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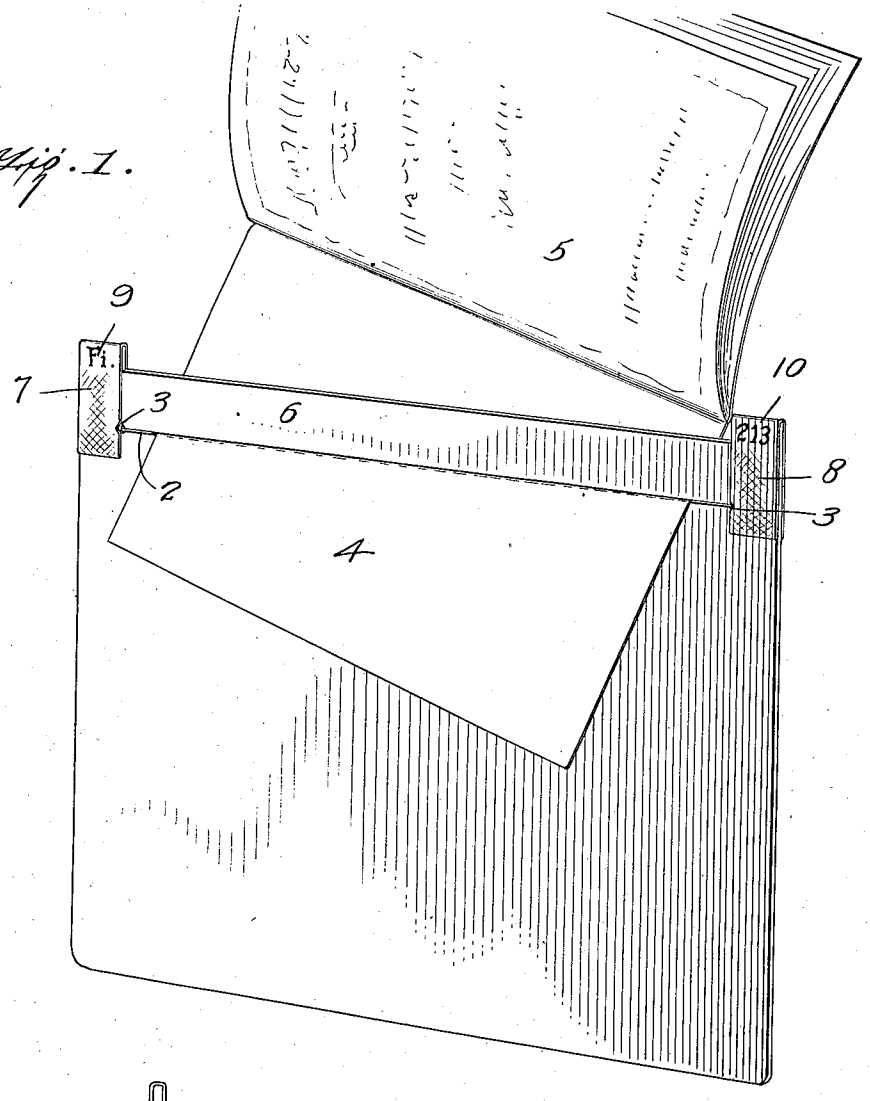
PAPER FILE.

APPLICATION FILED MAR. 19, 1914.

1,122,874.

Patented Dec. 29, 1914.

Fig. 1.



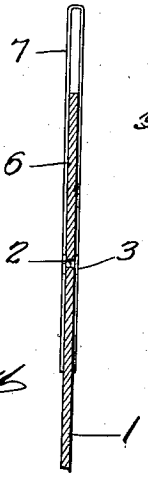


Fig. 2.

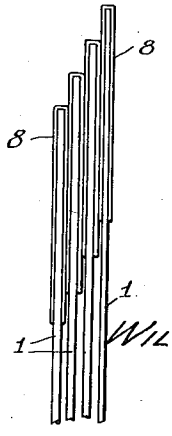


Fig. 3.

WITNESSES

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UNITED STATES PATENT OFFICE.

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PAPER-FILE.

1,122,874. Specification of Letters Patent. Patented Dec. 29, 1914.

Application filed March 19, 1914. Serial No. 825,826.

To all whom it may concern:

Be it known that I, WILLIAM E. DONOVAN, a citizen of the United States, and a resident of Great Falls, in the county of Cascade and State of Montana, have invented a new and useful Improvement in Paper-Files, of which the following is a specification.

My invention is an improvement in paper files, and has for its object to provide a device of the character specified, adapted for filing trade literature in pamphlet form, wherein a series of filing cards is provided, each having means for connecting a pamphlet or the like thereto, and also having means for indexing the cards, and wherein no clips, fasteners, pins, eyelets nor staples are used, thus dispensing with the necessity for tools, and wherein the filed matter is suspended, and is easily accessible for consultation, removal or replacement.

In the drawings:—Figure 1 is a perspective view of one of the cards showing the method of inserting the matter to be filed, Fig. 2 is an enlarged partial transverse section, and Fig. 3 is an end view of a file composed of a series of cards.

In the present embodiment of the invention a series of cards 1 is provided, each of which is provided with a longitudinally extending slot 2, near one side edge, the slot extending from near one end of the card to near the other.

Preferably an opening or notch 3 is provided at each end of the slot, and the slot is of sufficient width to receive the back cover 4 of the pamphlet 5 to be filed. The said cover is inserted from the rear of the card, and from that edge adjacent to the slot, the body 5 of the pamphlet being in front of the bar 6, which is formed between the slot and the adjacent edge of the card. The back cover 4 is behind the said bar, but both cover and body of the pamphlet are at the front of the body of the card. A means of indexing the cards is also provided, the said means comprising strips 7 and 8, preferably of fabric material, which are arranged at the ends of the slot 2. Each of the strips 7 and 8 is doubled upon itself, the ends of the strip engaging opposite faces of the card, and the said ends are secured to the card by adhesive material or the like.

