

**SERIES 1: GOVERNANCE INCLUDING ORGANIZATION CHARTS, PATENTS, COMPANY POLICIES; ALSO PROPERTY, PLANT & EQUIPMENT**

*This Series combines diverse corporate-level Subseries from Corporation Agreements to Employee Handbooks and from Property, Plant and Equipment to Patents and Trademarks, etc. These are more representative examples of the corporate records; however, the records of Annual Stockholders' Dinner Programs (1890-1928) and Employee Handbooks are quite complete. Board of Director meeting minutes and other such administrative business records were given by the Framingham History Center to Harvard Business School.*

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**BOX 1: CORPORATION AGREEMENTS, COMPANY STOCK, ORGANIZATIONAL CHARTS, 1866-1988**

- **Folder 1: Co-partnership Agreement between E.W. Dennison, Henry Hawkes, Albert Metcalf, May 1, 1866**, original with Power of Attorney stamp
- **Folder 2: Transfer of Stock to remain in company, correspondence, 1895**, handwritten and typed, H.B. Dennison
- **Folder 3: Disposition of H.K. Dyer Stock, 1908-1909**, folder with booklet and loose leaf paper
- **Folder 4: Dennison Rules of Reorganization, October 1911**, booklet
- **Folder 5: Plan of Reorganization, letter to Stockholders, October 6, 1911**
- **Folder 6: Dennison Manufacturing Company Articles of Association and By Laws, 1914**, incorporated 1911, small booklet (2 copies)
- **Folder 7: Agreement of Association and By Laws, amended November 1919**, small booklet (2)
- **Folder 8: Reports Prepared by the Directors for the Advisory Council 1927**, includes Merchandising Division by WEP Howell, Selling Organization by GVS Carroll, Director of Manufacturing, Report of HN Dowse, Clerk of Corporation and Director in charge of Office Management, Purchasing Division by MB Freeman, Dennison Advertising by HW Harvey, Sales Promotion exclusive of Advertising by SW VanNess
- **Folder 9: Stockholders Meeting re: Proposed Amendments of the Agreement of Association & Articles of Organization, December 9, 1927**, including special notice to stockholders, booklets for enclosures A-E: (A) Proposed Vote for the Amendment of Association and Articles of Organization; (B) Proposed Vote for the Repeal of By-Laws; (C) Articles of Organization including Agreement of Association; (D) By-Laws; (E) Comments on Proposed Amendments to Agreement of Association and By-Laws
- **Folder 10: Commonwealth of Massachusetts Certificate of Incorporation, May 1929**

- **Folder 11: Special meeting re: Management Stock & By Laws, 1934**, letter and information related to meeting
- **Folder 12: Stock Certificates, signed by president of DMC, c1950**, includes Class A Stock First Series, Preferred Stock First Series, for 100 shares or less than 100 shares
- **Folder 13: Annual Stockholders Meeting, March 28, 1967**, including ballot representing 400 shares of voting common stock from last meeting of voting stockholders, plus R. Maish note of 1968 move from AMEX to NYSE
- **Folder 14: "Growth of Functional Control in Dennison Manufacturing Company, 1855-1925," chart, article from The Forum News, 1925**, time line style, also Forum News, 1926, re company's treasurers
- **Folder 15: Organization Charts – Merchandising, 1931**, large posters
- **Folder 16: Organizations Charts – Marketing, Research, Service Organizations, 1939** November, letter pertaining to charts included, by HS Dennison
- **Folder 17: Organization Charts – corporate wide, 1965-1969**, January 1965, January 1967, July 1967, January 1968, January 1969
- **Folder 18: Organization Charts – corporate wide, 1970-1975**, July 1970, February 1971, October 1971, February 1972, June 1972, October 1973, May 1974, January 1975
- **Folder 19: Dennison Exempt Directory and Organization Chart, 1983-1988**, for all subsidiaries throughout USA & Canada
- **Folder 20: "Dennison Stationery Products Company," undated**, under Donald B. Belcher, Senior Group Vice President Office Products Group
- **Folder 21: "A Business Man's Work-Bench," 1911**, includes correspondence
- **Folder 22: "A Study of the Merchandising & Selling Phases of the Company's Business," September 24, 1936**, outside study by Sanderson & Porter Engineers, NY
- **Folder 23: "Dennison Forms Marketing Committee for its 'Most Important Function," February 8, 1959**, article published in *Sales Management*
- **Folder 24: "The Job of a Line Executive," undated**, article

