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**Summary Report on Special Collections and Archives, Nelson
Poynter Memorial Library, University of South Florida St.
Petersburg, for the 2006-2007 Academic Year**

James Anthony Schnur

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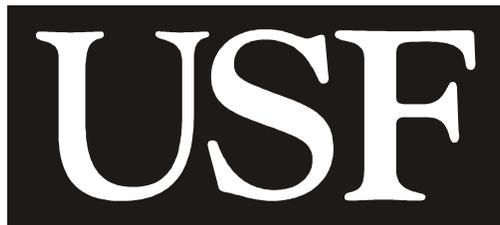
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Summary Report on
Special Collections and Archives
Nelson Poynter Memorial Library
University of South Florida
St. Petersburg
for the 2006-2007 Academic Year



ST. PETERSBURG

Submitted by
Jim Schnur
Assistant Librarian
Special Collections

1 August 2007

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Executive Summary

Since its inception as the repository of Nelson Poynter’s papers, the USF St. Petersburg library has obtained a variety of rare books, manuscript and audio/visual collections, and other primary sources materials that form the core of our Special Collections and Archives (SCA) area. This report summarizes tasks, challenges, and accomplishments during the period from July 2006 through June 2007.

Although small in physical size compared to the overall library facility, the Special Collections and Archives area plays a large role in the Poynter Library’s strategic plan:

LIBRARY ACTION PLAN	RELEVANCE TO SPECIAL COLLECTIONS
Maintain Poynter Library’s commitment to intellectual freedom, international perspectives, and cultural diversity in its collections and exhibits.	The special collections librarian regularly develops library exhibits that showcase collections, encourage intellectual inquiry, and celebrate diversity. Through assigned duties, SCA staff advocates the importance of access to resources.
Develop print, media and electronic collections to support campus programs of distinction.	Manuscript and monographic collections include excellent resources for the Florida Studies and Journalism programs of distinction.
Expand special collections in marine science, journalism, and local history to provide enhanced resources for student research in primary sources.	The special collections librarian acquires and pursues for donation appropriate academic resources.
Strengthen relationships with other Pinellas County libraries and cultural institutions.	The special collections librarian serves as de facto library liaison with other archives and local history organizations in the Tampa Bay area and maintains active memberships in historical organizations. He served as 2006-2007 President for the Pinellas County Historical Society.
Increase community access to and awareness of unique and valuable special collections.	Through lectures, bibliographic instruction initiatives, public programs, and outreach to organizations, the special collections librarian promotes knowledge of and access to our collections.
Encourage the Society for Advancement of Poynter Library’s role as a partner in library advocacy and development.	Initiatives sponsored by SAPL (such as the ongoing attempt to acquire additional presidential signatures) include an emphasis on building special and rare collections.
Pursue donations and grant opportunities to enhance special collections and access to these collections.	The special collections librarian reviews donated materials and maintains ongoing donor relations in an effort to build a premiere research collection.

Respectfully submitted,
James Anthony Schnur
 Assistant Librarian

General Summary

The staff and student assistants in Poynter Library's Special Collections and Archives celebrate another successful year of serving a variety of patrons and researchers. SCA staff made it a high priority to reduce the backlog of unprocessed manuscript and archival collections and to develop scholarly tools to assist researchers. The excellent work of Justin Whitney (graduate student, Florida Studies) and Keri Dhondup (graduate student, Library and Information Science) allowed for the transcription of primary source materials, the development of enhanced finding aids for pre-2006 donations, and the creation of excellent research guides for newer collections.

Staff continued to acquire notable monographic titles and manuscript materials that correspond to the provenance designations for SCA. Through purchase and donation, new resources in Florida History and a notable increase in faculty publications took place. Acquisition policies now fall under a Collection Development and Management Policy that received peer review and approval in the fall of 2005. This policy will guide the growth of SCA materials and take into account the limited space available for expansion.

SCA staff continued to assist students, faculty, and outside researchers with their projects. The librarian frequently offers extensive reference interviews and bibliographic instruction sessions to graduate students in the Florida Studies Program. Regular consultation and liaison activities with colleagues in History, Florida Studies, and other disciplines in the College of Arts and Sciences assure that materials added to SCA correspond to the immediate and long-term curricular needs of our University community.

