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**Summary Report on Special Collections and Archives, Nelson
Poynter Memorial Library, University of South Florida St.
Petersburg, for the 2009-2010 Academic Year**

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Summary Report on
Special Collections and Archives
Nelson Poynter Memorial Library
University of South Florida St. Petersburg
for the 2009-2010 Academic Year



Submitted by
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Special Collections and Archives

31 August 2010

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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 source 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 2009 through June 2010.

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. Collections reflect the various voices of the community. A January reception celebrated a notable collection of works by Omali Yeshitela.
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.
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 has served as President for the Pinellas County Historical Society and remains on the board.
Increase community access to and awareness of unique and valuable special collections.	Through lectures, bibliographic instruction initiatives, public programs, courses taught, and outreach to organizations, the special collections librarian promotes knowledge of and access to our 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
 SCA Staff Member

General Summary

Poynter Library's Special Collections and Archives celebrates another successful year of serving a variety of patrons and researchers. With over 175 distinct collections and sub-collections, SCA offers a variety of scholarly and academic resources. SCA staff made it a high priority to continue reducing the backlog of unprocessed manuscript and archival collections and to develop scholarly tools to assist researchers. Marta Jones, a former fieldwork student and recent graduate of USF's School of Library and Information Science, provided assistance throughout the year in arranging and describing collections, creating finding aids, and assisting with patron requests. Sarah Haney participated in a fieldwork during the spring 2010 semester and designed a comprehensive inventory of the USF St. Petersburg audio/visual archives. With her guidance, we removed redundant materials from the collection and evaluated long-term preservation needs.

Staff offered two notable public events during the academic year. A well-attended reception on 21 January 2010 in the Campus Activities Center celebrated the acquisition of the Uhuru Collection of Omali Yeshitela. Three months later, on 21 April, a program commemorated Mark Twain's literary legacy on the centennial of his passing. Displays, public lectures in the community, and other service activities promoted Special Collections and Archives.

SCA staff continued to assist students and faculty 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.

Beginning with this annual report, research requests from members of the USF community also differentiate between those initiated by students, faculty, and staff at USF St. Petersburg and those that come from other entities within the USF System. As our institution moves forward as a separately accredited entity, staff must assure that we meet the research and service needs of our core constituency at USF St. Petersburg.

Community and outside researchers also benefited from Poynter Library's numerous research collections. SCA staff fielded inquiries from local and long-distance genealogists, as well as property owners and neighborhood associations seeking historic photographs of their communities. An author visited the reading room on multiple occasions as he completed a book about George Gandy and the Gandy Bridge. Staff assisted members of the St. Petersburg Yacht Club and the city's Waterfront Centennial Committee as they sought images for display and publication. In addition to the many local community patrons, staff also successfully responded to requests from an artist in Germany interested in Florida sources and a producer at the Canadian Broadcasting Corporation's French television service in Montreal seeking information about Nelson Poynter for a documentary. Staff fulfilled requests from Ph.D. students from as far away as the University of Nevada, Las Vegas, and (University of) Heidelberg Center for American Studies..

Reference, Research, and Instruction

During the 2009-2010 academic year, special collections staff directly responded to 445 requests for materials or research assistance. This represents a 10.1% increase in patron requests over the 404 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 ninety-five (21.35%) of these requests. The remaining 350 requests (78.65%) came from patrons who sought research assistance, reference interviews, or guidance with the collections that went beyond the retrieval of materials. 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 ninety-five requests to view specific monographs or serials involved patrons who came directly to SCA. Of the 350 research and in-depth requests, 237 took place **here** and 113 were **outside** requests where the patron submitted a query and received information without visiting the campus or the library.

	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
Percentage of total transactions here : (332 of 445)	74.6%	66.6%	72.1%	70.4%	73.9%
Percentage of total transactions outside : (113 of 445)	25.4%	33.4%	27.9%	29.6%	26.1%
Percentage of total research requests here : (237 of 350)	67.7%	58.5%	64.8%	62.3%	68.1%
Percentage of total research requests outside : (113 of 350)	32.3%	41.5%	35.2%	37.7%	31.9%

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 350 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. For example, one of the requests involved an undergraduate interested in opposition to the football program at USF in the 1990s for a research paper. To fulfill that request, SCA staff had two separate meetings to discuss sources and sent the student eighteen articles by email. Another request by an outside researcher required staff assistance and consultations that encompassed nearly twenty hours over a one-month period. 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 (i.e., if for a class, student status prevails over Humanities Council employment).

