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**Summary Report on Special Collections and Archives, Nelson Poynter Memorial Library, University of South Florida St. Petersburg, for the 2010-2011 Academic Year**

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Nelson Poynter Memorial Library.

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Summary Report on  
Special Collections and Archives  
Nelson Poynter Memorial Library  
University of South Florida St. Petersburg  
for the 2010-2011 Academic Year



Submitted by  
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Special Collections and Archives

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## Reference, Research, and Instruction

During the 2010-2011 academic year, special collections staff directly responded to 495 requests for materials or research assistance. This represents a 11.2% increase in patron requests over the 445 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 105 (21.2%) of these requests. The remaining 390 requests (78.8%) came from patrons who sought research assistance, reference interviews, or guidance with the collections that went beyond the retrieval of materials.

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 105 requests to view specific monographs or serials involved patrons who came directly to SCA. Of the 390 research and in-depth requests, 238 took place **here** and 152 were **outside** requests where the patron submitted a query and received information without visiting the campus or the library.

	<u>2010-2011</u>	<u>2009-2010</u>
Percentage of total transactions <b>here</b> : (343 of 495)	69.3%	74.6%
Percentage of total transactions <b>outside</b> : (152 of 495)	30.7%	25.4%
Percentage of total research requests <b>here</b> : (238 of 390)	61.0%	67.7%
Percentage of total research requests <b>outside</b> : (152 of 390)	39.0%	32.3%

### 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 390 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.

	<u>2010-2011</u>	<u>2009-2010</u>
<b>USF System undergraduate students:</b>	<b>132 (33.8%)</b>	<b>115 (32.9%)</b>
a) <i>USFSP undergraduates</i>	129 (33.1%)	114 (32.6%)
b) <i>USF (non-SP) undergrads</i>	3 (0.7%)	1 (0.3%)
<b>USF System graduate students:</b>	<b>91 (23.3%)</b>	<b>69 (19.7%)</b>
<i>USFSP grad students in History or Fla Studies:</i>	51 (13.1%)	35 (10.0%)
a) <i>USF graduate students in other disciplines:</i>	40 (10.2%)	34 (9.7%)
b) b1) <i>USFSP students (non-Fla Studies):</i>	4 of 40 (1.0% of total)	7 of 34 (2.0% of total)
b2) <i>USF Tampa students (Library Science):</i>	30 of 40	23 of 34 (6.6% of total)
b3) <i>Other USF System grad students:</i>	6 of 40	4 of 34 (1.1% of total)
<b>Patrick Riordan Fellow (visiting Ph.D. , USF Tampa):</b>	<b>0</b>	<b>1 (0.3%)</b>
<b>Eckerd College students (residential or PEL):</b>	<b>24 (6.2%)</b>	<b>19 (5.4%)</b>
<b>Undergraduates from schools other than USF or Eckerd:</b>	<b>3 (0.8%)</b>	<b>5 (1.4%)</b>
a) <i>From SUS (incl. New College), and SPC:</i>	3 (0.8%)	3 (0.9%)
b) <i>From non-public Florida and non-Florida:</i>	0	2 (0.6%)
<b>Graduate students from schools other than USF:</b>	<b>12 (3.1%)</b>	<b>13 (3.7%)</b>
a) <i>From State University System:</i>	10 (2.6%)	
b) <i>From non-public Florida and non-Florida:</i>	2 (0.5%)	
c) <b>SUBTOTAL: Students as researchers</b>	<b>262 (67.2%)</b>	<b>222 (63.4%)</b>
<b>USFSP Faculty/staff in History or Florida Studies:</b>	<b>35 (9.0%)</b>	<b>13 (3.7%)</b>
<b>Faculty/staff in Mar Science &amp; Affiliates (i.e., USGS):</b>	<b>2 (0.5%)</b>	<b>0</b>
<b>USFSP Administration or Advancement staff:</b>	<b>18 (4.6%)</b>	<b>11 (3.1%)</b>
<b>Other USF System faculty or staff (incl. Tampa):</b>	<b>10 (2.6%)</b>	<b>14 (4.0%)</b>
<i>USFSP faculty (not listed above):</i>	10 (2.6%)	10 (2.9%)

a) <i>USF System Faculty from other campuses:</i>	0	4 (1.1%)
<b>Other USF (includes Alumni and unclassified):</b>	<b>3 (0.8%)</b>	<b>5 (1.4%)</b>
<b>Faculty or staff from Eckerd College:</b>	<b>0</b>	<b>4 (1.1%)</b>
<b>Faculty or staff from other academic institutions:</b>	<b>3 (0.8%)</b>	<b>6 (1.7%)</b>
a) <i>From State University System:</i>	3 (0.8%)	5 (1.4%)
b) <i>From non-public Florida and non-Florida:</i>	0	1 (0.3%)
<b><i>SUBTOTAL: Faculty/Staff as researchers</i></b>	<b>71 (18.2%)</b>	<b>53 (15.1%)</b>
<b>Florida Humanities Council (FHC):</b>	<b>2 (0.5%)</b>	<b>0</b>
<b>Society for Advancement of Poynter Library (SAPL):</b>	<b>0</b>	<b>2 (0.6%)</b>
<b>Poynter Institute of Media Studies:</b>	<b>2 (0.5%)</b>	<b>1 (0.3%)</b>
<b>Heritage Village and Pinellas County Government):</b>	<b>12 (3.1%)</b>	<b>8 (2.3%)</b>
a) <i>Heritage Village</i>	10 (2.6%)	5 (1.4%)
b) <i>Other Pinellas County Government</i>	2 (0.5%)	3 (0.9%)
<b>Public Libraries/other government:</b>	<b>10 (2.6%)</b>	<b>13 (3.7%)</b>
a) <i>Public Libraries</i>	6 (1.5%)	2 (0.6%)
b) <i>State of Florida</i>	2 (0.5%)	2 (0.6%)
c) <i>City of St. Petersburg</i>	2 (0.5%)	5 (1.4%)
d) <i>Other Government (includes non-Fla)</i>	0	4 (1.1%)
<b>Corporate and for-profit (includes newspaper reporters):</b>	<b>2 (0.5%)</b>	<b>7 (2.0%)</b>
<b>General Public and Unclassified:</b>	<b>29 (7.4%)</b>	<b>44 (12.6%)</b>
<b><i>SUBTOTAL: Affiliates or General Public</i></b>	<b>57 (14.6%)</b>	<b>75 (21.4%)</b>