**BOX 2: PROPERTY, PLANT AND EQUIPMENT – REAL ESTATE PROPERTY, 1855-2003, in New York City NY, Roxbury MA, Framingham MA, potential additional locations (note Folders 1-12 regarding Dennison's move from Roxbury to Framingham)**

- **Folder 1: Dennison Office in NY, Maiden Lane, first opened 1855**, drawing with note
- **Folder 2: Factory Operations, 1885-1897**, Milk St in Boston until 1885, move to Roxbury MA, and then to Framingham MA, 1897
- **Folder 3: Roxbury MA documents, 1894-1895**, memorandum of agreement and for sale ad
- **Folder 4: "Factory Buildings of the Dennison Manufacturing Company, Boston, Vale Street, Roxbury District," 1895**, blueprint
- **Folder 5: Roxbury Factory Property, 1915-1919**, correspondence and legal document
- **Folder 6: Purchase of ParaRubber Co. plant in Framingham, February 27, 1896**, handwritten letter of agreement
- **Folder 7: "Contract for New Building & Alterations of Present from Building to be Erected for Dennison Manufacturing Company at South Framingham Mass," August 12, 1896**
- **Folder 8: The Expansion of Framingham Plant, correspondence with Lockwood, Greene, & Co, Architects, correspondence, 1896 and 1902, newspaper article regarding expansion (South Framingham, Natick and Cambridge)**

- **Folder 9: “Contract for the Erection of a New Building,” 1898**, handwritten
- **Folder 10: “Specifications for Erection of a New Brick Building,” c. 1898**, Building 9, section 3
- **Folder 11: Framingham Building Construction correspondence, 1900**
- **Folder 12: Inspection Certificates, 1900-1903**, Massachusetts District Police, Department of Inspection of Factories, Warehouses, & Public Buildings, regarding Mill No. 5 of DMC
- **Folder 13: Lockers correspondence, 1903**
- **Folder 14: Factory Insurance Association re: Inspection Report, Framingham MA, 1906**
- **Folder 15: Building #3 Construction, 1909**, correspondence, including blueprint of Wax Room
- **Folder 16: Constructing Power House, 1909**, published photos
- **Folder 17: Framingham Land to be bought for Plant expansion, 1909, 1911**, correspondence
- **Folder 18: Post Office Correspondence, 1911-1912**, regarding names change from Framingham to South Framingham
- **Folder 19: Quitclaim Deed, November 21, 1919**, regarding land & building along Grant St, Framingham
- **Folder 20: Sketch of New Building to be Erected at Corner of Howard & Grant Streets, Framingham, 1919**, blueprint sketch
- **Folder 21: Correspondence, 1933**, regarding Commonwealth of Massachusetts purchasing certain property in Natick owned by Dennison Manufacturing Company to be used for military purposes
- **Folder 22: Framingham Plant- Blueprint showing Layout of Departments and Building Numbers, c. 1958**
- **Folder 23: Buildings- Framingham for copier + Therimage, 1960s**: news clippings
- **Folder 24: Folder Building locations for Dennison factory, Framingham MA, 1972**, blueprint
- **Snow Removal Plan, 1974**, blueprint, Framingham MA
- **Folder 25: Snow Removal Plan, 1974**: Blueprint, Framingham
- **Folder 26: “The 1911 Power House of the Dennison Manufacturing Company- Evolution of Industrial Power Generation,” by Gilmore G. Cooke, engineer, 2003**
- **Folder 27: Report on Power Plant by Dodge & Dade Engineers, undated**, leather cover only
- **Folder 28: Holliston Warehouse Plan, 1966**
- **Plant Proposals**
- **Folder 29: Proposals for Plant Locations, 1910**, Michigan and Oklahoma, includes correspondence
- **Folder 30: Worcester Area possible Factory opportunities, 1912**, correspondence
- **Folder 31: News Clippings related to new plants, 1875-1960**
- **Folder 32: “Report of Watchman to Chief Engineer,” 1908**, completed forms
- **Folder 33: “Order Committee Letter #173- Change Style of S-2 Form” and other Internal Business Forms, 1910**, letter #138 and letter #126
- **Folder 34: “Factory Information,” 1919**, booklet detailing organization and locations

