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Extension Circular 1189UNIVERSITY OF
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The University of Nebraska Agricultural College Extension Service
and United States Department of Agriculture Cooperating
W. H. Brokaw, Director, Lincoln

The Home Business Center

MAKE your head save your heels." Every homemaker needs a business center which is a storage space for business records, bulletins, instruction books, catalogues, valuable papers, recipes, etc. This unit might be called the "control point" or the "brain center" for the family.

The business center may serve a varied number of needs. If conveniently located where the busy homemaker and the entire family may use it frequently, it becomes a real asset to any home. It serves as an ideal place for keeping and working on the farm and home account books, letter and check writing, jotting down written plans, menu making, and recipe hunting. Many odd jobs may be done quickly while you wait for the potatoes to finish cooking, or as you wait for the family to come in for a meal, if you but have a convenient place to do such work.

In many homes the kitchen is the logical spot in which to locate the "brain center." Placing the business center near the telephone will save much time. The equipment for this center may be as simple or elaborate as desired. A small table with drawers will furnish storage space enough for the business needs of some families. A drawer in the buffet or cabinet might be adapted to this kind of use. Drawings in this circular illustrate other business center equipment.

The family who keep the tax receipts and the insurance papers on top of the cupboard or behind the clock lack business methods and equipment. To have a convenient place to keep valuable papers saves worry and confusion. Start today to improve upon whatever you have had or provide a place and equipment for a business center.

Devices helpful in organizing the home business are:

- | | |
|-------------------------------------|----------------------------|
| B—Bulletin board | C—Convenient clips |
| U—Usable bulletin files (home-made) | E—Envelopes and stationery |
| S—Spindle | N—Note pads |
| I—Index folders | T—Tabs for indexes |
| N—Name and address book | E—Eraser |
| E—Ever-ready blotters | R—Rubber bands |
| S—Scissors | |
| S—Stickers for labels | |

A satisfactory bulletin board may be made from a scrap of soft wood or composition board.

A drawer used only for business papers, with pencil, eraser, pen, and ink, and with perhaps other helpful tools is the simplest device. A table with a set of shelves above it or a desk with drop leaf which hangs to the

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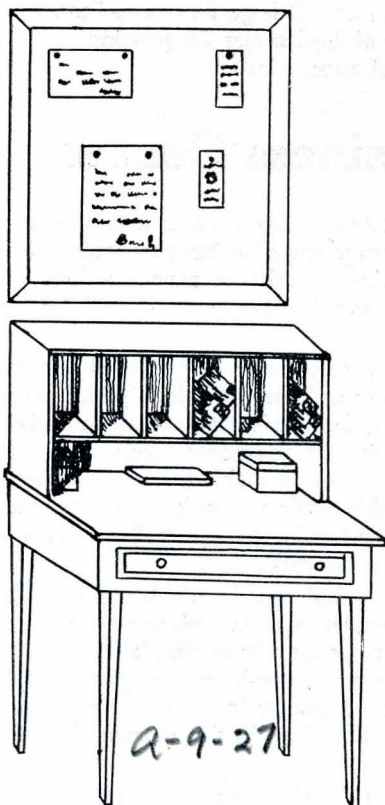


FIG. 1.—Bulletin board and table desk

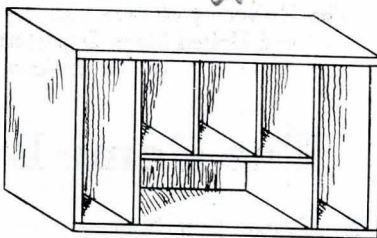


FIG. 2.—Filing desk made from box, shown on table in Figure 1.

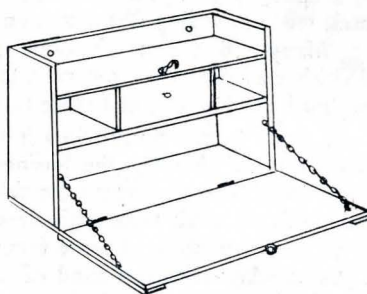


FIG. 3.—Wall desk with drawers.

wall is one step better. The small desk with a few pigeon holes of the right size is an inspiration to keep records and have them up-to-date. Bulletin cases can be had inexpensively. The same device used for other purposes and clearly labeled will make it easy to keep papers in order. At least one of the following suggestions will help you improve your business methods:

- (a) An expanding index folder may be purchased at small cost. This device permits one to arrange valuable papers and information where it may be readily found.
- (b) Any type of spindle is worth its cost as a part of the business center equipment.
- (c) Large and small clips help keep the home business material orderly.
- (d) Envelopes will help if properly labeled and if material is filed in them.



FIG. 4.—Desk made of packing-box
lumber.

