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Summary Report on Special Collections and Archives, Nelson Poynter Memorial Library, University of South Florida St. Petersburg, for the 2005-2006 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 2005-2006 Academic Year



ST. PETERSBURG

Submitted by
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Assistant Librarian
Special Collections

15 August 2006

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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 2005 through June 2006.

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 has assumed the primary role in developing library exhibits that showcase collections, encourage intellectual inquiry, and celebrate diversity. These responsibilities took on greater importance with the planning of exhibits and programs for the Fortieth Anniversary of USF St. Petersburg.
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 purchases 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 2005-2006 President for the Pinellas County Historical Society.
Increase community access to and awareness of unique and valuable special collections.	Through lectures, 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.	A \$2,500 grant awarded to the library by USF St. Petersburg Town & Gown in early 2005 allowed Special Collections and Archives to take a lead role in developing a signature exhibit on the history of USF St. Petersburg displayed from September 2005 through June 2006.

Respectfully submitted,
James Anthony Schnur
 Assistant Librarian

General Summary

The fortieth anniversary celebration at USF St. Petersburg fostered another busy and productive year for Special Collections and Archives (SCA) at the Poynter Library. Staff assisted in commemorating this event through research for a popular historical display appearing in the library from September 2005 through June 2006. Staff led walking tours, assisted the Fortieth Anniversary Committee, and worked with colleagues in the Advancement Office on a variety of projects. In addition, resources from SCA promoted our campus in a recently published coffee table history of the University of South Florida that recognizes the institution's phenomenal growth since its establishment in 1956.

SCA staff made it a high priority to reduce the growing backlog of unprocessed manuscript and archival collections. Throughout the year, staff and graduate student assistants arranged, described, and re-boxed over sixty linear feet of archival and manuscript materials. 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. Liaison activities with colleagues in History, Florida Studies, and other disciplines in the College of Arts and Sciences assure that resources in SCA meet the instructional needs of the faculty. Assisting students and researchers remains a high priority and hallmark of Special Collections and Archives. For example, SCA staff assisted Michelle L. "Shelley" Hoffman--a graduate student in Florida Studies--as she examined many images and archival materials that later appeared in her 2006 publication, *St. Petersburg's Maritime Service Training Station* (Images of America, Arcadia Press, 2006). Jill Noblit MacGregor, a member of a Pinellas pioneer family, called on SCA staff for assistance in her forthcoming book, *Once upon a Bayou: The Life and Legacy of Tarpon Springs Pioneer G.E. Noblit Sr., 1862-1953*.

With more than 120 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 developing of a prioritization of collections in case of natural disasters, and the revamping of departmental webpages to include improved access to finding aids and resources.

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

During the 2005-2006 academic year, special collections staff directly responded to 291 requests for materials or research assistance. Patrons visiting SCA in person to view specific monographs or serials they had learned about through the library catalogue represented fifty-three (18.2%) of these requests. The remaining 238 requests (81.8%) 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 238 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 fifty-three requests to view specific monographs or serials involved patrons who came directly to SCA. Of the 238 research and in-depth requests, 162 took place **here** and 76 were **outside** requests where the patron submitted a query and received information without visiting the campus or the library.

Percentage of total transactions here : (215 of 291)	73.9%
Percentage of total transactions outside : (76 of 291)	26.1%
Percentage of total research requests here : (162 of 238)	68.1%
Percentage of total research requests outside : (76 of 238)	31.9%

Requests via email, telephone, and written correspondence accounted for over one-quarter of all transactions and nearly one-third of in-depth research requests. A large number of these off-site requests came from staff at Heritage Village or long-distance researchers.

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 238 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 lasting more than one hour.

USF undergraduate students:	24	(10.1% of requests)
USF graduate students in History or Florida Studies:	29	(12.2%)
USF graduate students in other disciplines:	11	(4.6%)
Eckerd College students (residential or PEL):	15	(6.3%)
Undergraduates from schools other than USF or Eckerd:	3	(1.3%)
Graduate students from schools other than USF:	10	(4.2%)
<i>SUBTOTAL: Students as researchers</i>		92 (38.7%)
Faculty or staff in History or Florida Studies:	27	(11.3% of requests)
Faculty or staff in Mar Science and Affiliates (i.e., USGS):	4	(1.7%)
USF St. Petersburg Administration or Advancement staff:	14	(5.9%)
Other USF faculty or staff (including Tampa campus):	21	(8.8%)
Other USF (includes Alumni and unclassified):	10	(4.2%)
Faculty or staff from Eckerd College:	2	(0.8%)
Faculty or staff from other academic institutions:	15	(6.3%)
<i>SUBTOTAL: Faculty or Staff as researchers</i>		93 (39.1%)
Florida Humanities Council (FHC):	2	(0.8%)
Society for Advancement of Poynter Library (SAPL):	2	(0.8%)
Poynter Institute of Media Studies:	2	(0.8%)
Heritage Village (Pinellas County Government):	24	(10.1%)
Public Libraries/other state, local, or county government:	5	(2.1%)
Corporate and for-profit (includes newspaper reporters):	3	(1.3%)
General Public and Unclassified:	15	(6.3%)
<i>SUBTOTAL: Affiliates or General Public as researchers</i>		53 (22.2%)

