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1,820,090

COMBINED CARD AND STENCIL FOR VISIBLE INDEXES

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Fig. 1.

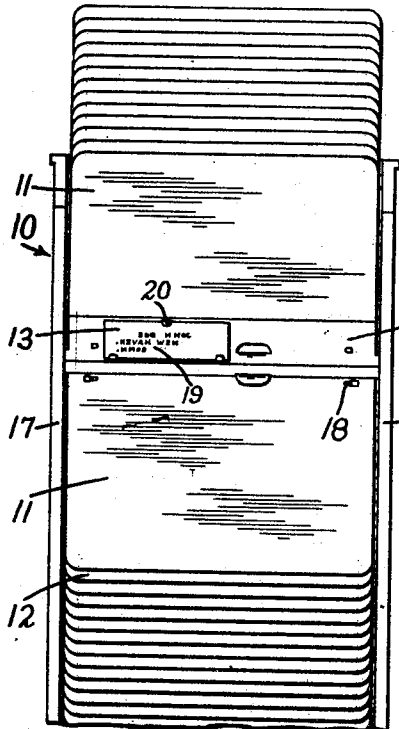


Fig. 3.

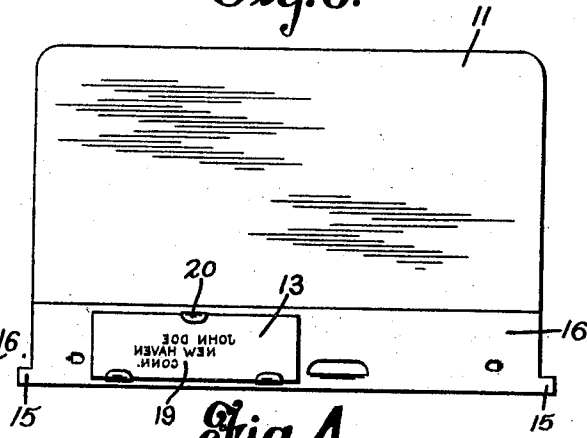


Fig. 4.

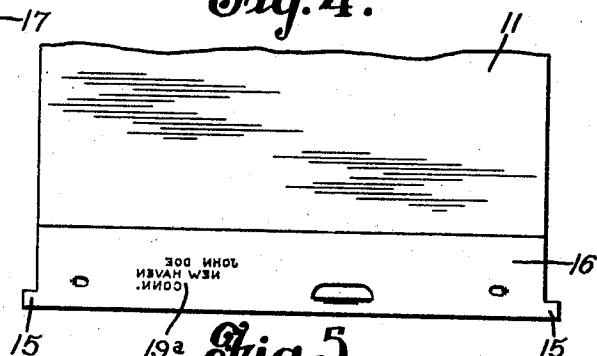


Fig. 2.

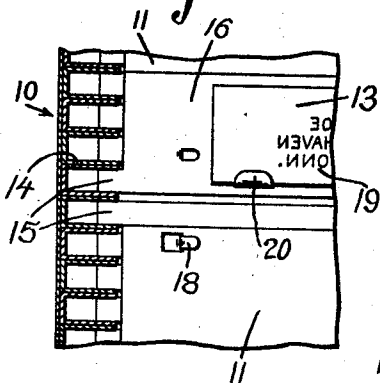
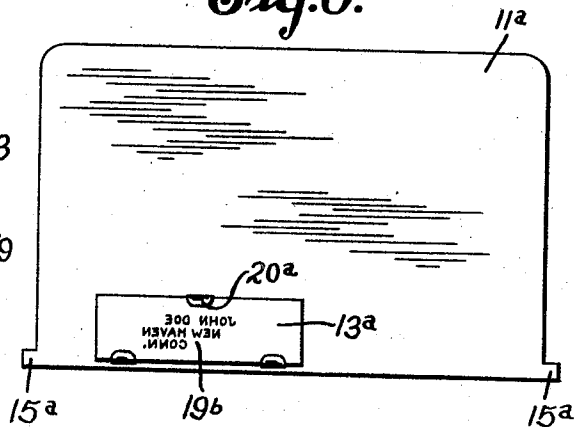


Fig. 5.



