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**Summary Report on Special Collections and Archives, Nelson
Poynter Memorial Library, University of South Florida St.
Petersburg, for the 2001-2002 Academic Year**

Nelson Poynter Memorial Library.

James Anthony Schnur

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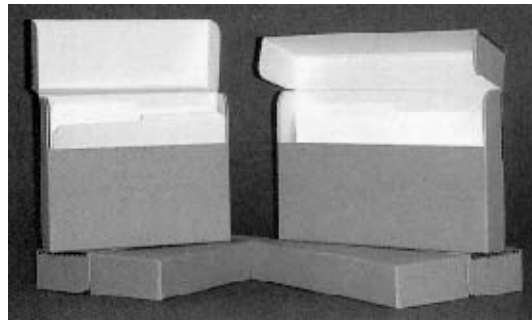
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Summary Report on
Special Collections and Archives
Nelson Poynter Memorial Library
University of South Florida St. Petersburg
for the 2001-2002 Academic Year



Submitted by
Jim Schnur
Assistant Librarian
Special Collections



14 August 2002

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 area. I had the honor of joining the faculty of the Nelson Poynter Memorial Library as assistant librarian for special collections on 19 February 2002. For the first few months, efforts focused on learning and developing policies and procedures, organizing collections, creating departmental web pages, understanding general collection development parameters, and establishing regular hours of service. This report summarizes institutional and personal tasks, challenges, and accomplishments during the period from February through June 2002. Beginning in the 2002-2003 academic year, quarterly reports will be issued for the Special Collections and Archives area of the library.

Respectfully submitted,
Jim Schnur

ESTIMATED REFERENCE AND INSTRUCTION STATISTICS*

	IN PERSON	BY PHONE	BY LETTER	BY E-MAIL	VIA FAX
Reference Inquiries	38	18	2	23	0
Research Interviews	14	3	0	8	0
Research In-depth	12	4	0	11	0
Liaison with other Institutions	5	11	4	12	1

ESTIMATED USE OF SPECIFIC COLLECTIONS*

Oral History of Modern America	2 browses
Florida History Research Collection	4 browses
John C. Briggs Collection	5 browses
David Hubbell Mark Twain Collection	2 browses
Norman E. Jones Papers	3 browses/14 clippings on loan to Norman Jones, Jr., for upcoming exhibit at Arts Center
Papers of Nelson Poynter	2 browses (total of 14 boxes used)
Donald Saxer/USMSTS Collection	3 browses
Underground Newspaper Collection	6 browses

*- Statistics kept for the period from February through May are estimates. Some May and June statistics include research inquiries from students enrolled in AMH3423. Statistics from this point forward are kept within the department.

Hours of Operation (Walk-ins welcome, no appointment needed)

March 2002: 30 posted hours
April 2002: 55 posted hours
Total public access hours (March-June 2002): 178 posted hours
Other hours are available by appointment.

May 2002: 48 posted hours
June 2002: 45 posted hours

Exhibits

“Summer Fun in the Florida Sun” displays, in library, June-July 2002.
“Kickin’ It in the Florida Grass” soccer memorabilia display, in library, June-July 2002.
Display on St. Petersburg History, in library, SAPL Annual Meeting, 26 April 2002.

Collections Acquired

Betty Morris Collection (approx. 1 linear foot): Materials related to Chicago Exposition in 1893 and central Florida transportation planning during the 1960s. Ms. Morris resides at the Fountain Inn.

Miscellaneous books (65) from the USF Tampa Campus library special collections (duplicates in their collection), St. Petersburg Public Library reference collection, St. Petersburg Museum of History, and Heritage Village—The Pinellas County Historical Museum. Also, we received twenty-six bound volumes of the *Pinellas County Review* from the St. Petersburg Museum of History. Nearly all of these items have been added to the public access catalogue.

Collections Processed

Raymond O. Arsenault Collection, second accession [Processing complete, with assistance from Jon Wilson]

Wilder’s Park Collection; REAP (Retired Executives Advisory Panel) Papers; Papers of Regis Factor; Oral History (Fall 2001 semester); miscellaneous USF St. Petersburg Archives materials [Physical processing, preliminary arrangement with assistance from Charlotte Barbour and Dan Richard]

Completed barcoding and item record creation for all catalogued items in the reading room (except city directories).

With the assistance of Lorel Reinstrom, cataloguer on loan from the Tampa library:

added approximately 172 unique items (some multiple copies, some multiple sets) to the David S. Hubbell Mark Collection [status: cataloguing of books is complete]

added approximately 380 unique items (some multiple copies, some sets, for a total of approximately 668 item records) to the John C. Briggs Collection [status: cataloguing of books is approximately 80% complete as of July 1; cataloguing of special collections serials to be done later].

