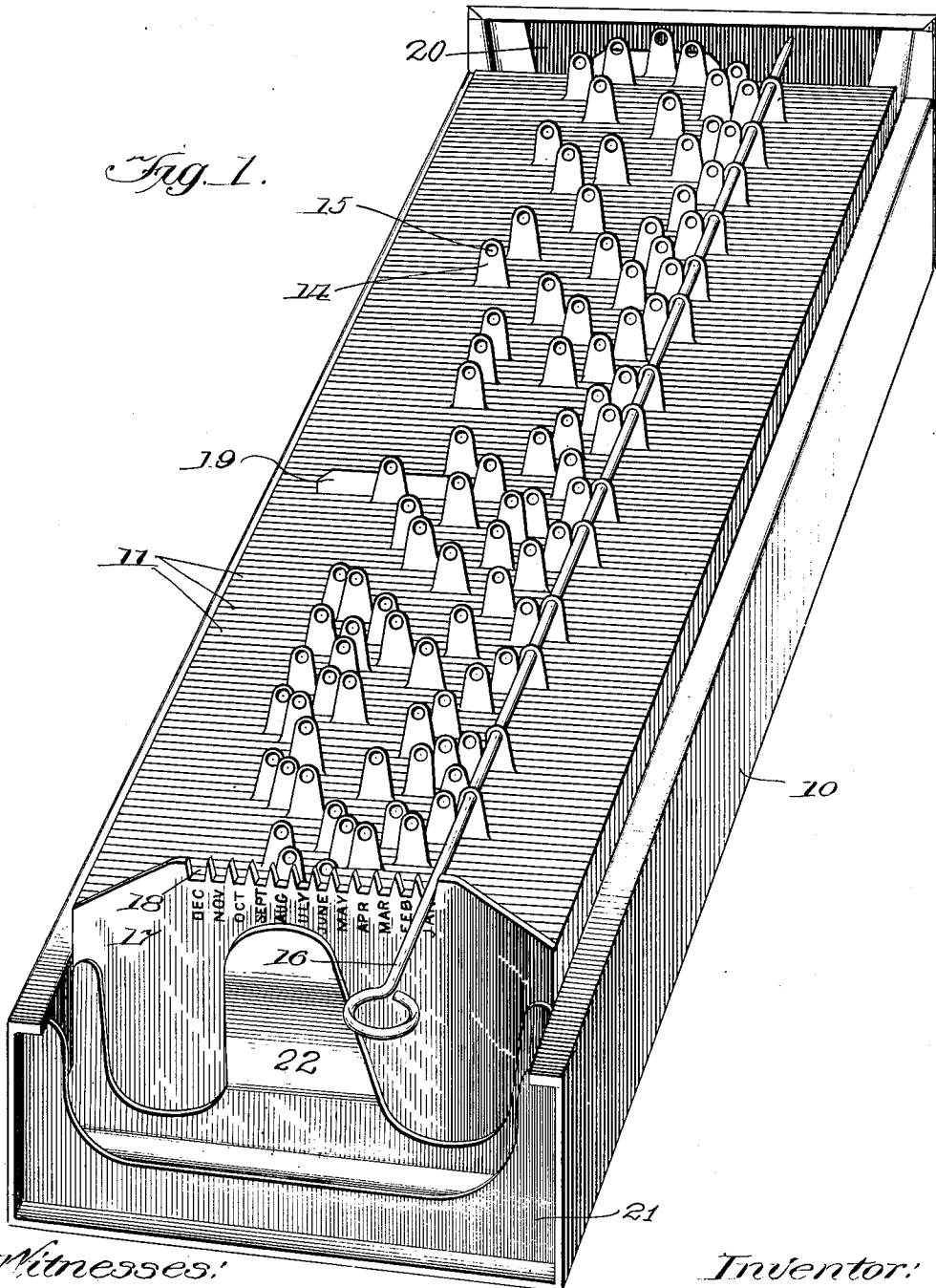


J. S. DUNCAN.
CARD INDEX SYSTEM.
APPLICATION FILED FEB. 11, 1905.

Patented Feb. 18, 1913.

1,053,283.