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COMBINED CARD AND STENCIL FOR VISIBLE INDEXES

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This invention relates to visible indexes, and more particularly to a combined reference-bearing member and stencil plate for use in such indexes, the arrangement when completed being such that the stencil plate may be associated with a card bearing reference material, either by being attached to the card itself or to the card holder whereby the card or card and holder may be run through an addressing machine and impressions made from the stencil plate without detaching the plate from the card or the card from the card holder. Alternatively, the stencil plate may be a part of the card holder itself, so as to be a permanent part of this member.

In keeping records of various kinds, it is largely the custom at the present time to use visible indexes employing cards upon which reference material may be placed. When a clerk goes over these cards and finds out that it is necessary to send out notices, receipts or other mail matter to subscribers whose names the cards bear, it is then required to go to a special file where the stencils are kept and to remove the stencils from this file for use in the addressing machine. This requires a number of operations, and the expenditure of considerable time on the part of the clerk which may be saved.

One object of my invention is to provide a stencil plate which may be associated with a reference-bearing member, such as a card or card holder, so that the entire card or card and holder, including the stencil plate, may be removed from the file cabinet and put through the addressing machine without detaching the stencil plate from the member.

Another object of my invention is to provide a reference-bearing member having ears or lugs by which it is positioned in a file cabinet with a stencil plate, whereby the reference member may be run through the addressing machine and guided in its operation by the positioning lugs.

More specifically, the invention has for its object the association with a card holder of a stencil plate bearing the same name as that upon the card attached to the holder, so that

the card holder and stencil plate may be run through the addressing machine without detaching any of the parts.

To these and other ends, the invention consists in the novel features and combination of parts to be hereinafter described and claimed.

In the accompanying drawings:

Fig. 1 is a plan view of a cabinet drawer having reference members therein embodying my invention;

Fig. 2 is a fragmentary sectional view of the drawer showing the manner of positioning the reference members therein;

Fig. 3 is a view of the reverse side of one of the reference members;

Fig. 4 is a view similar to Fig. 3 showing a somewhat modified form of the invention;

Fig. 5 is a view similar to Fig. 3 showing a further modification, wherein the stencil plate is attached directly to the card.

As a preferred embodiment of my invention, I have illustrated a cabinet drawer 10, in which are positioned a number of reference members comprising cards 11, the cards being arranged in overlapping or nested relation so that a part 12, of the lower end of each card is always exposed to view. This part of the card usually bears a name or certain other index material which is always visible. At the upper end of the drawer, as shown in Fig. 1, the reverse side of a number of the reference members is shown, and upon this reverse side is mounted a stencil plate 13, as will be more particularly described hereinafter.

As shown in Fig. 2, the drawer 10 is provided along its edges with a number of card-holding or positioning members 14 adapted to receive therewithin positioning lugs or ears 15, so that the cards will be maintained in proper position within the cabinet drawer. The ears or lugs 15 are, as shown in Fig. 3, provided upon the side edges of a card holder 16, which is ordinarily made of spring metal so that it may be readily flexed and the ears 15 slipped beneath the side flanges 17 of the drawer 10. The reference members may then be swung from the position shown in the lower portion of Fig. 1 to that shown in

the upper portion of this figure, when the reverse side is exposed. The holder 16 is provided with struck-out lugs or tongues 18 which pass through openings in the card to attach the latter to the holder.

As shown in Fig. 3, stencil plate 13 bearing stencil material 19 is attached to the reverse side of the holder 16. This attachment may be made in a variety of ways. As shown, ears or lugs 20 have been struck up from the holder 16 and are designed to have the stencil plate slip thereunder so that it will be held in proper position upon the holder. Once the stencil plate is attached to the card it need not be removed therefrom unless some change is desired to be made in the material on the plate. In such case it can always be detached and another stencil plate put in its place without mutilating the card or plate.

When it is desired to address a letter to the person whose name the plate bears, or to print the material contained on the stencil plate on an envelope or a piece of paper, the entire card, card holder and stencil plate are removed from the drawer and fed through the addressing machine. The positioning lugs 15 will then serve as guiding means to properly guide the reference member, consisting of the card holder and card, through the addressing machine in proper position. After the operation is completed the reference member may then be returned to the cabinet drawer in its proper place.