The following breakdown of the 238 in-depth requests examines institutional affiliation:

University of South Florida (students/faculty/staff):	138	(57.9%)
USF affiliates (SAPL, FHC, Poynter Inst., USGS, etc.):	8	(3.4%)
Other academic researchers (Eckerd, UF, FSU, etc.):	45	(18.9%)
Government researchers:	29	(12.1%)
Corporate, for-profit, and general public:	18	(7.6%)

Certain general trends appear in the statistics. The majority of patrons requiring assistance (57.9%) are current or former University of South Florida students and employees. Faculty and graduate students in the Florida Studies Program at USF St. Petersburg represent more than one-fifth (21.4%) of the inquiries. The librarian's knowledge of Pinellas County history and historical resources led to a number of inquiries and referrals from Heritage Village and other venues in Pinellas County. Nearly half of the inquiries by affiliates, other governmental institutions, or members of the general public came from Heritage Village (24 of 53, or 45.3%). Research by faculty and staff in the USF Tampa library's Florida Studies Center for a book on the history of the University of South Florida (completed in early 2006) led to a number of reference questions about events at USF St. Petersburg. Other patrons included Eckerd College students, genealogists, and members of the general public. Inquiries also came via electronic mail from faculty, Ph.D. candidates, and graduate students at the University of Minnesota, University of Wisconsin, the United States Military Academy, and as far away as Germany.

Information Requested by Patrons

The 238 research requests covered a variety of topics. In many cases, the patron sought materials in more than one of the following areas:

Biographical, genealogical, or census information:	21	(8.8% of all requests involved this)
Photographic or cartographic research:	38	(16.0%)
Local and regional history/Floridiana topics:	162	(68.1%)
Journalism and media studies:	14	(5.9%)
Institutional history from USFSP archives:	29	(12.2%)
U. S. Maritime Training Service base history:	8	(3.4%)
General history/historiography (non-Florida):	7	(2.9%)
Other areas of the humanities (literature, etc.):	12	(5.0%)
Marine science and ichthyology:	8	(3.4%)
Researching and writing tools and processes:	11	(4.6%)
Professional consultation by colleagues:	17	(7.1%)

Clearly, the majority of research requests involved local and regional history research, or questions broadly covering the area of Florida Studies. The fortieth anniversary of USF St. Petersburg and fiftieth anniversary of the University of South Florida accounted for most of the requests from the USF St. Petersburg archives.

Sources Consulted by Special Collections and Archives Staff and Patrons

To fulfill the 238 requests, SCA staff and patrons consulted a variety of sources. Frequently, they examined materials in more than one area of the collection.

Books, serials, periodicals in SCA:	129	(54.2% of requests involved this)
Manuscript collections in SCA:	98	(41.2%)
USF St. Petersburg archival collections in SCA:	33	(13.9%)
USF and SUS digital collections:	104	(43.7%)
Referred patron to USF Tampa special collections:	15	(6.3%)
Referred patron to St. Pete Museum of History:	13	(5.5%)
Referred patron to Heritage Village:	21	(8.8%)
Referred patron elsewhere (i.e. State Archives):	15	(6.3%)

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					
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					
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

On occasion, SCA staff provides photocopies or brief loans of materials for use outside of the reading room. Items photocopied must either fall within the public domain or adhere to established copyright provisions. In most cases, the staff sends items to the borrowing library for in-house use only. Examples of materials provided to other repositories include the loan of older *Crow's Nest* issues, John C. Briggs books, and Norman E. Jones Sr. items to the Tampa library's special collections department for research or programs (Norman Jones lecture, DeBartolo Conference, etc.). 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 (Norman Jones's interviews of his father). USF St. Petersburg images used in the recently published history book, *The University of South Florida: The First Fifty Years, 1956-2006*, constituted the bulk of email requests.

