

Read Carefully These Instructions and Suggestions to Clerks and Others Using
COTT FAMILY NAME INDEXES

THE SUB INDEX

1. Write names on the Sub-Index plain and in as bold a hand as possible. Don't make n like u. Don't try to subdivide names on Sub-Index further than is arranged by the scheme here laid out. That is, if Baker is the first name for the column, *Bae to Bak*, write *Baker* on the first dark ruled line followed by *Baer* if it should happen to be the second name of that group, on the second dark ruled line, and so on.

2. A name is written but once on the Sub-Index (except as noted in the next paragraph), no matter how many times the same name is repeated on the Main Index. Following the name is a column in which is written the page of the Main Index, where all entries of this name are to be placed.

3. Names similar in sound but spelled differently should be grouped together on the Main Index, and each variety of spelling noted on the Sub-Index, under its proper sub-divisions. Thus:

Bair-Bare-Baer
 Bear-Baehr
 Shafer-Schafer
 Sheffer-Shaefer
 Read-Reed-Reid
 Kline-Klein

Lowery-Lowry
 Lourie, etc.
 Snyder-Snider
 Schneider-Schnider
 Keyser-Keiser-Kizer
 Pearson-Pierson

4. Names like *Schneider* and *Snyder* should appear in Sub-Index under *Sc* and also *Sn*; *Pearson* and *Pierson* under *Pe* and *Pi*, etc. However, no notice of more than one style of spelling a name need be taken—and that the way it is spelled on the record—until it is spelled differently in a subsequent entry.

5. Odd names falling to the same Sub-Index column may be grouped together on the Main Index. For example, the names *Debler*, *Dedman*, *Debroski* and *Deator* being odd, and likely to be infrequent and all belonging to the same Sub-Index column, could be given the same page on the Main Index, and write in the column in red ink, "For names not listed here, see page....."

6. Sub-Indexes can be renewed and rewritten at very little expense and it is so planned that this can be done in after years if they become defaced and worn.

This Index in loose leaf form is continuous and expansive. When the Binder becomes filled to its capacity, get another Binder and carry one or more letters into the new Binder. Continue doing this when necessary until you have a Binder for each sub-division or unit. It is thus designed to be a Continuous Index for a long period of years.

THE MAIN INDEX

7. Family Names appear together on the Main Index, the Sub-Index being a guide to the page on which such Family Names will be found.

8. If there are three or more columns on the page of the Main Index for given names, write the given name or names in the column in which the initial letter of first given name appears at head of column. By careful writing two given names can occupy the same line, one above the other, so that six given names, if two properly fall to each column can be entered on one line. When more than two fall to a column make a complete new line for each two thus remaining.

9. In paging the Main Index, each sub-division or unit indicated by the extension tab begins with page 1. On the back of that sheet is page 2, followed by pages 3, 4, 5, 6, etc. When more sheets are needed add them continuing the paging in regular order.

10. Add a sheet immediately following a group requiring additional space, giving it the same page as the page continued. Preferably with red ink letter number these pages thus: 2a, 2b, 2c, 2d; 4a, 4b, 4c, etc.

11. Don't try to arrange Family Name Groups in any particular order on the Main Index, except to have "A" names separated from the "B's" and so on. Austin can go on pg. 1, Armstrong p. 3, Abbott p. 5, Allen p. 7, or on any right hand oddly numbered page. If any order is attempted it should be to put the largest groups in front, but this is only a matter of convenience. After several years, when time has demonstrated that a name is not likely to fill both pages of a sheet, the left hand or evenly numbered pages may be used for a Name Group. After a still longer period and a name has only one or two entries on a page a new name may be given on the lower half of the same page.

If any point is not clear to you when beginning the Index or continuing its use, always feel free to write the manufacturer, who will cheerfully reply to any questions regarding the proper working of the system.

THE COTT INDEX CO. Index Specialists Since 1888 **COLUMBUS, OHIO**

C. M. Cott
 Registered U. S. Patent Office

An Identifying
 Trade Mark

THIS SUB-INDEX

IS AN INDEX TO THE GENERAL INDEX OF WHICH IT IS A PART

The pages of the General Index devoted to this Initial Letter follows immediately after this Sub-Index. Figures opposite the name indicate the page where entries are made.

EXTENSION TABS or the book itself represent the first unit of subdivision and refer to Surname Initials.

MARGINAL CUTS represent the second unit of subdivision, and are usually the Second Letter of Surname, or Guide Letters.

THE BLOCKS or COLUMNS on the Sub-Index, still further subdivide Names, according to the designations printed thereon.

The General Index can be ruled in any manner required, and is adapted for the indexing of all kinds of records, and for any number of names from 10,000 up to 1,000,000 or more.

COTT INDEXING SYSTEMS FOR PUBLIC RECORDS AND COMMERCIAL USE

Patented by C. M. Cott and Patents Pending

THE COTT INDEX COMPANY

INDEX BOOKS AND INDEX SYSTEMS INSTALLED FOR STATE, COUNTY AND MUNICIPAL RECORDS

Loose Leaf Indexes and Loose Leaf Records

COLUMBUS, OHIO, U. S. A.