**BOX 3: PROPERTY, PLANT, AND EQUIPMENT – UTILITIES, MACHINERY, and Other, 1889-1969**

- **Folder 1: Steam Power Plant, Boilers, Heating, 1896-1908, 1912**, correspondence regarding expansion and water supply, coal and coke, power plant/steam plant, proposals for steam boilers (1904), tubular boilers (1903), steam heating apparatus (1902), improving and enlarging system (1904), Westinghouse Co. generator (1906)

- **Folder 2: Correspondence regarding elevators, 1896, 1903-1904**
- **Folder 3: Fire- insurance, extinguishers, sprinklers, company fire department, alarm, hoses, 1897, 1902, 1906-1908, 1965, correspondence**
- **Folder 4: Westinghouse Company Correspondence, 1889, 1906**
- **Folder 5: Utilities: Water Supply and Quality 1902-1908, correspondence, engineer reports, bacteriological exams**
- **Folder 6: Telephone Services & Installation, 1903-1909, correspondence, New England Telephone & Telegraph Company**
- **Folder 7: Howard Watchman Clocks to be installed, 1904, correspondence, Framingham**
- **Folder 8: Edison Electric Illuminating Co correspondence, 1904, regarding electricity for lighting & electric power**
- **Folder 9: Machinery 1897-1930**
- **Folder 10: Inventions at Framingham regarding production machinery, 1897-1924, History room subject folder**
- **Folder 11: Machinery Blueprints, 1902-1905**
- **Folder 12: Machinery Correspondence 1903-1907**
- **Folder 13: Factory Visitors, correspondence, 1900-1919**
- **Folder 14: Factory- General improvements, 1900-1906, 1949, correspondence**
- **Folder 15: Tax Bills, Framingham, 1901-1912**
- **Folder 16: Automobiles- Framingham Auto Dealer & Garage, 1911, correspondence**
- **Folder 17: "Dennison Distribution: An in-field report on the completion of the most modern paper products distribution facility in the world," 1969, pamphlet**

#### **BOX 4: PATENTS AND TRADEMARKS, 1858-1936**

- **Folder 1: Patents and Trademarks, History Room subject file, 1873-1919, including news article related to suit won by Dennison vs. Thomas Manufacturing Company**
  - **Manufacturer's Rights. Upheld by the Courts – The Dennison Manufacturing Company Wins an Important Suit in Delaware**
- **Folder 2: Patents, others regarding envelopes, London 1865, gumming apparatus, London 1883 (non-Dennison patents), paper, US 1886, crepe paper, US 1901**
- **Folder 3: Metal Edge Tags/History of Merchandise, 1858-1895 timeline and The Metal Edge Tag Co correspondence and agreement regarding sale of equipment and patents to Dennison Manufacturing Co, 1895-1898**
- **Folder 4: Inventor's correspondence, 1903-1910**
- **Folder 5: "New United States Trade-Mark Law," 1905, document**
- **Folder 6: Proposals to sell product, idea to Dennison, 1906-1911**
- **Folder 7: Patents, Dennison vs. Denney Tag c. 1897-1902: exhibit Reed's Order Book #2 c.**
- **Folder 8: Dennison V. Denney Tag Company C. 1917: regarding trademark for tags and letter "D" on tags.**
- **Folder 9: Seattle Luminous Products Corp correspondence and agreement regarding sale of equipment and patents to Dennison Manufacturing Co, 1928**
- **Folder 10: Patents Department-Annual Reports, 1929-1936**
- **Folder 11: HS Dennison's patent for milk bottle caps, patented 1904, report made in 1930, includes merchandise card**

