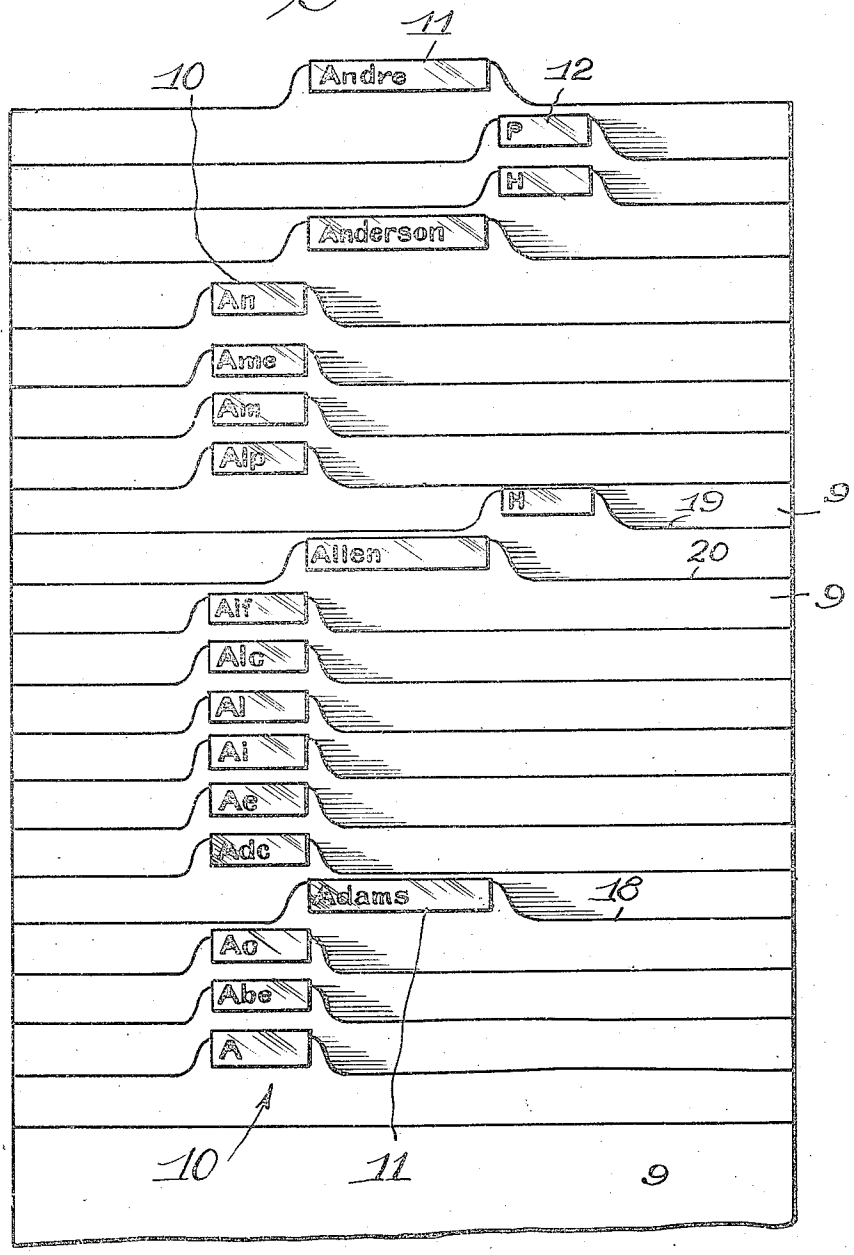
Nov. 8, 1938. LA VERGNE W. GILLETTE 2,135,708

