

The **MICROFICHE JACKET.** The Basic Microform for Active Records.

Barely two years old, it is revolutionizing records handling. WHY? Because now Microfiche Jackets make it possible to:

- rapidly cut roll microfilm into strips and insert them into Microfiche Jackets with the semiautomatic Reader Filler 1200.
- rapidly add one or more microfilm images to the file as the information on the subject accumulates.
- type, stamp or print the indexing information directly on the Microfiche Jacket.
- use the Microfiche Jacket as the master for making duplicate copies of all the information in the jacket — and of the index also — with the NB Printer-Processor 404.

THE NB MICROFICHE JACKET is so thin (made of thin Mylar*) that it can store 7500 documents in one inch of 6 x 4 Jackets.

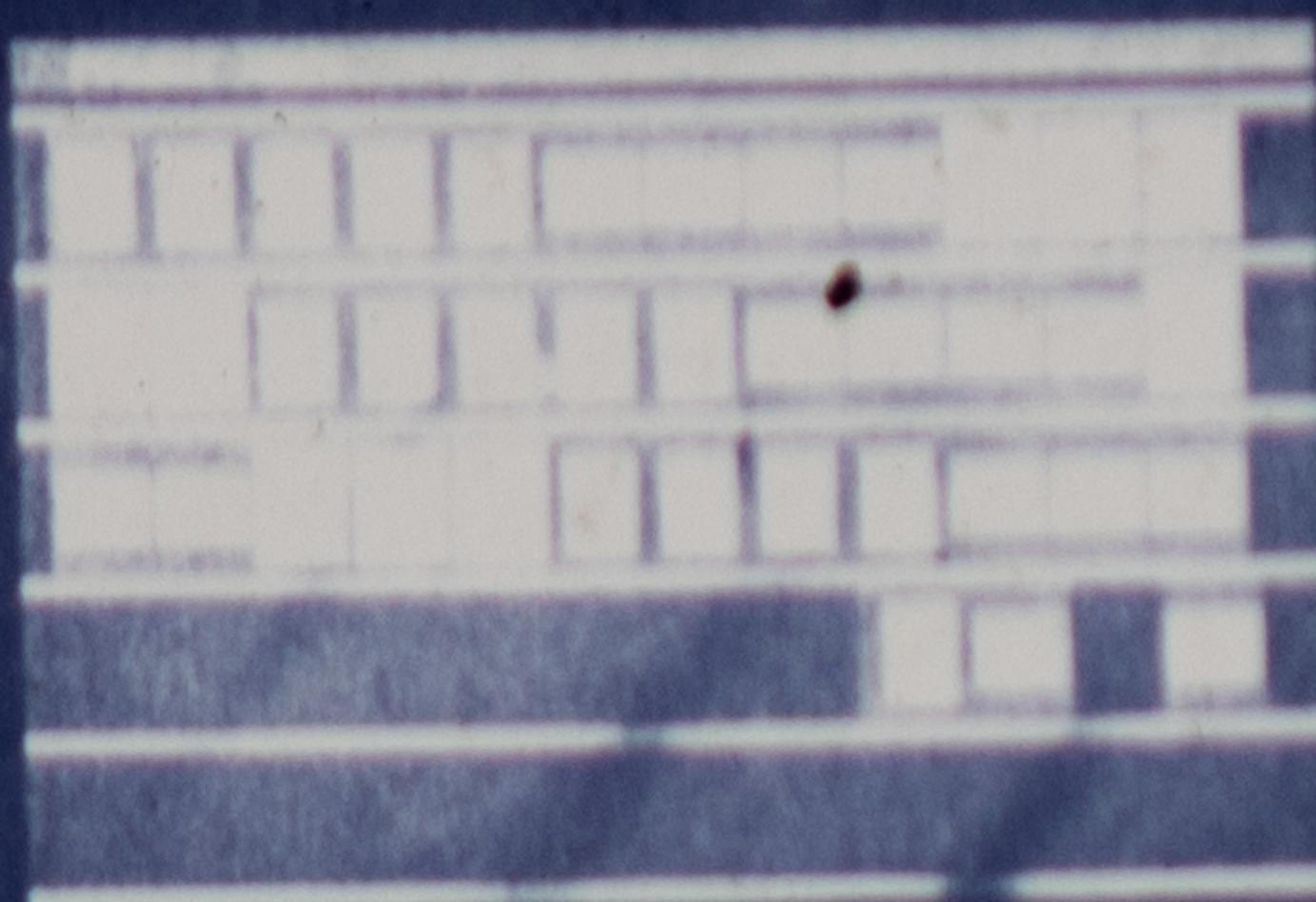
MICROFICHE JACKETS come in standard file sizes and are used like your present file folder.

THE NB MICROFICHE JACKET is the **ONLY** Master for making Microfiche Copies which can be rapidly updated and permanently protects your original microfilm.

Microfilm is replacing paper as the active information carrier.

Microfiche Jackets are replacing file folders as the active records system.

