum is attached.

Box 134

Folder 1

Photo. Black and white. Employee Recreation Room [n.d]

Photo. Black and white. "Thirty-Eighth Sales Convention, 1954"

Photo. Black and white. "Thirty-Ninth Sales Convention, 1955"

Photo. Color, laser-printed. Robert J. Kolveck.

Folder 2

Certificate of completion in supervision. For David Perry [n.d].

Target Vendor Award of Excellence for Scranton Lace 1988.

Folder 3

Accident report. Cheryl Bacon. 1984.

Timecards (2). 3X5 cards. Rich J. 1994.

Vacation/Personal/Sick Time report. Thomas Rosencrans. 2001.

Grievances. 1985.

Folder 4-7

Agendas for Foremen's Meeting. June 1985 and July 1985.

Right to Know Employee's Training Handbook, Scranton Lace Company. [n.d.]

Employee Manual. 1991.

Employee training checklists and onboarding documents for Bleach and Dress position. Gerard Drury. 1992.

Interoffice record to all foremen regarding Employee Parking Lot gate. 1985.

Memo to all employees regarding the U.S. Department of Labor situation. 1985.

Letter of invitation to Foreman to a Christmas Buffet Luncheon. 1985. Attached is an Agreement between Scranton Lace and District Lodge 128 of the IAM-AFLCIO.

Notice to interested parties – an application to the IRS on the qualification for the employee benefit plan. 1985.

#### Folder 8

Employee manual [1992] and other onboarding documents. Gerard Drury.

#### Box 135

Business Card. Robert Hine. [n.d]

Unused timecards with employees' names typed on them. 1996-2001.

Accident Investigation Report Form. Two 8"X11" pads.

Employee Warning Report Form. Two 8"X11" pads.

Salesman's field book with product information and pricing. Three ring binder. "Black Tie/Cloth Accessory. 2001.

Salesman's field book with product information and pricing. Three ring binder. "Classic Home Cloth/Accessory & Curtains" 1998.

Requisition on Supply Stores form. Two 6"X4.5" pads.

Spiral notebook with lists of stores and corresponding account number [?] 6"X4" [n.d.]

#### Box 136

##### Folder 1

Customer bills and cash remittance letters. 198-.

##### Folder 2

Customer invoices and pick slips. 1984.

##### Folder 3

Suggestion cards [n.d]

SLC return envelopes [n.d.]

Production and packing cards (checklists) 1984.

##### Folder 4

Bleach and Dress seniority sequence. 1984.

"On the floor reports" 1989

##### Folder 5

"Energy Comparison" forms. [n.d.]

Payroll and Production Report for piecework [n.d.]

Fire procedure. 1992.

Supply inventory forms. 1983.

Job methods proposal [n.d.]

Objectives for second half of 1985.

Bleach and Dress checklist. Attached are an 3X5" index card with chemical (?) formulas, an information sheet about Sodium Hydrosulfite, and a letter of purchase for sodium hydrosulphite. 1985.

##### Folder 6

Photo. Two women at a loom. [ca 1900]

Photo. Flooding in front of SLC building. Date: 1898

Photo. "The Scranton Lace Company. New modern tentering machine – first view. n.d.

Photo. Brass band. [ca. 1900]

Photo. Group of men with sashes and banners of lace. Date: 1895.

Photo. "The Scranton Lace Company. Bobbin winders – new method" [ca. 1920]

Photo. "The Scranton Lace Company. Goods coming from final manufacturing line delivered on roller gravity system to top of shipping building" [ca. 1940]

#### Folder 7

Color photo. Woman modelling lace dress. [ca. 1970]

Photo. "Miss Scranton Lace" [ca. 1950]

#### Folder 8

Wholesale catalog Summer 2000

Millennium Winter 1999-2000 wholesale catalog

#### Folder 9

Photo. Laborers. [ca. 1920]

Photo. "The Scranton Lace Company. Addition to Bldg. #34. First floor put underneath bridge and street closed. 1937.

Photo. "The Scranton Lace Company. New weave shed – Bldg. #36" "Erected in 1937, cost \$68,030.87"

Photo. "The Scranton Lace Company. New lace loom set-up to handle spool yard directly from tubes" [n.d.]

Photo. "The Scranton Lace Company. New modern tentering machine side view." Woman in photo. [ca. 1940]

Photo. "The Scranton Lace Company. New modern tentering machine – rear view. [n.d.]

Photo. "The Scranton Lace Company. New bleach and dress building – Bldg. #8" [n.d.]

#### Folder 10

Binder. 8"X11". "Victory Parachutes, Inc. Computation of production bonus – 1944"

#### Folder 11

Binder. 8"X11". "Victory Parachutes, Inc. Payroll Rate manual. June 1, 1943. W.E. Perry"

#### Folder 12

Binder. 8"X11". "Personnel – extra copy. Victory Parachutes, Incorporated. Wage Payment schedule. When replaced return this copy to Treasurer. Do Not Destroy. Book #6." October 1, 1943.

#### Folder 13

Binder. 8"X11". "Victory Parachutes, Incorporated. Cost of Operations – 1944.

#### Folder 14

Newspaper clipping. The Scranton Times. "Then and Now." December 30, 1990. Clipping shows two photos of the Scranton Lace plant, one from 1899, the other from 1990.

#### Folder 15

Notebook. "Shipments." Victory Parachutes. 8"X11". 1943-1944.

#### Box 137

1 roll of adhesive labels "Scranton Lace" [n.d.]

Commemorative decorative pillow, 4"X6", "Scranton Lace 108<sup>th</sup> Anniversary 1897-1997"

Assorted keys with old cardboard labels – tied together with string [n.d.]

Box 138

Colored scale drawing for a lace pattern. #2710.24"x17" [n.d]

Manila mailing envelope. First Class. The Scranton Corporation (2) 11.5"x14" [n.d.]

Purchase requisition book. 9.25"x6". 1984-1985

Pad of forms. "The Scranton Corporation weekly yard tests" 8.5"x6.5". [n.d.]

Pad of forms. "Scranton Lace Company. Storehouse Case Slip." [n.d.]

Yellow notepad. 8.5"x11.5" Handwritten notes about building issues. [n.d.]

Form (3). "Scranton Lace Company Nottingham production." [n.d.]

Blueprint for parachute assembly. October 22, 1942.

"Formular Book Pad #2." 8"x11". 1983.

Not boxed, wrapped in paper:

Heavy cardboard sign "Cotton Yard Appearance Standards" [n.d.] 27"x14"

Wood sign "Scranton Lace Curtain" (in two pieces) [n.d.] 48"x13"

First floor plans. 15 count. 27"x14"