

C. W. SEATON.
Index.

No. 163,267.

Patented May 11, 1875.

Fig. 1.

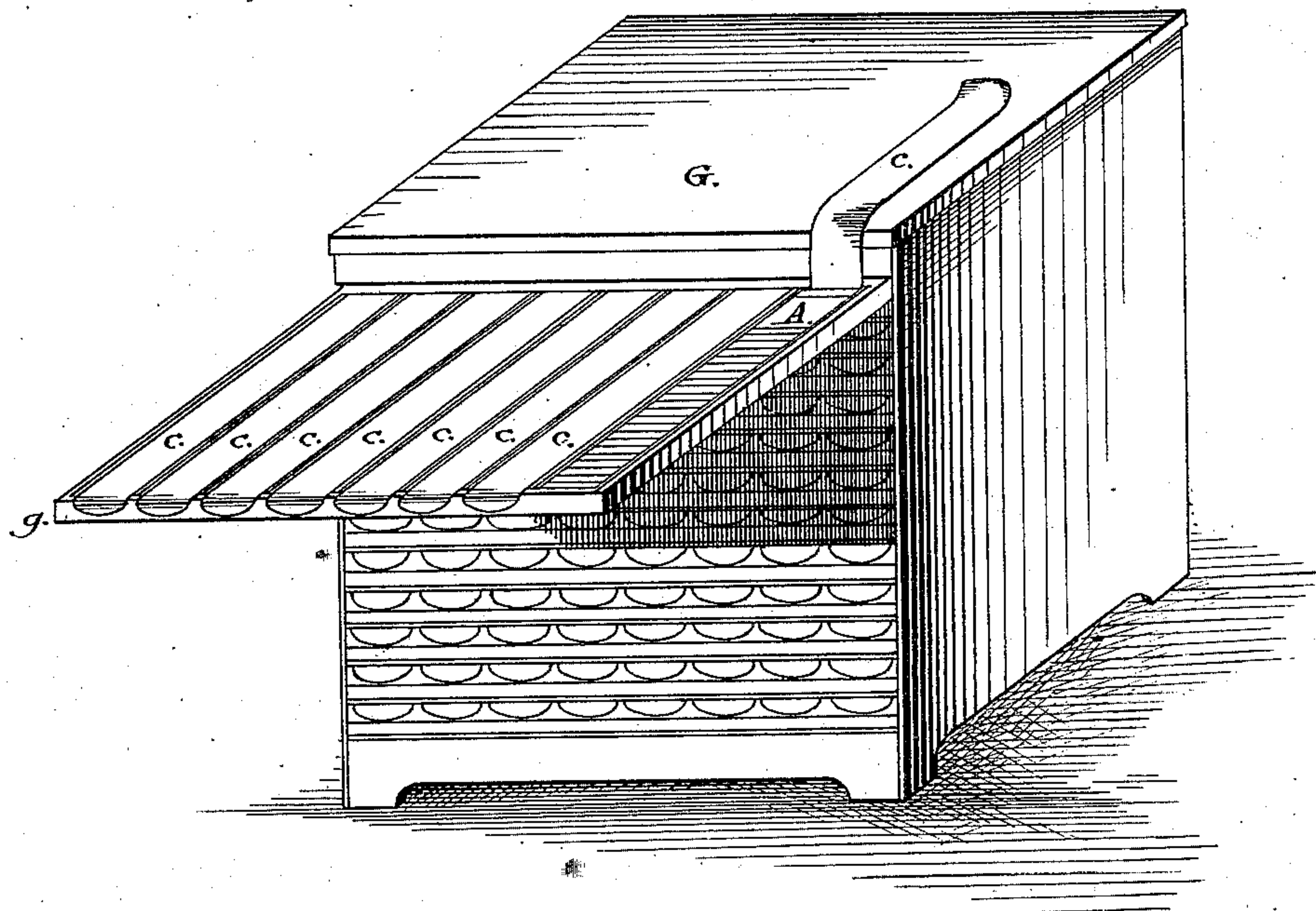


Fig. 1^a

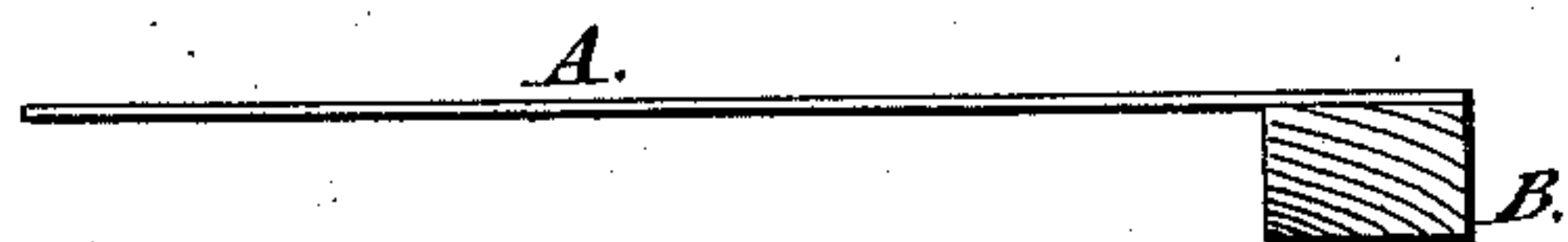
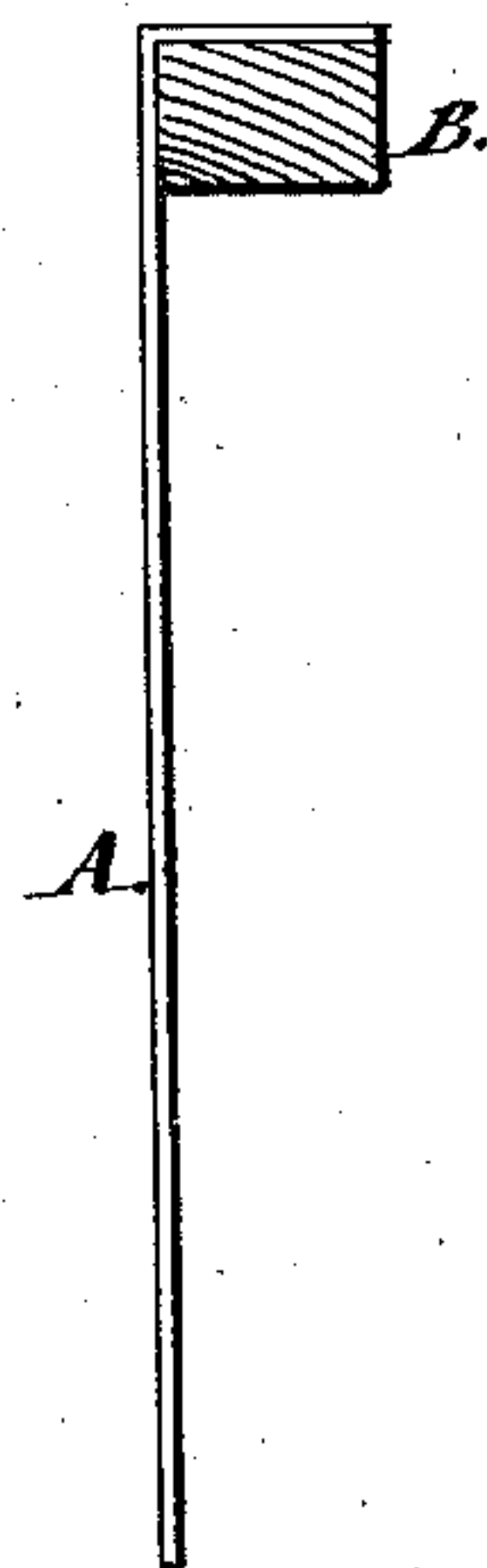


Fig. 1^b



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C. W. SEATON. Index.

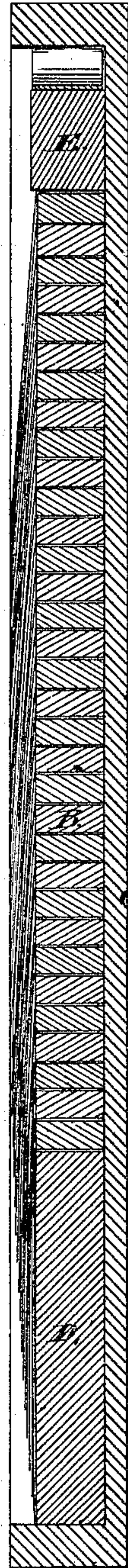
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Fig. 2.

Fig. 2 is a vertical index card template. It features a header section at the top with a wavy line and the letter 'F' on the right. Below this is a section labeled 'E.' containing fields for 'Appointed' (with a date '18'), 'As', 'From', 'Dist. of', 'Recommended by', 'Present grade', 'since', 'Doing duty as', 'In', 'Room', and 'Residence'. Below these fields is a list of names, each preceded by a small letter 'A'. The names are: Abans F. E., Abel, C., Abert, J. W., Abbott, D. J., Abraham, I., Abrams, D. J., Acker, C. A., Acton, C., Adair W. P., Adams W. M., Adamson, R. H., Adkins, C. E., Agnew, T. P., Aheren, D. C., Astrop E. V., Akers G. V., Albers, J. H., Alberger, T., Alcorn, J., Alexander, C. E., Allen, D. C., Allison J. P., Ambler, A., Ambrose M., Ames M. C., Anderson J. B., Angel, M., Anthony B. C., Appel J. G., Archer R. S., Arnold, M. N., Asbury, C. E., Atkins, N. O., and Avery P. E.

Fig. 3.



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UNITED STATES PATENT OFFICE.

CHARLES W. SEATON, OF WASHINGTON, DISTRICT OF COLUMBIA.

IMPROVEMENT IN INDEXES.

Specification forming part of Letters Patent No. **163,267**, dated May 11, 1875; application filed April 15, 1875.

