April 26, 1927. 1,625,934

C. H. COBB

INDEX CARD

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Fig. 1

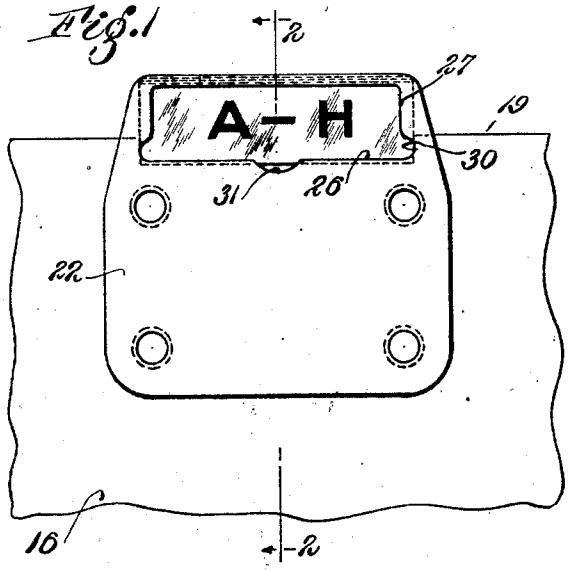


Fig. 2

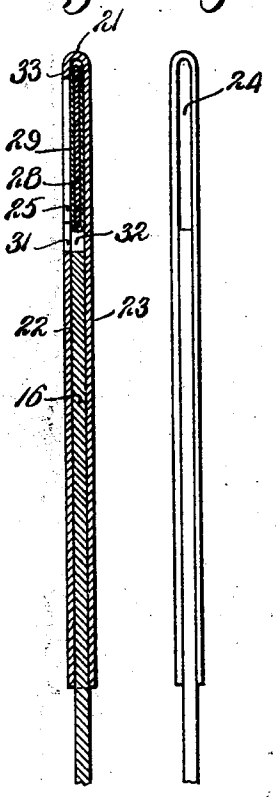


Fig. 3

Fig. 4

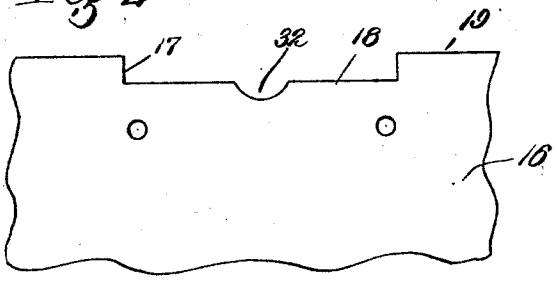


Fig. 6

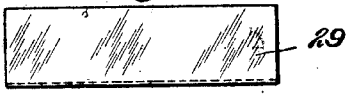


Fig. 5

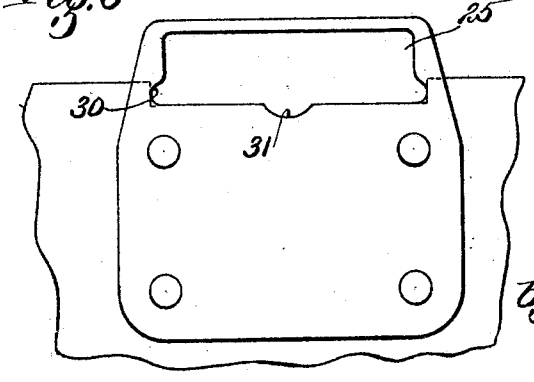
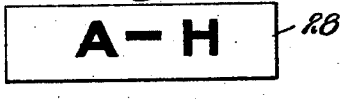