MULTI-INDEX INSERT CARD FOR FILING SYSTEMS

Filed Jan. 4, 1935 2 Sheets-Sheet 1

Fig. 1



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MULTI-INDEX INSERT CARD FOR FILING SYSTEMS

Filed Jan. 4, 1935 2 Sheets-Sheet 2

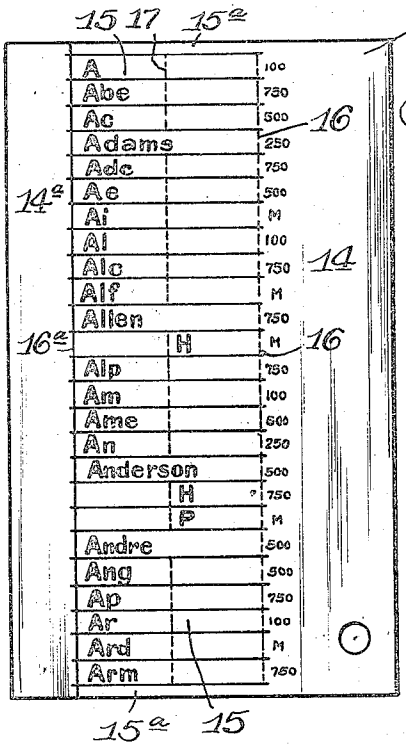


Fig. 2

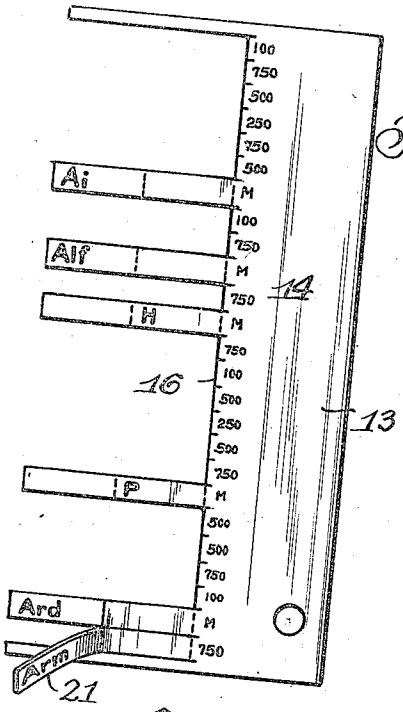


Fig. 3

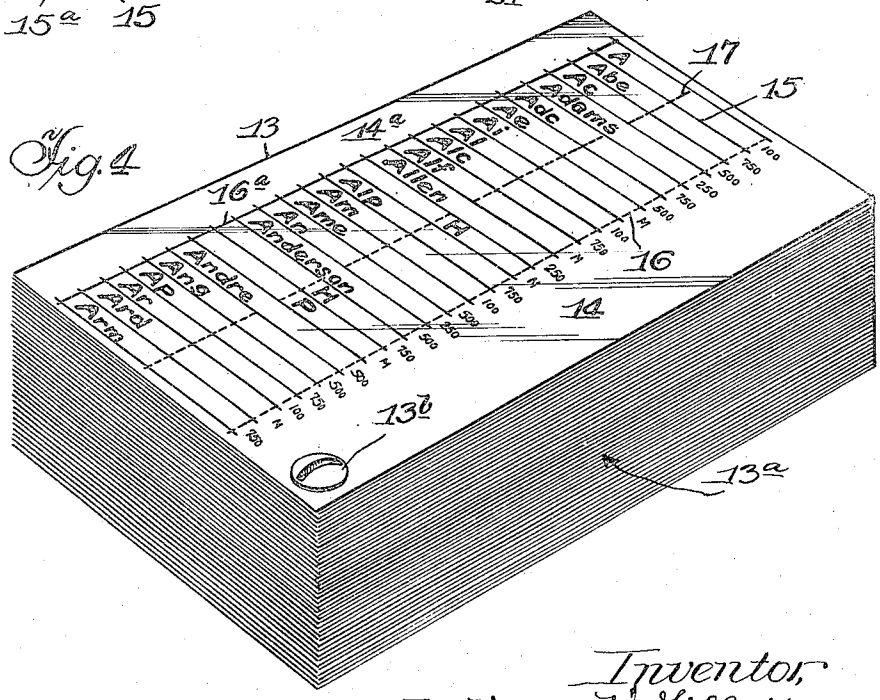


Fig. 4

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Patented Nov. 8, 1938

2,135,708

UNITED STATES PATENT OFFICE

2,135,708

MULTI-INDEX-INSERT CARD FOR FILING SYSTEMS

La Vergne W. Gillette, Muskegon, Mich., assignor to The Shaw-Walker Company, Muskegon, Mich., a corporation of Michigan

Application January 4, 1935, Serial No. 319

5 Claims. (Cl. 283—36)

This invention relates to a multi-index-insert card for filing systems and consists of the matters hereinafter described and more particularly pointed out in the appended claims.