*DuPont Reg. Trademark



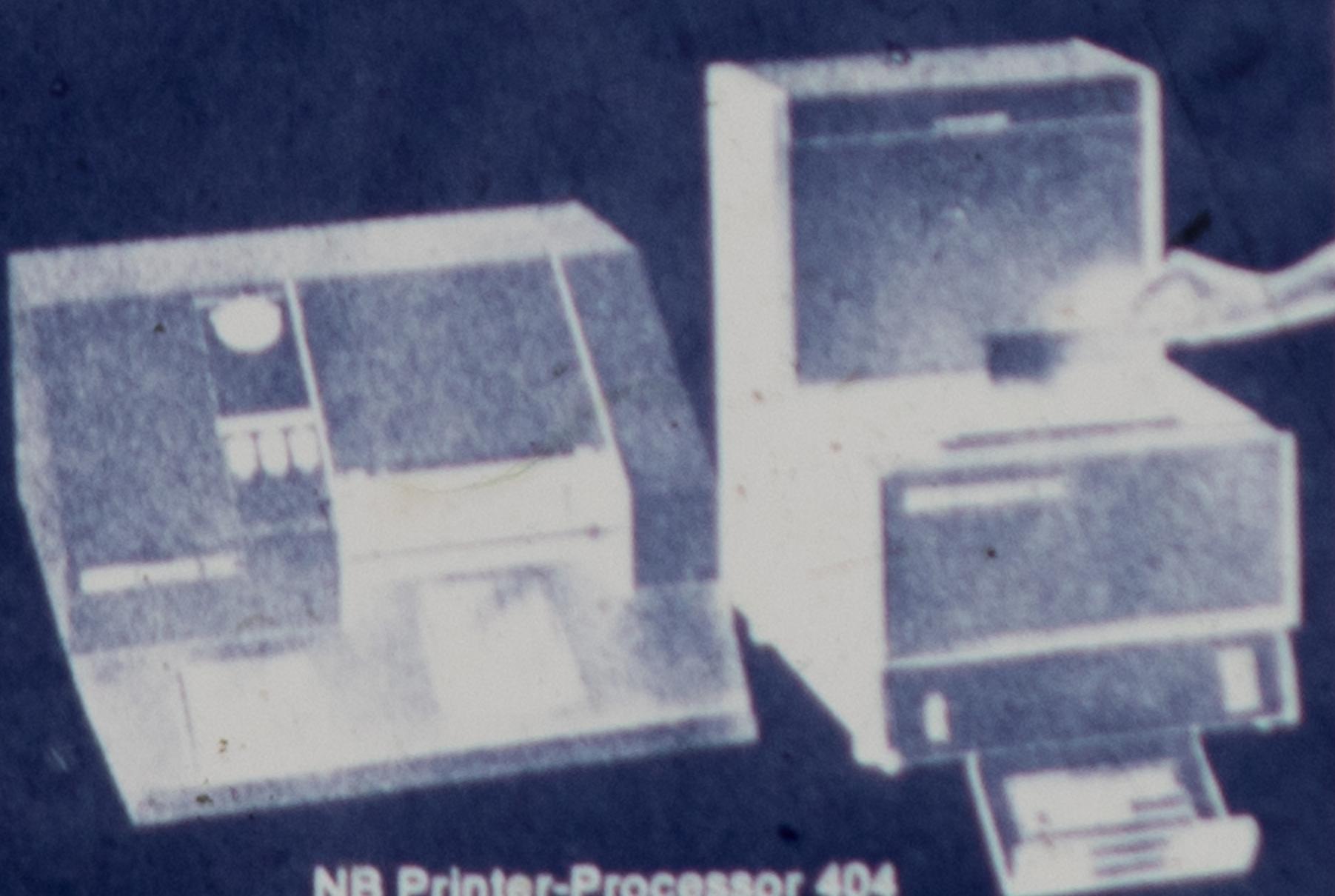
NB Microfiche Jacket

U. S. Pat. No. 3,938,696



NB Reader-Filler 1200

U. S. Pat. No. 3,937,483



NB Printer-Processor 404

Pat. Pending

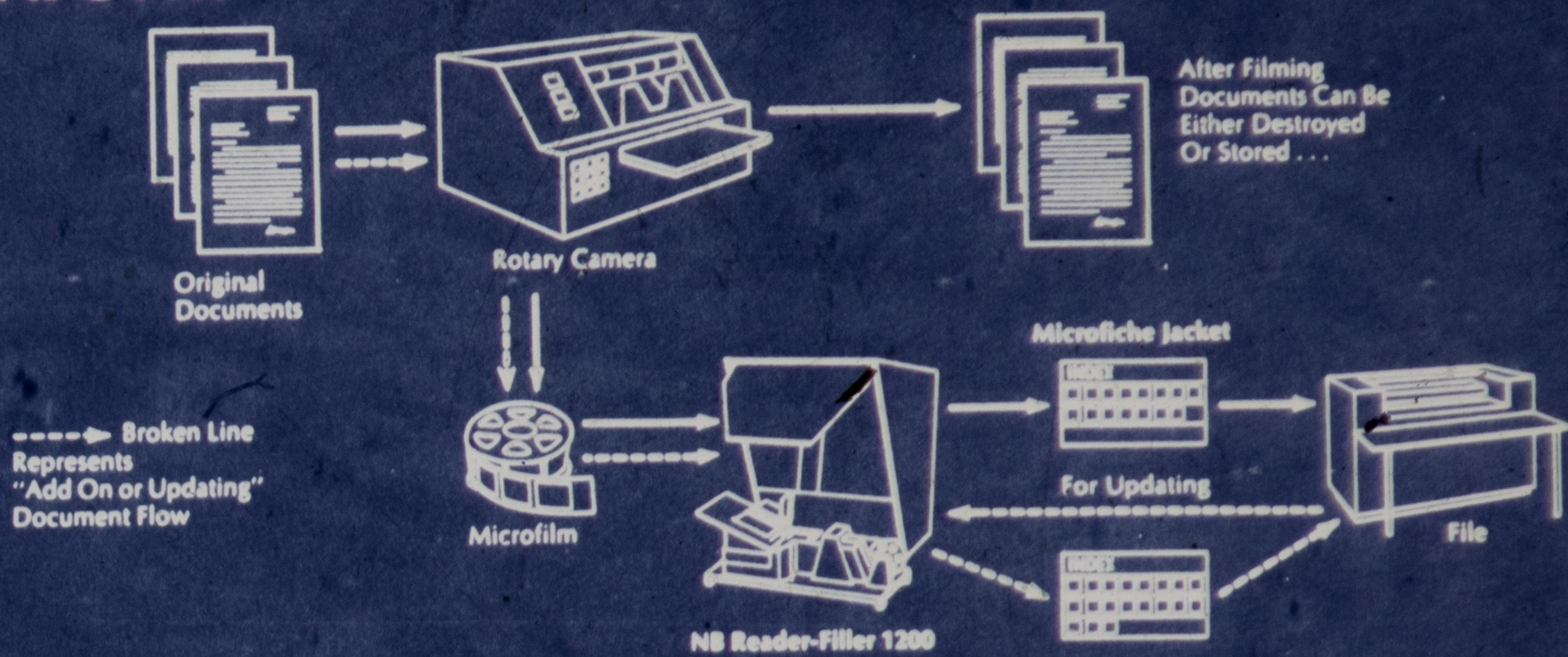
NB Jackets Corporation

54-18 37th Avenue, Woodside, New York 11377

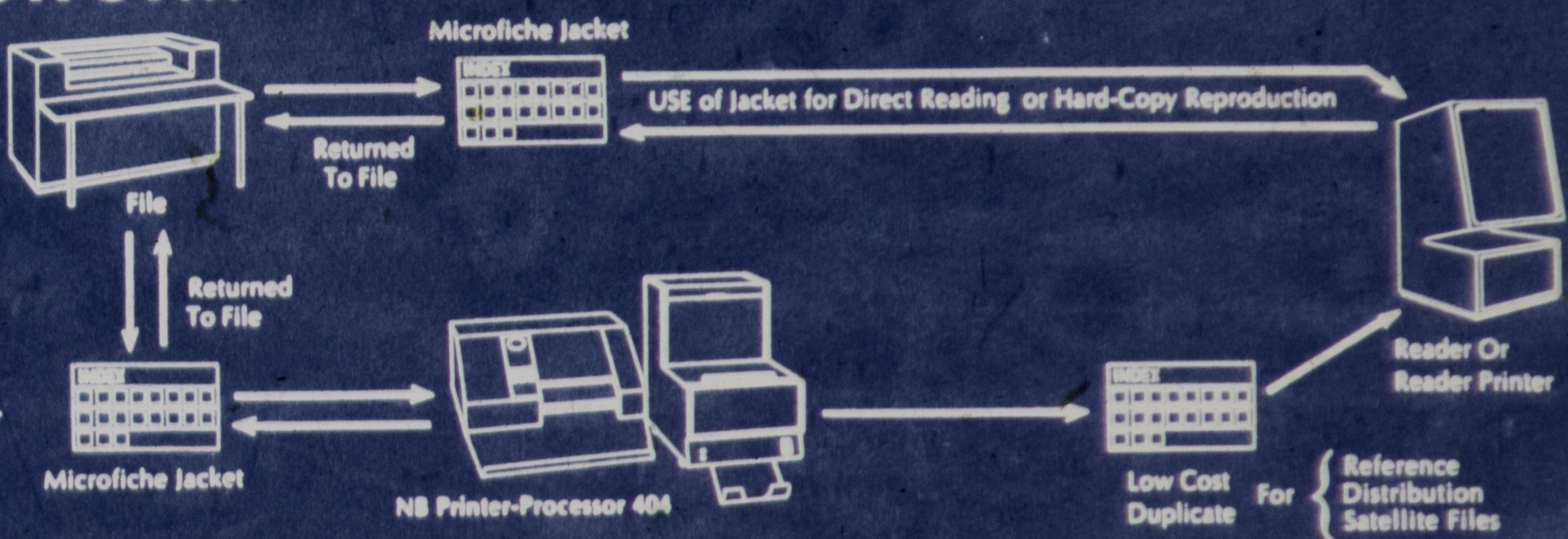
The NB Microfiche Jacket System

Complete File Control of Active Records

INPUT...



OUTPUT...



System Benefits

1. The Microfiche Jacket never leaves the file area. Contact print indexed reference copies from your master microfilm through the Microfiche Jacket.

Result: Complete File Control

2. Updating the File: With 100% verification, rapidly update the Microfiche Jacket by adding single or multiple images on the FRF 1200.

Result: Efficient File-Maintenance

3. Complete Protection: Your microfilm images are covered by panels of Mylar protecting the film emulsion from scratches, and abuse by handling in Readers, Reader-Printers, Filing and Finding.

Result: Consistent Quality Output

4. Space Saving: One tabulating card cabinet filled with Microfiche Jackets has the filing capacity of 200 five drawer lettersize file cabinets. In 6 x 4 size, 7500 documents occupy less than one inch of file space.