At the doubled portion each of the strips 7 and 8 extend beyond the edge of the card adjacent to the slot 2, and the extended portion of each strip is provided with the characters used in indexing. One of the strips 7 in the present instance, is provided with letters 9, indicating the alphabetical order, while the strip 8 is provided with numerals 10, which may indicate the page or the number of the card.

The characters 9 and 10 are preferably on both faces of the card so that a glance only is necessary to ascertain the relative position of each card. The cards may be indexed numerically or in accordance with the title of the matter filed, or preferably in both manners.

The cards are placed in a drawer or other receptacle with the lower edge, that is, the edge remote from the slot 2 resting upon the bottom of the drawer or other receptacle. The pamphlet is thus suspended from the bar 6, and the strips 9 and 10, which are at each end of the pamphlet, are above the cards.

As many cards are provided as may be necessary and the cards are suitable for filing catalogues, circulars, pamphlets, lists, magazines or any other article of this character. Circulars may be filed, merely by doubling them upon themselves and passing one doubled portion through the slot in the same manner as the pamphlet above mentioned.

Any preferred method of indexing may be used, and the cards may be of any suitable or desired material, as for instance, press board or the like. The only requirement is that they be of sufficient rigidity to support the articles filed. When in place, the turning of the cards from side to side of the receptacle makes the title, and all of the matter printed on the cover visible at a glance. The articles are stored in compact space, for ready reference, and each is separated from every other, thus permitting it to be removed if desired. When booklets or pamphlets are filed of sufficient thickness to receive printed matter on the back, this printed matter is clearly visible, since it is held above and at the top of the matter filed.

In mailing literature, those who do so, often insert in the envelop containing the literature a piece of card board to prevent damage in transit. Were a file card substituted for the card board used, the pamphlet would be in condition for filing, and could be used by the recipient of the literature for

such purpose. In addition the surface of the file card could be utilized for printed matter pertinent to the articles advertised or referred to in the literature. An index of the contents could be placed on the card. It is obvious that a circular or the like sent forth in this manner would not be consigned to the waste basket by the recipient but would be filed away for future reference.

The strips 7 and 8 are tabs for carrying identifying characters, to identify the article carried by the card, and in addition to this function they have another function, namely, as a reinforcement for the card at the ends of the slot.

It will be noted from an inspection of Fig. 1 that the opening or enlargement 3 at each end of the slot cuts also the adjacent strip or tab. It will be evident that the tabs arranged as specified, will prevent tearing at the ends of the slot.

It will be evident from the description that the improved file is adapted to receive and hold any article having a plurality of leaves or folds, as for instance, a letter folded, a circular, a newspaper, or anything of this character.

I claim:—

1. A file for circulars, pamphlets and the like, comprising a series of sheets of stiff material, each provided with a longitudinally extending slot near one side edge, the slot extending from near one end of the sheet to near the other end and adapted to permit the passage of a leaf of the article to be filed, said slot partially separating a strip at one side edge for engaging the fold of the leaf to suspend the article when the card is supported by the opposite side edge from the slot, and a tab connected with the card at each end of the strip, each tab extending beyond the adjacent side edge of the card and adapted to receive identifying characters for indexing the cards, each tab being formed from a strip of flexible material doubled upon itself and engaging opposite faces of the card and secured thereto, the doubled portion of the strip extending beyond the card.

2. A file for circulars, pamphlets and the like, comprising a series of sheets of stiff material, each provided with a longitudinally extending slot near one side edge, the slot extending from near one end of the sheet to near the other end, and adapted to permit the passage of a leaf of the article to be filed, said slot partially separating a strip at one side edge for engaging the fold of the leaf to suspend the article when the card is supported by the opposite side edge from the slot, and a tab connected with the card at each end of the strip, each tab extending beyond the adjacent side edge of the card and adapted to receive identifying characters for indexing the cards.

3. A file for circulars, pamphlets and the like, comprising sheets of stiff material, each provided with a longitudinally extending slot near one side edge, the slot extending from near one end of the sheet to near the other end, and adapted to permit the passage of a leaf of the article to be filed, said slot partially separating a strip at one side edge for engaging the fold of the leaf to suspend the article when the card is supported by the opposite side edge from the slot, and a tab for receiving identifying characters extending from the side edge of the card adjacent to the slot.

4. A file for circulars, pamphlets and the like, comprising sheets of stiff material, each provided with a longitudinally extending slot near one side edge, the slot extending from near one end of the sheet to near the other end, and adapted to permit the passage of a leaf of the article to be filed, said slot partially separating a strip at one side edge for engaging the fold of the leaf to suspend the article when the card is supported by the opposite side edge from the slot.

5. A file card comprising a sheet of suitable material having a slot near one side edge and extending parallel with the side edge from near one end of the card to near the other end, and a tab secured to the card at each end of the slot, said tabs extending beyond the side edge of the card adjacent to the slot and being adapted to receive identifying characters, the tabs also reinforcing the sheet at the ends of the slot.

6. A file card comprising a sheet of suitable material having a slot near one side edge and extending parallel with the side edge from near one end of the card to near the other end, and a tab secured to the card and extending beyond the side edge adjacent to the slot.

7. A file card consisting of a sheet of suitable material having an open slot near one side edge and extending approximately parallel with the side edge from near one end of the card to near the other end.

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