The most widely used system of index filing depends upon predetermined alphabetical divisions and subdivisions. However, other systems of indexing are also employed, as for example, systems depending upon division and classification according to geography, according to subject matter, according to special calculation of complete index systems of any kind, and others. To all of these my invention is applicable. In the drawings and in the following description the invention is illustrated by but is not intended to be limited to application to an index filing system depending upon alphabetical division or classification.

In the usual multi-index-insert card for predetermined alphabetical division and subdivision, the inserts are printed in sequence to be applied in sequence in a plurality of successively repeated, laterally offset, positions on the successive guide cards, generally three to five. If, due to the predominance of some name, subject, or the like, represented in the file, it is desirable to extend such system or amplify it, the addition of supplementary guide cards can only be accomplished by breaking up the regularity or sequence of tab positions, resulting in confusion because of lack of regularity.

One object of my invention is to provide multi-index-insert cards including inserts for a predetermined maximum of division and subdivision according to the system of indexing to be applied, with key notation for each insert to indicate whether it is to be included in the predetermined maximum division or/and in one or other subdivisions or breakdowns of lesser number.

Another object of the invention is to provide a construction of multi-index-insert card by means of which the inserts not required for any smaller breakdown than the maximum division of the system of indexing, are retained on the card in proper order, to be later used in case it is desired to expand the index according to larger breakdown of the system in whole or in part or to include the maximum division of the index system employed.

Another object of the invention is to provide a multi-index-insert card on which the lateral offset positions of the inserts, from left to right on the guide cards, will be indicated on the inserts themselves—as by their length and relative lateral position on the card—so that no matter what the breakdown or division, no question may arise as to whether the inserts shall occupy the lefthand position, the righthand position, or any intermediate position.

Preferably, and as the invention is illustrated and described herein, the improved multi-index-insert cards are designed for but in no way intended to be limited to a system in which only three positions of tabs on the guide cards are used—namely, left, middle and right. Such system has the advantage that the multi-index-insert card required will meet the necessities of a wide field, much greater than where only two positions of tabs on guide cards are used and has the additional advantage that selection according to the index system is more easy and less fatiguing to the eye than in systems where a greater number of lateral offset positions are used or required.

Other advantages of my improved multi-index-insert cards will appear more clearly as I proceed with my specification.

In the drawings:—

Figure 1 is a view showing diagrammatically a filing system with the inserts of the improved multi-index-insert cards applied to the guide cards thereof;

Figure 2 is a face view of one of the improved cards;

Figure 3 is a like view showing those inserts removed which correspond to a breakdown less than the maximum division provided on the cards, with the exception that the last one of said inserts is still connected, but shown in position ready for detachment; and

Figure 4 is a perspective view of a complete set of multi-index-insert cards assembled and held together in a package as when sold to the customer.

In the alphabetical classification by which the preferred embodiment of the invention is illustrated in the drawings, the divisions and subdivisions provide for a maximum of divisions—as 1,000 index-inserts. By the key associated on the cards with each of the index-inserts, printed as shown, provision is made for selection of inserts to be used for systems of smaller numbers of divisions or breakdowns. The key may be of any kind or device, properly explained on or in association with the cards. As illustrated, the numerals obviously denoting the maximum division of the subject matter and the several lesser breakdowns of that maximum, as 100, 250, 500, 750 and also for the maximum, 1,000 divisions, are used for key numbers.

Multi-index-insert cards for 1,000 guide cards may conveniently comprise 40 cards of a size to be kept in the usual index card drawer, with each card containing 25 index-inserts. The inserts are printed in alphabetical succession according to the maximum division from top to bottom on the cards, with the inserts on the 40 cards in alphabetical succession from the top of the first card to the bottom of the 40th card, thus making inserts for the maximum 1,000.