As shown in Fig. 4 of the drawings, the reference member consists, as before, of a card holder 16 and a card 11, but in this instance the stencil material 19^a is impressed directly upon the card holder 16, or upon a plate which is a permanent part thereof. If it is desired to make a change in the stencil material, it is of course easy to remove the card from the card holder 16 and replace it on another holder or the stencil material may be corrected and the card replaced upon the same holder.

As shown in Fig. 5 of the drawings, another modified form of reference member consists of a card 11^a having the holding lugs 15^a provided directly thereon, and in this instance a stencil plate 13^a bearing stencil material 19^b is secured upon the reverse side of the card adjacent the top edge thereof or the edge bearing the lugs 15^a. As shown, tongues 20^a are in this instance struck out from the card 11^a to embrace the edges of the stencil plate and hold it securely in position.

In all the forms of my invention the reference member includes a card or the like bearing reference material or data of various kinds, such as is desired to be kept in connection with visible indexes, and some means such as the lugs 15 or 15^a for positioning the card in the file cabinet. These lugs may be provided upon the card itself, as shown in Fig. 5, or upon the card holders 16 shown in Figs. 3 and 4.

It will be found that the use of reference members embodying my invention greatly lessens the labor of the use of stencil plates in connection therewith, as letters may be addressed, or reference material upon the stencil plates may be printed without detaching the plates from the cards, and that the positioning lugs may be employed to guide the reference members through the addressing machine.

While I have shown and described some preferred embodiments of my invention, it will be understood that it is not to be limited to all the details shown, but is capable of modification and variation within the spirit of the invention and within the scope of the appended claims.

What I claim is:—

1. A reference member having means by which it may be positioned in a file cabinet or the like and adapted to bear reference material, and said reference member carrying stencil material thereon, said positioning means adapted to coact with a part of the cabinet to detachably position the member in the cabinet.

2. A reference member adapted to bear reference material and carrying stencil material thereon, said reference member having positioning means thereon, said means serving to detachably secure it to a file cabinet or the like.

3. A reference member adapted to bear reference material, and also having stencil material thereon, said reference member being provided at its edges with positioning lugs whereby it may be detachably secured to a cabinet.

4. A reference member for a visible index, said reference member adapted to bear reference material and bearing material in relief for the purpose of stenciling, and said member being provided at its edges with lugs whereby a number of such cards may be properly held in overlapping relation in a file cabinet with a part of each exposed.

5. A reference member for visible indexes, comprising a card holder, a card thereon adapted to bear reference material, said card holder bearing stencil material and having at its edges lugs to position it in a file cabinet or the like.

6. A reference member for visible indexes or the like, said member comprising a card holder having stencil material thereon, and a card adapted to bear reference material, and means by which the card may be secured to said card holder, and said card holder being provided at its side edges with lugs projecting laterally from the member.

7. A reference member for visible indexes or the like, said member comprising a card holder having means upon one side thereof by which a reference card may be secured thereto, and having stencil material upon

the other side, and a card secured to the holder.

5 8. A reference member for visible indexes or the like, said member comprising a card holder having means upon one side thereof by which a reference card may be secured thereto, and having stencil material upon the other side, a card secured to the holder, and said holder being provided at its side
10 edges with positioning lugs projecting laterally from the body portion thereof.

9. A reference member for visible indexes or the like, bearing stencil material on one face thereof and adapted to bear reference
15 material on the other face thereof, and being provided with laterally projecting positioning lugs.

10. A reference member for visible indexes or the like, bearing stencil material on one
20 face thereof and adapted to bear reference material on the other face thereof, and being provided with laterally projecting, positioning lugs, and means supporting said member for swinging movement about said lugs.

25 11. A reference member for visible indexes or the like, said member being provided with laterally projecting, positioning lugs, means engaging said lugs to support said member for swinging movement, said member adapted
30 to bear reference material on one side thereof and bearing stencil material upon the other side thereof.

12. In an index or file, a plurality of reference members and a support therefor, means
35 to attach said members to the support for swinging movement with said members lying in overlapping relation, and a portion of each being exposed, said members being adapted to bear reference material upon one
40 side thereof, and means upon the other side thereof bearing stencil material.

In witness whereof, I have hereunto set my hand this 28th day of November, 1927.

BERNARD L. POLKOSNIK.

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