

## Guides

Every guide judiciously inserted in a card catalog increases its value and saves unnecessary handling. The rule is one guide for about every twenty cards. Each guide has a projection 8 millimetres high and one-fifth, one-third, or one-half the width of the card. These projections are in different positions across the top of the guide, so that in a series of guides one will not obscure another. (See frontispiece.) On each projection is written the first word of the card that follows. In very small card catalogs simple A-Z guides are sufficient.

How shall I  
Catalog my  
Library?



Buff, blue, or salmon. Per 100,  
Projections printed A to Z. Per set (25 cards),

60c  
25c