In addition to the detailed reference and research activities quantified in the narrative and illustrated in the appendices, SCA staff and student assistants devoted their energies to developing disaster preparation outlines that will allow for the long-term preservation and promotion of the collections. Specifically, a disaster plan drafted in the spring of 2007 provided the outlines of an operational plan that—with subsequent revisions over the summer—prioritizes which collections and sub-collections deserve the highest level of attention if an unfortunate event occurs. As part of this process, SCA staff compiled information and assigned an estimated value to all collections. This evaluation will require annual revision. Also, Justin and Keri assisted the librarian in developing a database of 220 notable signatures that outlines exact locations (to the box and folder level). Justin and Keri also developed narratives and selected for digitization from the Hubbell Collection of Mark Twain monographs a variety of images that will provide the foundation for a “virtual” exhibit of book arts that will be available on the webpage in the fall of 2007. Keri's thorough survey and evaluation of webpage layout and aesthetics will also provide guidance to the librarian in the forthcoming year.

With nearly 140 distinct collections and sub-collections, SCA offers a variety of scholarly and academic resources. Initiatives for the 2006-2007 academic year include the shifting and consolidation of collections to provide additional room for new materials, the revamping of departmental webpages to include improved access to finding aids and resources, and the continuing commitment to service and research by SCA staff that benefits patrons who visit or contact us.

Reference, Research, and Instruction (See Also: Appendix A)

During the 2006-2007 academic year, special collections staff directly responded to 327 requests for materials or research assistance. This represents a 12.4% increase in patron requests over the 291 from the previous academic year. Patrons visiting SCA in person to view specific monographs or serials they had learned about through the library catalogue represented seventy (21.4%) of these requests. The remaining 257 requests (78.6%) came from patrons who sought research assistance, reference interviews, or guidance with the collections that went beyond the retrieval of materials. A database of the 257 in-depth requests appears as Appendix A to this report. Please note that general reference questions from the reference desk (which are included in Reference Desk statistics) or informational inquiries by patrons who came to SCA to ask general library questions (assistance with finding books on the third floor, location of restrooms, etc.) are not included in these statistics.

Requests came from patrons visiting the library, as well as from those who contacted staff from off-campus locations. For record-keeping purposes, SCA staff divided these research transactions into two categories. **Outside** requests were reference or research inquiries where all facets of the process involved written correspondence, telephone calls, or email messages without the patron actually visiting the library. Requests from **here** either originated from a USF office, department, or employee (including other USF campuses) or involved on-site visits to the SCA reading room. All seventy requests to view specific monographs or serials involved patrons who came directly to SCA. Of the 257 research and in-depth requests, 160 took place **here** and 97 were **outside** requests where the patron submitted a query and received information without visiting the campus or the library.

	<u>2006-2007</u>	<u>2005-2006 (for comparison)</u>
Percentage of total transactions here : (230 of 327)	70.4%	73.9% (215 of 291)
Percentage of total transactions outside : (97 of 327)	29.6%	26.1% (76 of 291)
Percentage of total research requests here : (160 of 257)	62.3%	68.1% (162 of 238)
Percentage of total research requests outside : (97 of 257)	37.7%	31.9% (76 of 238)

Affiliation of Patrons Requiring Reference or Research Assistance:

The institutional affiliation of patrons requiring access to collections or in-depth assistance appears on the next page. Please note that many of the 257 reference interviews required multiple telephone calls, emails, or other forms of communication as the researchers developed their topics or had additional questions about the same topic. In some cases, the patrons required extensive assistance in using the collections. For example, graduate students in the Florida Studies program frequently met with SCA staff to formulate their research strategies, learn about appropriate collections here and elsewhere, and receive guidance in the form of an extended RAP (Research Assistance Program) session. These RAP sessions do not appear in the general Reference Desk statistics, though some of them involved meetings of more than one hour. When patrons possess multiple classifications (i.e., a Florida Studies Student who works for the Florida Humanities Council), staff based the affiliation for each session on the primary use of the materials.

