

CARPET ARCHIVES CENTRE: Reference codes for artificial and small Collections

MAIN CODES (*but see also separate lists of codes for the main collections relating to the carpet manufacturing firms in Kidderminster and the rest of the United Kingdom*)

CF	The Carpet Foundation and its predecessor bodies
CMT	Carpet Museum Trust – The Trust’s own archives and papers
COH	Carpet Archives digital Oral History collection (reminiscence interviews etc)
CS	Carpet Samples
EX	Exhibition and display materials
HC	Historical collections – Kidderminster carpet manufacturing firms (copy documents, notes, ephemera, strays etc – <i>see also</i> KHC and UKHC)
KHC	Kidderminster historical collections – general material on Kidderminster and the carpet industry
MAP	Maps and plans
MD	Miscellaneous deposits (main series of small archive collections)
MI	Moving image (film, video and DVD) collection
PH	Photographs (only those not belonging to main collections)
PL	Price lists
SR	Sound recordings (original formats)
TB	Trade Brochures – brochures, sets of lithographs of carpet designs etc for Kidderminster firms (see also UKTB)
UKHC	UK Historical collections – Carpet manufacturing firms outside the Kidderminster area (copy documents, notes, ephemera, strays etc)
UKTB	UK Trade brochures – trade brochures, sets of lithographs of carpet designs etc for firms outside the Kidderminster area

SUB-CODES (i.e. alongside the above codes)

CF	The Carpet Foundation – with sub-categories [<i>to be finalised</i>] for the component organisations e.g. CF/FBCM for the Federation of British Carpet Manufacturers
HC/[company code]	Historical collections – Kidderminster area - by firm (e.g. HC/VIC for Victoria)
MAP	Maps and plans (unprovenanced or general), with sub-codes for MAP/1 Maps (general)

MAP/2 Plans of buildings (including internal arrangement)
MAP/3 Technical drawings of plant etc

PH Photographs (**only** those not belonging with main archives collections). These are numbered within categories (e.g. PH/PME/1) if the location or company are uncertain, but using company codes (e.g. PH/PPG/NAY/1) if attributable to a Kidderminster firm. NB Similar – but more detailed – codes are used for photographs within archive collections (especially within the PME group). Sub-codes are:

- PH/PB Buildings
- PH/PE Events (*see also* Groups PH/PPG)
- PH/PK Kidderminster and district
- PH/PM Miscellaneous (not falling within other headings)
- PH/PME Machinery and equipment (a single code used here for all categories, but detailed sub-codes are used for photograph within archive collections, e.g. TOM, CIL etc)
- PH/PPI People – individuals
- PH/PPG People – groups
- PH/PR Products

PL Price list, with sub codes for:
PL/K/[code] Kidderminster firms (e.g. PL/K/JEL)
PL/UK/[code] Other UK firms (e.g. PL/UK/TEM)

TB/[company code] Trade brochures and lithographs by firm (e.g. TB/WG for Woodward Grosvenor)

UKHC Historical collections – rest of the UK - by firm (e.g. HC/TEM for Templetons)