Fig. 7



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Fig. 8

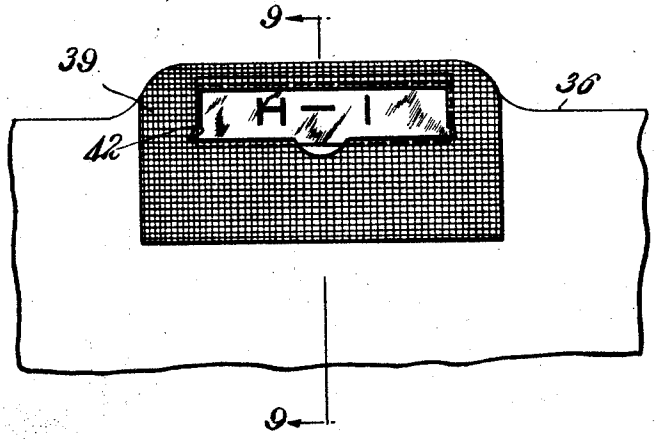


Fig. 9

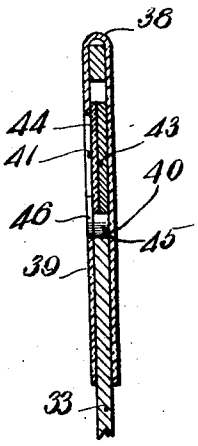


Fig. 10

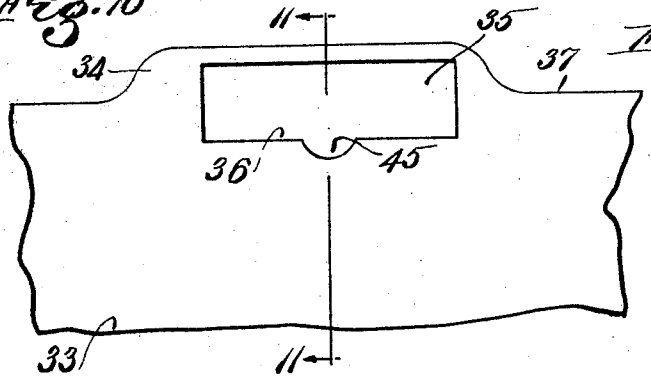


Fig. 11

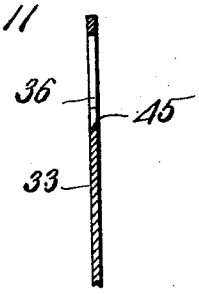


Fig. 12

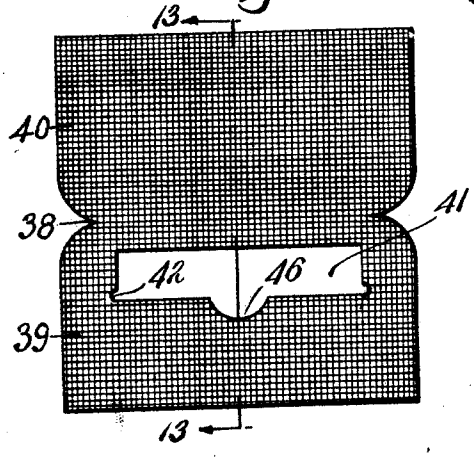


Fig. 13



Fig. 14

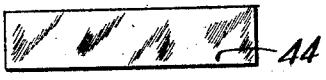
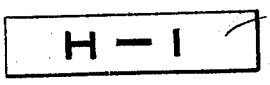


Fig. 15



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Patented Apr. 26, 1927. 1,625,934

UNITED STATES PATENT OFFICE.

CHARLES H. COBB, OF NEWTON, MASSACHUSETTS, ASSIGNOR, BY MESNE ASSIGNMENTS, TO SERVICE BUREAU, INC., OF CAMBRIDGE, MASSACHUSETTS, A CORPORATION OF MASSACHUSETTS.

INDEX CARD.

Application filed September 11, 1926. Serial No. 134,773.

This invention relates to index cards of the type customarily used as guide cards or dividers to separate into groups the cards or folders in a vertical index system, and particularly to the construction of an index slip or label holder which is affixed to the guide card and is commonly called a tab.

Two preferred embodiments of the invention are illustrated in the accompanying drawings, in which:

Fig. 1 is a face view of a card having a tab structure made of metal embodying the invention with the index slip or label in place;

Fig. 2 is an enlarged vertical section on line 2—2 of Fig. 1;

Fig. 3 is an enlarged end view of the card and tab shown in Fig. 1;

Fig. 4 is a face view of the card of Fig. 1 prior to the attachment of the tab;

Fig. 5 shows the tab attached, but omits the index slip;

Figs. 6 and 7 are face views of the transparent label cover and label, respectively, shown in Figs. 1 and 2;

Fig. 8 is a face view of a modification showing a tab made of opaque sheet celluloid;

Fig. 9 is an enlarged section on the line 9—9 of Fig. 8;

Fig. 10 is a view of the card prior to the attachment of the tab;

Fig. 11 is a section on the line 11—11 of Fig. 10;

Fig. 12 is a view of the unfolded celluloid tab;

Fig. 13 is a section on the line 13—13 of Fig. 12; and

Figs. 14 and 15 are views of the transparent label cover and label, respectively, shown in Figs. 8 and 9.

Referring to the metal guide tab illustrated in Figs. 1 and 7, the card body 16 is made as usual of any suitably stiff sheet material such as heavy paper, cardboard, fibreboard, or the like, and has at its upper margin a substantially rectangular recess defined by vertical ends 17 and a horizontal bottom 18. The bottom edge 18 of this recess is spaced an appreciable distance below the normal top edge 19 of the card for purposes which will become apparent.

The reinforcing tab member consists of a metal sheet folded at 21 to provide front and rear leaves 22 and 23, respectively. This tab straddles the upper margin of the card body over the card recess and may be secured to the card by rivets, eyelets, or other known or suitable fastening means. As thus attached the fold line of the tab is spaced substantially above the top edge 19 of the card and an open space 24 is left between the leaves of the projecting portion of the tab.

A window 25, generally rectangular in shape and slightly shorter horizontally than the card recess, is cut from the front leaf of the tab and opens into a label-receiving pocket formed by the card recess and tab. The margins of the window overhang this recess at the bottom and sides, providing a bottom flange 26 and side flanges 27 behind which a label 28 and its enveloping transparent celluloid cover 29 may be inserted. To permit ease of insertion, notches 30 are provided at the lower corners of the tab window and a central lower recess 31 allows the introduction of a finger or implement for removing the label and cover. A similar recess may be cut from the card body at 32.