U. S. Copyright No. 103632

U	Page	Vaa to Vak—Val Vam	Page	Van Vao	Page	Van Vao—Continued	Page
U.S. Gov't.	1	Valley Dale	28	Vance	8		
U.S. Retirement Corp.	1	Valleyhaven	30				
Uldrick	2	Valenti - Valente	27	Van-Wych	9		
Union	26	Valleybrook	32-B	Vandiver	29		
Underwood	3	Valencia Estates	28	Van-Kerun	9		
Ulrich	2	Valle	17B	Vandevender	29		
University	4	V-2-Inc.	36	VanNorman	33B		
Utley	7	Valentik	15A	Van Den Meiracker	29A		
Unthank	5	Vakharia	42A	Vanderhart	29		
U. S. Plywood Corp.	5	Valentine	15A	Vanvick	29		
Upton	6	Valley Oaks	42B	Van	30A		
Upshaw	7	Vagen	49	Van Voorhis	28		
Utopian	7	Valand	52A	Vanhook	39		
United	1	Vadersen-Shaw	57	Van Deusen	43		
Uhall	54			Van Nort	48		
Ulmer	31			Van Antwerp	9		
U. S. Register Co.	1			Van Kamper	43A		
Urps, Inc. Urps	37			Van Horn	30		
U. S. Shelter Corp.	1			Van Slooten	50		
Urie	42			Van Raden	53		
Umbaugh	7			Vanorsdale	37A		
Urigo	45			VanPelt	30A		
Umberger	46			Van Gieson	48		
Urch	45			Van Thiel	43		
Unser	44A			Vander Ploeg	56		
Urology	51			Vandaveer	29B		
U. S. Telecommunications	51A			Van Leeuwen	55A		
Unterkoefler	50A			Vandenboom	29		
Urrego	53A			Vanleer-Anderson	60		
Uram	53A			Van De Wiele	61		
UPS	54			Van Fossan	65		
Udoh	44A			Van Eppes	65A		
Upstate	63A			Van Riper	67		
Upadhyaya	66A			Van Dyke	67A		
				Vanrhyn	62A		
				Vandenabeele	59A		

85

REC. U. S. *Chambers* County Indexes Since 1888
 PART OFFICE An Identifying Trade Mark
 The Gott Index Company, Columbus, Ohio
 U. S. Copyright No. 103632

Names of similar spelling and similar sound should be grouped together and given the same page number. Indicate on Sub-index the different ways the name is spelled, duplicating the name in more than one column when necessary.

RENEW THESE IMPORTANT SHEETS WHEN BY USE THEY BECOME DEFACED OR WORN
 46 buff sheets and 20 tab sheets go to make up complete set No. 0 (designated by 0 preceding numbers)
 92 buff sheets and 20 tab sheets go to make up complete Set No. 1 Regular (designated by regular numbers)
 104 buff sheets and 26 tab sheets go to make up complete Set No. 1 Split (designated by S following numbers on certain sheets
 under letters B-C-F-M and S)
 Economical to order complete sets. When ordering one or more buff sheets (broken sets) give complete numbers, etc., appearing
 on this margin. Order tab sheets by alphabet lettering.

Vap to Vaz	Page	Vb Vc Vd—Ve to Vn	Page	Vo Vp Vq	Page	Vr to Vz	Page
Vardry	10	Verden-Verdin	12	Von Hollen	22	Vreeland	33 A
Varadi	52A	Verdae	37			Vulcan Materials Co.	34
Vaughan-Vaughn	11	Verner	13	Voyles	23	Vurnakes	43A
		Vermont	48A	Voorhees	27		
		Verner Springs	13				
Varner	25	Vecchione	25B	Von Cannon	22		
Valley Dale	25	Vernon	14				
Vassallo	25	Vespaziani	49A	Vogan	35		
Varadi	40	Vest	15	Von Stein	34		
Vassy	40	Victor-Monaghan	16	Volunteer	36		
Vazquez	42A	Victory	17A	Von Hofe	37A		
Varello	42 B	Vines	18				
Varn	25 B	View Point	18	Volpe	31A		
Vause	33A	View	18	Von Briesen	41A		
Varin	52	Vinson	19	Voyer	44		
Varnadere	34A	Vicario	49A	Vondersmith	46A		
Varholly	34A	Virginia	20	Von Alt	41A		
Vassar	55	Vista Villa Apts.	21	Voyiatzis	44		
Varriale	61A	Vista Hills , Vista	21	Vorlick	63		
Varat	60A	V-C Chemical	24	Volz	64A		
		Visual	18				
		V F W Post 6734	21A				
		V. H. W. Group	21A				
		Vess	24				
		Vela	24				
		Vickery	32A				
		Villanueva	47A				
		Village	20 A				
		Villas	38				
		Venture	33				
		Venturebilt	33 B				
		Verdello	35				
		Vise-Vice	41				
		Ver Beek	42				
		Vincent	41				
		Vejay	47				

Continued

U
V

Corporations and Firms

Page

Corporations and Firms

Page

REG. U. S. PAT. OFFICE *Chambers* County Indexes Since 1898 The Gott Index Company, U. S. Copyright
Columbus, Ohio No. 103632
Names of similar spelling and similar sound should be grouped together and given the same page number. Indicate on Sub-index the different ways the name is spelled, duplicating the name in more than one column when necessary.