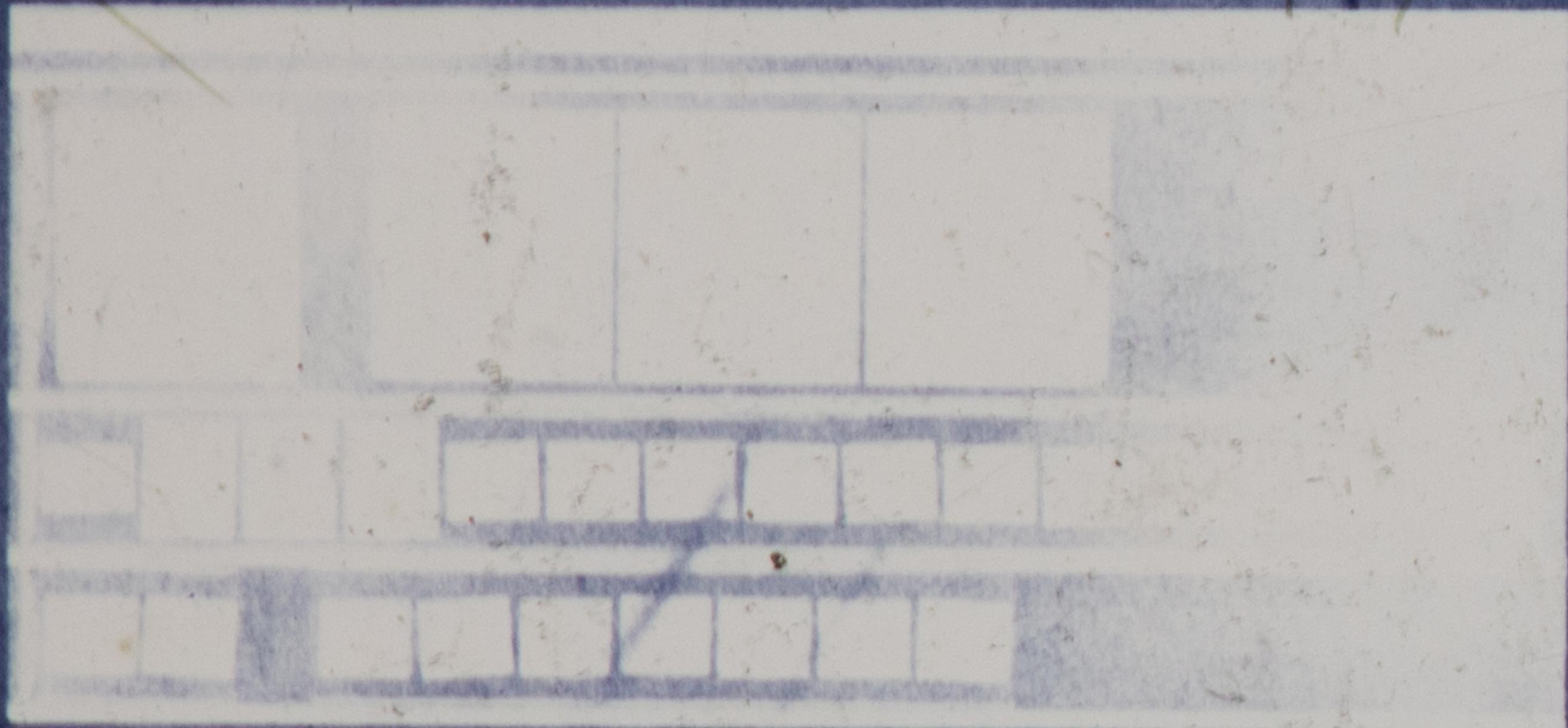
Result: Enormous Filing Economy

THE MICROFICHE JACKET IS YOUR MODERN FILE FOLDER

A New NB Microfiche Jacket The D&D Master

A Combination Jacket For Engineering Drawings and Data Files
Merge Related Files Into One Master

