C. W. PHALEN.

INDEX GUIDE.

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1,437,773. Patented Dec. 5, 1922.

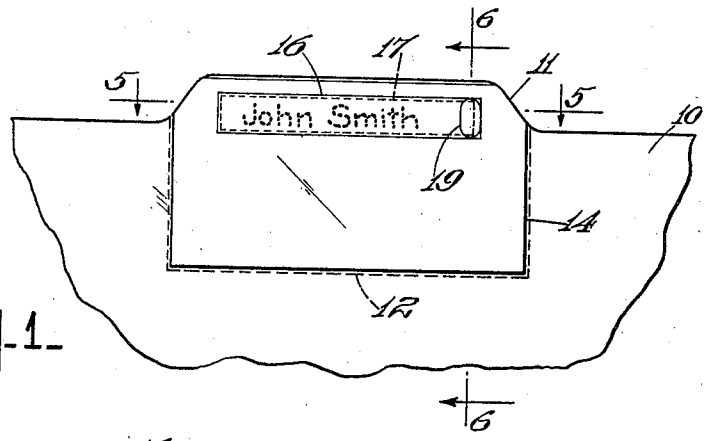


Fig. 1.

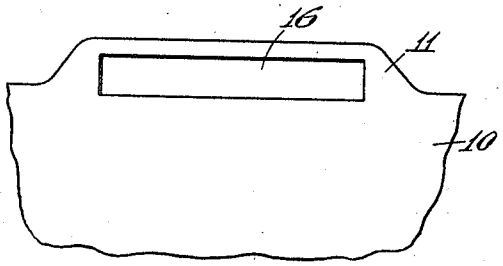


Fig. 2.

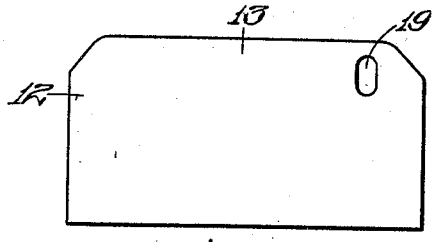


Fig. 3.

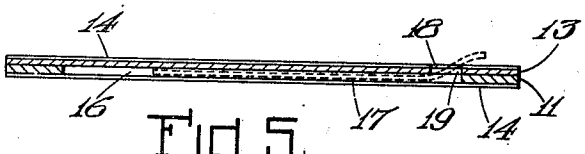


Fig. 5.

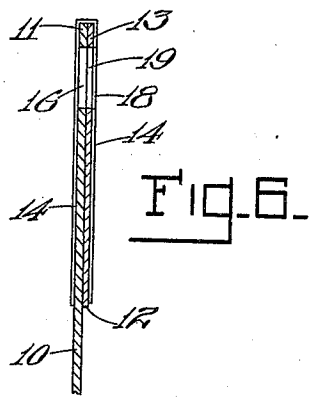


Fig. 6.

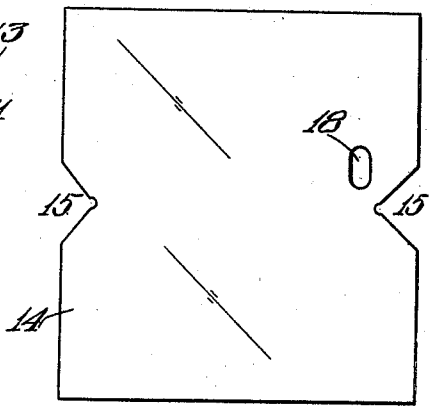


Fig. 4.

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UNITED STATES PATENT OFFICE.

CLARENCE W. PHALEN, OF QUINCY, MASSACHUSETTS.

INDEX GUIDE.

Application filed December 24, 1921. Serial No. 524,662.

To all whom it may concern:

Be it known that I, CLARENCE W. PHALEN, a citizen of the United States, residing at Quincy, county of Norfolk, State of Massachusetts, have invented a certain new and useful Improvement in Index Guides, of which the following is a specification, reference being had therein to the accompanying drawings.

