<table>
<thead>
<tr>
<th>Policy No:</th>
<th>ACA-POL-LIB-0008</th>
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<tr>
<td>Policy Title:</td>
<td>Vertical File Collection Policy</td>
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<td>Implementation Procedure:</td>
<td>ACA-PROC-LIB-0012 Vertical File Utilization</td>
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<tr>
<td>Date of Issuance:</td>
<td>S.Y. 2010 to 2011</td>
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<td>Effectivity:</td>
<td>S.Y. 2010 to present</td>
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<td>Page Number:</td>
<td>One (1)</td>
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<td>Office of Origin:</td>
<td>Library Services Department</td>
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**Supersedes** Notification: The policy enumerates the Colegio's policy in the management of Vertical File Collections.

**Detailed Policy Statement:**
- 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:
  - 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:** J-10-12