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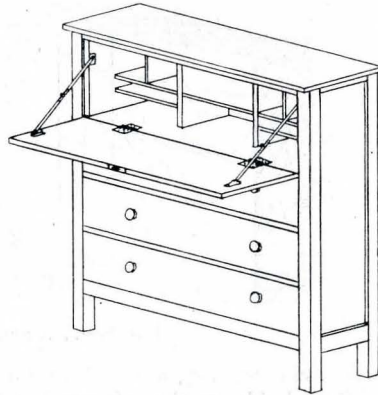


FIG. 5.—Desk in a chest of drawers.

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(e) Scraps of paper clipped together make the ever-ready note pad.

(f) Easily seen labels make a simple file usable. Inexpensive gummed labels may be had at most drug stores at little cost.

(g) Little tools such as rubber bands, erasers, sharpened pencils, scissors, labels, a ruler, and a few pins make the using of the business center a pleasure as well as a convenience.

Bulletins in the home are more usable if conveniently filed. A set of inexpensive, home-made bulletin files can be easily made. Heavy cardboard cut to the right dimensions and tacked to wooden ends as shown in the accompanying illustration is all there is to it. (See Fig. 8.)

In making this file, cut the cardboard about half way through before bending it at the places indicated by the dotted lines. Small, flat-headed

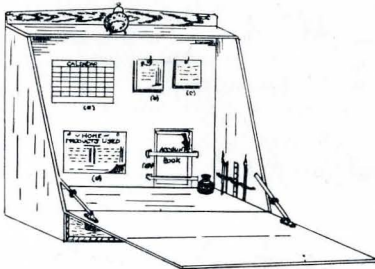


FIG. 6.—Simple wall desk.

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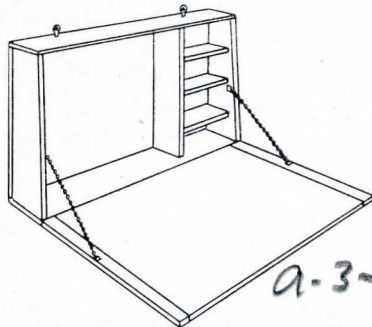


FIG. 7.—Wall desk with shelves.

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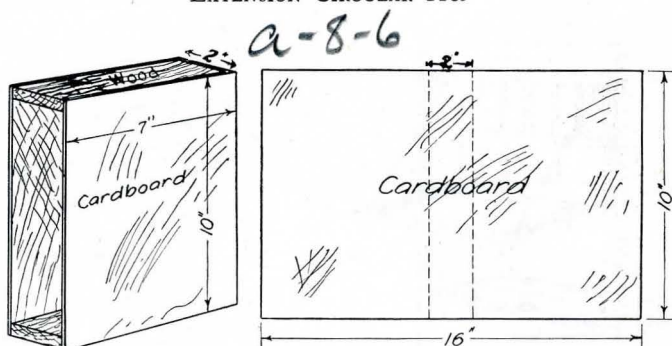


FIG. 8.—Home-made bulletin file.

nails about three-quarters of an inch long are satisfactory for nailing the cardboard sides to the soft-wood ends. Gummed paper or tape glued over the corners will protect them and improve the appearance of the file. Colored paper or cloth may be pasted over the whole file.

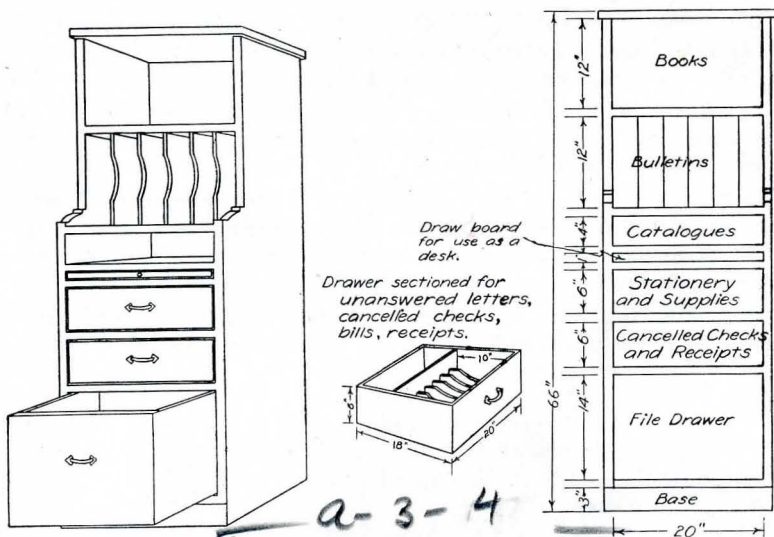


FIG. 9.—Portable file cabinet, with divided drawer.

(Prepared by Muriel Smith and Mary E. Runnalls)