	<u>2006-2007</u>	<u>2005-2006 (for comparison)</u>
USF undergraduate students:	56 (21.8% of total)	24 (10.1%)
USF graduate students in History or Florida Studies:	32 (12.5%)	29 (12.2%)
USF graduate students in other disciplines:	5 (1.9%)	11 (4.6%)
Eckerd College students (residential or PEL):	11 (4.3%)	15 (6.3%)
Undergraduates from schools other than USF or Eckerd:	1 (0.4%)	3 (1.3%)
Graduate students from schools other than USF:	10 (3.8%)	10 (4.2%)
<i>SUBTOTAL: Students as researchers</i>	<i>115 (44.7%)</i>	<i>92 (38.7%)</i>
Faculty or staff in History or Florida Studies:	33 (12.9% of total)	27 (11.3%)
Faculty or staff in Mar Science and Affiliates (i.e., USGS):	3 (1.2%)	4 (1.7%)
USF St. Petersburg Administration or Advancement staff:	4 (1.6%)	14 (5.9%)
Other USF faculty or staff (including Tampa campus):	10 (3.8%)	21 (8.8%)
Other USF (includes Alumni and unclassified):	4 (1.6%)	10 (4.2%)
Faculty or staff from Eckerd College:	3 (1.2%)	2 (0.8%)
Faculty or staff from other academic institutions:	15 (5.8%)	15 (6.3%)
<i>SUBTOTAL: Faculty or Staff as researchers</i>	<i>72 (28.1%)</i>	<i>93(39.1%)</i>
Florida Humanities Council (FHC):	11 (4.3%)	2 (0.8%)
Society for Advancement of Poynter Library (SAPL):	0	2 (0.8%)
Poynter Institute of Media Studies:	3 (1.2%)	2 (0.8%)
Heritage Village (Pinellas County Government):	12 (4.7%)	24 (10.1%)
Public Libraries/other state, local, or county government:	2 (0.8%)	5 (2.1%)
Corporate and for-profit (includes newspaper reporters):	7 (2.7%)	3 (1.3%)
General Public and Unclassified:	35 (13.5%)	15 (6.3%)
<i>SUBTOTAL: Affiliates or General Public as researchers</i>	<i>70 (27.2%)</i>	<i>53(22.2%)</i>

The following breakdown of the 257 in-depth requests examines institutional affiliation:

	<u>2006-2007</u>	<u>2005-2006 (for comparison)</u>
University of South Florida (students/faculty/staff):	147 (57.2%)	138 (57.9%)
USF affiliates (SAPL, FHC, Poynter Inst., USGS, etc.):	14 (5.4%)	8 (3.4%)
Other academic researchers (Eckerd, UF, FSU, etc.):	40 (15.6%)	45 (18.9%)
Government researchers:	14 (5.5%)	29 (12.1%)
Corporate, for-profit, and general public:	42 (16.3%)	18 (7.6%)

Discussion

Similar to previous years, the majority of patrons using the collections (57.2%) had a direct affiliation with the University of South Florida. Students, faculty, and staff in Florida Studies and History continued to represent a substantial share of the patrons accessing the collections (25.4%). A notable increase in use by USF undergraduates occurred in part due to extended bibliographic instruction sessions and class presentations that SCA staff offered on campus.

Information Requested by Patrons

The 257 research requests covered a variety of topics. In many cases, the patron sought materials in more than one of the following areas:

	<u>2006-2007</u>	<u>2005-2006 (for comparison)</u>
Biographical, genealogical, or census information:	47 (18.3%)	21 (8.8%)
Photographic or cartographic research:	31 (12.1%)	38 (16.0%)
Local and regional history/Floridiana topics:	181 (70.4%)	162 (68.1%)
Journalism and media studies:	14 (5.4%)	14 (5.9%)
Institutional history from USFSP archives:	19 (7.4%)	29 (12.2%)
U. S. Maritime Training Service base history:	2 (0.8%)	8 (3.4%)
General history/historiography (non-Florida):	23 (8.9%)	7 (2.9%)
Other areas of the humanities (literature, etc.):	15 (5.8%)	12 (5.0%)
Marine science and ichthyology:	9 (3.5%)	8 (3.4%)
Researching and writing tools and processes:	12 (4.7%)	11 (4.6%)
Professional consultation by colleagues:	19 (7.4%)	17 (7.1%)

As in previous years, the majority of research requests involved local and regional history research, or questions broadly covering the area of Florida Studies. The increase in biographical and genealogical information corresponds with specific research projects conducted by graduate students and faculty in Florida Studies.

Sources Consulted by Special Collections and Archives Staff and Patrons

To fulfill the 257 detailed requests, SCA staff and patrons consulted a variety of sources. Frequently, they examined materials in more than one area of the collection.