University Archives Acquired

USF Sailing Team/Sail Club (RG658) received from Prof. Steve Lang.

Web Page Development

Between March and June 2002, approximately fifty-five regular and text-only web pages have been created under the <http://www.nelson.usf.edu/spccoll> domain. Approximately one-third of the pages provide general information (hours, location, links to other resources) and remaining pages highlight specific collections or record groups. Some collections include full-text finding aids on the web.

Supervisory Activities

Oversaw completion of Jon Wilson's processing of the Raymond O. Arsenault Collection, second accession. Supervised Charlotte Barbour and Dan Richard on occasional physical processing and arrangement of collections.

Bibliographic Instruction

Two sessions on oral history education for regularly scheduled classes. Total students served: approximately 50.

University Service Committees

USF Libraries Marketing Committee; Merit Review Committee (ad hoc, with Tina Neville and Deborah Henry); Florida Studies Roundtable (ad hoc)

Lectures and Public Events

Interview, "History of Pinellas Army Air Field/St. Pete-Clearwater Airport" with County Commissioner Susan Latvala, *Progressive Pinellas: Your County at Work*. PCGA [Pinellas County Government Access] Television, 20 June 2002. Broadcast during the month of July 2002.

Public Film Showing, "St. Petersburg in 1929." 2 June 2002 [immediately following "Tale of Two Cities" program], University of South Florida St. Petersburg.

Lecture and Public Film Showing, "St. Petersburg in 1929." 22-23 May 2002, University of South Florida St. Petersburg. The 23 May program was videotaped for re-broadcast on WSPF (Channel 35).

Interview, "1929 St. Petersburg History Film," *University Beat*, WUSF Radio (89.7 FM). Tampa, 8 May 2002.

Outside Educational Lectures (Public Service, Uncompensated)

Panelist, "Forum on the Johns Committee." United Faculty of Florida—USF Chapter, Grace Allen Room, Tampa Library, USF Tampa, 25 April 2002.

Outside Educational Lectures (Compensated; Related to Local History/Librarianship)

Although the following lectures and programs were performed outside of University of South Florida employment, they represent activities that relate to assigned duties in special collections.

Credit-bearing courses taught

AMH 3423	Modern Florida	USF St. Petersburg	Summer 2002
HIL 207	Florida History: A Mosaic	Eckerd/North Pinellas	Summer 2002
HIL 207	Florida History: A Mosaic	Eckerd/Seminole CUC	Spring 2002

Non-credit courses and programs offered

Instructor, "Tampa Bay's Historic Pathways." Eckerd College Elderhostel Charter Program, 21-24 April 2002

Instructor, "Library Research and Electronic Resources." Eckerd College Program for Experienced Learners. Winter Term [4 sessions, February 2002], Spring Term [3 sessions, April 2002], Summer Term [4 sessions, June 2002].

Instructor, "Sunshine, Green Benches, and Spring Training: An Informal History of St. Petersburg." Eckerd College Senior College, 18, 28 February 2002.

Instructor and Coordinator, "Golden Treasures of Florida's West Coast: The Cities of Tampa Bay." Eckerd College Elderhostel, 6-12 January 2002, 24-30 March 2002, 7-10 April 2002.

Cooperative Loans

Two framed sepia tone photographs returned from Museum of Fine Arts, June 2002.

Norman E. Jones, Jr., borrowed clippings from his father's collection for a forthcoming exhibit at the Arts Center.

Sample Research Inquiries

Research on the history of Bayboro Harbor for campus Media Relations office/"Tall Ships" event

Designing an oral history program for World War II veterans

Nelson Poynter's service to the United States government during World War II

Photographs of Nelson Poynter for *Congressional Quarterly* researchers in Washington, DC.

Demographic/anecdotal research on African Americans in southern Pinellas County

Special Collections and Archives Goals during 2002-2003 Academic Year

...for general special collections:

- establish and cultivate relations with potential donors
- acquire publications, within budgetary limits, that are appropriate for special collections
- work with *Crow's Nest* and other appropriate publications to promote collections
- organize and build relational bridges between oral history and research paper collections donated by Ray Arsenault; develop appropriate release form

...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; build database of publications
work with appropriate accountable officers to transfer records to the USF St.
Petersburg archives
work with Jerry Notaro to move, re-box, and document audio/visual archives

...for University service:

participate in committee assignments for campus and the overall university
build and strengthen cooperative links with Tampa library Special Collections,
the USF Florida Studies Center, and other university-affiliated bodies

...for University and community outreach:

maintain regular communication with area cultural and historical organizations
participate in at least one local or state conference as a presenter or panelist
continue research and pursue publication on “library services for adult learners”
article with colleagues at Eckerd College
complete research and begin revisions of “Johns Committee” manuscript
offer lectures, academic courses, and other community education activities that
complement my academic responsibilities at USF