Referring now to the drawings and particularly to Figure 1, the inserts of my multi-index-insert card are shown applied to guide cards **9** with tabs in the three laterally offset positions,—namely **10** at the left, **11** in the middle, and **12** at the right. The inserts for left and right positions are short and of like length. The inserts for the middle position **11** are twice the length of the short left and right inserts. In the guide cards included in Figure 1, the index-inserts are shown applied thereto, as when the maximum alphabetical division, 1,000 (comprising all the index-inserts of each of the 40 cards, each bearing 25 inserts) is used.

13 indicates the multi-index-insert card (see Figures 2, 3 and 4). The one illustrated in Figures 2 and 3 is the first of the series of 40 cards, all the rest of which are identical therewith except as to the index characters on the inserts and their associated key numbers or devices. These characters and key devices depend upon the successive relation of the index-inserts of each card in the series of 40, each bearing index characters successively placed in sets of 25 to make the maximum 1,000. The number of cards and of inserts on each are matters of convenience.

The multi-index-insert card, as illustrated, is divided to present a vertically extending, permanent margin or stub part **14**, preferably at the right; a temporary margin part **14***a* at the left, to be severed when the inserts of the card are to be put to use; and an intermediate insert part **15**. A perforated mark or line **16** at the right running vertically of the card defines the division between the index-insert part **15** and the permanent stub part **14**. A line **16***a* at the left, also running vertically of the card, defines the division between the temporary margin part **14***a* and the insert part **15**.

The insert part **15** of the card is preferably severed by a plurality of vertically spaced slits to provide horizontally disposed inserts, in this case 25, which are left integral at their ends with the margin parts **14** and **14***a*. The slits, as shown, are extended a short distance into said marginal parts, crossing the perforated mark or line **16** and severing line **16***a*, respectively, at their opposite ends to insure complete severance of the inserts at their top and bottom edges. As shown, and preferably, narrow margins **15***a* defining the top and bottom of the vertical row of the inserts are included in the vertical length of the card for strengthening the card in first handling.

On the righthand permanent margin or stub part **14** of the card, in horizontal alignment with each index-insert, key numbers or devices are printed, as 100, 250, 500, 750 and 1,000, the latter being indicated by the letter M. These key numbers indicate the index-inserts to be detached and used for breakdowns or divisions comprising the number of index-inserts and guide cards for any one of said breakdowns or divisions, as 100, 250 and so on to the maximum. Corresponding key numbers are printed on each of the 40 cards of the system illustrated.

The insert part **15** of the card is made, as illustrated herein and preferably, twice as wide as the smaller index-inserts are to be when applied at the left position **10** or at the right position **12** on the guide cards. An intermediate, mid-placed, vertical perforated mark or line **17** divides some of the inserts of the insert part **15** of the card according to a predetermined system of the maximum division of the classification,—in this case 1,000. In the system of division selected for illustration, said line **17** crosses the inserts bearing the notations, A, Abe, Ac, Adc, Ae and so on, including Alf, all printed at the left of said line; but said line does not cross the inserts bearing the word Adams following the insert Ac nor the insert bearing the word Allen, which follows the insert Alf. It will be noted, however, that the line **17** crosses the insert following Allen, on which is printed the letter H at the right of said line and that it crosses the inserts after the name Anderson which bear in succession the letters H and P, each placed at the right of said line. A similar interruption of the line is to be noted further down on the card.

In case of inserts crossed by the line **17** bearing index characters at the left of said line, said inserts are to be applied at the lefthand position **10** on the guide cards of the filing system. Inserts crossed by the line **17** and having the index characters at the right of said line, are to be applied at the righthand position **12** on the guide cards. Inserts which are not crossed by the line **17** are to be applied at an intermediate, or, as illustrated, at the mid-position **11** on the guide cards. Thus the line **17** and its presence or absence on an insert, together with the location of the index characters to the right or left of said line on an insert where it appears, determine the off-set position of the tabs of the guide cards which the insert is to occupy, whether the division or breakdown comprises the maximum number of divisions or any smaller number of divisions. The line **17** is preferably perforated or otherwise weakened as this facilitates the removal of the surplus half of the inserts for the left and right positions on the guide cards for the filing system.

