

May 7, 1935.

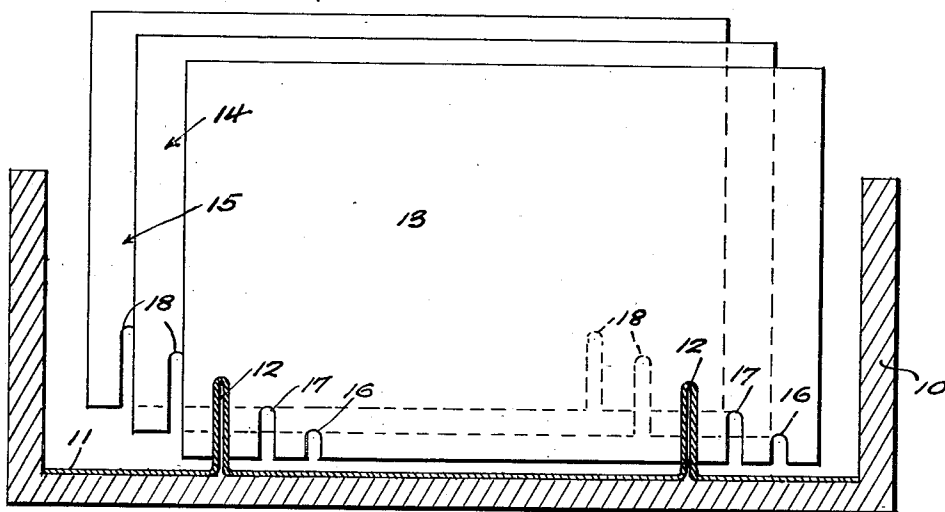
J. A. BEST

2,000,657

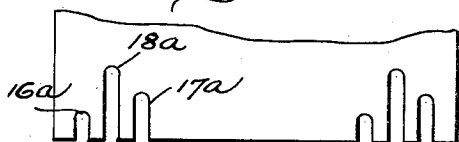
CARD INDEX

Filed June 27, 1933

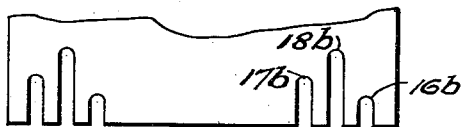
*Fig. 1.*



*Fig. 2.*



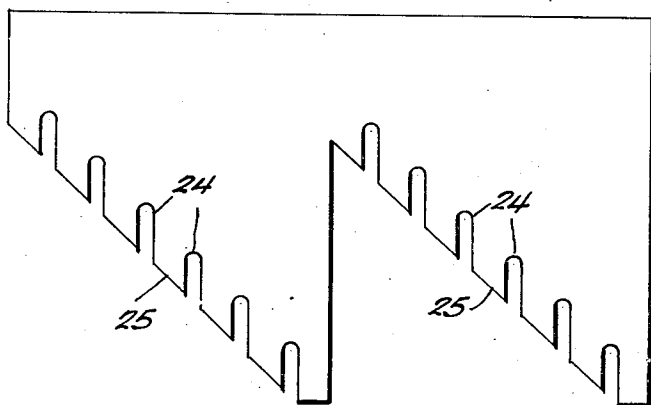
*Fig. 3.*



*Fig. 4.*



*Fig. 5.*



*Fig. 6.*

Inventor

John Austin Best

By Myron S. Clea

Attorney

## UNITED STATES PATENT OFFICE

2,000,657

## CARD INDEX

John Austin Best, Augusta, Ga.

Application June 27, 1933, Serial No. 677,901

8 Claims. (Cl. 129—16)

My present invention relates generally to card indexes and the like and more particularly to index cards and sheets of that type having certain structural characteristics adapted to co-operate with portions of a container or holder in such manner as to permit of support of certain of the cards in offset relation whereby portions of all such cards will be visible.