To all whom it may concern:

Be it known that I, CHARLES W. SEATON, of Washington, in the county of Washington and District of Columbia, have invented certain new and useful Improvements in Indexes; and I do hereby declare that the following is a full, clear, and exact description thereof, which will enable others skilled in the art to which it pertains to make and use the same, reference being had to the accompanying drawing, and to the letters of reference marked thereon, which form a part of this specification.

My invention relates to an improvement in what is commonly known as the card-index, and will be fully hereinafter explained with reference to the accompanying drawings, in which—

Figure 1, Sheet 1, represents a cabinet or case of drawers in which my invention is shown as when in use. Figs. 1^a and 1^b, Sheet 1, are end views of detached cards or index-slips. Fig. 2, Sheet 2, is a plan view of one section or division of my improved index; and Fig. 3, Sheet 2, is a longitudinal section of the same taken on line *xx* in Fig. 2.

In the several figures of the drawings, A represents rectangular slips of paper, which may be of a size and proportions convenient for the use intended, say, for instance, three inches wide by four inches long. B designates oblong blocks of wood, or other suitable material, of a length equal to the width of the slip of paper A, and of any suitable dimensions in cross-section, say, one-fourth inch thick by one-half inch deep. One end of each slip A is pasted to a block, B, covering one entire side of the block, as shown in end view, Fig. 1^a, and the projecting leaf is then folded over the edge of the block, as shown in Fig. 1^b. A sufficient number of slips having been thus prepared, they are arranged in a tray or box, C, as shown in Fig. 2. This box is intended to contain one section or division of record, and is made of any suitable length, and of a depth sufficient to prevent any portion of the cards or slips from projecting above its top when they are properly arranged. In one end of the box C is arranged a block, D, of equal height with the block B, one of which is placed against it, so that the slip or leaf A

projects over said block D, and is supported by it, as shown in Fig. 3. Against the first block B is placed another, the leaf or slip of which overlaps the first, leaving exposed only a portion of the surface of the first, at its free end, equal to the thickness of a block, B. In this manner a suitable number of overlapping slips are arranged in a box, C, each slip having an equal portion of surface at its free end exposed to view, the remaining surface being covered by the next succeeding slip above. When a sufficient number of the slips and blocks have been placed in one of the division-boxes C, a blank or block, E, having no slip, is placed after the last one, and between this block E and the head wall of box C is arranged a spring, which, acting directly upon the block E, keeps the slip-blocks pressed well together. This spring may be a bow-spring, as shown at F, attached at its middle to the block E, and having its feet free, but resting against the head wall of box C; or any other suitable equivalent may be used.

I have now described the construction of one section or division of an index or indexed record according to my invention. A complete index or record may be composed of a number of these sections arranged in a series.

Upon the main portion of the surface or face of the slips A may be inscribed any desired record or memorandum, while, upon the exposed edge, is placed the catch-word which indicates its subject; but the chief feature of my improvement consists in the exposure to view which it allows in an expansible alphabetical or a classified index of the catch-word which indicates the contents of the slips and governs their arrangement. For example, suppose a record of the employees of a governmental department: Upon the main portion of the slip is inscribed, say, the date of appointment of an individual, duty, class, salary, and such other data as may from time to time be desired, and upon the index edge or portion of the slip which will be exposed to view is placed the name of the person, as shown in Fig. 2. In the first division-box of a series would be placed the slips bearing the record of those employees whose names commence with the letter A, the slips being arranged alphabetically, according to the suc-

ceeding letters in each name. If the box should become filled and a new appointment should be made of a person whose name commences with the letters Ab—, for instance, it would most likely be desirable to insert the slip bearing his record nearest the head of the first box in a series; and this could easily be done by transferring the bottom slip of said box to the head of the next box, and moving down the slips in the first box so as to make room at the proper point for the new slip; or any number of new slips may be inserted at any point by transferring an equivalent number in order to make room, as explained. The manner of expanding a classified index will be obvious. The series of division-boxes may be expanded to the right in the same manner as the series of slips.

For convenience in using my improved index I usually construct a cabinet or case of drawers, as shown at G, Fig. 1. In each of the drawers *g* I place a suitable number of the division or section boxes C with the heads of said boxes inward. To the head wall of each box I attach a slip of paper, cloth, or other suitable material, *c*, as wide as the box and long enough to cover the box and project out a short distance beyond the front of the

drawer, where it is folded downward, and forms a tab upon which may be inscribed a name, word, or letter, indicating the contents of the box which it covers, though the main object of slip *c* is to prevent the slips A from being ruffled or misplaced by coming in contact with the drawer or frame above.

Having now explained the construction and manner of using my improved index, I claim—

1. An expansible index, consisting of slips A, of equal size, and attached blocks B, said blocks being arranged side by side and the slips folded down one upon another, substantially as set forth.

2. The combination of a series of blocks, B, with the attached slips A, box C, and spring-block E, substantially as described.

3. The combination, with a box, C, containing a section or division of the card-index, of the covering slip *c*, attached to said box, substantially as described.

In testimony that I claim the foregoing as my own invention I affix hereto my signature in presence of two witnesses.

C. W. SEATON.

Witnesses:

WM. BEALE HALE,
GEO. W. RICHARDS.