**BOX 5: FACTORY POLICIES AND PROCEDURES, 1905-1940**

- **Folder 1: General Orders #1-30, issued to all Department heads, 1905-1909**, notebook holding orders
- **Folder 2: Factory Bulletin Board Notices and Memorandums, 1917-1919**
- **Folder 3: Dennison Information, 1923**, bound papers, campus map, products, policies
- **Folder 4: Dennison Information, 1923**, bound papers, smaller subset of larger booklet
- **Folder 5: Dennison Information, 1928-1931**, bound papers with tabs and index
- **Folder 6: Warehousing Division Memos, 1924-1930**, random
- **Folder 7: "General Instructions, Plant Protection, Badges, Guards, etc." memo, c. 1940s**

**BOX 6: ANNUAL STOCKHOLDERS' DINNER PROGRAMS, 1890-1900,**

- **Folder 1: Annual Stockholders' Dinner #12, April 3, 1890**, boxed program book, second book without box, Dennison company song
- **Folder 2: Annual Stockholders' Dinner #13, April 14, 1891**, boxed program book
- **Folder 3: Annual Stockholders' Dinner #13, April 14, 1891**, small menu, 4 program books without box
- **Folder 4: Annual Stockholders' Dinner #14, April 19, 1892**, intricately designed menu. (*Note that the 1893 Annual Stockholders' Dinner book is very beautiful and oversized and so is in Series 19, Box 2.*)
- **Folder 5: Annual Stockholders' Dinner #20, March 8, 1898**, tag with song, booklet with EW Dennison on cover, contains menu and small program of talks (2 copies, each with different colored ribbon, one falling apart)
- **Folder 6: Annual Stockholders' Dinner #21, March 14, 1899**, tags with EW Dennison on cover, containing timeline of company (4 copies, 3 with different colored ribbons, one falling apart)
- **Folder 7: Annual Stockholders' Dinner #22, March 6, 1900**, small booklet with menu (2 copies)

**BOX 7: ANNUAL STOCKHOLDERS' DINNER PROGRAMS, 1901-1928, Folder 1: Annual Stockholders' Dinner #23, March 12, 1901**, booklet with DMC storefronts on front, contains menu and song (3 copies, 1 only program covers)

- **Folder 2: Annual Stockholders' Dinner #24, March 11, 1902**, booklet made to look like hole in tags with EW Dennison's picture in center, contains menu (2 copies, 1 on display)
- **Folder 3: Annual Stockholders' Dinner #25, March 10, 1903**, booklet with factory on front, contains menu and different quotes (3 copies, 1 on display)
- **Folder 4: Annual Stockholders' Dinner #26, March 8, 1904**, large stand up frame with EW Dennison on front, 2 menus slid into back compartment
- **Folder 5: Annual Stockholders' Dinner #27, March 14, 1905**, small booklet made to look like hole in tags, contains menu (3 copies)
- **Folder 6: Annual Stockholders' Dinner #29, April 9, 1907**, crepe paper booklet, contains menu and DMC related songs, 2 flower nametags (one with name, John B. Wills, written on it), song by Mr. Breckenridge
- **Folder 7: Annual Stockholders' Dinner #30, April 16, 1908**, booklet with Boston storefront on cover, contains menu and timeline of DMC (2 copies plus envelope one came in)
- **Folder 8: Annual Stockholders' Dinner #32, April 13, 1909**, booklet, contains songs and menu written on DMC tags, last to include dinner # (2 programs, 1 on display)