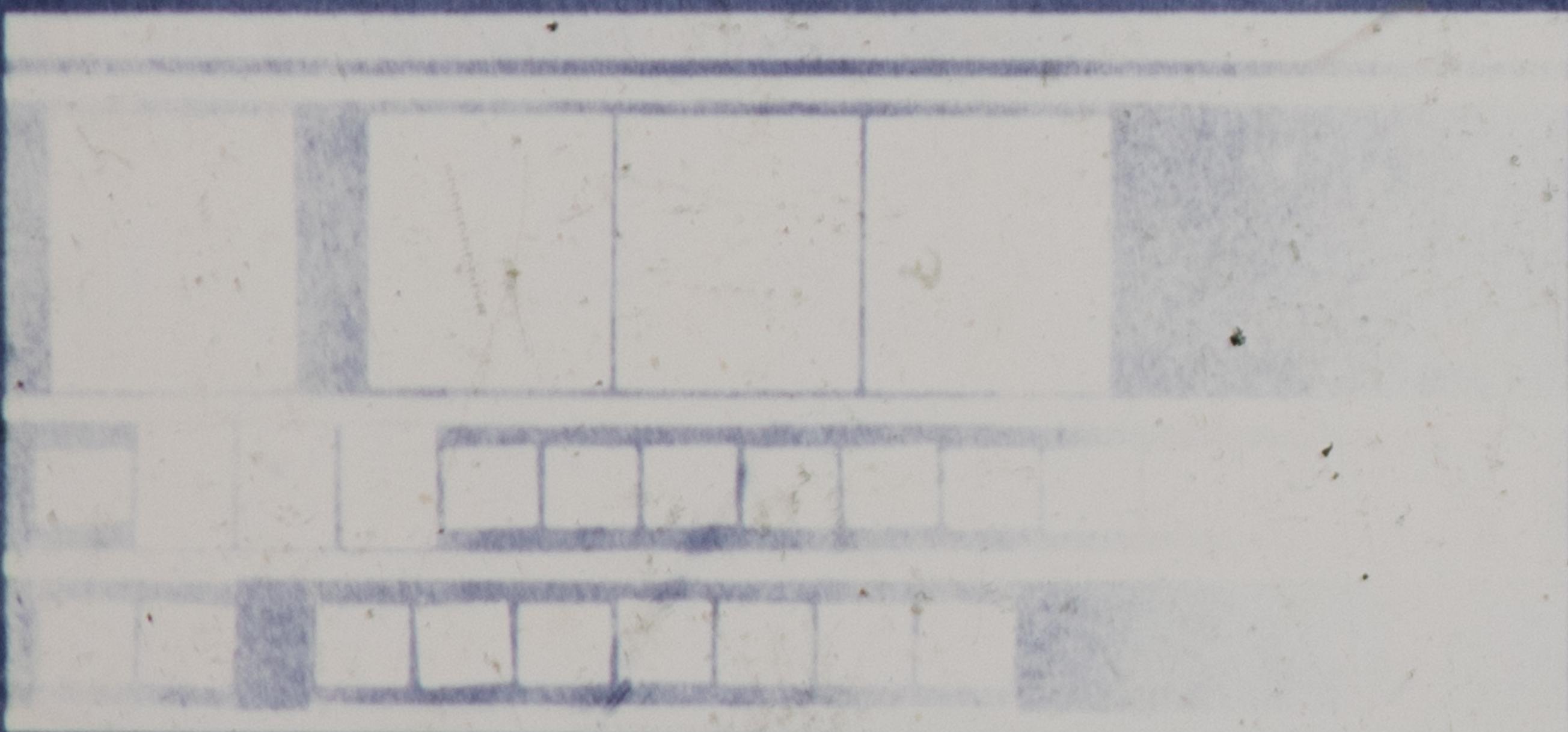
The D&D Microfiche Master



◀ engineering drawings on 35MM

Σ Related data on 16MM

The D&D Diazo Distribution Copy



- contact print thru D&D Master to diazo copy on ROTARY PRINTER 404
- excellent distribution copy for approximately 7 cents
- PRINTS OUT INDEX INFORMATION ALSO

The D&D MASTER For Complete File Control

- Distribute copies • Control the master file • Reduce and centralize related files • One place to look for complete record

The D&D MASTER

- Protects your original film with MYLAR • Files over 100 Jackets to the inch or 700 drawings and 3600 8½X11 specification sheets, parts lists, purchase information PER INCH of tab size microfiche jackets

The D&D MASTER Is Automatically loaded and Updated With the Fiche Reader Fillers

NB has the master combination for your engineering records problem. For more information, write to your Microfilm dealer or to:

