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**Summary Report on Special Collections and Archives, Nelson
Poynter Memorial Library, University of South Florida St.
Petersburg, for the 2002-2003 Academic Year**

Nelson Poynter Memorial Library.

James Anthony Schnur

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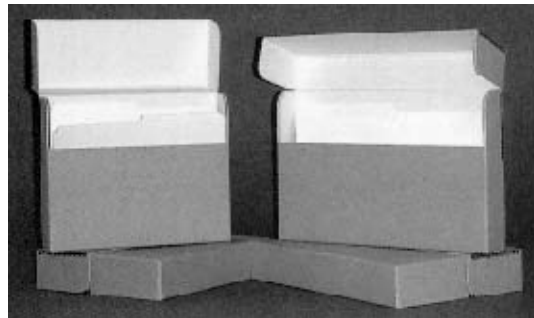
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Summary Report on
Special Collections and Archives
Nelson Poynter Memorial Library
University of South Florida
St. Petersburg
for the 2002-2003 Academic Year



Submitted by
Jim Schnur
Assistant Librarian
Special Collections

25 August 2003

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. This report summarizes institutional and personal tasks, challenges, and accomplishments during the period from July 2002 through June 2003.

Respectfully submitted,
JIM SCHNUR

ESTIMATED REFERENCE AND INSTRUCTION STATISTICS

	IN PERSON	BY PHONE	BY LETTER	BY E-MAIL	VIA FAX
Reference Inquiries	115	75	12	65	3
Research Interviews	45	12	2	35	0
Research In-depth	27	8	4	18	0
	IN PERSON	BY PHONE	BY LETTER	BY OCLC	VIA FAX
Requests for Loans/ Photocopies	17	0	3	7	1
Loan/Photocopy Requests Honored	15	0	1	4	0

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

July 2002:	50 posted hours	January 2003:	60.5 posted hours
August 2002:	53 posted hours	February 2003:	56 posted hours
September 2002:	58.5 posted hours	March 2003:	39 posted hours
October 2002:	44 posted hours	April 2003:	69 posted hours
November 2002:	60.5 posted hours	May 2003:	55 posted hours
December 2002:	32.5 posted hours	June 2003:	47 posted hours

Total public access hours: 625 posted hours (average of 12 hours/week)

Other hours are available by appointment.

Collection Parameters

Fully Catalogued Manuscript/Archival Collections:	234.65 linear feet
Partially Catalogued Manuscript/Archival Collections:	23.75 linear feet
Unprocessed Manuscript and Archival Collections:	49.50 linear feet
Catalogued Books, Serials, and Monographs:	approx. 316.25 linear feet
Non-catalogued Books, Serials, and Monographs:	approx. 12.25 linear feet
(Serials and Manuscripts for IPEDS Report:	355.25 linear feet)

Collections Acquired and Processed

Kathleen Arsenault Literature Research Collection	C.I.S.O. Records (USF Archives) [^]
Hapgood/Berry Photographic Collection	Local and Regional Subject Files [^]
George Kell Reid Research File	Jan Reiner Research File
Retired Executives Advisory Panel Papers	Westfall Coll. of St. Pete Buildings
Wilder's Trailer Park Collection	

Collections In-Process

Hazel T. Evans Papers	Regis A. Factor Papers	Don Ivey Research File
Pinellas County NOW Collection	Rural Protective Assn. Papers	Harry Schaleman File
USF St. Petersburg Archives [*]		

Web Page Development

Ongoing maintenance of web pages under the <http://www.nelson.usf.edu/spccoll> domain through spring 2003. 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. Substantial revision of web pages planned for 2003-2004.

Bibliographic Instruction

Two sessions on oral history education for regularly scheduled classes. Total students served: approximately 45.

Eight classroom bibliographic instruction sessions (five history classes; one theory of history class; two political science classes) on using primary and secondary sources in the library. Approximately 175 students in attendance.

In-class bibliographic instruction sessions for credit-bearing courses taught at USF St. Petersburg during 2002/2003: AMH 3423 (Summer 2002 and Spring 2003), AMH 200 (Fall 2002 and Summer 2003). Total students served: 118, including senior auditors.

[^] Collection already existed, but new accessions were received in 2002-2003.

^{*} On-going, as new materials are received.

Exhibits

Exhibit consultant/researcher, "Norman Jones, Sr., Retrospective Exhibit," Arts Center, St. Petersburg, Fall 2002/Spring 2003.

Exhibit consultant/researcher, "Dateline St. Petersburg," replica pages of the *St. Petersburg Times*, BayWalk, St. Petersburg, beginning October 2002.

Exhibit coordinator, "The Library Celebrates USF St. Petersburg's Programs of Distinction," Fall 2002.