- **Folder 9: Annual Stockholders' Dinner, April 12, 1910**, booklet, looks handmade with crepe flowers on front, contains quotes and menu
- **Folder 10: Annual Stockholders' Dinner, April 11, 1911**, booklet with crepe flower and factory on front, contains menu and pictures (4 copies, all but one are complete), president's report booklet (2 copies)
- **Folder 11: Industrial Partnership Stockholders' Meeting, March 11, 1913**, booklet with little design on cover, contains menu, list of stockholders, entertainment list for event, and small passage about reaching EW Dennison's dream for DMC, envelope which booklet came in, has DMC song on front
- **Folder 12: Meeting of Industrial Partners, March 15, 1916**, booklet with little design on cover, contains songs, CS Dennison picture, menu, list of partners, and small passage about partnership
- **Folder 13: Meeting of Industrial Partners, March 13, 1917**, booklet with little design on cover, contains quote, menu, list of events, and list of partners, envelope which booklet came in
- **Folder 14: Meeting of Industrial Partners, March 12, 1918**, booklet, contains roll of honor list, list of events, menu, list of partners, envelope and name tag which go with program
- **Folder 15: Meeting of Industrial Partners, March 11, 1919**, booklet, contains picture of EW Dennison, small passage about celebrating 75 years as a company and EWD's 100<sup>th</sup> birthday, small quote, menu, and list of partners (2 copies, one has name tag attached), booklet called "The Bolshevik's Bride" (show put on at meeting)
- **Folder 16: Meeting of Industrial Partners, March 8, 1921**, booklet called "What's Next?" contains information on company, menu, information on show from meeting, list of partners, and song sheet, envelope which booklet came in with name tag
- **Folder 17: Industrial Partners Dinner, March 7, 1922**, Copley Plaza, Boston, MA, booklet
- **Folder 18: Managerial Partners Banquet 1923**, news article in Framingham Evening News, March 6, 1923
- **Folder 19: Dinner of Industrial Partners, May 10, 1924**, small blue booklet, contains musical program, menu, and list of partners, envelope which booklet came in
- **Folder 20: Dinner of Industrial Partners, May April 24, 1926**, Boston, MA, small booklet "Dennison School for Scandal: Gilbert and Sullivan Light Opera"
- **Folder 21: Dinner of Industrial Partners, May 10, 1928**, booklet with cartoon waiter on front, contains menu, quotes, list of partners, and entertainment list for meeting, news article from The Conference Daily, May 11, 1928, article about dinner
- **Folder 22: News clippings related to special dinners, 1899, 1903, 1913**, also including article on 25<sup>th</sup> dinner
  - "Twenty-Fifth Dinner. Dennison Mfg. Co. Celebrates Its Silver Anniversary by Pleasant Gathering at the Parker House, Boston.

#### **BOX 8: DINNER PROGRAMS, SONGS, POEMS, SHOWS, SPEECHES, ATTENDEES, 1891-1929**

- **Folder 1: Dinner programs, misc, 1891-1924**; invite for Mr. H.K. Taylor to a Country Luncheon, May 17, 1906; menu, 1891; menu, 1905; menu, 1906; menu, 1907; visiting salesmen dinner menu, 1908; menu, 1909; tags related to Dennison Dance at Boston store, October 7, 1921; place cards from dinner, 1924; Dennison Halloween Dinner menu, entertainment list, 1926; handwritten tag with names listed, 1894
- **Folder 2: Dennison songs and songbooks, 1898-1913**; tag with song, 1898 (2 copies); song booklet, 1910 (4 copies); bound song book, 1913; Dennison song sheet, undated; Dennison Moonshine song, undated