This invention relates to index cards or sheets of the character employed in filing, card catalogue, and similar systems having guides to enable the user readily to locate the subject matter desired, and especially to index guides of the type provided with a transparent protective covering and having a pocket for the reception of a removable data-carrying insert or slip. Such guides may constitute separate index cards, or may be formed as portions of file wrappers or portfolios, or otherwise in accordance with the system in connection with which they are used.

The invention has for an object to provide an index guide of the character referred to of substantial and durable construction so as to withstand, for a considerable period, the destructive effects of rough and continuous handling, which will permit the use of inserts of varying sizes, and which will securely retain an insert in place against accidental dislodgment.

The foregoing and other objects of the invention, together with means whereby the same may be carried into effect, will best be understood from the following description of one form or embodiment thereof illustrated in the accompanying drawings. It will be understood, however, that a particular construction described and shown has been chosen for illustrative purposes merely, and that the invention, as defined by the claims hereunto appended, may be embodied in numerous other forms, which will readily suggest themselves to those skilled in the art, without departing from the spirit of scope thereof.

In said drawings, Fig. 1 is a face view of the complete index portion of a guide card or sheet embodying the invention.

Fig. 2 is a detail view of the tab portion of the sheet or card shown in Figure 1 prior to the attachment of the other parts making up the complete device.

Fig. 3 is a detail view of the reinforcing member.

Fig. 4 is a detail view of the transparent covering prior to its application to the device.

Fig. 5 is a section taken substantially on the line 5—5, Figure 1.

Fig. 6 is a section taken substantially on the line 6—6, Figure 1.

As shown in the drawings, the index card or sheet 10 (hereinafter, for convenience, referred to merely as the card) is formed at its upper edge with a projecting portion 11 lying substantially in the plane of the body of said card and constituting a tab. Secured, as by suitable adhesive, to one face of the of the card 10 (herein the rear face) is a reinforcing member 12 having a tab portion 13 corresponding to the tab portion 11 of the card 10 and overlying the same. The reinforcing member 12, with its tab portion 13, serves not only to reinforce the tab or index portion 11 of the card 10, but also the adjacent portions of said card, so as to prevent mutilation of the latter and the bending or breaking off of the tab portion thereof. The tab portions 11 and 13 of the card 10 and reinforcing member 12, as well as the adjacent portions of said card and member, are protected and inclosed by a protective covering 14 of a suitable transparent waterproof material, preferably celluloid. The protective covering 14 is secured to the opposite faces of the card 10 and reinforcing member 12 respectively, and extends over the upper edges thereof, and specifically over the upper edges of the tab portions 11 and 13, being, in the preferred form of invention, cut away, as shown at 15 in Figure 4, to correspond in shape with said tab portions while effectively covering the opposite faces and upper edges of the latter.

The guide above described is provided in its forward face with an opening 16, said opening, in the form of invention shown, being formed in the tab portion 11 of the card 10 and, in conjunction with the tab portion 13 of the reinforcing member 12 at the back and the protective covering 14 at the front, constituting a pocket to receive a removable

data-carrying insert or slip 17, shown in dotted lines in Figures 1 and 5, said insert or slip being readily readable through that portion of the transparent covering 14 which overlies the opening 16 at the front. The covering 14 is provided opposite one end of the opening or pocket 16 with an opening 18 to permit insertion and removal of the slip 17. In the construction shown, and in accordance with the preferred form of the invention, this insertion and removal opening is at the back of the device, the tab portion 13 of the reinforcing member 12 being formed with a registering opening 19 constituting a portion of said insertion and removal opening.

