

1. Cott Key Table

This group may be readily identified by the complete table of alphabetical references printed at the top of every page in the index. (See illustration.)

2. Cottco Universal

In this group, the alphabet is divided into a number of sections or "units", each of which is independent of the other and may be entered in a separate binder. Usually, however, several units are combined within a single volume. Each unit is made up of the following elements: (1) A tab sheet marking the beginning of the unit and showing just what letter of the alphabet or what part of a letter it covers. (2) A buff sub-index sheet giving a page reference to every possible combination of letters within the unit with which a surname might start and to every "set-out" name. "Set-out" names are those that occur with sufficient frequency to justify assigning them a special page. (3) The entry sheets numbered to correspond with the sub-index sheet. (See illustration.)

3. Cott Family Name

This group is so-designated because every family name or surname is given a separate entry page. This index too is divided into "units" of the alphabet with each "unit" preceded by buff subindex sheets that show the pages on which the names appear. Tab sheets identify each unit. In physical makeup, the volumes of this index are half the size of the other index volumes, being nine inches long on the binding side as compared to eighteen inches for the others. (See illustration.)

4. Cott Guide Letter

This group is based on the same principle as the Russell index. (See above.)

PAUL COMPANY KEY TABLE INDEX

The names in this index are arranged alphabetically by the first three letters of the surname only. Thus, all surnames beginning with the letters "DAS" would appear in one group, those beginning with "DAT" in another group. Within each group the names are entered in chronological order. A Key table giving a page reference to each letter group is fastened inside the front cover of every volume. (See illustration.)