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# Summary Report on Special Collections and Archives, Nelson Poynter Memorial Library, University of South Florida St. Petersburg, for the 2008-2009 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 2008-2009 Academic Year



Submitted by  
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Special Collections and Archives

14 August 2009

## Table of Contents

Executive Summary	2
Relevance to Poynter Library's Strategic Plan	2
General Summary	3
Reference, Research, and Instruction	4
Research Requests Handled, Internal and External	4
Affiliation of Patrons Requiring Assistance	4
Information Requested by Patrons	6
Sources Consulted by Staff and Patrons	6
Loan and Photocopy Requests for Materials	7
Office Hours for Research, Instruction, and Consultation	7
Collection Parameters	8
Catalogued Manuscript and Archival Collections	8
Unprocessed Manuscript and Archival Collections	8
Catalogued Books, Serials, and Monographs	8
Uncatalogued Books, Serials, and Monographs	9
Total of All Collections, Catalogued and Uncatalogued	9
Total of All Collections for IPEDES Report	9
Acquisitions, Arrangement, and Description	10
Manuscript and Archival Collections Acquired	
Finding Aids Completed or Revised	
Departmental Goals during 2009-2010 Academic Year	11

## 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 2008 through June 2009.

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:

<b>LIBRARY ACTION PLAN</b>	<b>RELEVANCE TO SPECIAL COLLECTIONS</b>
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. Through assigned duties, SCA staff advocates the importance of access to resources.
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, 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.	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. 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. Shawn Reynolds (part-time graduate student, Florida Studies) transcribed more than thirty oral history interviews into summary transcripts. Kevin Beasley, Heather Husted, and Marta Jones (graduate student volunteers, Library Science) developed enhanced finding aids for earlier donations and created guides for newer collections.

Staff continued to acquire notable monographic titles and manuscript materials that correspond to the provenance designations for SCA. Through purchase and donation, new resources in Florida History and a notable increase in faculty publications took place. Four notable acquisitions are the Edith F. Daly Papers of Eugene M. Elliott, the Jordan Park Collection, the Pinellas County Jail Records, and the Uhuru Publications Collection of Omali Yeshitela. 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 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. A small sample of representative inquiries include: information on the development of oyster harvesting in Florida, presence of landfills in Tarpon Springs, background on Japanese exclusion laws passed by the Florida Legislature, segregation trends in Pinellas education during the early twentieth century, location of early pizza restaurants in Pinellas, oral history sources on the 1968 St. Petersburg Sanitation Workers' strike, historiography of pre-Disney era roadside attractions in Florida, and relocation of cemeteries near Tropicana Field.

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. A book publisher sought images that appeared in a recent commemorative coffee table book describing the 125-year history of the *St. Petersburg Times* and the growth of regional identity. Staff provided assistance to members of the St. Petersburg Yacht Club seeking images of the downtown waterfront for a publication. An outside researcher located materials related to early aviation history in Pinellas County. These queries--as well as those mentioned in the previous paragraph--represent just a few examples of the 325 detailed research requests handled by SCA staff during the previous year.

With over 160 distinct collections and sub-collections, SCA offers a variety of scholarly and academic resources. Initiatives for the forthcoming academic year include additional shifting and consolidation of the USF St. Petersburg Archives, completing finding aids for those collections requiring additional arrangement and description, moving finding aids for high-use collections into an Encoded Archival Description (EAD) format, and seeking external materials and resources to continue enhancing Poynter Library's collections during difficult budgetary times.

## Reference, Research, and Instruction

During the 2008-2009 academic year, special collections staff directly responded to 404 requests for materials or research assistance. This represents an 11.6% increase in patron requests over the 362 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 seventy-nine (19.55%) of these requests. The remaining 325 requests (80.45%) 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 seventy-nine requests to view specific monographs or serials involved patrons who came directly to SCA. Of the 325 research and in-depth requests, 190 took place **here** and 135 were **outside** requests where the patron submitted a query and received information without visiting the campus or the library.

