H. A. WARDY.

INDEX SYSTEM.

APPLICATION FILED AUG. 24, 1914.

1,146,466.

Patented July 13, 1915.

2 SHEETS—SHEET 1.

Fig. 1.

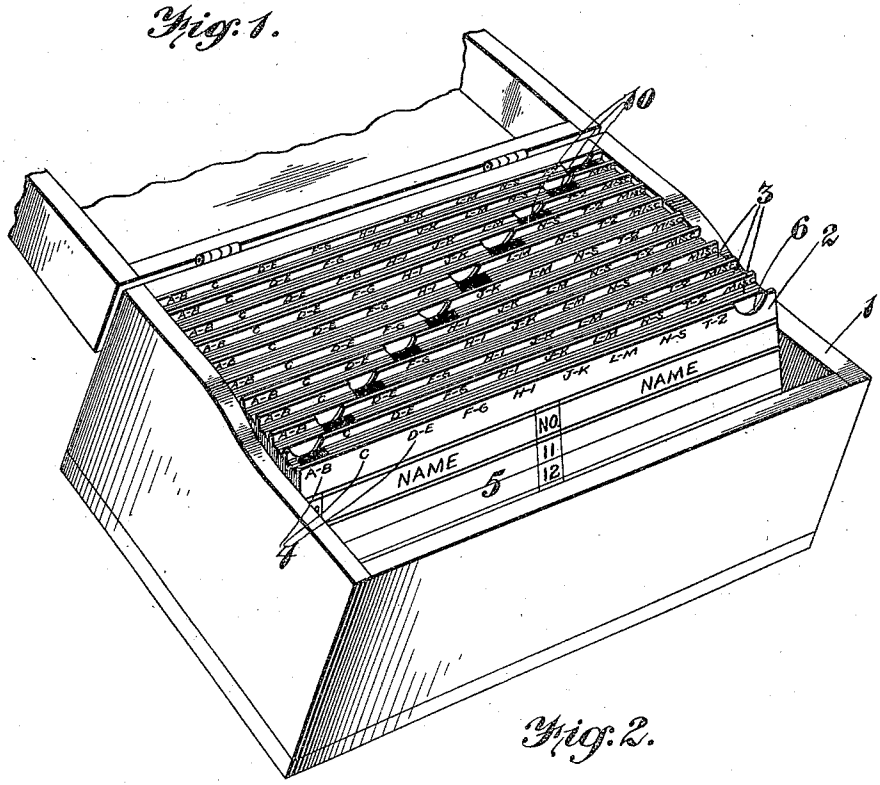
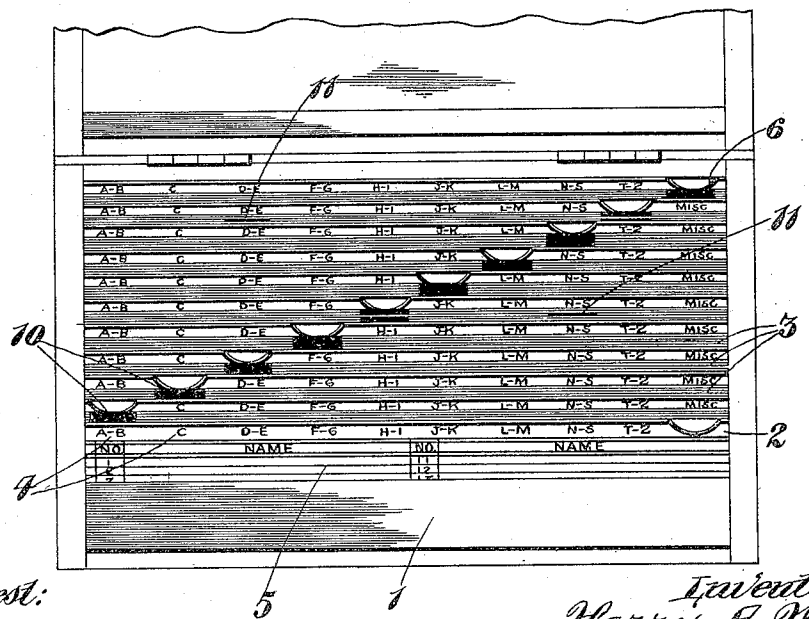


Fig. 2.



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2 SHEETS—SHEET 2.

Fig. 3.