Office Hours for Research, Instruction, and Consultation

SCA staff offer flexible hours (generally on a Tuesday through Saturday schedule) to accommodate researchers. Patrons are strongly encouraged to make appointments prior to visiting the reading room. Generally, the reading room has offered approximately 10-14 hours of open access per week during fall and spring semesters, and 6-9 hours per week during the summer terms. Reduced office hours during summer 2005 (July/August) occurred due to time required to complete the fortieth anniversary display for the library. Some reduction in summer 2006 hours (May/June) resulted from the need for the librarian to cover the reference desk during most of the Saturdays.

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.

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 2005 and 30 June 2006.

Change2—Change in collection size, represented as a percentage, between 30 June 2003 and 30 June 2006.

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>2005/2006</i>	<i>2004/2005</i>	<i>2003/2004</i>	<i>2002/2003</i>	<i>Change1</i>	<i>Change2</i>
354.98 ln. ft.	293.98 ln. ft.	270.3 ln. ft.	258.4 ln.ft.	+20.75%	+37.38%

SCA staff made it a high priority in 2005-2006 to reduce the backlog of unprocessed materials and develop finding aids and researcher's guides for manuscript and archival collections. Between July 2005 and June 2006, the extent of processed manuscript and archival collections available to researchers grew by more than 20% (sixty-one linear feet). The bulk of processed materials came from the majority of the Amity House Collection of Ruth Uphaus, the Glenn Westfall materials, the Papers of Hazel Evans, and various accessions to the USF St. Petersburg archives.

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>2005/2006</i>	<i>2004/2005</i>	<i>2003/2004</i>	<i>2002/2003</i>	<i>Change1</i>	<i>Change2</i>
46.52 ln. ft.	113.37 ln.ft.	80.2 ln. ft.	49.5 ln. ft.	-59.04%	-6.02%

SCA substantially reduced the bulk of unprocessed collections during the 2005-2006 academic year. The space occupied by unprocessed archival and manuscript materials declined by nearly sixty percent between July 2005 and June 2006. Extra attention given to arrangement and description of larger collections, the weeding of miscellaneous documents in established collections, and the removal of multiple copies from the campus archives allowed for this substantial reduction.

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>2005/2006</i>	<i>2004/2005</i>	<i>2003/2004</i>	<i>2002/2003</i>	<i>Change1</i>	<i>Change2</i>
358.05 ln. ft.	344.08 ln. ft.	335.38 ln. ft.	316.25 ln. ft.	+4.06%	+13.22%

Catalogued monographs and serials grew by slightly more than four percent, with the majority of these items covering 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.

<i>2005/2006</i>	<i>2004/2005</i>	<i>2003/2004</i>	<i>2002/2003</i>	<i>Change1</i>	<i>Change2</i>
43.70 ln. ft.	33.05 ln. ft.	30.75 ln. ft.	12.25 ln. ft.	+32.22%	+256.7%

Taken at face value, this measurement seems to indicate that SCA has developed an extensive backlog of books requiring additional processing. However, much of the actual growth in linear feet of uncatalogued books represents donations that SCA staff has under review that will probably not get added to the collection. For example, SCA acquired a donation of books from the Estate of Donald and Jessamine Haney in May 2006. The initial size of this donation exceeded twenty-five linear feet. After the first round of weeding, this size of this collection dropped to eight linear feet (as is reported in Appendix C). Further weeding will most likely reduce the final acquisition to less than three linear feet.

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>2005/2006</i>	<i>2004/2005</i>	<i>2003/2004</i>	<i>2002/2003</i>	<i>Change1</i>	<i>Change2</i>
803.25 ln. ft.	784.48 ln. ft.	716.63 ln. ft.	636.4 ln. ft.	+2.39%	+26.2%

This slight growth in the overall size of collections is the result of two factors: 1.) Arrangement and description of collections that substantially reduced the backlog and led to the removal of materials not appropriate for SCA, and 2.) Implementation of the new SCA Collection Development and Management Policy that guides present and future acquisitions.

Serials and Manuscripts for IPEDS Report

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

<i>2005/2006</i>	<i>2004/2005</i>	<i>2003/2004</i>	<i>2002/2003</i>
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
A/V Services Administrative Files of Robert Thrush Bridges, Winston T., Collection of Hist. Newspapers <i>Complete Register, Clear Water Circuit</i>	Received January 2006 from David Brodosi; processed Received June 2006; unprocessed Purchased March 2006; finding aid completed
Haney, Donald and Jessamine, Monographs of Remembering World War II Collection	Retrieved from estate in May 2006; weeding in process Received fall 2005; finding aid completed
Tschiderer, J.M., Mushroom Coffeehouse Collection of Tschiderer, J.M., Student Activities Photographic Archives of	Received late summer 2005; finding aid completed
USF St. Petersburg Archival materials	Various items received during 2005-2006 year
USF St. Petersburg Women's Organization Records	Received 2005
L. Glenn Westfall Research Files	Second acquisition received