It will be observed that the index characters at the left of the line **17** crossing the inserts of the card represent the first letter and/or partially spell a name, as a surname. These inserts are designed for the left position **10** on the guide cards. The index characters on the inserts not crossed by said score line, designed for an intermediate position, as illustrated the middle position **11** on the guide cards, spell a name, as a surname, in full. These names spelled in full represent the more common names or surnames generally to be found in the subject matter of the classification. At the right of the line **17**, on other inserts crossed thereby and designed for the right-hand position on the guide cards, appear index characters to indicate the more common subdivisions of the names or surnames designed for the said intermediate or middle position, as first initial for a surname or similar limitation of a name of the subject matter classified. First and middle initials, first names in full, first names in full with middle initials, or similar more definite characterizations of the name or surname, may be used on the inserts for the third position, at the right of the line **17**, depending upon the maximum number of divisions of the system.

The reading of the system of inserts when the maximum number 1,000 is applied, as shown in

Figure 1, is obvious. Files under the name Henry Adams would be found immediately following the guide card 18. Files under the name Henry Allen would be found following the guide card 19, which bears the index letter H and follows the guide card 20, bearing the name Allen, the surname Allen being more subdivided according to this index of 1,000 than the surname Adams. Other similar surnames or names for the inserts which are to occupy an intermediate position, as the midposition 11, and initials, first and/or middle, or first names, applicable to said names or surnames for the inserts to occupy the right position 12 on the guide cards, appear on the other cards of the series.

The cards are preferably assembled in stacks 13a, each containing all the cards of the series, in this case 40 cards, held together in any convenient manner as by a binding post 13b, passing through suitable perforations in the cards. The binding post 13b is loosely or freely mounted on each group of cards with sufficient freedom to permit any individual card to fulcrum freely on said post so that any card may be fanned out diagonally from the pack for greater ease in selecting the desired insert. This post also serves as a binder to hold the cards together as a commercial unit and when all the inserts have been removed the stub portions 14 with their attached post 13b may be thrown away.

In the use of the multi-index-insert cards, the user selects that breakdown or subdivision corresponding to 100, 250, 500 or the like number of divisions that his particular business requires at the time. He then selects and uses only those inserts in alignment or association with which appear the key numbers of characters indicating that division or breakdown and those of smaller number. The remaining inserts are left attached to the card. In applying the inserts, each card is cut along the line 16a to remove the temporary margin 14a. This leaves all the inserts free, except at the side connected to the permanent margin or stub part 14. The inserts opposite which appear the key number denoting the subdivision are then severally broken off in succession along the perforated or weakened line 16 and applied in succession to the guide cards at the left, at an intermediate, as a middle, or at the right position, as indicated on the inserts themselves,—those at the left of the line 17 being applied to the left position 10; those not crossed by the line 17 being applied to an intermediate or middle position 11; and those bearing index matter to the right of the line 17 being applied to the right-hand position 12.

In Figure 3 is shown a card which has been used for a division or breakdown of 750. It will be noted that inserts corresponding to the key number 750 and to all lower key numbers, as 100, 250, and 500, have been removed from the card, leaving only those corresponding to the key number M (1000), attached to the card. Inserts of the other cards of the series and with corresponding key numbers are similarly detached and used. The cards are then jogged or swung into proper order and retained for further use when the index system is to be enlarged either in whole or in part.

While not limited to application thereto, some advantages of the improved insert card in the matter of its ready manipulation will appear in its use with tab-pockets of the type illustrated in the "Index tab for guide cards" shown in application Serial Number 732,612, filed June 27, 1934, where the index-inserts may be inserted at the sides of the pockets. In this the index-insert, while still attached to the multi-index-insert card may be inserted endwise from one side into the pocket on the tab of the guide card and after having been inserted to the requisite depth may be torn or broken off along the line 17 and/or 16, as the case may be. In Figure 3, 21 indicates an index-insert bent forward upon the line 17 in position to be inserted into the index-insert pocket on the tab of a guide card. In case of those index-inserts which are to occupy the right-hand position, the index-insert is inserted while still attached to the card to project the part to the left of the line 17 beyond the index-insert support and is then broken off along the line 16. The superfluous end beyond the line 17 may then be broken off likewise. It is obvious, however, that the inserts may first be cut or broken off from the pack and then inserted into the guide pocket.