It has been before proposed to employ slotted or apertured cards cooperating with supporting ribs and the like whereby the cards may be offset either vertically or horizontally with respect to one another, and in its most simple form this arrangement involves slotting or perforating the cards or sheets along the lower edges thereof for horizontal offsetting and along the side edges thereof for vertical offsetting. Since horizontal offsetting in this arrangement exposes only one side edge of the next card, it has been proposed to cut away corner portions of the cards in order to more easily read the exposed indicia, but this practice has its disadvantages and it is, generally speaking, the primary object of my invention to combine the advantages of vertical and horizontal offsetting, and at the same time eliminate the present disadvantages of horizontal offsetting.

It is, of course, an important consideration in card indexes and the like to be able to shift certain cards with respect to the others so that, by their relative positions, all shifted cards throughout the index, indicating various instances of special attention, may be easily picked out. Among such matters requiring special attention may be mentioned those having to do with prompt or special service, preferred patrons, delinquents and many others including geographical and other sub-divisions of indexed data.

As above stated it has been proposed to bring about either vertical or horizontal offsetting by slots or apertures in the sides and lower edges of the cards, and it is among the most important objects of my invention to bring about both vertical and horizontal offsetting by perforating the lower edges only, of the cards or sheets, or in other words provide for double offsetting by perforating only one edge of the card or sheet, whereas the former system would require perforation of three edges, namely, the bottom and both sides.

In order that my invention may be fully understood and thoroughly appreciated, I will now proceed to describe the same in detail with reference to the accompanying drawing, which forms a part of this specification, and in which,

Figure 1 is a transverse sectional view through a card index embodying my invention.

Figures 2 and 3 are fragmentary face views showing portions of cards having a different arrangement of perforations with respect to Figure 1.

Figures 4 and 5 are similar views showing extension of the perforations across the entire lower edges of the cards, in slightly different arrangements, and,

Figure 6 is a face view of still another modified form of card.

Referring now to these figures, my invention contemplates an index card which, for the purpose of double offsetting, has series of perforations, in the nature of openings or slots, along one edge only. Since these slots are intended to engage guides and to be supported by virtue of such engagement, it is obvious the series of slots must include at least two spaced groups, each group, in turn, including at least two slots.

Thus, referring particularly to Figure 1, I have shown an index including a holder in the form of a box 10, in the bottom of which is a lining plate 11, having at spaced points parallel, upstanding supporting ribs 12. The cards 13, 14 and 15 shown within the box 10, in this figure, have series of perforations in their lower edges, in the form of slots, arranged in two groups, of which the slots 16, 17 and 18 of each group progressively increase in depth from right to left, it being noted that the slots are punched through the cards, so that if the latter are turned around, the slots will be reversed. This, it will be further noted, is also true of all the cards or sheets hereinafter mentioned.

Since the slots of corresponding depth of the two groups are spaced apart in accordance with the spacing of the ribs 12, it is obvious that three cards may thus be positioned, as shown in Figure 1, at three vertically offset positions and will be similarly offset laterally or horizontally at the same time.

While in Figure 1 I have selected groups of three slots or perforations, I may use as many as desired, with the slots of each group progressively increasing in depth from right to left or, if reversed, from left to right. This particular arrangement, moreover, may be varied as in Figure 2 by placing the short slots 16a at the left of the long slots 18a with the intermediate slots 17a at the right thereof, or as in Figure 3, where the short slots 16b are positioned at the right of the long slots 18b, with the intermediate slots 17b at the left thereof. Bearing in mind the de-

scribed adaptability of the cards to reversal, it will be noted that the card of Figure 3 is simply the card of Figure 2 reversed.

Moreover it is obvious the grouping of three or more slots is not essential, since the invention in its most simple aspect lends itself to the use of two groups of two slots each, and it is likewise obvious that lateral offsetting may be extended, with but two vertical positions, by extending the series of slots across the entire lower edge of the card or sheet, as in Figure 4. In this figure short and long slots 19 and 20 alternate and by employing supporting ribs to coincide with the spacing of alternate short and long slots, it is plain that a plurality of horizontally offset positions may be effected.

