

INTRODUCTION

The Yuma Vertical File Collection is a collection of newspaper articles, publications, brochures, pamphlets, newsletters, and magazines about Yuma and the greater Yuma area. The information contained in the collection spans 100 years of Yuma history. Current information is also included in the collection.

The Yuma Vertical File Finder's Guide is a guide to the information contained in the Yuma Vertical File collection. In its pages, are files names and summaries for each subject heading.

The Structure of the Finder's Guide

The Finder's Guide has five sections: *Introduction*, *Table of Contents*, *Subject Heading Titles*, *Subject Heading Pages*, and an *Index*.

In the *Subject Heading Titles* section, is a listing of all of the subject headings in alphabetic order.

In the *Subject Heading Pages*, there is a page for each subject heading. On each page, are files that have been listed under the subject heading. Included on each page is a date range for each file as well as a summary of the files.

In the *Index*, the files names are listed in alphabetic order. The subject heading is included in the listing.

How to Use the Finder's Guide

You can search by:

- 1.) Subject heading titles, found in Section III
- 2.) Subject headings pages, found in Section IV.
- 3.) Files names in the Index, found in Section V.

To Request a File(s):

- 1.) Fill out a request form, (forms are found in the Finder's Guide).
- 2.) Turn it into the Librarian on duty.
- 3.) A maximum of 3 files can be checked out at a time.
- 4.) To check out additional files, the currently checked out files have to be turned in.

Sincerely,
Alicia Thomas
Volunteer, Yuma Public Library

ACKNOWLEDGEMENTS

I would like to thank my supervisors Brian Franssen and Rand Alkire for their support over the fourteen months it took to complete the reorganization of the Vertical File Collection. Also, for the supplies needed to make the Finder's Guide and Vertical File cabinet a success.

I hope that everyone enjoys the Vertical File and discovers the hidden treasures within the contents of it files.

Sincerely,
Alicia Thomas
Volunteer, Yuma Public Library