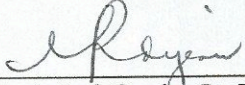


Procedure No:	ACA-PROC-LIB-0012
Procedure Title:	Vertical File Utilization
Related Policy:	ACA-POL-LIB-0008 Vertical File Collection Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Library Services Department
"Supersedes" Notification:	
Procedure Description:	This details the process in accessing and utilizing all Vertical Files of the Colegio's Library.
Areas of Responsibility:	Library Department
Procedure Details:	<p>Step 1. The student inquires to the Librarian about the contents of the Vertical File Collection.</p> <p>Step 2. The Librarian presents the list of files in the Vertical File Collection to the student.</p> <p>Step 3. The student submits his ID to the Librarian.</p> <p>Step 4. The student can access the Vertical File within the premises of the Library.</p> <p>Step 5. The student returns the Vertical File to the Librarian.</p>
Procedure Approval Authority:	Chief Librarian
References:	
Definition:	
Help Page:	Library Services Department
Prepared by:	Planning, Funding and Development Office
Approved by:	 Asst. Prof. Carolyn De Jesus
Date of Approval:	1-10-12

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