	<u>2006-2007</u>	<u>2005-2006 (for comparison)</u>
Books, serials, periodicals in SCA:	148 (57.6%)	129 (54.2%)
Manuscript collections in SCA:	72 (28.0%)	98 (41.2%)
USF St. Petersburg archival collections in SCA:	23 (8.9%)	33 (13.9%)
USF and SUS digital collections:	125 (49.4%)	104 (43.7%)
Referred patron to USF Tampa special collections:	31 (12.1%)	15 (6.3%)
Referred patron to St. Pete Museum of History:	19 (7.4%)	13 (5.5%)
Referred patron to Heritage Village:	27 (10.5%)	21 (8.8%)
Referred patron elsewhere (i.e. State Archives):	44 (17.1%)	15 (6.3%)

Discussion

USF and State University System (SUS) digital collections enumerated in the statistics above include databases available through the USF library (such as Lexis/Nexis Academic and the historical *New York Times*) as well as general open-use internet resources. The Publication of Archival, Library, and Museum Materials initiative of the State University System (<http://palmm.fcla.edu>) offers an excellent example of an open-use resource regularly examined by SCA staff. Other notable resources used included digital photographs and Civil War records available through the State Archives of Florida (<http://www.floridamemory.com>) and the National Archives and Records Administration (<http://memory.loc.gov>). Referrals to other institutions occurred when SCA staff knew of or learned of sources at other repositories that would assist the researcher or complement our library's holdings.

Loan and Photocopy Requests for Materials from Special Collections and Archives

	IN PERSON	BY PHONE	BY LETTER/EMAIL	BY OCLC	VIA FAX
Requests for Loans/ Photocopies					
2006-2007	20	2	8	22	0
2005-2006	18	3	15	6	0
2004-2005	22	0	8	12	0
2003-2004	21	0	4	9	2
2002-2003	17	0	3	7	1
Loans/Photocopies Provided in Response to Requests					
2006-2007	17	1	3	2	0
2005-2006	14	3	13	3	0
2004-2005	18	0	2	7	0
2003-2004	16	0	1	7	1
2002-2003	15	0	1	4	0

Discussion

On occasion, SCA staff provides photocopies, scanned images, or brief loans of materials for use outside of the reading room. Items scanned or photocopied by staff must either fall within the public domain or adhere to established copyright provisions. In all cases when original items leave the building, SCA staff requires the borrowing library to limit access to in-house use only. Some in-person requests include donors who wish to borrow items from their donations for off-site use in accordance with their deed of gift, such as Norman Jones Jr. borrowing tape recorded interviews of his father. With a majority of non-manuscript materials now appearing in the library catalogue, the special collections librarian responds to a growing number of requests received through OCLC.

Office Hours for Research, Instruction, and Consultation

SCA staff offer flexible hours (generally on a Tuesday through Saturday schedule, late morning through early evening) to accommodate researchers. Patrons are strongly encouraged to make appointments prior to visiting the reading room. Generally, the reading room has offered approximately 10-16 hours of open access per week during fall and spring semesters, and 7-9 hours per week during the summer terms.

Individualized appointments have allowed the librarian to offer detailed bibliographic research assistance. As Florida Studies graduate students develop their thesis topics, they frequently meet with SCA staff to discuss primary and second source materials at USF and elsewhere that will assist them in completing their studies. Also, outside researchers often consult with SCA staff to learn about materials in collections before their visit.

Collection Parameters (See Also: Appendices B and C)

This section of the report outlines the scope, contents, and extent of materials located in Special Collections and Archives.

Explanations and Definitions

All values are estimates in linear feet

Change1—Change in collection size, represented as a percentage, between 30 June 2006 and 30 June 2007.

Change2—Change in collection size, represented as a percentage, between 30 June 2003 and 30 June 2007.

Catalogued Manuscript/Archival Collections

This category includes all manuscript, audio/visual, and USF St. Petersburg archival collections available for use, even if a full and complete finding aid does not exist. Florida Public Records Law mandates access to many documents created by USF St. Petersburg even if not fully arranged and described.