	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
USF System undergraduate students:	115 (32.9%)	30 (9.2%)	47 (16.4%)	56 (21.8%)	24 (10.1%)
a) USFSP undergraduates	114 (32.6%)				
b) USF (non-SP) undergrads	1 (0.3%)				
USF System graduate students:	69 (19.7%)	99 (30.5%)	57 (19.9%)	37 (14.4%)	40 (16.8%)
a) USFSP grad students in History or Fla Studies:	35 (10.0%)	48 (14.8%)	49 (17.1%)	32 (12.5%)	29 (12.2%)
b) USF graduate students in other disciplines:	34 (9.7%)	51 (15.7%)	8 (2.8%)	5 (1.9%)	11 (4.6%)
b1) USFSP students (non-Fla Studies):	7 of 34 (2.0% of total)				
b2) USF Tampa students (Library Science):	23 of 34 (6.6% of total)				
b3) Other USF System grad students:	4 of 34 (1.1% of total)				
Patrick Riordan Fellow (visiting Ph.D. , USF Tampa):	1 (0.3%)	0	10 (3.5%)	0	0
Eckerd College students (residential or PEL):	19 (5.4%)	22 (6.8%)	23 (8.0%)	11 (4.3%)	15 (6.3%)
Undergraduates from schools other than USF or Eckerd:	5 (1.4%)	5 (1.5%)	0	1 (0.4%)	3 (1.3%)
a) From SUS (incl. New College), and SPC:	3 (0.9%)				
b) From non-public Florida and non-Florida:	2 (0.6%)				
Graduate students from schools other than USF:	13 (3.7%)	3 (0.9%)	7 (2.4%)	10 (3.8%)	10 (4.2%)
a) From State University System:	1 (0.3%)				
b) From non-public Florida and non-Florida:	4 (1.1%)				
SUBTOTAL: Students as researchers	222 (63.4%)	159 (48.9%)	144 (50.2%)	115 (44.7%)	92 (38.7%)
USFSP Faculty/staff in History or Florida Studies:	13 (3.7%)	25 (7.7%)	31 (10.8%)	33 (12.9%)	27 (11.3%)
Faculty/staff in Mar Science & Affiliates (i.e., USGS):	0	8 (2.5%)	4 (1.4%)	3 (1.2%)	4 (1.7%)
USFSP Administration or Advancement staff:	11 (3.1%)	16 (4.9%)	12 (4.2%)	4 (1.6%)	14 (5.9%)
Other USF System faculty or staff (incl. Tampa):	14 (4.0%)	10 (3.1%)	19 (6.6%)	10 (3.8%)	21 (8.8%)
a) USFSP faculty (not listed above):	10 (2.9%)				
b) USF System Faculty from other campuses:	4 (1.1%)				
Other USF (includes Alumni and unclassified):	5 (1.4%)	6 (1.8%)	2 (0.7%)	4 (1.6%)	10 (4.2%)
Faculty or staff from Eckerd College:	4 (1.1%)	3 (0.9%)	2 (0.7%)	3 (1.2%)	2 (0.8%)
Faculty or staff from other academic institutions:	6 (1.7%)	12 (3.7%)	18 (6.3%)	15 (5.8%)	15 (6.3%)
a) From State University System:	5 (1.4%)				
b) From non-public Florida and non-Florida:	1 (0.3%)				
SUBTOTAL: Faculty/Staff as researchers	53 (15.1%)	80 (24.6%)	88 (30.7%)	72 (28.1%)	93(39.1%)
Florida Humanities Council (FHC):	0	3 (0.9%)	0	11 (4.3%)	2 (0.8%)
Society for Advancement of Poynter Library (SAPL):	2 (0.6%)	1 (0.3%)	1 (0.3%)	0	2 (0.8%)
Poynter Institute of Media Studies:	1 (0.3%)	1 (0.3%)	0	3 (1.2%)	2 (0.8%)
Heritage Village and Pinellas County Government):	8 (2.3%)	18 (5.6%)	9 (3.1%)	12 (4.7%)	24 (10.1%)
a) Heritage Village	5 (1.4%)				
b) Other Pinellas County Government	3 (0.9%)				
Public Libraries/other government:	13 (3.7%)	15 (4.7%)	8 (2.8%)	2 (0.8%)	5 (2.1%)
a) Public Libraries	2 (0.6%)				
b) State of Florida	2 (0.6%)				
c) City of St. Petersburg	5 (1.4%)				
d) Other Government (includes non-Fla)	4 (1.1%)				
Corporate and for-profit (includes newspaper reporters):	7 (2.0%)	6 (1.8%)	4 (1.4%)	7 (2.7%)	3 (1.3%)
General Public and Unclassified:	44 (12.6%)	42 (12.9%)	33 (11.5%)	35 (13.5%)	15 (6.3%)
SUBTOTAL: Affiliates or General Public	75 (21.4%)	86 (26.5%)	55 (19.1%)	70 (27.2%)	53(22.2%)