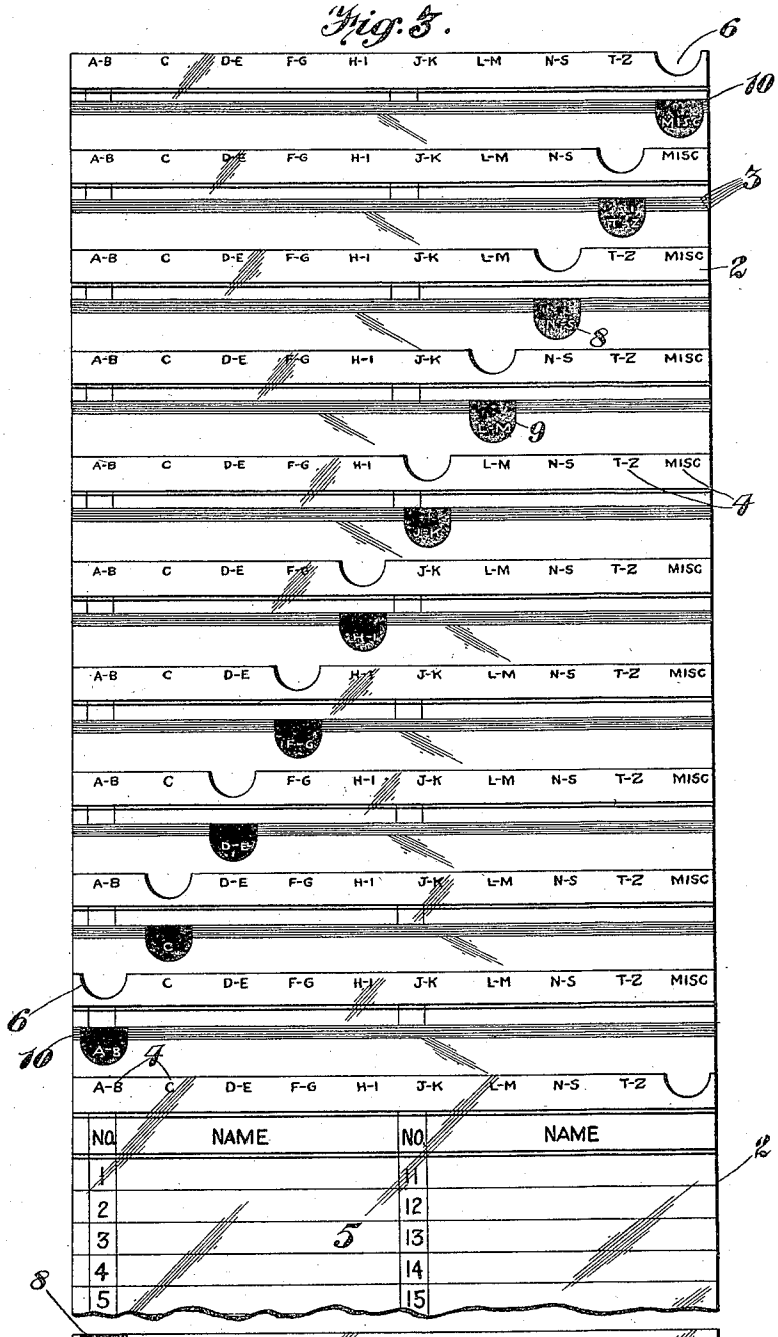
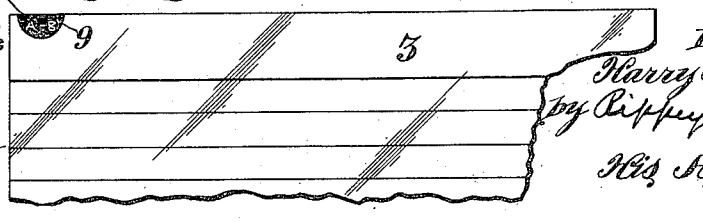


Fig. 7.



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INDEX SYSTEM.

1,146,466. Specification of Letters Patent. Patented July 13, 1915.

Application filed August 24, 1914. Serial No. 858,360.

To all whom it may concern:

Be it known that I, HARRY A. WARDY, a citizen of the United States, residing at the city of Kalamazoo, in the county of Kalamazoo and State of Michigan, have invented a new and useful Index System, of which the following is a specification.

This invention relates to improvements in index systems and consists in a plurality of specially designated data receiving cards which are divided into groups in accordance with a predetermined systematic arrangement, and each group being separated by guide cards having index characters arranged transversely adjacent to the upper edge thereof, said indexes being uniformly disposed on said guide cards and each guide card being provided with a finger space in the upper edge thereof, said finger spaces providing ready means for selecting the data receiving cards of the particular group corresponding to the several guide cards.

