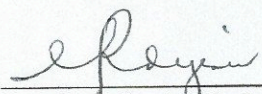


Policy No:	ACA-POL-LIB-0008
Policy Title:	Vertical File Collection Policy
Implementation Procedure:	ACA-PROC-LIB-0012 Vertical File Utilization
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Library Services Department
"Supersedes" Notification:	
Purpose of Policy:	The policy enumerates the Colegio's policy in the management of Vertical File Collections.
Detailed Policy Statement:	<ul style="list-style-type: none"> • The Vertical File Collection pertains to the printed non-book reference materials which are housed vertically in the file cabinets. • The Vertical File Collection include the following <ul style="list-style-type: none"> • Flat Pictures • Pamphlets • Charts • Maps • Posters • Newspaper and Magazine Clippings • The Librarian develops a vertical file collection by selecting relevant newspaper articles of current interest and other related materials stated above which are of research value. • Newspaper articles are then clipped and filed in respective folders in wide array of subjects which are arranged alphabetically. • Users who wish to utilize the collection may consult the librarian for assistance or may directly browse the folder containing information about his / her research subject. • Vertical file collections are strictly for room use only. However, students may photocopy any of the items upon permission from the librarian-in-charge.
Applicability:	All students and employees
Policy Approval Authority:	Chief Librarian
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Asst. Prof. Carolyn De Jesus
Date of Approval	1-10-12

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