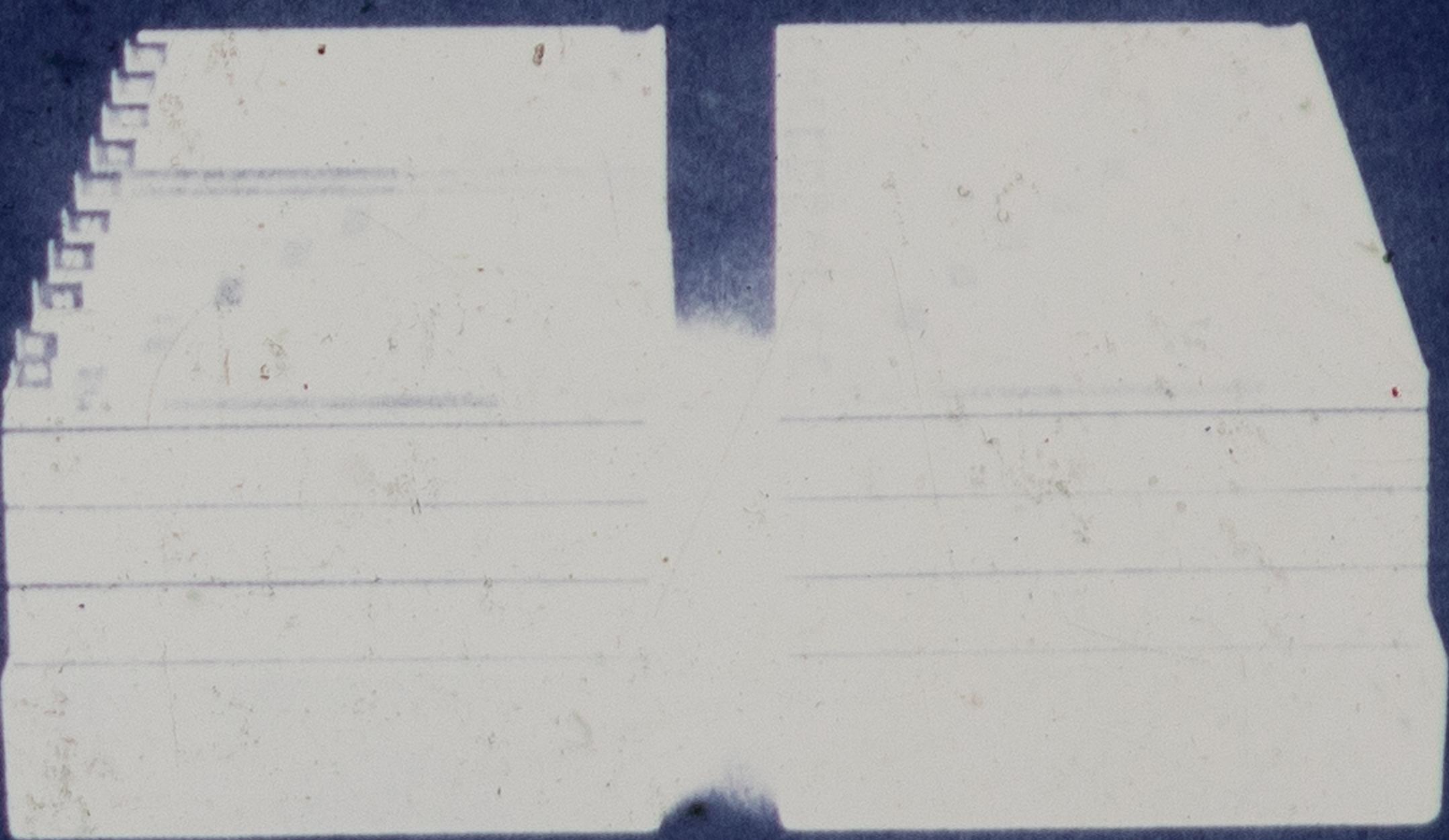
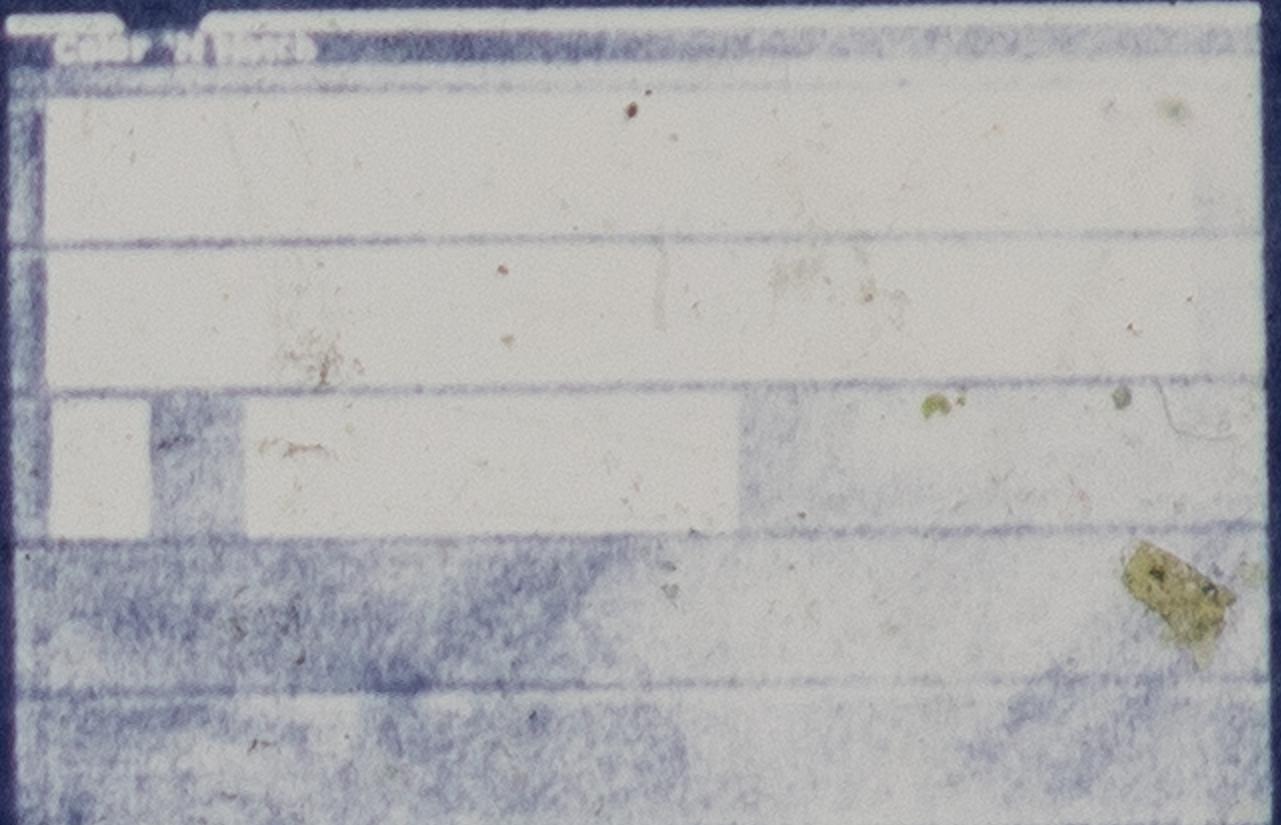


NB JACKETS CORP.

54-18 37th Avenue, Woodside, N.Y. 11377 / (212) 672-9000

The NB Microfiche Jacket is the best way to file active records.

NOW! The new Color-Notch Fiche Jacket adds coding capacity for misfile prevention and more rapid filing and retrieval.



Rainbow Set

Solid Color Set

(which set has the misfiles?)*



COLOR CODE

Each Color 'N Notch Fiche Jacket is colored along the visible edge of the Index paper. 10 colors are standard.

NOTCH CODE

A section of the colored index is notched out to form a white recess in the color field.

There are 10 notch positions available.

CODE FILING

Each color and each notch position can be used to code any class or sub class in your filing system.

Each color can reference one class and each of ten notch positions can code a sub group in this class.

Using all ten colors and notch positions, a maximum coded filing system for 100 reference groups is possible.

