

7-20-1983

# Annual report of the Nelson Poynter Memorial Library 1982/1983

Nelson Poynter Memorial Library.

Jackie Shewmaker

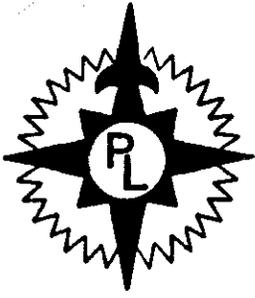
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**Nelson Poynter Memorial Library  
University of South Florida  
St. Petersburg**

**ANNUAL REPORT**

**1982 - 1983**

**JACKIE SHEWMAKER  
ACTING DIRECTOR OF  
LIBRARY SERVICES**

## ANNUAL REPORT

1982-1983

There was no one outstanding library activity in the year of 1982-1983. The year was spent in improving and increasing the services rather than beginning new programs. Some of the goals set for this year have been reached, and some remain as desired goals for the coming year. Progress has been made in many areas, even though the finished product may not yet be apparent. The library, as an entity and as a part of Bayboro Campus and a part of USF, continues to work to provide quality service to its patrons.

### PUBLIC SERVICES

Poynter Library is a busy place. The total circulation increased 7.6% over last year and more people have used the facility this year than ever before. Activity in the reserve area increased more than 10% this year. The number of reference questions has increased, but the number of informational or directional questions has decreased. This decrease may be due to having new signs clearly marking the reserve counter and the copying room.

We have been able to expand activities in bibliographic instructions, both in the library and in classrooms. Computer searches have increased, including many for repeat customers. Demonstrations of OCLC and DIALOG have been given to groups of visitors. New subject bibliographies have been prepared.

Interlibrary loans have increased tremendously in this year. We have sent 58% more requests to other institutions for our patrons, and have received more than three times as many requests from other places. Statistics will be found in Appendix A. Graphs showing changes in the library's public service activities are contained in Appendix B.

Work continues on the cataloging of the Poynter papers. Dr. and Mrs. Raymond Gerberich still faithfully prepare subject bibliographies for us and Mrs. Gertrude Gust has volunteered many hours of her time to help us with a variety of tasks.

The arrival of the OCLC terminal has made the interlibrary loan process much easier. The Apple II computer is operating, the staff is being trained in its use, and it will be of great help in the day to day operations of the library. Acquiring the Apple II computer was the only one of our 1982-83 goals attained. The other four still remain as goals to be reached in the year ahead.

#### GOALS FOR 1983-84

1. A University-wide on-line circulation system.
2. On-line card catalog for public access.
3. More affordable on-line bibliographic searching for students.
4. Development of Friends of the Library group.

## PERSONNEL

This year we have been fortunate in that our permanent staff has remained intact, with the exception of Mr. Fustukjian's leave of absence.

The library staff has been flexible, adjusting themselves to changing work loads in different areas. Almost all the people have learned to use the OCLC terminal and are being trained to use the Apple II computer. Staff members have attended a number of workshops in order to increase their knowledge and skills. In house information and instruction sessions have been held to increase awareness of our resources.

With less money available for OPS, we have reduced the amount of student help. Fortunately, our current students are exceptionally good workers and have been able to keep up with shelving and other tasks. Mrs. Gust volunteered many hours of help in a variety of clerical projects. We have successfully participated in the program that allows DWI offenders to do public service work as part of their punishment.

Due to budgetary restrictions, we have not filled the LTA II position which was approved some time ago. We hope to be able to hire that LTA II during the coming year.

### GOALS FOR 1983-1984

1. Reclassify AV Technician, Circulation Clerk II and Periodicals Clerk II to higher grades.
2. Hire an LTA II for the Collection Development/Auxiliary services area.
3. Complete the staff training in computer use.

## COLLECTION DEVELOPMENT

The Poynter Library budget increased 15.53% over the previous fiscal year, due to a \$26,000 special allocation in March. 4,299 volumes were added, for a total of 88,971 volumes.

For most of the year, the Blackwell-North American approval plan was the focus for collection development efforts. Various faculty members have regularly evaluated the weekly shipments and often request additional titles to augment the BNA selections.

Following the appointment of Wayne Johnston as Media Librarian, media became a new concern. Professor Janice Brockus helped to identify core record purchases. Accounting, computer, and children's literature video, films, and tapes were also purchased. Procedures are being set up with SOLINET so that our media can be cataloged through the Tampa cataloging department. The juvenile collection was updated. Darinka Bowen helped to identify and order many favorably reviewed recent imprints. Major purchases (over \$500) included the Disclosure microfiche for Florida companies, the Gale Dictionary of literary biography and new editions of Encyclopedia Americana, the Florida Administrative Code, the College catalog collection, and Biography and genealogy master index.

