

## A DUST-PROOF FILING SYSTEM FOR BULLETINS\*

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Many departments are confronted with the problem of having a satisfactory system for filing bulletins and reprints of articles. The system must be one that provides for expansion and yet be readily accessible, compact and afford protection from dust. Protection from dust is of special importance in the plains area where dust storms occur.

A system which answers these requirements was initiated in the Department of Entomology of the North Dakota Agricultural College in 1927 by adaptation of the regular 5-drawer, legal size, free coasting type of metal filing cabinet. Each drawer provides for two parallel rows of publications up to 9½ inches in height, with each row holding from 300 to 350 publications, making a total of 600 to 700 publications per drawer.

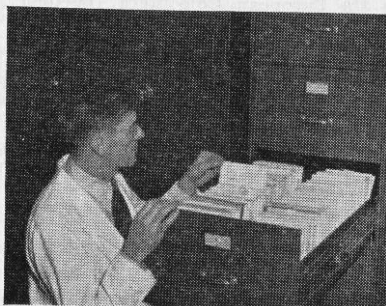


Fig. 1. Showing double row of bulletins in drawer of filing case.

All titles are indexed both by author and subject on 3 x 5 inch cards. The cards are numbered consecutively to correspond with similar numbering on the publications in the file. After locating a reference under either the author's name or the subject listed on the card, the number is then used to locate the publication in the file.

Only one author index card is made. It includes the names of the joint authors, but is filed only under the name of the senior author. The only exception is where a publication is in two or more parts with a different author responsible for each part. As many subject index cards may be used as there are important subjects considered in the publication.

The publications are maintained in a clean, dust free condition. Many times the number of publications can be stored by this system per unit area of wall space than with the former open shelf method.

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