Likewise, by repeating the groups of three slots in a series across the entire lower edge, as at 21, 22 and 23, in Figure 5, a plurality of laterally offset positions may be effected with but three vertical offsets, and the same idea may as well be carried out with similar groups of four or more slots each.

As shown in Figure 6, it is also possible to utilize slots 24 in groups along inclined cuts 25 in the lower edge of a card, forming a series extending for the full length thereof, to bring about a plurality of lateral or horizontal offsets and a similar number of vertical offsets.

While at all times at least two spaced apart supports are necessary to hold the cards or sheets in position, it is apparent that with a very wide container a support may be used, if desired, for each group of slots, and such supports may be increased in number to any extent, thereby making it possible to offset both to the right and left and to visualize many card lengths at each turn.

It becomes plain from the foregoing that in the illustrated construction and a number of other ways, a double offsetting is brought about by the perforations or slots along the lower edge only of a card, and that these structural exemplifications of my invention may be varied on each card and that it is a simple matter to employ different cards in the same index, the cards of one form being used where sub-divisions are more numerous.

It is also obvious that various combinations may be worked out by way of modification between the most simple two depth groups, and the structures of Figures 4, 5 and 6, and that the principle of my invention, as illustrated in connection with cards, may be readily carried out in ring and other temporary binders, the sheets of which will, of course, have perforations in the form of apertures instead of slots.

It is obvious, furthermore, that by virtue of the structure I have shown and described, I am able to carry out my invention without sacrificing any of the normal advantages of a card index, such for instance as the pivoting of the cards at their lower edges so that the cards of a sub-division may be spread at the top or opposite edges where it is desired to see matter thereon not included in the exposed or visible portions thereof.

Having thus fully described and illustrated my invention, what I claim is,

1. An index including spaced apart supporting members, and cards or sheets normally supported in the index on said supporting members, each card or sheet having means along one edge only for engaging said supporting members in all positions in the index, said support engaging means of each card being spaced apart both lengthwise of, and at right angles to, said edge, whereby the cards or sheets may be simultaneously offset in two directions relative to one another on the supporting members.

2. In an index having spaced apart supporting ribs, cards having slots in the lower edge thereof to receive said ribs in all normal positions of the cards in the index, certain of said slots being deeper than others whereby the cards may be positioned at different elevations and at different lateral positions on said ribs.

3. An index including spaced apart supports, and cards having lengthwise spaced perforations at the lower edge thereof receiving said supports in all indexed positions, certain of said perforations having their support engaging portions at greater distances from the said edge than the others, whereby the card may be held in different vertical and horizontal positions on such supports.

4. An index including spaced apart supports, and cards having slots in the lower edge thereof receiving said supports in all indexed positions including spaced apart groups of similarly related slots, each group including certain slots deeper than others.

5. An index including spaced apart supports, and cards having series of slots in the lower edge thereof receiving said supports in all indexed positions including groups of similarly related slots in spaced apart relation, each group including certain slots extending a greater distance than others from the said lower edge of the card.

6. An index including spaced apart supports, and cards having series of slots in the lower edge thereof receiving said supports in all indexed positions, said slots being arranged in spaced apart groups of similarly related slots, the slots of each group being of varying depth.

7. An index including spaced apart supports for holding cards or sheets, each card or sheet having means along a single edge thereof selectively engaging said supports to normally support the cards in all indexed positions, certain of said means being offset relative to one another and to said edge whereby selection thereof simultaneously offsets the cards or sheets lengthwise of, and transversely to, said edge, and prevents accidental displacement of the cards or sheets in all offset positions.

8. In an index, a series of index sheets, a pair of spaced members forming the sole supports of said sheets in all adjusted positions thereof in the index, the said sheets having means along one edge receiving the said members, certain of which means are offset relatively to one another lengthwise of and with respect to said edge whereby the sheets may be held in simultaneously vertically and laterally offset positions.

JOHN AUSTIN BEST.