2 SHEETS—SHEET 1.



Witnesses:

H. S. Gaither

M. A. Kiddie

Inventor:

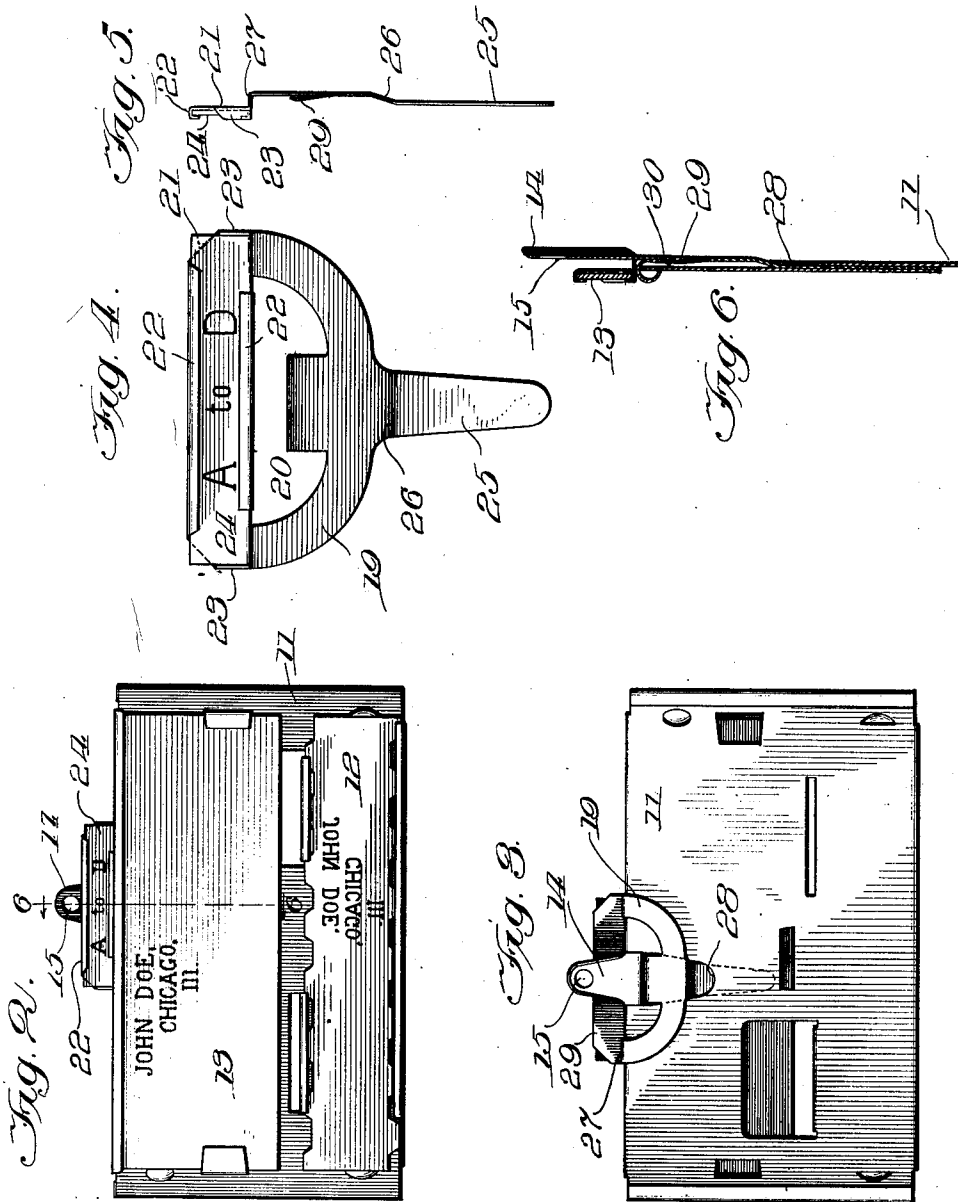
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2 SHEETS—SHEET 2.



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Inventor:

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UNITED STATES PATENT OFFICE.

JOSEPH S. DUNCAN, OF CHICAGO, ILLINOIS, ASSIGNOR TO ADDRESSOGRAPH COMPANY,
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CARD-INDEX SYSTEM.

1,053,283.

Specification of Letters Patent.

Patented Feb. 18, 1913.

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To all whom it may concern:

Be it known that I, JOSEPH S. DUNCAN, a citizen of the United States, residing at Chicago, in the county of Cook and State of Illinois, have invented new and useful Improvements in Card-Index Systems, of which the following is a specification.