After its insertion into the pocket, the label is prevented from longitudinal movement by the card recess shoulders 17 and is restrained from falling outwardly by the tab flanges above mentioned and the top flange 33 formed by the fold 21. By providing the folded celluloid cover sheet 29, the label is protected from moisture and soiling and the combined insert fits more snugly within the pocket and may readily be removed as a unit; especially when the cover fold is at the bottom of the window as shown in Fig. 2.

By the construction above described, a cheap but durable tab is provided which affords a label pocket of desired height, which may be greater than the desired height of the tab, without an undue projection of the tab above the upper edge of the card. A tab which projects an unreasonable distance beyond the card edge, for example more than one-half inch, not only requires increased vertical space in the file drawer but subjects the tab to greater leverage in handling, which tends to bend or break it and decreases its life. The label is effectively restrained from accidental removal from its pocket; yet the card itself

has no upstanding projections beyond the upper straight edge 19, which enables the card to be cut from a sheet without waste.

The modified construction shown in Figs. 8 to 15 illustrates an opaque celluloid tab having several of the advantages set forth above. In this instance, the card body 33 has an integral projection 34 at its upper edge and a rectangular aperture 35 therein, having its bottom edge 36 spaced below the normal upper edge 37 of the card.

The tab consists of a sheet of opaque celluloid preferably shaped as shown in Fig. 12, which is folded at 38 to provide front and rear leaves 39 and 40, respectively, and is secured to the card body over projection 34 by any suitable adhesive applied between the meeting surfaces. A window opening 41, slightly smaller than the card aperture 35, is provided in front leaf 39 and is so positioned with respect to aperture 35 that the window margins furnish overhanging flanges on all four sides of the card apertures. Notches 42 at the lower corners of window 41 permit the insertion of a label or index slip 43 and its protecting cover 44 of transparent celluloid, behind these flanges. Shallow recesses 45 and 46 are provided at the lower edge of the card aperture and tab window, respectively, to permit easy removal of the label and cover.

In this form of device, the label is completely protected from dirt and moisture as well as restrained from accidental removal within the window pocket by the flanges above described.

The principal features which are common to both of the above described forms of tab construction include the provision of a card tab in which a label is prevented from endwise movement by the vertical edges of a recess in the card, and is restrained from accidental displacement from its pocket by overhanging flanges of the tab window; and the provision of means for readily inserting the label at the lower edge of the tab window and of a flange at the lower edge of the window behind which the bottom of the label and its cover may be slipped after insertion.

I claim:

1. An index card having a cut-away portion adjacent its upper edge, the lower edge of the cut-away portion being spaced below the top edge of the card, and a tab consisting of a folded piece of sheet material attached to the card over the cut-away portion, said tab having a window opening extending downwardly to approximately the lower edge of the cut-away portion, the lower margin of the window overhanging said portion to provide a flange behind which a label may be slipped when inserted into the window.

2. An index card having an opening adjacent its upper edge extending below the top edge of the card, and a tab consisting of a folded piece of sheet material attached to the card over said opening and projecting above the top edge of the card, said tab having a window at the card recess extending upwardly above the top edge of the card and downwardly to approximately the lower edge of the card opening, the top, side and bottom margins of said window overhanging the card opening to provide flanges for holding a label behind the window, the bottom edge of the window having a notch at one corner, at least, so that a label may be inserted at said lower edge and slipped behind said bottom flange.

3. An index comprising a card having a straight upper edge without projections and provided with a recess, the lower edge of the recess being spaced substantially below the top edge of the card, and a tab consisting of a folded piece of sheet material attached to the card over said recess, the fold line of the tab being spaced above the top edge of the card to form a projecting tab, said tab having a window opening adjacent the card recess extending upwardly beyond the top edge of the card and downwardly to approximately the lower edge of the card recess.

4. An index comprising a card having a straight upper edge without projections and provided with a recess, the lower edge of the recess being spaced substantially below the top edge of the card, and a tab consisting of a folded piece of sheet material attached to the card over said recess, the fold line of the tab being spaced above the top edge of the card to form a projecting tab, said tab having a window opening adjacent the card recess extending upwardly beyond the top edge of the card and downwardly to approximately the lower edge of the card recess, a notch being provided at a lower corner of the window to permit the insertion of a label behind the window.

5. An index comprising a card having a straight upper edge without projections and provided with a recess intermediate its ends, the lower edge of the recess being spaced substantially below the top edge of the card, and a tab consisting of a folded metal sheet attached to the card over said recess, the fold line of the tab being spaced above the upper edge of the card, the tab having a window opening adjacent the card recess extending upwardly beyond the top edge of the card and downwardly to approximately the lower edge of the card recess, the lower margin of the window overhanging the recess of the card to provide a label-holding flange, and notches being provided at the lower corners of the window to permit the insertion of a label behind the window.

Signed by me at Boston, Massachusetts, this 9th day of September, 1926.

CHARLES H. COBB.