

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-Schaefer
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*, *Debraet* 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 expandable. When the Index 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 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, page a new name may be placed on the right hand or oddly numbered 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 use of the system.

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.

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Baa Bab Bac Bad	Page	Bae Baf Bag Bah Bai Baj Bak	Page	Bal Bam	Page	Ban Bao Bap Baq	Page
Baarcke	1	Baggarly	184	Balcomb - Balcombe	21	Bancroft	33
Babb	2	Bagnal	11	Balcome - Baughcome	21	Band	34
Babcock	3	Bagshaw	12	Balderson	22	Bandy	35
Baber	4	Bagwell	13	Balding	23	Bane - Banes	17
Babington	5	Bahan	14	Baldwin	23	Bangle	37
Babrow	6	Bailes	15	Balentine - Ballentine	25	Banister - Bannister	38
Bacle	169	Bailey	16	Baligrosky	172	Bank (See Bank Index)	39
Bacon	7	Bain-Baine-Bayne	17	Balian	176	Bankard	43
Bactares - Bactaris	8	Baird (See Beard)	188	Ball - Bald	26	Bankers	40
Badger	9	Bakalis	18	Ballard	27	Banks	41
Badgett	10	Baker	19	Ballas	178	Bannon	42
		Bakery - Bakeries	20	Balldress	29	Banschbach	43
				Ballenger - Ballinger	28	Baptist	44
				Balliew - Ballew	30		
				Baltz	179		
				Balyo	31		
				Bamberg	187		
				Bamvakas	32		

Names of similar spelling and similar sound should be grouped together in the index. If the name is spelled differently in different ways the name is spelled, groupings should be made in the index.

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
 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.

4

Bar	Page	Bar—Continued	Page	Bas Bat	Page	Bau to Baz—Bb Bc Bd	Page
Baratta	48			Basketaria	75	Baugh	88
Barbare-Barbary-Barbery	45			Baskin	76	Baughan	89
Barber-Barbour	45			Basol	77	Bauknight	170
Barbray-Barbrea-Barbray	45			Basa	78	Baldwin(SeealsoBaldwin)	23
Barfield	46			Bassett	79	Baumann	91
Bargain	47			Baswell (SeealsoBoswell)	80	Baumgardner	92
Barge	48			Batchelor	180	Bauskett	93
Bargiol - Bergoill	49			Bateman	81	Baxter	94
Barker	50			Baten	82	Bay	186
Barket	51			Bates	83	Baya	89
Barkley	52			Batson	84	Bayard	95
Barksdale - Barksdel	53			Batterhan	85	Baylis	195
Barkshadt - Barkshardt	54			Battery	86	Baylor	95
Barmore	55			Battle	85	Baynard	96
Barnes	56			Baty	87	Bayno	17
Barnett - Barnette	57						
Barnhardt	58						
Barnwell	59						
Barr - Barre	60						
Barrett	62						
Barringer	63						
Barron	64						
Barrow	65						
Barry	66						
Barsh	67						
Barshay	68						
Bartholomew	69						
Bartless	70						
Bartlett	71						
Barton	72						
Bartram	73						
Barwick	74						

B
Ba

Bea Beb Bec Bed	Page	Bee Bef Beg Beh Bei Bej Bek	Page	Bel Bem	Page	Ben Beo Bep Beq	Page
Beach	98	Beeco	121	Belchens	127	Benas - Benos	141
Beacham	99	Beeks	122	Belcher	128	Benavidez	190
Beagle	100	Beeman	103	Belk	129	Benchoff	142
Beal - Bealle	101	Beemer	33	Bell	130	Bender	143
Beam	102	Bee Tree	175	Bellamy	171	Benefield-Benfield	144
Beaman	103	Befamp	123	Bellew - Belue	30	Beneyfield-Benneyfield	144
Bean	104	Behlen	124	Bellinger	28	Bennyfield-Benifield	144
Beard	105	Behrens	177	Bellotte	132	Benjamin	145
Bearden	106	Beiers	125	Bellune	133	Bennett - Bennette	146
Bearer	112	Beigay	189	Bellwood	134	Benson	148
Bearwallow	107	Beigh	126	Belmont	171	Benston	149
Beasecker	174	Beisley	108	Belrug	135	Bentley-Bently	150
Beasley	108			Belser	136	Benton	151
Beason	109			Belt	137	Bentz	152
Beattie-Beatty-Beaty	87			Belton	138		
Beaver - Beavers	111			Bemis	140		
Bebber	112						
Beck	113						
Beckham - Beckwith	114						
Beckman	115						
Becknell	116						
Beddingfield	120						
Bedell	117						
Bedenbaugh	118						
Bedford	119						
Bednar	107						

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