This invention relates to card index systems and its object is to provide for the removal of cards in series from a tray.

In order that my invention may be clearly understood I will describe it as embodied in a system adapted especially for publishers' subscriptions lists. The addresses of the subscribers, with or without other information, have been recorded on cards which are arranged in trays alphabetically, or by cities, counties, or States, and in other ways. The subscriptions expire at different times and there is no way of arranging the subscriptions according to their expirations and still maintain the alphabetical or other arrangement above mentioned. Heretofore it has been necessary to run through the subscriptions at intervals for the purpose of removing the cards of expiring subscriptions, and it is my object to avoid this work by designating the subscriptions in series according to their expirations and providing means for simultaneously removing from a tray all of the subscriptions in any expiration series.

Thus far I have referred to the ordinary record cards of the well-known card index system but my invention is not alone useful in connection with mere record cards but it can be used in connection with such "cards", using the term in its broad generic sense, which comprise in whole or in part a printing device from which an impression is taken directly. Such printing device, whether in the form of printing plates or stencils, or any other form, and whether or not they are used alone or together with record strips, may be arranged in a tray and used in precisely the same manner as the commonly known card index card, but they are capable of being further used, as above-mentioned, to print the addresses.

My invention contemplates the use of such printing devices in series and the removal of all devices in any one series for the purpose above described and for the further purpose of preventing absolutely the sending of the periodical, whatever it may be, to an expired subscription address. I would

have it understood, therefore, that I use the word "card" herein in its broad generic sense as comprising a common card, a printing device, or any other device, embodying the invention, which is capable of use in accordance with the ordinary card index system.

In the accompanying drawings, Figure 1 is a perspective view of a tray filled with cards comprising printing devices and embodying my invention. Fig. 2 is a front view of the card. Fig. 3 is a back view of the card. Fig. 4 is a detail enlarged front view of an index tab. Fig. 5 is an end view of the index tab. Fig. 6 is a sectional view on the line 6—6 of Fig. 2.

I may employ a tray 10 of any suitable character and arrange the cards therein in any desired order, but for convenience I will describe the invention with the cards arranged alphabetically. For the purposes of this description I have selected a "card" comprising a printing plate and a record strip as exhibiting an extended application of the invention and referring particularly to Figs. 2 and 3, this card comprises a holder 11 carrying a printing plate 12 and a paper or card board strip 13 which I prefer should bear an impression of the address on the printing plate and any other information desired relating to the subscription or associated with that particular address. This plate and strip can be fastened to the card in any suitable manner and the strip is preferably located above the plate as shown in Fig. 2.

I desire to have it understood that I do not restrict the invention to embodiment with a card of the particular character herein described and shown in Figs. 2 and 3, for I may employ cards comprising stencils for printing the address, or ordinary index cards which are not usable as printing devices, or any other form of cards which can be adapted for use as herein set forth. In this embodiment of the invention the cards are made in twelve series according to the calendar months, and the subscriptions are recorded on cards corresponding to the months in which the subscriptions expire. Thus all subscriptions which expire in January will be recorded on the cards which are in the January series, and so on, and the cards of the several series will be located indiscriminately in the tray because of the alphabeti-

cal classification. Different series are distinguished from each other by projections thereon which are adapted to be engaged by a withdrawing device for the purpose of removing an entire series of cards from the tray. In the drawings each card is shown provided with a projection 14 extending above its upper edge. This projection can be stamped up from the holder 11 and it is provided with an opening 15 to receive the rod 16. These projections are located at different points on the upper edge of the cards between the ends thereof, that is to say one series of cards to record the subscriptions expiring in January have the projections located at one point; those cards recording subscriptions expiring in February have the projections located at a point so far out of alinement with the projections on the January series that the openings at the top of the projections will be unobstructed; and so on, the twelve series of cards corresponding to the twelve calendar months have their projections located so they will not aline with each other and so that the rod 16 can be passed through the openings in all of the projections of any one series without interfering or being interfered with by the projections on any of the other series of cards.