- **Folder 3: songs and poems, 1911;** Class of 1911 poem, song; The Rhythmical Cadence of Tags song/poem, plus related correspondence; Dennison's Tag Line Band song; Taggy Gummy Label song; misc song list with lyrics; HSD correspondence about songs; tags poem with correspondence; envelope containing "At 26" poem
- **Folder 4: Salesmen Class Dinners, 1905-1913;** tag booklet with menu, songs, and toasts to be made, 1905 ( 2 copies with 2 additional menu tags); booklet with songs, menu, speakers, singers, and list of salesmen, 1906; booklet with menu, program list, songs, and list of salesmen, 1907; tag booklet with menu and quotes, June 1911 (2 copies); Christmas themed booklet with menu and quotes, December 1911; small paper with menu and list of salesmen, December 1913; supper booklet with menu and songs, September 1913
- **Folder 5: Industrial Partnership Minstrel Shows, 1909, 1919, 1929 and undated;** tag about "The Genuine Dennison Minstrels," 1909 (3 copies, only one doesn't look like tag); "The Bolshevik's Bride" booklet, performed by Imperial Partly Detached Minstrel Company (I.P.D.M.C), 1919 (2 copies); Program for Minstrel Chuckles, 1929; Program for I.P.D.M.C, undated; "Use Like a Blotter," Industrial Partners' Sporting Carnival time table, undated
- **Folder 6: Dennison Industrial Partners baseball, 1913;** invitation
- **Folder 7: Miscellaneous papers;** papers regarding speech given, undated; list of men (stockholders), undated; correspondence, undated
- **Folder 8: Shad Dinner given to Horace Lockwood by the boys of 1007, undated;** DMC tag with menu on front, and poem on back
- **Folder 9: Charles D. Dennison 53<sup>rd</sup> Birthday, 1911** June 20, commendation with Dennison Company signatures including Frank Ewing, Henry S. Dennison, J. M. Portmore, E. A. Chandler

**BOX 9: DENNISON MANUFACTURING COMPANY EMPLOYEE HANDBOOKS and other small format publications regarding Stock Ownership, Profit Sharing, Industrial Partnership Plans, etc., 1882-1954**

- **Folder 1: Dennison Manufacturing Co., organization booklets, 1919, 1921,** including names of Directors, Committee Chairmen, Manufacturing Committee, Divisional Managers and Factory Committees; also Departmental information regarding managers, number of employees (total and male/female statistics), and kind of work descriptions, 20pp booklets (2 copies of each). Additional 1919 book has a cover title Factory Information.
- **Folder 2: Recommendations for Organization of Works Committee Dennison Manufacturing Co. by Temporary Committee Elected by Employees, 1919 (2),** 15pp booklet
- **Folder 3: Industrial Partnership Plan of Dennison Manufacturing Co., 1919, 1920, 1922,** description of the plan, 8pp booklets
- **Folder 4: Dennison Employees' Co-operative Plan Summary, 1920 (2), 1928,** re Works Committee Plan, 12pp booklets
- **Folder 5: General Works Committee Plan for Employee Industrial Partnership Approved by the Industrial Partners, 1920 (2),** 17 pp booklet
- **Folder 6: Dennison Employees' Co-operative Plan Constitution and By-Laws, 1920, 1925, 1926, 1928,** 32pp booklet
- **Folder 7: Employee Industrial Partnership Plan, 1921, 1925** Feb and July, 18pp booklets
- **Folder 8: Works Committee Maxims, A Handbook for Members of the Management and General Works Committee of the Dennison Manufacturing Co., 1923 (2),** 20pp booklet
- **Folder 9: The Dennison Manufacturing Co, Framingham, Mass., 1923, 1925,** sections: Developing the Product, Growth of the Business and From Private to Industrial Ownership, 16pp booklet