Discussion

During the last two years, the librarian has expanded the number of bibliographic instruction sessions and individualized research appointments dedicated to undergraduate students. In addition, his adjunct activities as the instructor of a Florida history course brought him into greater contact with students at the undergraduate level. Over thirty-two percent of the research request inquiries came from undergraduate students enrolled in USF St. Petersburg classes, a substantial increase over previous years. Although the proportion of community researchers remained in line with previous years (between one-fifth and one-fourth of all requests), the overall percentage of student requests increased substantially, with 63.4% of research sessions devoted to student inquiries.

The following breakdown of the 350 in-depth requests examines institutional affiliation:

	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
USF System (students/faculty/staff):	222 (63.4%)	186 (57.2%)	171 (59.6%)	147 (57.2%)	138 (57.9%)
USF affiliates (SAPL, FHC, Poynter Inst., USGS, etc.):	8 (2.3%)	12 (3.7%)	2 (0.7%)	14 (5.4%)	8 (3.4%)
Patrick Riordan Fellow (visiting Ph.D. spon by USF):	1 (0.3%)	0	10 (3.5%)	0	0
Total USF-affiliated researchers	231 (66.0%)	198 (60.9%)	183 (63.8%)	161 (62.6%)	146 (61.3%)
Total USFSP-affiliated researchers:	193 (55.1%)				
Other academic researchers (Eckerd, UF, etc.):	47 (13.4%)	47(14.5%)	50 (17.4%)	40 (15.6%)	45 (18.9%)
Government researchers, public museums:	21 (6.0%)	30 (9.2%)	17 (5.9%)	14 (5.5%)	29 (12.1%)
Corporate, for-profit, and general public:	51 (14.6%)	50 (15.4%)	37 (12.9%)	42 (16.3%)	18 (7.6%)
Total non-affiliated researchers	119 (34.0%)	127 (39.1%)	104 (36.2%)	96 (37.4%)	92 (38.7%)

Discussion

Similar to previous years, the majority of patrons using the collections (66%) had a direct affiliation with the University of South Florida System. Of these patrons, over fifty-five percent had a primary affiliation with USF St. Petersburg. Despite the large number of outside requests handled by Special Collections and Archives compared to other service areas of the Poynter Library, two-thirds of research requests directly served the USF community.

Information Requested by Patrons

The 350 research requests covered a variety of topics. In many cases, the patron sought materials in more than one of the following areas:

	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
Biographical, genealogical, or census information:	64 (18.2%)	88 (27.1%)	50 (17.4%)	47 (18.3%)	21 (8.8%)
Photographic or cartographic research:	42 (12.0%)	38 (11.7%)	33 (11.6%)	31 (12.1%)	38 (16.0%)
Local and regional history/Floridiana topics:	236 (67.4%)	220 (67.7%)	187 (65.2%)	181 (70.4%)	162 (68.1%)
Journalism and media studies:	17 (4.9%)	28 (8.6%)	23 (8.2%)	14 (5.4%)	14 (5.9%)
Institutional history from USFSP archives:	25 (7.1%)	33 (10.2%)	22 (7.7%)	19 (7.4%)	29 (12.2%)
U. S. Maritime Training Service base history:	1 (0.3%)	7 (2.2%)	6 (2.1%)	2 (0.8%)	8 (3.4%)
General history/historiography (non-Florida):	34 (9.7%)	25 (8.6%)	41 (14.3%)	23 (8.9%)	7 (2.9%)
Other areas of the humanities (literature, etc.):	23 (6.6%)	35 (10.8%)	31 (10.9%)	15 (5.8%)	12 (5.0%)
Marine science and ichthyology:	5 (1.4%)	5 (1.5%)	4 (1.4%)	9 (3.5%)	8 (3.4%)
Researching and writing tools and processes:	14 (4.0%)	17 (5.2%)	14 (4.9%)	12 (4.7%)	11 (4.6%)
Professional consultation by colleagues:	58 (16.6%)	33 (10.2%)	21 (7.3%)	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 continued 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 350 detailed requests, SCA staff and patrons consulted a variety of sources. Frequently, they examined materials in more than one area of the collection.