It is thought that the advantages of the use of the multi-index-insert card in this manner will be obvious. The handling of small index-inserts when entirely severed from a card bearing them is difficult. The permanent margin or stub part 14 of the improved card provides support for handling the index-inserts until they have been applied to the index-insert supports on the guide cards.

In case of a greater maximum division of the particular system of classification, as for example, if the maximum division is to be 2,000, double the number of cards of the size, or 80 cards, each bearing 25 index-inserts arranged in the manner heretofore described, will be required. It will be obvious, however, that the number of cards in a series, the number of index-inserts on each card, and the maximum number of divisions of the system of classification, are all interdependent. It will also be obvious that a user, instead of stepping up the number of guide cards throughout the entire system to correspond with any larger subdivision than the first employed, may require enlargement in only certain sections of his system to correspond with a larger division. He will then select only such index-inserts on the cards as correspond to the greater number of divisions in that particular section.

The advantages of the new multi-index-insert card and of the simplicity and ease of use, both in applying the inserts to the guide cards and in varying or changing the breakdown of the particular classification employed, will be obvious to those familiar with the art.

While in illustrating and describing one embodiment of the invention, reference has been made to many details of construction and arrangement of parts, it is to be understood that the invention is in no way limited thereto, except as may be pointed out in the appended claims.

I claim as my invention:

1. A multi-index-insert card, having inserts to be severally applied at a plurality of positions, offset in one direction on guide cards, said index card comprising a margin part and an index-insert part at one side thereof with a line of weakening dividing it from said margin part, said index-insert part being slit transversely into a plurality of index-inserts each bearing index characters corresponding to a maximum division of subject matter according to a predetermined system of classification, lines of weakening dividing some of said inserts into a plurality of parts with the index characters severally located there-

on in association with the offset positions on said guide cards, and key devices associated with each insert severally corresponding to the said maximum division and to one or more lesser divisions of the subject matter.

2. A multi-index-insert card having inserts to be severally applied at a plurality of positions offset in one direction on guide cards, said index card comprising laterally spaced margin parts, one permanent and the other temporary, and an index insert part with a line of weakening dividing it from said permanent margin, said index insert part being slit transversely into a plurality of index inserts each bearing index characters corresponding to a maximum division of subject matter according to a predetermined system of classification, lines of weakening dividing some of said inserts into a plurality of parts with the index characters severally located thereon in association with the offset positions on said guide cards, the remaining inserts being without said lines of weakening, and key devices associated with each insert severally corresponding to the said maximum division and to one or more lesser divisions of the subject matter.

3. A multi-index-insert card having inserts to be applied at three positions offset in one direction on guide cards, said index card comprising a margin part and an index insert part at one side thereof with a line of weakening dividing it from said margin part, said index insert part being slit transversely into a plurality of index inserts each bearing index characters corresponding to a maximum division of subject matter according to a predetermined system of classification, a line of weakening indicating division of some inserts into two parts with the index characters at one or the other side of said line of weakening, and key devices on said card associated with each insert severally corresponding to the maximum division and to one or more lesser divisions of the subject matter.

4. A multi-index-insert card having inserts to be applied at three positions offset in one direction on guide cards, said index card comprising a vertically extending margin part and an index insert part at one side thereof with a score line dividing it from said margin part, said index-insert part being slit transversely into a plurality of index-inserts, each bearing characters corresponding to a maximum division of subject matter according to a predetermined system of classification, said card bearing a score line dividing some of said inserts into two parts with the index characters on said inserts at one or the other side of said score line, the remaining inserts being without said score lines, and key devices on said card associated with each insert severally corresponding to the maximum division and to one or more lesser divisions of the subject matter.

5. A multi-index-insert card having inserts to be applied at least at three positions offset in one direction on guide cards, said index card comprising vertically extending margins, one permanent and the other temporary and an insert part with a score line dividing it from said permanent margin part, said insert part being slit transversely into a plurality of index inserts, each bearing characters corresponding to a maximum division of subject matter according to a predetermined system of classification, and said card bearing a score line dividing some of said inserts into two parts, with the index characters on said inserts at one or the other side of said score line, the remaining inserts being without said score line.

LA VERGNE W. GILLETTE.