Both periodicals and serials were evaluated this year. After being reviewed by library staff, 33 standing orders for serials were cancelled and the frequency of 10 others was lengthened. Other serials which had lapsed were reinstated or claimed. A serials kardex was established to

facilitate check-in and claiming in the future. Faculty members were surveyed concerning our periodical subscriptions. 19 titles totalling \$877 per year were subsequently cancelled.

1982/83 was the first full year of on-line acquisitions for the USF library system. In May, we received our own OCLC terminal, which enables us to access Tampa's order files when questions about our orders arise. Kathy Arsenault attended a SOLINET Acquisitions workshop which was a helpful introduction to the Acquisitions System capabilities.

(See Appendix C)

## EDUCATIONAL RESOURCES

This has been the first full year of operation of the media center. It has been marked by the beginning of a collection of audiovisual software. A total of forty-two records were ordered as well as four audio cassette titles. Twenty-nine records were received as a gift from a faculty member. In addition a total of twenty-five sound filmstrip kits were purchased and two video cassettes as well. A retired faculty member donated a large bound filmstrip kit.

*103 total  
added*

New pieces of equipment added this past year were two slide projectors and one extended play video recorder.

At this time recordings are not circulated outside the library except for classroom use. They have received a good amount of use owing to the popularity of the music appreciation course offered on this campus. In-house circulation of records was 440.

Procedures are being worked out with the main library on the Tampa Campus for ordering and processing non-book materials.

The Media librarian attended two workshops in the course of the year. One was on techniques for effective use of the overhead projector and the other an introduction to interactive video, held on the Tampa Campus.

Work on a photographic record of the campus has begun with pictures taken at campus functions such as Business Expo, Commencement etc., and of new construction underway.

It is a pleasure to report a substantial increase in requests for AV service from 2092 last year to 2449 for 1982-83, an increase of 14.6%.

The goals for 1982-83 have largely been reached or are well along in the process.

GOALS FOR 1983-84

1. Increase collection of audio-visual software available for instructional purposes.
2. Greater effort to promote use of media services by faculty and students.
3. Motorized vehicle for transporting media equipment.

## BIBLIOGRAPHIC INSTRUCTION

In response to letters offering this service at the beginning of each semester, the faculty has increasingly taken advantage of programs prepared by the library for their students. Statistics indicate some 37 lectures presented by librarians, providing personal interaction with well over 700 students. Records also show that some teachers have made use of this service for five consecutive years, thus indicating satisfaction with the results. Again this year staff members spoke at graduate or undergraduate courses in economics, business policy, education, and nursing. In addition new programs were presented to classes in mass communication, criminal justice, and marine science. At all of these teaching sessions lecturers distributed bibliographies specially prepared for each program. In several instances, professors have requested subject bibliographies rather than class lectures.

### GOALS FOR 1983-84

1. Increased activity to make faculty aware of bibliographic instructional services.
2. Additional in-house instructional aids including library walking tour and videotape.
3. Production of programs for computer assisted instruction for library users, employing the library's new microcomputer.
4. Creation of a formal course of library instruction offered through Student Activities as a "mini-course."

### ON-LINE BIBLIOGRAPHIC SEARCHING

On line searching continues to grow as a service to USF faculty, staff and students and to the St. Petersburg community. About 120 searches were performed over the last year. Well over 50% of these involved searching multiple data bases. When searches for library reference are discounted, some general trends in the pattern of this service appear. USF students as a group form the largest single user of the system in terms of volume of searches. The Department of Marine Science, students and faculty, provides the second greatest number of searches. Faculty members took advantage of monies made available by Dean Hinz. Searches for them accounted for about 20% of the number performed. Over 10% of the on-line searches were done for people outside the university. Roughly half the patrons requesting this service represented repeat customers, thus indicating satisfaction with the results. The searching duties fall about equally between Signe Oberhofer and Helen Albertson.

Emphasis continues to be placed on search quality. This year staff members attended DIALOG seminars on advance search strategies, government documents databases, MEDLINE, and INDEX MEDICUS. Individuals attending these seminars subsequently shared what they had learned with other staff members. In addition, searchers took advantage of free time offers provided monthly by DIALOG. This provided them an opportunity to test their own search strategies while learning the individual peculiarities of the different data bases.

Another attempt made this year is to integrate on-line searching with other library services. On-line services are now being used more often to expedite verification of ILL orders and to answer certain types of reference questions.

#### GOALS FOR 1983-84

1. More active solicitation of USF and particularly non-USF users.
2. Continuing education of searchers to refine their skills including participation in future DIALOG and other user-group workshops.
3. Possible access to other on-line systems, particularly non-bibliographic ones e.g. Florida Statistics.

