



## LOCATING MATERIALS

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The Center for American History maintains ready reference files of printed resources on an extensive variety of local and regional topics which span decades. The Vertical Files and Vertical File Scrapbooks can include but are not limited to newspaper articles, magazine articles, promotional materials, pamphlets, maps, and ephemera. Although the Vertical Files (VF) and Vertical Files Scrapbooks are not a comprehensive source of information on any topic, they and the Prints and Photographs Collection are good places to start for general information on research topics.

Vertical Files and Vertical File Scrapbooks are roughly divided into the following categories:

- Subject
- General Bio.
- Genealogical
- Libraries
- Museums
- Texas Authors
- Texas Cities
- Texas Counties
- Texas Schools

If, after consulting the following resources, you are still having difficulty locating materials, please see a CAH staff member for assistance.

### **Vertical File Index Online**

The Vertical File card catalogs have not been updated since the summer of 2002. For the most up to date information on content and cross references, use the searchable Vertical File Index online at <http://www.cah.utexas.edu/divisions/Austin/verticalfiles/inputform.cfm>. Each search result from the database indicates the file type, cross references, and scrapbook holdings for that topic. Clicking on the "Title" results will indicate how to fill out your blue call slip correctly:

### **Vertical Files Card Catalogs**

Located in Card Catalog I, there are alphabetical, cross-referenced indexes to biographical and subject clippings files available in the Center's Information Area. Biographical VF drawers have white labels and Subject VF drawers have blue labels. Refer to the color key card at the front of each index drawer to request files correctly by major category.

Biographical Vertical Files (white labeled index drawers, Card Catalog I):

White card = General biographical VF

Blue card = Texas author VF

Pink card = Genealogical VF

Subject Vertical Files (blue labeled index drawers, Card Catalog I):

White card = General subject VF

Pink card = Texas cities

Orange card = Texas counties

Green card = Texas schools

Blue card = Libraries

Yellow card = Museums

## REQUESTING MATERIALS

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After determining which files you wish to see, paying special attention to the color of the card with your topic on it, you will need to fill out BLUE request slips. To do so:

1. Use a blue slip to request a vertical file.
2. Fill out one slip for each subject.
3. Use pencil only.
4. Fill in the COMPLETE subject heading in the "File Title" box.
5. Check the specific file category under the Biographical VF, Subject VF or Photographs general classifications.
6. Print your full name and today's date.
7. Request only one subject per callslip. If there is a scrapbook indicated for the subject and you would like to see it, check the "Vertical File and Scrapbook" box. Some subjects may have more than one folder and/or scrapbook.
8. Turn in no more than 5 blue slips to the Reading Room Staff.
9. Seat yourself at a table and wait for materials to be brought to you.

## COPYING

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Any materials located in the CAH Vertical Files or Vertical File Scrapbooks can be copied by patrons on the self-serve copier located under the stairs in the Information Area. The self-serve copier takes only photocards that are available for \$1 at several locations close to the Center.

Patrons unable to visit the Center may request photocopies by e-mailing the Reference Staff at [cahref@uts.cc.utexas.edu](mailto:cahref@uts.cc.utexas.edu). However, due to staffing constraints, **we are not able to go through the files in search of specific articles**. If specific articles are not physically marked by patrons or by their proxy researchers in the Reading Room, we will photocopy the entire Vertical File or Vertical File Scrapbook, with one clipping per page. Copy prices and policies can be found at <http://www.cah.utexas.edu/forms/photocopycosts.html>

NOTE: Some items may not produce legible copies, due to low contrast between the paper and the ink.

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