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

Finding Aids Completed or Revised

A/V Svcs. Admin. Files of Robert Thrush	Rural Protective Association Papers
<i>Complete Register, Clear Water Circuit</i>	Tschiderer Mushroom Coffeehouse Collection
Papers of Hazel T. Evans	Tschiderer Student Activities Photo Archives
Winifred S. Foster Research File	USF St. Petersburg Women's Organization
Cmdr. David S. Goddard USMSTS Photo Coll.	Westfall Collection of Corral Wodiska y Ca.
Norman E. Jones II Black Heritage Collection	Westfall Collection of F. Garcia and Bros.
League of Women Voters of the SP Area	Westfall Collection of Theodore Lesley
Remembering World War II Collection	Westfall Research Files (1 st accession)

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

Promotion and Outreach Activities

Bibliographic Instruction

In addition to formal and informal bibliographic tutorials for students in History, American Studies, and Florida Studies, the special collections librarian offered classroom presentations to students in political science and journalism courses. Statistics for these sessions appear in the annual report for bibliographic instruction and reference compiled outside of the department.

Throughout the year, the special collections librarian offered a number of individualized research sessions with students requiring access to materials or additional support. Similar to the Research Assistance Program “RAP” sessions offered through the library’s reference department, these focused meetings allow the special collections librarian to describe academic resources available here and at other repositories. A majority of these sessions took place with students from the Florida Studies Program of Distinction and history majors.

Educational Programs and Public Events that Promote Local History and Our Collections

Archival Scholar (Volunteer), Florida Humanities Council Archive and Database Project, 2006.

Poster Session, “Connecting Town and Gown by Showing and Building Our Archives: The Poynter Library Celebrates USF St. Petersburg’s 40th Anniversary,” Florida Library Association Annual Conference, Orlando, 19 April 2006.

Poster Session, “History of Bayboro Harbor,” Inaugural Harbor Day Celebration, Student Environmental Awareness Society, University of South Florida, St. Petersburg, 12 April 2006.

Host, *Pinellas Past*, Pinellas County Government Access television program, with Gary R. Mormino as guest, January 2006.

Guest, *Pinellas Past*, Pinellas County Government Access television program, hosted by Ellen Babb, November 2005.

Lecture, “John C. and Sarah Williams: Pinellas Pioneers,” Heritage Village Public Lecture to Celebrate New Replica of Williams Park Bandstand, Heritage Village, Largo, 10 October 2005.

Lecture and Walking Tour, “From Fiddler Crabs to a Harbor with Class: A Walking Tour of USF St. Petersburg and Bayboro Harbor,” as capstone event for “Final Friday” to commemorate 40th anniversary of USF St. Petersburg, University of South Florida St. Petersburg, 30 September 2005.

Lecture, “Portrait of Citrus City and the Pinellas Frontier, 1845-1905,” Largo Area Historical Society, Largo, 12 September 2005.

Exhibits

Exhibit coordinator, “Hot Topics in Florida Studies: A Cool Program of Distinction,” 3rd floor display case, Poynter Library, Summer 2005 (continued from 2004-2005).

Exhibit coordinator, “Research Assistance,” 3rd floor display case, Poynter Library, Summer 2005 (continued).

Exhibit coordinator, “Worn with Pride: Student Activities Shirts from the 1990s,” 3rd floor display case, Poynter Library, Fall 2005-Spring 2006.

Exhibit coordinator, “A Voyage South to a Cool Climate for Hot Research,” 1st floor display case, Poynter Library, Summer-Fall 2005.

Exhibit coordinator, “Focus on Collections: The Papers of Gabriel Cazares,” 1st floor display case, Poynter Library, Fall 2005.

Exhibit coordinator, “From Fiddler Crabs to a Harbor with Class: A History of Bayboro Harbor and the University of South Florida St. Petersburg,” 1st floor atrium, Campus Activities Center, Summer 2005-Summer 2006.

Exhibit coordinator, “When High-Tech was Low-Tech: A Retrospective Look at Forward-Thinking Technologies,” 3rd floor display case, Poynter Library, Spring-Summer 2006.

Departmental Goals during 2006-2007 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:

- 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
- develop a collection prioritization policy to address natural disasters, such as hurricanes

...for specific collections in the department

- continue to reduce processing backlog of manuscript collections
- expand local history subject files that will receive heavy use with expansion of curriculum in the Florida Studies Program of Distinction
- development new sub-collections related to the history of the Maritime Service base, including oral histories and possible digital collections of national significance
- digitization of significant collections related to the Maritime Service base

...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
- 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