In Fig. 1 I have shown the projections on the January series at the right of the card and the rod 16 in engagement with all of the cards in the January series in position to be lifted up to remove this series from the tray. The insertion of the rod is facilitated by the use of a guide 17 in the form of a plate adapted to be inserted in one end of the tray, preferably the back as shown, this plate being provided with a socket 18 for each series of cards and located opposite the projections on the respective series of cards. With this guide it is only necessary to slide the rod through the proper socket and on through the openings alining with the socket, to engage the rod with all of the cards in the series indicated by said socket to remove them from the tray.

The tray 10 shown upon the drawings is of the ordinary commercial form of card index holder, and is adapted to be placed in a case also of ordinary well-known commercial structure. The cards and the projections already described are adapted to be employed with trays and cases of this form without any particular adaptation of the tray or case for their reception. As is usual in trays of this character, the front wall 20 of the tray extends upwardly a substantial distance above the top of the cards, and the tray, when placed in the cabinet or case, disposes the tops of the cards a substantial distance beneath the top or covering wall above the tray. In this manner the projections 14 are effectively protected from damage while

the tray is in the case and in moving it in and out thereof. The rear walls 21 of such trays are usually cut away to permit the easy operation of the follower 22, with which such trays are provided, and this follower usually extends to or beneath the top edges of the cards. When my improved system is employed with trays of this character it is apparent that a desired series of cards may be withdrawn by merely removing the tray from the cabinet and inserting the movable guide 17 between the follower and the last card within the tray, when the rod 16 will be efficiently guided through the apertures in the projections of the desired series.

To facilitate the alphabetical classification of the cards I prefer to employ a detachable index tab but I do not restrict myself to the use of any particular kind of index tab in the practice of this invention. On sheet 2 of the drawings I have shown an index tab which has been found very satisfactory and which forms the subject matter of Patent No. 808,909, granted on Jan. 2, 1906 to myself and Olof N. Tevander. This tab 19 (Figs. 4—5) is cut out at 20 and provided with a top plate 21 having side flanges 22 and end flanges 23 and forms a support for the index card 24. The tab also has a foot 25 and this foot is offset at 26 and the support 21 is offset at 27 so that the foot may enter the opening 28 in the holder 11 and the support 21 may slip down in front of the projection 14. The lower edge of the support 21 of the tab is adapted to rest on the upper edge of the holder, the offset 27 in the tab bringing the support forward sufficiently to permit it to slide down in front of the projection 14 and to a point below the opening 15 therein at the same time that the foot is entering the opening 28. The tab will ordinarily be held securely in place by reason of the engagement of the support with the projection and of the foot with the holder but as a further precaution against accidental displacement I may also provide a spring lip 29 which is arranged to engage the top wall 30 of the opening 28 in the holder. These tabs are made detachable so that they can be changed from one card to another as occasion may require. For example, if the first card in the A section recorded the subscription of John W. Adams and subsequently a subscription for Henry A. Abbott was received, the Abbott card to preserve the alphabetical classification would be inserted in front of the Adams card and the tab would be changed from the Adams card to the Abbott card. This detachable tab also permits of changes when cards carrying the tabs happen to be removed on account of expirations.

My invention will greatly facilitate the use of a card index system by publishers and

others who have a long list of names recorded on cards and who require the removal of cards in series at stated intervals.

While I have shown and described the invention as embodied in a system designed for monthly series it will be understood that the series may be increased or diminished as desired by adding additional series or dispensing with some.

10 The invention avoids the necessity for inspecting all of the cards in the tray to remove a series and enables this work to be done very quickly and requires no particular skill. Furthermore, the projections indicate at a glance the number of cards in each series and they can readily be counted without handling the cards in any way.

15 Additional cards may be inserted in the tray at any time and in any place for it is wholly immaterial at what position between the front and back ends of the tray the cards in any one series may be located.

Without limiting myself to the exact construction and arrangement of parts herein

shown and described, what I claim and desire to secure by Letters Patent is:—

A card index system comprising a rectangular tray adapted to contain a number of cards of different series, each of said cards being provided with a projection having an opening therein, the projections of all the cards being adapted to have the openings therein disposed in alinement longitudinally of the tray, each of said cards being also provided with indexing means to permit the arrangement of the cards in the tray according to a desired classification independent of the series to which the cards belong, a follower, a rod adapted to engage the alined openings of a series of projections, and guiding means removably positioned between the follower and the rear-most card for guiding the rod through the desired set of alined apertures.

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Witnesses:

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