An object of the invention is to provide an index whereby data receiving cards may be located with great rapidity and accuracy with provision of means for preventing the misfiling of the data receiving cards.

The value of the invention will be readily apparent to those skilled in the art from the following detailed disclosure thereof, taken in connection with the accompanying drawings, in which:—

Figure 1 is an isometric view of a filing case or cabinet with the guide cards and data receiving cards systematically arranged therein, in accordance with the principle of the present invention. Fig. 2 is a plan view of the card case illustrating the arrangement of the guide cards and data receiving cards, certain of the data receiving cards being shown in a misfiled position in the case. Fig. 3 is a view of the data receiving and guide cards separated and placed in a horizontal position, and, Fig. 4 is a fragmentary detail view of one of the data receiving cards of a single group, more clearly illustrating the arrangement of the index character by which it is classified.

In the embodiment of my invention which I have shown in the drawings a case 1 of any suitable design is provided, which case is adapted to receive and support in a vertical position the series of data receiving cards and guides arranged in accordance with the invention. In this case 1 is illustrated a series of guide cards 2 between which is inserted or interposed a plurality of data receiving cards 3, said data receiving cards being arranged in alphabetical groups. Each of the guide cards 2 is provided with an index comprising a series of alphabetical index groups 4 disposed laterally across the front face of the guide cards adjacent to the upper edge thereof. Each index group may contain one or more letters as desired, the number of filing spaces for the data receiving cards being determined by the number of groups provided.

As I have illustrated the arrangement of the index, ten index groups are shown arranged as clearly disclosed in Fig. 3 of the drawings. This arrangement in practice is adequate for practical use, but it is readily apparent that the cards may be made of any width and the number of groups increased, thereby increasing the capacity of the index. The guide cards may also be provided, if desired, with suitable spaces and designations which provide a form 5 for the independent indexing of each group. This feature of arrangement is not essential, however, but may be utilized if desired for recording and indexing the data receiving cards of the corresponding group.

Each guide card is provided with a notch or finger space 6, said notches or finger spaces being cut in the upper edges of the guide cards at different lateral positions so that the index group, for which each guide card is provided, will be removed. When the guide cards are arranged for use the index groups will be in longitudinal alinement and, by removing a portion of the upper edge of the guide card, which is in alinement with the index group for which the particular card is provided, the guide may be located by the eye of the user or engaged with facility by the finger, whereby the data receiving cards of the particular group may be located and separated from the remaining cards in the case. Thus, if the operator becomes familiar with the location of the finger spaces, any particular group may be located by touch permitting the selection of a group without the necessity of the index characters being visible at the time of the selection. Such a use of the index may be of value if the index should be placed in a vault, or other place where it is difficult to read the index, although as above indi-

cated the selection of the particular group desired may be located with great facility by the eye of the operator.

In the spaces between the several guide cards are arranged a plurality of groups of data receiving cards 3. Each data receiving card is of a height somewhat less than the height of the guide cards, it being preferred to provide data receiving cards of such a height that they will extend, when arranged in the case, to a line which is in substantially the same horizontal plane as a line drawn across the guide cards at the bottom of the finger spaces or notches, so that the index group of the next guide card to the rear will be clearly visible to the operator over the edge of the notch or finger space corresponding to the particular group.

Each group of data receiving cards is provided with a particularly arranged key or index 8 indicating the group to which the particular card belongs. This index or key is formed in a field 9 of a distinctive color, the field being of a shape which corresponds in outline to the notch or finger space 6 formed in the corresponding guide card. The field of a distinctive color also extends across the upper edge of the card, as clearly indicated at 10. Thus, when the cards are arranged in groups, a view of the top edge of the group will readily indicate whether or not all the cards of the group are in proper position. This feature of the invention is of great importance and is particularly valuable for the purpose of indicating misfiled cards and for guarding against the misfiling of any card when the same is replaced in the case by the operator.

Where an index is required to be used rapidly, such as, for instance, in bank work where signature cards are required to be located promptly by the tellers and where it is of extreme importance to have all cards that are filed in the index in their proper places, my device has been found to have great utility.

