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In filing the film, it is convenient to record the identifying data concerning the film and the source of the material which has been copied on a strip of gummed paper which may be pasted onto the cloth surface. There is ample room on the top surface of each row of pockets to record full information concerning each of the three films filed in the three pockets beneath. The films themselves may be given identifying numbers or notches on the leader of the film indicating pocket and card numbers, readily facilitating the return of the film to the card and pocket in which it belongs.

The use of such a system of cards makes possible the assembling of material pertaining to a given topic from widely divergent sources. On the other hand, we have used the cards as a means of assembling copies of several items from the same volume of a journal. The system is quite flexible and, as peculiar needs for variation in the filing scheme arise, can readily be adjusted to meet the immediate needs. For libraries, the issuance of an entire film card to the patrons can at least partially combat the drawback of the inability to scan shelf titles in a library of film, since the scanning of related titles on the card may serve to suggest further readings of interest.

Another use which we have made of these filing cards is to file copies of complete books and volumes of bound magazines in short strip lengths rather than in long reels. An advantage which we have found in this procedure is that, particularly in the case of reference works, it is more convenient to examine a short strip length containing the desired page rather than going through the majority of a 50- or 100-page reel to obtain a desired page reference. One other advantage of this scheme is that more than one person may make use of a book at the same time, provided that they wish to consult different pages. It is particularly convenient to file indices in this fashion.

The majority of books which are copied on microfilm do not exceed 550 pages. It will be noted that it is possible to file such a book on two cards prepared as described above to hold 288 pages each. However, if 18 pockets are prepared on each side of the cardboard, the entire book may be filed on one card. Probably most material on film lengths of 25 feet or more can best be filed in roll form. But it has been our experience in acquiring research material on microfilm during the last five years that a large majority of the items which we have required in connection with chemical research have been articles of 16 pages or less. Frequently the items do not exceed five pages.

We have found that this method of filing enables us to put a maximum number of films into a given space when short film lengths are involved. Thus it is possible to file, in a 28-inch filing drawer, 65,000 pages of material. If cloth is sewn on both sides of the cardboard and if more numerous pockets seem advisable, this number may be increased. Certainly such a system of filing makes possible the assembling of the research material required by individuals and small industrial research laboratories in an ordinary 4-drawer filing case.

A catalogue notation on 3 x 5-inch filing cards recording, in addition to the ordinary information found on library catalogue cards, the file card and pocket number in which the film is kept serves to locate the film. We have found an author and a journal listing of items received useful.

**Harold P. Brown**

**Jensen-Salsbury Laboratory**

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