	<u>2008-2009</u>	<u>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
Percentage of total transactions <b>here</b> : (269 of 404)	<b>66.6%</b>	72.1%	70.4%	73.9%
Percentage of total transactions <b>outside</b> : (135 of 404)	<b>33.4%</b>	27.9%	29.6%	26.1%
Percentage of total research requests <b>here</b> : (190 of 325)	<b>58.5%</b>	64.8%	62.3%	68.1%
Percentage of total research requests <b>outside</b> : (135 of 325)	<b>41.5%</b>	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 325 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 working with a member of the Political Science faculty interested in Florida politics. To fulfill that request, SCA staff sent the student ten articles by email. Another request by a book publisher required staff assistance in scanning thirty-two historical newspaper front covers for a coffee table book published earlier this year. 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>2008-2009</u>	<u>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
USF undergraduate students:	30 (9.2%)	47 (16.4%)	56 (21.8%)	24 (10.1%)
USF graduate students in History or Florida Studies:	48 (14.8%)	49 (17.1%)	32 (12.5%)	29 (12.2%)
USF graduate students in other disciplines:	51 (15.7%)	8 (2.8%)	5 (1.9%)	11 (4.6%)
Patrick Riordan Fellow (visiting Ph.D. spon by USF Tampa):	0	10 (3.5%)	0	0
Eckerd College students (residential or PEL):	22 (6.8%)	23 (8.0%)	11 (4.3%)	15 (6.3%)
Undergraduates from schools other than USF or Eckerd:	5 (1.5%)	0	1 (0.4%)	3 (1.3%)
Graduate students from schools other than USF:	3 (0.9%)	7 (2.4%)	10 (3.8%)	10 (4.2%)
<b><i>SUBTOTAL: Students as researchers</i></b>	<b>159 (48.9%)</b>	<b>144 (50.2%)</b>	<b>115 (44.7%)</b>	<b>92 (38.7%)</b>
Faculty or staff in History or Florida Studies:	25 (7.7%)	31 (10.8%)	33 (12.9%)	27 (11.3%)
Faculty or staff in Mar Science and Affiliates (i.e., USGS):	8 (2.5%)	4 (1.4%)	3 (1.2%)	4 (1.7%)
USF St. Petersburg Administration or Advancement staff:	16 (4.9%)	12 (4.2%)	4 (1.6%)	14 (5.9%)
Other USF faculty or staff (including Tampa campus):	10 (3.1%)	19 (6.6%)	10 (3.8%)	21 (8.8%)
Other USF (includes Alumni and unclassified):	6 (1.8%)	2 (0.7%)	4 (1.6%)	10 (4.2%)
Faculty or staff from Eckerd College:	3 (0.9%)	2 (0.7%)	3 (1.2%)	2 (0.8%)
Faculty or staff from other academic institutions:	12 (3.7%)	18 (6.3%)	15 (5.8%)	15 (6.3%)
<b><i>SUBTOTAL: Faculty or Staff as researchers</i></b>	<b>80 (24.6%)</b>	<b>88 (30.7%)</b>	<b>72 (28.1%)</b>	<b>93(39.1%)</b>
Florida Humanities Council (FHC):	3 (0.9%)	0	11 (4.3%)	2 (0.8%)
Society for Advancement of Poynter Library (SAPL):	1 (0.3%)	1 (0.3%)	0	2 (0.8%)
Poynter Institute of Media Studies:	1 (0.3%)	0	3 (1.2%)	2 (0.8%)
Heritage Village (Pinellas County Government):	18 (5.6%)	9 (3.1%)	12 (4.7%)	24 (10.1%)
Public Libraries/other state, local, or county government:	15 (4.7%)	8 (2.8%)	2 (0.8%)	5 (2.1%)
Corporate and for-profit (includes newspaper reporters):	6 (1.8%)	4 (1.4%)	7 (2.7%)	3 (1.3%)
General Public and Unclassified:	42 (12.9%)	33 (11.5%)	35 (13.5%)	15 (6.3%)
<b><i>SUBTOTAL: Affiliates or General Public as researchers</i></b>	<b>86 (26.5%)</b>	<b>55 (19.1%)</b>	<b>70 (27.2%)</b>	<b>53(22.2%)</b>

The following breakdown of the 325 in-depth requests examines institutional affiliation:

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

## Discussion

Similar to previous years, the majority of patrons using the collections (60.9%) had a direct affiliation with the University of South Florida. Students, faculty, and staff in Florida Studies and History continued to represent a substantial share of the patrons accessing the collections (22.5%). The substantial increase in graduate students in other disciplines resulted from an increase in use of collections by graduate students in Library Science and Education. A notable balance exists between students (nearly half, 48.9%), faculty/staff (almost one-quarter, 24.6%), and affiliates/general public (slightly more than one-quarter, 26.5%).