- **Folder 10: The Employee Industrial Partnership Book, 1926**, 40pp hardbound book, chapters include: Developing the Product, Growth of the Business, Dennison Policies (Board of Directors photo), From Private to Industrial Ownership, Statement of EIP Plan, including handwritten notes possibly by H.S. Dennison
- **Folder 11: Some Dennison Plans and Practices, c1926, 1928**, including History, Managerial Industrial Partnership, Employee Industrial Partnership, Investors Advisory Council, Employees' Co-operative Plan (Works Committee), 23pp booklet; also included is a Handbook of the Filene Co-operative Association, 1924, perhaps a model for this Dennison publication
- **Folder 12: Employee Industrial Partnership Plan, 1928, 1930**, 14pp booklets
  - *The Dennison Manufacturing Company is an Industrial Partnership in which both management and employees share in the management, in the profits, and in responsibility for the success of the company. The members of the management participate in this Industrial Partnership on a separate basis as Managerial Industrial Partners. The employees share in the management through the Works Committee Plan, and in the profits as Employee Industrial Partners.*
- **Folder 13: A Method of Determining Who Shall Participate Under a Managerial Profit-Sharing Plan, by J.S. Keir and E.P. Hayes, Dennison Manufacturing Co, 1928** Nov. 12 presentation at the third technical meeting of the Institute of Management, Chicago, details the analytical methodology re "Who shall be a Managerial Industrial Partner?" 18pp article
- **Folder 14: Dennison Employee Committee, Constitution and By-Laws, 1942, 1954** (revised), 28pp booklets
- **Folder 15: Constitution and By-Laws of the Dennison Mutual Benefit Association, adopted, Dec. 1, 1882, organized Nov. 18, 1882**, providing assistance with sickness and disability for men and women, 16pp booklet; also included:
  - Constitution of the **Men's Mutual Relief Association**, booklets, 1907, 1917; promotional booklet re How You May Get One Dollar for One Cent, 1914;
  - Constitution of the **Women's Mutual Relief Association**, booklets, 1921, 1938, 1945
- **Folder 16: Accident Prevention and Safety Rules for Workers, c1920, c1921, 1925**, 20pp booklet
- **Folder 17: Fire Rules and Regulations of the Dennison Mfg. Co., 1920, 1929**, two undated
- **Folder 18: DMC Credit Union, incorporated 1917, 1917** (2) listing Officers, Supervisory Committee, Board of Directors, Credit Committee, and summarizing Membership and Sphere of Operations, Loans and Savings

**BOX 10: DENNISON MANUFACTURING COMPANY – EMPLOYEE HANDBOOKS and other small format publications, continued, 1911-1988**

- **Folder 1: Book of Information and Instruction, 1911**, general rules re factory operations: Composition and Electros (printing), Job and Cylinder Press Work, Label Cutting, Raised Edge Label Printing, Marking Tag, Printing Shipping Tags
- **Folder 2: Book of Information and Instruction, 1911, 1916, 1917 (Worcester edition), 1917, 1918**, including general information especially for new employees re hours of work, absences, time clock, pay week, factory whistle, the Dennison Standard of Quality, Suggestion System, order handling, Lunch Room, Recreation Room, Circulating Library, Library of Business Books, list of Factory Departments
- **Folder 3: Book of Information and Instruction, 1920 (2), 1921, 1923 (Marlboro), 1925, 1927**
- **Folder 4: Book of Information, 1941, 26pp booklet**

- **Folder 5: Your Dennison Guide, 1956 and undated, new employee handbooks**
- **Folder 6: Employee Guide for Hourly and Weekly Salaried Personnel, Dennison, Framingham Complex, 1988**, includes map with building numbers
- **Folder 7: Book of Information and Instruction for Selling Organization, 1915 (2)**
  - *Don't forget that good salesmen work on quality – poor ones on price.*
- **Folder 8: District Managers' Conference, 1917, 1919, 1920, 1921, 1924**, booklets listing names of District Managers and programs with specific discussion questions
- **Folder 9: How to Live on Twenty-four Hours a Day by Arnold Bennett, 1918** excerpts extracted by HS Dennison and published as a special edition book for Dennison's Industrial Partners
- **Folder 10: Handbook for Transcribers and Dictionary of Dennison Terms, 1920 (2)**, 85pp booklets
- **Folder 11: Dennison Cable Code Applying to Dealers and Jewelers Stock Merchandise, 1921**
- **Folder 12: District Managers Manual, 1922**, small leather 86pp notebook engraved G.V.S. Carroll
- **Folder 13: Instructions for Compositors, Dennison Mfg. Co., 1924**, book detailing composing and printing custom tags and labels
- **Folder 14: For Visiting Salesmen (to Dennison), 1928, c1949**, booklets and news clippings
- **Folder 15: Making Business Letters Produce – A Series of Bulletins for Dennison Letter Writers, 1929**, newsletter
- **Folder 16: Dennison Welcomes You to Framingham, 1930**, to celebrate Framingham's Tercentenary, creative map of Framingham, folded leaflets
- **Folder 17: Avery Dennison Internal Telephone Directory, 1997** January, including Massachusetts locations in Framingham, Chicopee, Fitchburg, Holliston, Holyoke, Milford and Springfield