FLEXIBILITY

Color 'N Notch jackets are available in module groups of 50 jackets per color and notch position.

Each file drawer can have the rainbow color pattern, or a solid color set. With either system you can choose 10 or less colors and notches depending on your filing principle.

TERMINAL DIGIT FILING

Is one of the many ways the Color 'N Notch Fiche Jacket system is used.

MISFILE PREVENTION

When a Color 'N Notch Jacket is misfiled, the error is instantly apparent. The color of the misfiled jacket sticks up in the white ground of the Notch and is instantly removable.

For more information and samples of the Color 'N Notch Jacket, write to:

NB Jackets Corporation

54-18 37th Avenue, Woodside, New York 11377

IMPORTANT

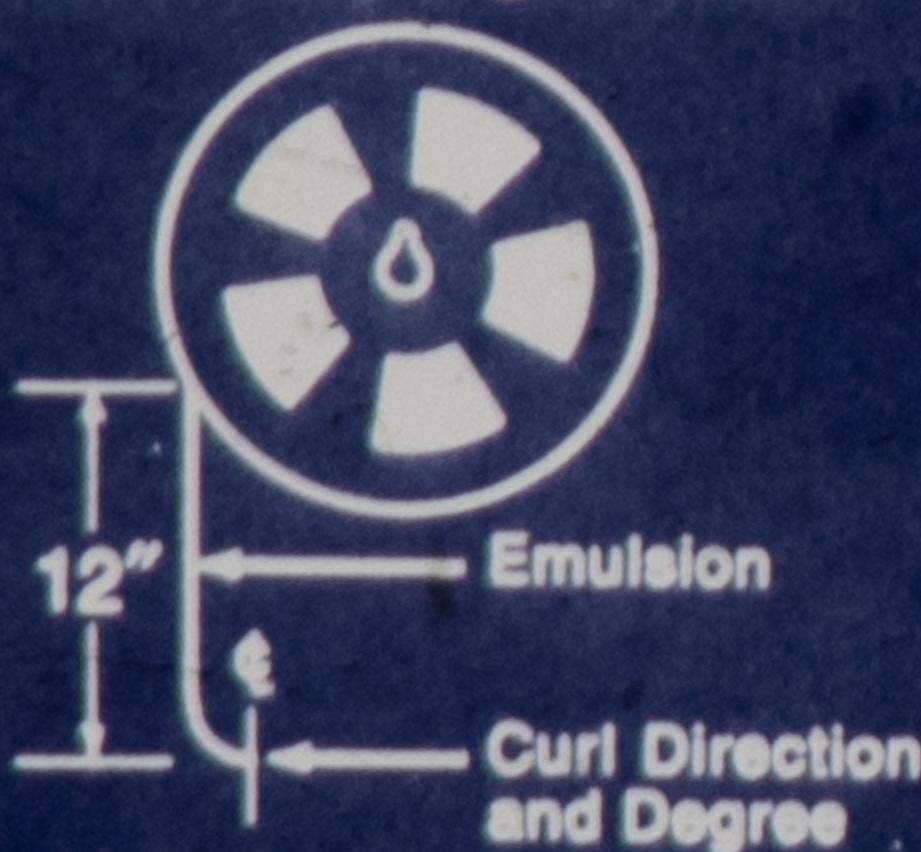
Your thin jacket will produce excellent contact prints on diazo, vesicular and silver emulsion films.

These steps must be followed for contact printing of the jacket:

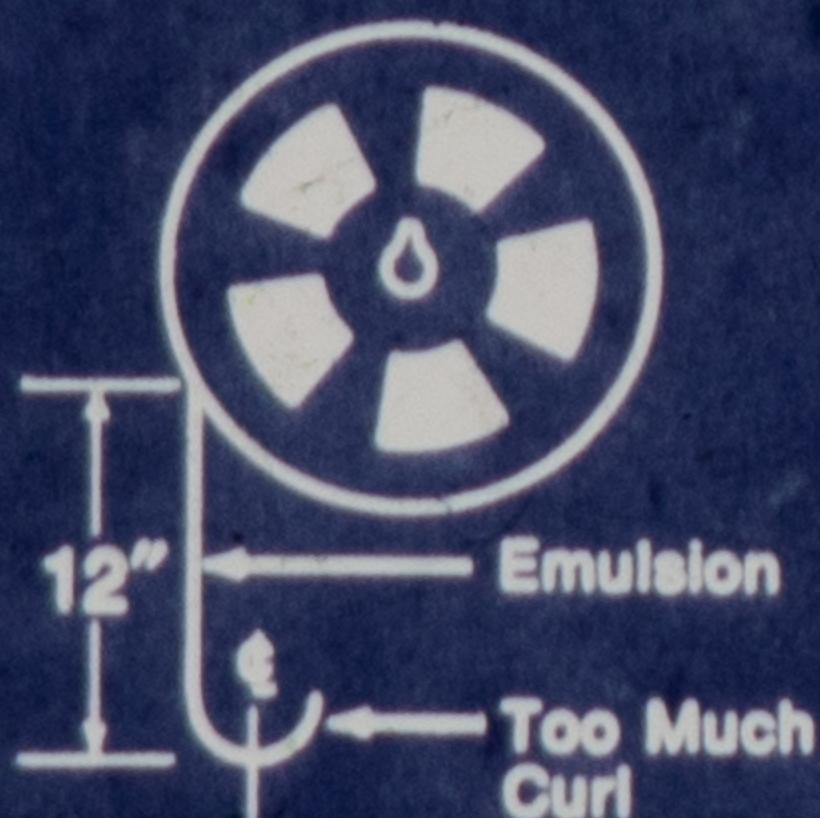
1. Film emulsions of all types and generations must be against the thin side of the jacket. The thin side of the jacket can be identified as the side opposite the notch, and/or on the same side as the index paper.
2. Film should be properly wound in and towards the core of the film spool during processing, or immediately after. (See example #2)
3. Old and severely curled film should be rewound and left for 24 to 48 hours or longer prior to use. (See example #1)

EXAMPLE #1.