## Information Requested by Patrons

The 325 research requests covered a variety of topics. In many cases, the patron sought materials in more than one of the following areas:

	<u>2008-2009</u>	<u>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
Biographical, genealogical, or census information:	88 (27.1%)	50 (17.4%)	47 (18.3%)	21 (8.8%)
Photographic or cartographic research:	38 (11.7%)	33 (11.6%)	31 (12.1%)	38 (16.0%)
Local and regional history/Floridiana topics:	220 (67.7%)	187 (65.2%)	181 (70.4%)	162 (68.1%)
Journalism and media studies:	28 (8.6%)	23 (8.2%)	14 (5.4%)	14 (5.9%)
Institutional history from USFSP archives:	33 (10.2%)	22 (7.7%)	19 (7.4%)	29 (12.2%)
U. S. Maritime Training Service base history:	7 (2.2%)	6 (2.1%)	2 (0.8%)	8 (3.4%)
General history/historiography (non-Florida):	25 (8.6%)	41 (14.3%)	23 (8.9%)	7 (2.9%)
Other areas of the humanities (literature, etc.):	35 (10.8%)	31 (10.9%)	15 (5.8%)	12 (5.0%)
Marine science and ichthyology:	5 (1.5%)	4 (1.4%)	9 (3.5%)	8(3.4%)
Researching and writing tools and processes:	17 (5.2%)	14 (4.9%)	12 (4.7%)	11 (4.6%)
Professional consultation by colleagues:	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 325 detailed requests, SCA staff and patrons consulted a variety of sources. Frequently, they examined materials in more than one area of the collection.

	<u>2008-2009</u>	<u>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
Books, serials, periodicals in SCA:	151 (46.5%)	138 (48.1%)	148 (57.6%)	129 (54.2%)
Manuscript collections in SCA (incl. oral hty):	73 (22.5%)	95 (33.1%)	72 (28.0%)	98 (41.2%)
USF St. Petersburg archival collections in SCA:	41 (12.6%)	27 (9.4%)	23 (8.9%)	33 (13.9%)
USF and SUS digital collections:	178 (54.8%)	150 (52.3%)	125 (49.4%)	104 (43.7%)
Referred patron to USF Tampa special collections:	11 (3.4%)	20 (7.0%)	31 (12.1%)	15 (6.3%)
Referred patron to St. Pete Museum of History:	7 (2.2%)	16 (5.6%)	19 (7.4%)	13 (5.5%)
Referred patron to Heritage Village:	5 (1.5%)	21 (7.3%)	27 (10.5%)	21 (8.8%)
Referred patron elsewhere (i.e. State Archives):	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. 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
<b>Requests for Loans/ Photocopies</b>					
<b>2008-2009</b>	<b>28</b>	<b>2</b>	<b>16</b>	<b>17</b>	<b>0</b>
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>2008-2009</b>	<b>23</b>	<b>2</b>	<b>11</b>	<b>12</b>	<b>0</b>
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.

**2008-2009 value (as of 1 July 2009): 456.48 linear feet**

<b>2007-2008</b>	<b>2006-2007</b>	<b>2005-2006</b>	<b>2004-2005</b>	<b>2003-2004</b>	<b>2002-2003</b>
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 4.8% since 1 July 2008 and by 24.5% during the last two years. Available collections have grown by 76.7% 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).