In order to insert a data-carrying slip 17, one end of said slip is passed transversely through the opening 18, 19, and the slip pushed longitudinally into the pocket 16, as indicated by dotted lines in Figure 5. Preferably, the slip 17 employed will be of a length substantially equal to or slightly less than the length of the pocket 16, as shown in dotted lines in Figure 1, in which case said slip will pass completely through the opening 18, 19, and will lie wholly within said pocket, where it will be securely retained against accidental dislodgment, since a transverse as well as a longitudinal movement of the end of said strip is necessary in order to remove the same, such transverse movement being resisted by the adjacent face of the tab portion 13 of the reinforcing member 12. It will be seen, however, that when desired said strip may be removed by inserting a suitable implement in the opening 18, 19, and lifting the adjacent end of the strip a sufficient amount to enable the same to be grasped by the fingers. It will also be seen that the device is not limited to use with inserts or slips of any particular length, since in the case of a slip longer than the pocket 16, one end of said slip may be left projecting from the opening 18, 19, as indicated in Figure 5. In the latter event, accidental dislodgment or removal of the slip will be resisted by pressure thereof against the adjacent edges of the opening 18, 19, induced by the resilience of the slip, which is preferably composed of relatively stiff paper or cardboard.

Having thus described my invention, I claim:

1. An index guide comprising a card having a body or data-receiving portion and at the edge thereof an index portion, a reinforcing member secured to one face of the body portion of said card and having a portion overlying the index portion thereof, and a protective covering of transparent material extending over the edge of the index portion of said card and the edge of the adjacent portion of said reinforcing member and secured to the opposite faces of said card and reinforcing member respectively, said guide having at the front an opening constituting an insert-receiving pocket covered by said protective covering, and having in one face opposite one end of said pocket an opening to permit the insertion and removal of the insert, said last-named opening extending through said protective covering.

2. An index guide comprising a card having an index tab projecting from one edge and lying substantially in the plane of the body thereof, a reinforcing member secured to one face of said card and having a tab portion corresponding to the tab on said card and overlying the same, and a protective covering of transparent material extending over the top of said tab and tab portion and secured to the opposite faces of said card and reinforcing member respectively, said guide having at the front an opening constituting an insert-receiving pocket covered by said protective covering, and having in one face opposite one end of said pocket an opening to permit the insertion and removal of the insert, said last-named opening extending through said protective covering.
ing an opening constituting an insert-receiv-

3. An index guide comprising a card having pocket, a reinforcing member secured to the rear face of said card and overlying said pocket, and a protective covering of transparent material extending over the top of said card and reinforcing member and secured to the front and rear faces thereof respectively, said covereing extending over said opening and having an opening opposite one end of said pocket to permit the insertion and removal of the insert.

4. An index guide comprising a card having an opening constituting an insert-receiving pocket, a reinforcing member secured to the rear face of said card and overlying said pocket, and a protective covering of transparent material extending over the top of said card and reinforcing member and secured to the front and rear faces thereof respectively, said covering extending over said opening and said reinforcing member and covering having at the back of the guide registering openings opposite one end of said pocket to permit the insertion and removal of the insert.

5. An index guide comprising a card having an index tab projecting from one edge and lying substantially in the plane of the body thereof, a reinforcing member secured to one face of said card and having a tab portion corresponding to the tab on said card and overlying the same, and a protective covering of transparent material extending over the top of said tab and tab portion and secured to the opposite faces of said card and reinforcing member respectively, said tab having an opening constitut-

ing an insert-receiving pocket covered by said protective covering, and said protective covering having an opening opposite one end of said pocket to permit the insertion and removal of the insert.

6. An index guide comprising a card having an index tab projecting from one edge and lying substantially in the plane of the body thereof, said tab having an opening constituting an insert-receiving pocket, a reinforcing member secured to the rear face of said card and having a tab portion corresponding to the tab on said card and overlying the same, and a protective covering of transparent material extending over the top of said tab and tab portion and secured to the front and rear faces of said card and reinforcing member respectively, said covering extending over said opening, and said reinforcing member and covering having, at the back of the guide, registering openings opposite one end of said pocket to permit the insertion and removal of the insert.

In testimony whereof I affix my signature.

CLARENCE W. PHALEN.