## Institutional Affiliation

The following breakdown of the 390 in-depth requests examines institutional affiliation:

	<u>2010-2011</u>	<u>2009-2010</u>
USF System (students/faculty/staff):	291 (74.6)	222 (63.4%)
USF affiliates (SAPL, FHC, Poynter Inst., USGS, etc.):	4 (1.0%)	8 (2.3%)
Patrick Riordan Fellow (visiting Ph.D. spons by USF):	0	1 (0.3%)
<b><i>Total USF-affiliated researchers</i></b>	<b>295 (75.6%)</b>	<b>231 (66.0%)</b>
<b><i>Total USFSP-affiliated researchers:</i></b>	<b>243 (62.3%)</b>	<b>193 (55.1%)</b>
Other academic researchers (Eckerd, UF, etc.):	42 (10.8%)	47 (13.4%)
Government researchers, public museums:	22 (5.6%)	21 (6.0%)
Corporate, for-profit, and general public:	31 (7.9%)	51 (14.6%)
<b><i>Total non-affiliated researchers</i></b>	<b>95 (24.4%)</b>	<b>119 (34.0%)</b>

## Information Requested by Patrons

The 390 research requests covered a variety of topics. In many cases, the patron sought materials in more than one of the following areas:

	<u>2010-2011</u>	<u>2009-2010</u>
Biographical, genealogical, or census information:	75 (19.2%)	64 (18.2%)
Photographic or cartographic research:	54 (13.8%)	42 (12.0%)
Local and regional history/Floridiana topics:	258 (66.2%)	236 (67.4%)
Journalism and media studies:	31 (7.9%)	17 (4.9%)
Institutional history from USFSP archives:	36 (9.2%)	25 (7.1%)
U. S. Maritime Training Service base history:	5 (1.3%)	1 (0.3%)
General history/historiography (non-Florida):	28 (7.2%)	34 (9.7%)
Other areas of the humanities (literature, etc.):	24 (6.2%)	23 (6.6%)
Marine science and ichthyology:	6 (1.5%)	5 (1.4%)
Researching and writing tools and processes:	29 (7.4%)	14 (4.0%)
Professional consultation by colleagues:	70 (17.9%)	58 (16.6%)

## Sources Consulted by Special Collections and Archives Staff and Patrons

To fulfill the 390 detailed requests, SCA staff and patrons consulted a variety of sources. Frequently, they examined materials in more than one area of the collection.

	<u>2010-2011</u>	<u>2009-2010</u>
Books, serials, periodicals in SCA:	202 (51.8%)	183 (52.2%)
Manuscript collections in SCA (incl. oral hty):	58 (14.9%)	62 (17.7%)
USF St. Petersburg archival collections in SCA:	62 (15.9%)	33 (9.4%)
USF and SUS digital collections:	280 (71.8%)	204 (58.3%)
Referred patron to USF Tampa special collections:	8 (2.1%)	9 (2.6%)
Referred patron to St. Pete Museum of History:	5 (1.3%)	3 (0.9%)
Referred patron to Heritage Village:	12 (3.1%)	3 (0.9%)
Referred patron elsewhere (i.e. State Archives):	28 (7.2%)	13 (3.7%)

## 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

	<b>IN PERSON</b>	<b>BY PHONE</b>	<b>BY LETTER/EMAIL</b>	<b>BY OCLC</b>	<b>VIA FAX</b>
<b>Requests for Loans/ Photocopies</b>					
<b>2010-2011</b>	<b>22</b>	<b>2</b>	<b>15</b>	<b>18</b>	<b>0</b>
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

<b>2010-2011</b>	<b>18</b>	<b>2</b>	<b>10</b>	<b>5</b>	<b>0</b>
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

# 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.

**2010-2011 value (as of 1 July 2011): 492.05 linear feet**

**2009-2010 value (as of 1 July 2010): 478.96 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>
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.

## 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).

**2010-2011 value (as of 1 July 2011): 84.21 linear feet**

**2009-2010 value (as of 1 July 2010): 58.60 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>
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.

## 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.).

**2010-2011 value (as of 1 July 2011): 503.10 linear feet**

**2009-2010 value (as of 1 July 2010): 444.90 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>
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.

### **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.

**2010-2011 value (as of 1 July 2011): 17.50 linear feet**

**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.

### **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.

**2010-2011 value (as of 1 July 2011): 1096.86 linear feet**

**2009-2010 value (as of 1 July 2010): 1009.46 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>
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.

### **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)

**2010-2011 value (as of 1 July 2011): 759.36 linear feet**

**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.