**2008-2009 value (as of 1 July 2009): 64.90 linear feet**

<b>2007-2008</b>	<b>2006-2007</b>	<b>2005-2006</b>	<b>2004-2005</b>	<b>2003-2004</b>	<b>2002-2003</b>
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 slightly (by 2.5%) in 2008-2009 despite new accessions. Generally, the extent of unprocessed private manuscript collections remained constant. 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.).

**2008-2009 value (as of 1 July 2009): 422.18 linear feet**

<b>2007-2008</b>	<b>2006-2007</b>	<b>2005-2006</b>	<b>2004-2005</b>	<b>2003-2004</b>	<b>2002-2003</b>
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 1.26% over the previous year and by 33.50% 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.

**2008-2009 value (as of 1 July 2009): 28.40 linear feet**

<b><i>2007-2008</i></b>	<b><i>2006-2007</i></b>	<b><i>2005-2006</i></b>	<b><i>2004-2005</i></b>	<b><i>2003-2004</i></b>	<b><i>2002-2003</i></b>
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 more than twenty 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. “Double counts” in 2008-2009 represent 149.99 ln. ft.

**2008-2009 value (as of 1 July 2009): 971.96 linear feet\***

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

<b><i>2007-2008</i></b>	<b><i>2006-2007</i></b>	<b><i>2005-2006</i></b>	<b><i>2004-2005</i></b>	<b><i>2003-2004</i></b>	<b><i>2002-2003</i></b>
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: 852.36 ln. ft.; uncatalogued items (some of which will be discarded): 93.40 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)

**2008-2009 value (as of 1 July 2009): 728.67 linear feet**

<b><i>2007-2008</i></b>	<b><i>2006-2007</i></b>	<b><i>2005-2006</i></b>	<b><i>2004-2005</i></b>	<b><i>2003-2004</i></b>	<b><i>2002-2003</i></b>
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 3.5% during the past year and by more than 105% since 2002-2003.

# Acquisitions, Arrangement, and Description

## Manuscript and Archival Collections Acquired

<b>Name</b>	<b>Status and Extent of Acquisition</b>
<i>Bohemia</i> Magazines of Lucille "Lucy" Rodriguez	New materials received December 2008
Ray Brubaker Booklet Collection	Received 2008; fully available to researchers
Mary Nic (Shenk) Dodd Coll. of Writings (2d acc.)	New materials received May 2009; available to researchers
Edith F. Daly Papers of Eugene M. Elliott	Received May 2009; currently in process; available in fall sem.
Fla Humanities Council Grant Research Materials	Received 2008; fully available to researchers
Jordan Park Collection	Received June 2009; currently in process
Pinellas County Jail Records	Purchased June 2009; fully available to researchers
Presbyterian Towers Resident Assn. Records	Received August 2008; fully available to researchers
St. Petersburg Real Estate Ephemera of N. Watson	Received August 2008; currently in process
<i>Tampa Bay Review</i> periodical	Moved from periodicals to SCA in December 2008
Twentieth Century Sheet Music	Received 2008-2009; currently in process
Uhuru Publications Collection of Omali Yeshitela	Purchased spring 2009; currently in cataloging

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

## Finding Aids Completed or Revised

<b>Name</b>	<b>Status</b>
<i>Bohemia</i> Magazines of Lucille "Lucy" Rodriguez	Revisions to finding aid
City of St. Petersburg Comprehensive Plan Working Files (1980s)	New finding aid
Civil Rights Movement in Florida Oral History Collection	Summary transcriptions
Florida Humanities Council Grant Research Materials	Provisional finding aid
League of Women Voters of St. Petersburg Pamphlets	Finding aid
Oral History of Modern America	Summary transcriptions
Presbyterian Towers (of St. Petersburg) Resident Assn. Records	New finding aid
<i>St. Petersburg Times</i> Market Research Files	New finding aid
Twentieth Century Sheet Music Collection	Provisional finding aid
<i>Viking</i> Spacecraft "Mission to Mars" Collection of Lulu Agee	Revisions to finding aid
Cmdr. Melville J. Walters, Jr., Antarctic Research Collection	Provisional finding aid

## Departmental Goals during 2009-2010 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
- 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 other appropriate outlets to promote use of collections by the USF community

...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

...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
- 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, whenever appropriate

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