	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
Books, serials, periodicals in SCA:	183 (52.2%)	151 (46.5%)	138 (48.1%)	148 (57.6%)	129 (54.2%)
Manuscript collections in SCA (incl. oral history):	62 (17.7%)	73 (22.5%)	95 (33.1%)	72 (28.0%)	98 (41.2%)
USF St. Petersburg archival collections in SCA:	33 (9.4%)	41 (12.6%)	27 (9.4%)	23 (8.9%)	33 (13.9%)
USF and SUS digital collections:	204 (58.3%)	178 (54.8%)	150 (52.3%)	125 (49.4%)	104 (43.7%)
Referred patron to USF Tampa special collections:	9 (2.6%)	11 (3.4%)	20 (7.0%)	31 (12.1%)	15 (6.3%)
Referred patron to St. Pete Museum of History:	3 (0.9%)	7 (2.2%)	16 (5.6%)	19 (7.4%)	13 (5.5%)
Referred patron to Heritage Village:	3 (0.9%)	5 (1.5%)	21 (7.3%)	27 (10.5%)	21 (8.8%)
Referred patron elsewhere (i.e. State Archives):	13 (3.7%)	39 (12.0%)	45 (15.7%)	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, JSTOR, and the historical *New York Times*) as well as general open-use internet resources and the Google news advanced archives search. For example, Publication of Archival, Library, and Museum Materials (<http://palmm.fcla.edu>) offers an excellent example of an open-use resource regularly examined when searching for Sanborn maps.

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. In many cases, researchers also used collections at USF St. Petersburg after learning of other items.

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					
2009-2010	32	1	9	15	0
2008-2009	28	2	16	17	0
2007-2008	24	1	7	18	0
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

2009-2010	29	1	6	2	0
2008-2009	23	2	11	12	0
2007-2008	19	1	6	4	0
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. In most cases, article photocopies are provided if permissible and possible.

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 10-12 hours of open access per week during fall and spring semesters, and 7-8 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

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

All values are estimates in linear feet

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. The count also includes uncatalogued manuscripts/serials in the Briggs Collection acquired with public funds. Florida Public Records Law mandates access to many documents created by USF St. Petersburg even if not fully arranged and described.

2009-2010 value (as of 1 July 2010): 478.96 linear feet

2008-2009	2007-2008	2006-2007	2005-2006	2004-2005	2003-2004	2002-2003
456.48 ln. ft.	435.43 ln. ft.	366.69 ln. ft.	354.98 ln. ft.	293.98 ln. ft.	270.3 ln. ft.	258.4 ln.ft.

Manuscript and archival collections combined grew by 4.9% since 1 July 2009 and by 10.0% during the last two years. Available collections have grown by 85.4% since 2002-2003. The majority of the manuscript collections document Local and Regional history.

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).

2009-2010 value (as of 1 July 2010): 58.60 linear feet

2008-2009	2007-2008	2006-2007	2005-2006	2004-2005	2003-2004	2002-2003
64.90 ln. ft.	66.60 ln. ft.	42.72 ln. ft.	46.52 ln. ft.	113.37 ln.ft.	80.2 ln. ft.	49.5 ln. ft.

The overall extent of unprocessed materials declined by 9.7% in 2009-2010 from the previous year despite new accessions, including the Papers of David Carr. The space occupied by unprocessed materials will decline through arrangement, description, and weeding of duplicative 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. Monographic collections donated or acquired from a specific person or organization are shelved by call number separately within the provenance of the donor (John C. Briggs Monographs, Suzanne Davis Hardee Collection, etc.).

2009-2010 value (as of 1 July 2010): 444.90 linear feet

2008-2009	2007-2008	2006-2007	2005-2006	2004-2005	2003-2004	2002-2003
422.18 ln. ft.	416.93 ln. ft.	374.78 ln. ft.	358.05 ln. ft.	344.08 ln. ft.	335.38 ln.ft.	316.25 ln. ft.

Catalogued monographs and serials grew by 5.4% over the previous year and by 40.7% since 2003. Due to budgetary constraints, the only materials purchased were faculty publications. Other volumes added through donation fell within the areas of local and regional history and Florida Studies. 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.

2009-2010 value (as of 1 July 2010): 27.00 linear feet

<i>2008-2009</i>	<i>2007-2008</i>	<i>2006-2007</i>	<i>2005-2006</i>	<i>2004-2005</i>	<i>2003-2004</i>	<i>2002-2003</i>
28.40 ln. ft.	26.80 ln.ft.	36.00 ln. ft.	43.70 ln. ft.	33.05 ln. ft.	30.75 ln.ft.	12.25 ln. ft.