<i>2006/2007</i>	<i>2005/2006</i>	<i>2004/2005</i>	<i>2003/2004</i>	<i>2002/2003</i>	<i>Change1</i>	<i>Change2</i>
366.69 ln. ft.	354.98 ln. ft.	293.98 ln. ft.	270.3 ln. ft.	258.4 ln.ft.	+3.30%	+41.91%

SCA staff and student assistants continued to reduce the backlog of unprocessed materials and develop finding aids and researcher's guides for manuscript and archival collections. The modest gain in these collections represents extensive weeding of donations and abiding by the strong collection development policy presently in place.

Unprocessed Manuscript/Archival Collections

This category includes materials unavailable for researchers at this time because they require additional arrangement, description, and conservation. In most cases, collections shrink in size after processing due to items consolidated and discarded (e.g., duplicate copies, removal of ephemera not considered historically valuable).

<i>2006/2007</i>	<i>2005/2006</i>	<i>2004/2005</i>	<i>2003/2004</i>	<i>2002/2003</i>	<i>Change1</i>	<i>Change2</i>
42.72 ln. ft.	46.52 ln. ft.	113.37 ln.ft.	80.2 ln. ft.	49.5 ln. ft.	-8.17%	-13.70%

Despite the ongoing accession of USF St. Petersburg archival materials and new acquisitions, the actual extent of unprocessed materials has declined by more than eight percent since July 2006. This continues a trend started in 2005-2006 to concentrate resources and work by student assistants to reduce the amount of space occupied by unprocessed manuscript and archival materials.

Catalogued Books, Serials, and Monographs

These items appear in the library's public access catalogue and almost always have full bibliographic records. Items are arranged by call number within provenance (John C. Briggs Monographs, Suzanne Davis Hardee Collection, etc.)

<i>2006/2007</i>	<i>2005/2006</i>	<i>2004/2005</i>	<i>2003/2004</i>	<i>2002/2003</i>	<i>Change1</i>	<i>Change2</i>
374.78 ln. ft.	358.05 ln. ft.	344.08 ln. ft.	335.38 ln. ft.	316.25 ln. ft.	+4.67%	+18.51%

Similar to the previous year, catalogued monographs and serials grew by slightly more than four percent. The majority of these items covered the areas of local and regional history and Florida Studies. Staff also acquired a substantial number of faculty monographs. All acquisitions now follow the SCA Collection Development and Management Policy instituted in December 2005.

Uncatalogued Books, Serials, and Monographs

Materials in this category include donations and other books currently located in the Special Collections and Archives that may be added to the collection. However, some items, held as donations, may be placed in the general collection or discarded.

<i>2006/2007</i>	<i>2005/2006</i>	<i>2004/2005</i>	<i>2003/2004</i>	<i>2002/2003</i>	<i>Change1</i>	<i>Change2</i>
36.00 ln. ft.	43.70 ln. ft.	33.05 ln. ft.	30.75 ln. ft.	12.25 ln. ft.	-17.62%	+193.9%

Since the summer of 2006, SCA has reduced the backlog of books requiring additional processing by more than one-sixth. This reduction occurred even as staff brought in provisional donations of magazines and books throughout the year.

Total of All Collections

This category includes all print, audio/visual, and other collections by size, but in some cases “double counts” collections that fall into two categories. For example, the Kennedy Assassination Newspapers, Nixon Resignation Newspapers, and similar archival collections count both as manuscript collections and as serials.

<i>2006/2007</i>	<i>2005/2006</i>	<i>2004/2005</i>	<i>2003/2004</i>	<i>2002/2003</i>	<i>Change1</i>	<i>Change2</i>
820.19 ln. ft.	803.25 ln. ft.	784.48 ln. ft.	716.63 ln. ft.	636.4 ln. ft.	+2.11%	+28.9%

While the size of all collections has increased by nearly twenty-nine percent since 2002/2003, the collection grew by only 2.11% during the past year.

Serials and Manuscripts for IPEDS Report

Summary of all processed and accessible collections estimated by linear feet for statistical reporting purposes.

<i>2006/2007</i>	<i>2005/2006</i>	<i>2004/2005</i>	<i>2003/2004</i>	<i>2002/2003</i>
575.19 ln. ft.	558.25 ln. ft.	502.36 ln. ft.	464.51 ln. ft.	355.25 ln. ft.