Exhibit consultant/researcher, "A Legacy of Courage, Vision and Hope," Holocaust Museum, beginning May 2003.

Exhibit coordinator, "Focus on Special Collections," Summer/Fall 2002.

Exhibit coordinator, "St. Petersburg in 1903: Images from the *St. Petersburg Times*," Spring/Summer 2003.

Exhibit coordinator, "Early History of Bayboro Harbor/Maritime Station," Spring/Summer 2003.

University Service Committees

USF Libraries Marketing Committee (through summer 2002); Merit Review Committee (ad hoc, with Tina Neville and Deborah Henry, through late summer 2002); Florida Studies Roundtable (ad hoc, ongoing); Search Committee, Dean of Enrollment Management (fall 2002); Systems Team Member (2002-2003); USF Libraries Digitization Center/Special Collections Selection Committee (2002/2003); Search Committee, Special Collections Librarian, Tampa Library (spring/summer 2003); USF Libraries Faculty Newsletter Editorial Board (beginning spring 2003).

Lectures and Public Events on Campus

Lecture and Film Presentation, "Special Collections at the USF St. Petersburg Library," Town and Gown Event, University of South Florida St. Petersburg, 11 March 2003.

Outside Educational Lectures and Public Events

Lecture and Public Narration, "Old Cars on Pinellas Roadways: Images from 1929." PINMAR Antique Car Collectors Club/Heritage Village, Largo, 6 August 2002.

Film Narration and Commentary, "St. Petersburg in 1929." Tenth Anniversary Gala Celebration, Renaissance Vinoy Hotel, St. Petersburg, 10 August 2002.

Instructor, "Oral History Workshop for Collecting Veterans' Oral History." [2 sessions]
Largo Library, 23 September 2002.

Lecture and Film Narration, "St. Petersburg in 1929." Volunteer and Docent Training
Program, Heritage Village, Largo, 21 October 2002.

Interview by Syl Farrell, "History of Education in Florida: The Johns Committee."
Bay Today, Public Access, Cable Channel 47, Time-Warner Cable, October 2002.

Interview by Syl Farrell, "History of Education in Florida: The Early Years at USF."
Bay Today, Public Access, Cable Channel 47, Time-Warner Cable, December 2002.

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

Elderhostel instructor, Miscellaneous lectures on local and Florida history and the history of
baseball, Eckerd College, October 2002, November 2002, January 2003, February 2003,
March 2003.

Lecture and Public Narration, "Pinellas Pastimes: A Journey through Our County's History,"
Braille and Talking Book Day, Pinellas Public Library Cooperative, Clearwater,
3 March 2003.

Panelist, "150 Years of Lesbian, Bisexual, Gay, and Transgender History at the University of
Florida," Reitz Student Union, University of Florida, Gainesville, 15 April 2003.

Outside Community and Committee Service

Scholarship Committee, Pinellas County Historical Society (fall 2002).

Carolyn Mays Brevard Award Prize Committee, Florida Historical Society (spring 2003).

Ad-Hoc Pinellas County History Research Advisory Committee, Heritage Village, Largo
(beginning summer 2003).

Outside Consulting Related to Archives, Special Collections, and Florida History

Manuscript reviewer of Maureen Ogle, *Key West: History of an Island of Dreams* (Gainesville:
University Press of Florida, 2003).

Researcher and Humanities Scholar, Heritage Village/Florida Humanities Council Grant.

Sample Research Inquiries

Research on the Manhattan Casino (USF Honors College student)

Research of the controversial “Seed” drug rehabilitation program, with documents from the Yazell Collection (member of the general public)
Studies on winter tourism patterns in peninsular Florida, 1955-present (Ph.D. candidate, University of Ottawa)
Thesis research on Gardner Beckett and the Pinellas County ACLU (USF Honors College student)
Masters thesis research on the fishing communities of the West Coast of Florida (M.A. candidate, Anthropology)
Civil rights activities in Pinellas County (M.A. candidate, History)
Nelson Poynter’s work in oversight of movie industry during World War II (Ph.D. candidate, Florida State University)
Historical background on cenotaph at Bayboro Harbor (community member of the Propeller Club)
Biographical information on C. Perry Snell (faculty member)
Biographical information on Eleanor Poynter (campus advancement)
Events during the 1914 Chautauqua program in St. Petersburg (community member)

Special Collections and Archives Goals during 2003-2004 Academic Year

...for general special collections:

- continue to establish and cultivate relations with potential donors
- acquire publications, within budgetary limits, that are appropriate for special collections
- work with *Crow’s Nest*, *Library Leads*, and other appropriate publications to promote use of collections by the university community

...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
- preserve and construct research tools for audio/visual archives transferred from the Media Services area in spring 2003

...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, 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
- offer lectures, academic courses, and other community education activities that complement my academic responsibilities at USF