A. Proper Film Emulsion direction and degree of curl.



B. Degree of curl too great.



EXAMPLE #2.

Negative (odd generation) Films.

Reader Filler and open Notch end of jacket:



*NOTE: Positive or even generation films require positive prism on FRF-1200 or 1235 Reader Fillers. Some models of microfilm cameras (e.g. Model 205, Bell & Howell) require positive prism for camera film.

TECHNICAL INFORMATION
ON
INDEXING METHODS FOR MICROFICHE JACKETS

TYPEWRITERS: The most frequently used method is a standard or electric typewriter. When a typewriter is used be sure the typeface is clean and a new ribbon is installed. We recommend a reproducing, non-smudging ribbon be used. Experience has shown that a "one-time carbon ribbon" produces excellent impressions. Some suppliers for this type of ribbon for non-electric typewriters are: Stanpat Products, Inc., Keelox Thin-Thin, Royal #2456 and Smith Corona #695. For electric typewriters, which produce the best characters, a one time carbon ribbon should be used. As a general rule, the larger and more open the characters, the easier it is for filing, retrieval, and reproducibility of the jacket index information.

PRE PRINTING: Microfiche Jackets can be pre-printed by letter and offset printing presses. Microfiche Jackets can be ordered from NB Jackets pre-printed with consecutive numbers and title information. NB's sequential numeric characters will measure approximately .175" h by .090" w which is approximately 40% larger than a standard type face found on office typewriters.

The consecutive numbering head on the press runs sequentially from 000001 or ----1 up to 999999. To obtain the million digit or digits, a prefix slide is inserted. The prefix slide can be either numeric or alpha characters (e.g. A or AB 701200 or 10 701200).

The exact location on the jacket of the beginning and ending numbers along with the proper title, if required, must accompany each order for printing. The area required for the six consecutive numbers is 3/4". The full prefix or slide area is also 3/4". Allow approximately 1 3/4" w by 6/32" h for consecutive printing.

Unless otherwise specified, the printing will be in black ink. Colored printing is available (see section below on Color N'Notch Jackets). Some pre-indexed colors do not reproduce well in contact printing. Microfiche Jackets may also be purchased with a color stripe for retrieval or refiling of the jacket.

Title information i.e. DRAWING NUMBER, BOOK NUMBER, NB JACKETS, MERCY HOSPITAL, CRANFORD UNIVERSITY, etc., can also be preprinted. Special logos, lines, formats or characters are also available.

More than one line of printing can be placed on jacket styles that have sufficient index paper at the top or bottom.

Two color printing is also available. For example, the prefix and/or title could be in red and the consecutive number in black.

PRESSURE
SENSITIVE
LABELS:

Inexpensive pressure sensitive, opaque, transparent, and translucent labels are available for indexing. We suggest you contact a label company (Yellow Pages) and secure the labels on a local basis to insure proper format and size for the index information and jacket index area. Labels can be purchased preprinted and consecutively numbered and affixed to the jacket as required. If contact printing of the index information is necessary, then a translucent or transparent label must be used. Microfiche Jackets can be ordered with or without index paper.

Translucent labels can also be purchased for pin feeding on electric typewriters and E.A.M. printing equipment. Punched cards, magnetic tape and paper tape can then be used to generate indexed labels for jackets. Some of the larger labeling companies (Avery, Dennison, etc.) make and sell equipment that produces sequential numbered labels. Be careful to check the density or clearness of the characters produced on E.A.M. printers. Some E.A.M. printers with old or non-reproducing ribbons will not produce characters with sufficient clarity to be seen in a jacket file, or to reproduce on the contact print.

COLOR N'NOTCH: Jackets may be purchased with color only along the top 1/16" of the index paper, or with color and a notch for filing, retrieval, and numeric referencing. The Color N'Notch Jacket also allows for terminal digit filing systems. There are ten colors and ten notch positions available. The Color N'Notch Jacket facilitates retrieval and refiling and visually displays the misfiles.

When combined with sequential imprinting, the Color N'Notch becomes a highly efficient and inexpensive microform retrieval system.

N. B. JACKETS CORP.
31-31 31st STREET - LONG ISLAND CITY, N. Y. 11106
RA 6-3636

THIS ORDER NUMBER MUST APPEAR
ON ALL PACKAGES, INVOICES AND
SHIPPING PAPERS.

PURCHASE ORDER NO.

2656

DATE May 13, 1968

SHIP TO Same

SHIP VIA Air Freight

TO Acme Microfilming Corp.
145 Clark Street
Anywhere, U. S. A.

| F. O. B. | TERMS | DESCRIPTION | DELIVERY DATE | |
|----------|-------|----------------------------|---------------|---------|
| | | | PRICE | AMOUNT |
| QUANTITY | | | | |
| 18,000 | | TJ 244C Microfiche Jackets | \$8888 | \$88888 |

JET 4103

AUTHORIZED SIGNATURE