Acquisitions, Arrangement, and Description (See Also: Appendix D)

Manuscript and Archival Collections Acquired

Name	Status and Extent of Acquisition
Amity House Collection of Ruth Uphaus	Additional items received in 2006
Michelle Hoffman USMSTS Collection	Received March 2007; processing 50% complete
St. Petersburg, City of, Comprehensive Plan	Working files received from David Carr in 2006
USFSP 40th Anniversary Steering Committee	Archival records received summer 2006
<i>Viking</i> Spacecraft “Mission to Mars” Collection	Received summer 2006

In addition, SCA staff processed ongoing additions to local history collections, vertical files, and the USF St. Petersburg archives.

Finding Aids Completed or Revised

Glen Dill Collection
Papers of Regis A. Factor
Historic Newspapers: *St. John Globe* (New Brunswick)
“In this book—Commissioner[’]s Warrants—Capias from W. F. Couch”
Papers of Norman E. Jones, Sr. (Revised)
Betty Morris Scrapbook and Materials
Presidential Signatures and Ephemera Collection of Parker and Joane Miller
St. Petersburg, City of, Comprehensive Plan Working Files
St. Petersburg Times Market Research Collection
C. Perry Snell Papers (Revised)
USFSP 40th Anniversary Steering Committee
Viking Spacecraft “Mission to Mars” Collection of Lula Agee
L. Glenn Westfall Research Files (Revised)

In addition to these guides for individual collections, in February 2007 SCA staff revised the comprehensive *Guide to Special Collections and Archives, Nelson Poynter Memorial Library, University of South Florida St. Petersburg* originally created in March 2006. This thirty page booklet lists notable collections available to researchers, provides a brief scope and contents note, and outlines any restrictions on using the materials.

Assistance from Collection and Technical Services (Appendix D)

SCA staff performs some basic cataloguing functions in ALEPH, such as adding item records. However, some materials require additional processing from the Poynter Library’s Collection and Technical Service’s team. The information below offers a summary profile on the 78 materials (totaling 80 items) that required assistance from Collection and Technical Services at Poynter Library:

General materials or faculty publications already in library that were moved to SCA: 12
Items sent due to cataloguing errors (i.e., addition of “Poynter Collection”) by Tampa Cataloging: 12
Items donated to SCA that required OCLC records or cataloguing (items unique to USF Libraries): 17
Items catalogued or given enhanced bibliographic records to reflect sub-collections (i.e., Mormino Floridiana): 30
Items catalogued or given enhanced bibliographic records to reflect materials signed by authors: 16

Departmental Goals during 2007-2008 Academic Year

During the forthcoming academic year, the special collections librarian sets the following professional goals that will enhance services and resources in the Special Collections and Archives area:

...for general special collections:

- conduct a substantial shifting of collections to allow for maximum use of storage space while also relocating materials of exceptional value in a separate area
- continue to establish and cultivate relations with potential donors
- acquire publications, within budgetary limits, that are appropriate for special collections in accordance with the Collection Development and Management Policy
- work with *Crow's Nest*, *Library Leads*, and other appropriate publications to promote use of collections by the university community

...for specific collections in the department

- continue to reduce processing backlog of manuscript collections
- expand and refine local history subject files that have received regular and frequent use in the curriculum of the Florida Studies Program of Distinction
- explore opportunities to digitize unique materials (*Come Unity*, Maritime Service base) that represent signature scholarly resources for our campus

...for University of South Florida St. Petersburg archives:

- foster an understanding of the value of collecting archival materials on campus
- expand our holdings of faculty publications and maintain database of significant scholarly activities of notable faculty
- continue preservation efforts (including possible format migration) for A/V archives
- work with appropriate accountable officers to transfer records to the USF St. Petersburg archives

...for University service:

- participate in committee assignments for campus and the overall university as appropriate
- build and strengthen cooperative links with USF Tampa Library Special Collections, the USF Florida Studies Center, the Florida Studies Program of Distinction, and other university-affiliated bodies

...for University and community outreach:

- maintain regular communication with area cultural and historical organizations
- serve as an ambassador advocating the preservation and promotion of local and regional history through outside involvement with non-profit organizations
- participate in at least one local or state conference as a presenter or panelist
- continue research and pursue publication of topics related to local and regional history
- continue research related to the historiography of the Pinellas Peninsula
- offer lectures, academic courses, and other community education activities that complement my academic responsibilities at USF and benefit the Poynter Library