Since the summer of 2007, SCA has reduced the backlog of books requiring additional processing by twenty-five percent. This reduction occurred even as staff brought in provisional donations of magazines and books throughout the year.

Total of All Collections, Catalogued and Uncatalogued

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.

2009-2010 value (as of 1 July 2010): 1009.46 linear feet*

* Of this total: Catalogued items:914.36 ln. ft.; uncatalogued items (some of which will be discarded): 95.10 ln.ft.

<i>2008-2009</i>	<i>2007-2008</i>	<i>2006-2007</i>	<i>2005-2006</i>	<i>2004-2005</i>	<i>2003-2004</i>	<i>2002-2003</i>
971.96 ln. ft.**	945.76 ln. ft.	820.19 ln. ft.	803.25 ln. ft.	784.48 ln. ft.	716.63 ln. ft.	636.4 ln. ft.

** Of this total: Catalogued items: 878.66 ln. ft.; uncatalogued items (some of which will be discarded): 93.30 ln. ft.

Total of All Collections for IPEDS Report

Summary of all processed and accessible collections estimated by linear feet for statistical reporting purposes (Catalogued manuscripts + Catalogued archival collections + Catalogued books/serials/monographs, less “Double counts” where books/serials/monographs reside in manuscript collections)

2009-2010 value (as of 1 July 2010): 795.25 linear feet

<i>2008-2009</i>	<i>2007-2008</i>	<i>2006-2007</i>	<i>2005-2006</i>	<i>2004-2005</i>	<i>2003-2004</i>	<i>2002-2003</i>
728.67 ln.ft	703.92 ln. ft.	575.19 ln. ft.	558.25 ln. ft.	502.36 ln. ft.	464.51 ln.ft.	355.25 ln. ft.

Total of collections presently available to researchers (catalogued books, serials, monographs, manuscript, and archival collections) increased by 9.1% during the past year.

Acquisitions, Arrangement, and Description

Manuscript and Archival Collections Acquired

Name	Status and Extent of Acquisition
Papers of David R. Carr	Acquired December 2009; processing nearly complete.
Florida History Research Collection	New accessions received during the year.
Fla Humanities Council Grant Resch Mats. (3d acc)	Received June 2010; fully available to researchers
Odette W. Patterson Papers	Acquired December 2009; processed by May 2011.
Papers of Nelson Poynter (2 nd Accession)	Received from family June 2010; in process.
Ada Rees's Fla. Federation of Woman's Clubs File	Acquired May 2010; processing nearly complete.
<i>St. Petersburg Daily News</i> (1 bound volume)	Fully available to researchers.

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

Finding Aids Completed or Revised

Name	Status
Ray Brubaker Evangelical Book Collection	Finding aid created
Papers of David R. Carr	Provisional finding aid
N. Eliason "City in Transition" Collection	MARC record in ALEPH
Jordan Park Collection	Finding aid created
Odette W. Patterson Papers	Finding aid created
Jean Chance Research File on Henrietta Poynter	MARC record in ALEPH
Papers of Nelson Poynter	Revised finding aid
Twentieth Century Sheet Music Collection	Finding aid created
Uhuru Collection of Omali Yeshitela	MARC records in ALEPH

Departmental Goals during 2010-2011 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:

- consolidate and shift USFSP archival materials to allow for maximum use of storage space while also relocating certain valuable books and manuscript collections
- work towards developing standards for acquiring collections in a digital environment
- 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

...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
- encourage students and faculty in the College of Marine Science to utilize collections
- explore opportunities to digitize unique materials (*Come Unity*, Maritime Service base items) that represent signature scholarly resources for our campus, as time permits
- work with the Library Dean on preparing for a digital archives component and assuring that services in Special Collections and Archives correspond with the library's strategic plan

...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 as part of an ongoing project
- work with appropriate accountable officers to transfer records to the USF St. Petersburg archives, whenever appropriate

...for University service:

- participate in committee assignments for campus and the overall university as appropriate
- maintain and strengthen cooperative links with USF Tampa Library Special Collections, the USF Florida Studies Center, the Florida Studies Program, the School of Library and Information Science, and other units

...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
- continue service as editor of "Florida Research in Publication" for Florida Historical Society
- 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, including possible full-length manuscript through an outside publisher
- complete a manuscript for Arcadia Publishing on the history of Largo for publication
- offer lectures, academic courses, and other community education activities that complement my academic responsibilities at USF and benefit the Poynter Library