In order to clearly illustrate how readily a misfiled card may be detected, I have shown in Fig. 2 of the drawing misplaced data receiving cards 11. By reference to this figure of the drawing it will be noted that one of the misplaced cards has been misfiled under the index group "H—I", whereas it should have been filed under the group "N—S". This misfiling is clearly apparent by the line of a distinctive color across the upper edge thereof. It will be noted further that a card which should have been filed in the "D—E" index group has been misfiled in the "T—Z" group. It can be readily appreciated that it is matter of no difficulty to promptly select these misfiled cards and to refile them in their proper places.

While I have referred in the course of this specification to guide cards and data receiving cards, it will of course be understood that the guide cards as well as the data receiving cards have been utilized merely for the purpose of illustration and that both of these elements may be in any form or shape, and it is contemplated that the index may be utilized for folders, documents or other papers, so long as they may be provided with designating devices substantially as herein described.

Having fully disclosed my invention, what I claim and desire to secure by Letters Patent is:—

1. An index system, comprising a series of guide cards and elements to be filed adapted to be contained in a case in vertical adjustment, each of said guide cards being provided with an index comprising a series of alphabetical index groups arranged across the face thereof adjacent to the upper edge thereof, all of said index groups being uniformly disposed on said guide cards so that when placed in the case the index groups will be in longitudinal alinement, said guide cards being further provided with notches in their upper edges constituting finger spaces, said notches removing the index groups in sequence, and each of said filed elements being provided with an index group corresponding to the group under which it is filed, said index group being displayed on a field of distinctive color, said field conforming in outline to a notch formed in the guide card of the corresponding group, and said field of distinctive color extending across the upper edges of the filed elements, thereby providing means for grouping of the filed elements and preventing the misfiling of any filed element of the several groups, substantially as specified.

2. An index system, comprising a case, a series of cards distinguished one from the other by index characters disposed at different positions on the front face thereof adjacent to the upper edges of said cards, said index characters being surrounded by a field of distinctive color which extends across the upper edges adjacent to said index characters, guide cards separating said cards into groups, each of said guide cards having alphabetical index characters arranged in groups and extending across the front face thereof adjacent to the upper edges of said guide cards, and each of said guide cards being distinguished from the others by a finger space formed in the upper edge thereof, and said finger spaces being located at different lateral positions and each removing the group of index characters which correspond to the index characters carried by the cards of the corresponding group, substantially as specified.

3. An index system, comprising a case, a plurality of groups of data receiving cards,

each of said data receiving cards being provided with a key or index designating the group to which it belongs and being provided with a designating mark visible before the top edge of said card for determining the group to which it belongs, a series of guide cards extending above the upper horizontal edges of said data receiving cards, said guide cards being each provided with an index comprising a plurality of alphabetical groups arranged across its front face adjacent to the upper edge thereof, notches arranged at different lateral positions in the upper edges of said guide cards, said notches each removing the index group for which the respective guide card constitutes a partition, and a form carried by each of said guide cards for indexing the data receiving cards of the separate groups, substantially as specified.

4. An index system, comprising a case, a series of data receiving cards adapted to be positioned in said case, said data receiving cards being divided into groups and each group being separately indexed by characters located in the same position adjacent to the upper edge of each card of the group, a series of guide cards separating said data receiving cards and each bearing across the front face thereof, adjacent to the upper edge thereof, an index comprising a plurality of alphabetical groups uniformly arranged in positions corresponding to those of the index characters on the several groups of data receiving cards, each of said guide cards having a finger space which removes the index characters which correspond to the index characters carried by the data receiving cards comprising the group arranged in front of said guide cards, respectively, and a distinguishing mark on each data receiving card for indicating the misfiling of any one of said data receiving cards, substantially as specified.

5. An index system, comprising a series of guide cards, and elements to be filed and corresponding to said guide cards, respectively, each of said guide cards being provided with an index having reference to said filed elements and comprising a series of alphabetical index groups arranged across the face adjacent to the upper edge thereof, the index groups on the several guide cards being in longitudinal alinement, said guide cards having finger-space notches in their upper edges removing the index groups in sequence, each of said filed elements being provided with an index group corresponding to the group under which it is filed, said index group being displayed on a field of distinctive color forward from the notch in the guide card of the corresponding group, said field of distinctive color extending across the upper edges of the filed elements and constituting a visual guide whereby said element may be properly grouped.

In witness whereof, I have signed this specification in the presence of two subscribing witnesses.

HARRY A. WARDY.

Witnesses:
GEO. P. WIGGENTON,
EMMA L. HARRIS.

Copies of this patent may be obtained for five cents each, by addressing the "Commissioner of Patents, Washington, D. C."