## SCIENCE SERVICES

Since the Department of Marine Science is the largest science unit at the Bayboro Campus, much effort has been devoted toward serving the needs of their faculty, staff, and students. The science librarian has spoken in seminar to members of the department describing library services and has provided several subject bibliographies. In addition, personal contacts made with individuals within the department have made its members more aware of services available to them. A bulletin board and display rack in the marine science building have provided them easy access to information coming into the library in new journals and books.

As mentioned in a previous section, on-line bibliographic searching by marine science faculty students, and staff constitutes over 30% of the computer searches done at Poynter Library. These are usually performed by the science librarian.

In order to involve members of the marine science department more closely in the selection of books for them, the marine science profile was added to that of the Poynter Library book approval plan with Blackwell North America. Thus, members of the Library Committee could actually examine volumes sent on approval. Attempts are currently underway to refine this marine science profile. In addition, enrichment funds assigned by the Dean of the Department of Natural Sciences, totalling \$3,000, were used to purchase books to further enhance the marine science collection.

Finally, the science librarian has begun a reprint collection of scientific articles. This will also include reprints of USF faculty publications from all departments. Thus, this file will become a valuable resource not only for marine scientists but for the whole Bayboro campus.

### GOALS FOR 1983-84

1. Refinement of the marine science profile on the BNA approval plan.
2. Increased input by marine science department members on book selection.
3. Utilization of marine science resources to increase their journal collection through gifts and exchanges with other marine science institutions.

### REGIONAL ECONOMIC INFORMATION NETWORK

This is a coordination committee made up of representatives of various local organizations, designed to help people locate business, demographic and economic information in the Tampa Bay area. The organization holds monthly meetings featuring programs on topics of interest to the business community. One of these programs was held at the Bayboro Campus. Signe Oberhofer represents the library with this group. She has organized a business area in the reference room where information of this nature is kept.

## STATISTICS FOR THE PERIOD OF JULY 1982 TO JUNE 1983

DOOR CONTROL: 126259

## INFORMATION AND REFERENCE:

\*INFO/DIRECTION: 7901  
 INSTRUCTION/RESEARCH: 4018  
 TELEPHONE: 3897  
 TOTAL QUESTIONS: 15816

COMPUTER SEARCHES: 119  
 LECTURES: 37

## INTRALIBRARY LOANS:

LOANS REQUESTED:	MONOGRAPHS: 763	PERIODICALS: 933	TOTAL REQ: 1696
LOANS RECEIVED:	MONOGRAPHS: 683	PERIODICALS: 848	TOTAL REC: 1531
REQUESTS RECEIVED:	MONOGRAPHS: 173	PERIODICALS: 74	TOTAL REC: 247
REQUESTS FILLED:	MONOGRAPHS: 159	PERIODICALS: 65	TOTAL FILLED: 224

## INTERLIBRARY LOANS:

LOANS REQUESTED:	OCLC: 363	MAIL: 177	TOTAL REQ: 540
LOANS RECEIVED:	OCLC 307	MAIL: 123	TOTAL REC: 430
REQUESTS RECEIVED:	OCLC: 313	MAIL: 75	TOTAL REC: 388
REQUESTS FILLED:	OCLC: 231	MAIL: 45	TOTAL FILLED: 276

## RESERVES:

NUMBER OF TRANSACTIONS: 5333  
 NUMBER REQUESTED OF USF LIBRARIES: 86  
 NUMBER REQUESTED OF EXTENSION LIBRARY: 0  
 TOTAL RESERVES: 5419

## COPYING:

MICROFORM: 6544  
 SELF-SERVE: 135586  
 TOTAL COPYING: 142130

## CIRCULATION:

REF/PERIODICALS: 698  
 STAFF/FACULTY: 2339  
 STUDENTS: 19836  
 REC/READING: 1958  
 TOTAL GUESTS: 1585  
 NON-ECKERD: 576  
 ECKERD: 1009  
 TOTAL CIRCULATION: 26416

\*As of August 13, 1982: circulation telephone and information statistics were added to the reference telephone and information statistics

INTRALIBRARY LOAN STATISTICS FOR THE PERIOD OF JULY 1982 TO JUNE 1983

LOANS REQUESTED FROM TAMPA:

BOOKS REQUESTED:

FACULTY:	363
STUDENTS:	234
STAFF:	63
RESERVE:	80
TOTAL BOOKS REQUESTED:	740

XEROX REQUESTED:

FACULTY:	239
STUDENTS:	447
STAFF:	194
TOTAL XEROX REQUESTED:	880

BOOKS NOT FILLED: 75  
XEROX NOT FILLED: 47

BOOKS REQUESTED FOR DNR: 17\*\*  
XEROX REQUESTED FOR DNR: 147\*\*

LOANS REQUESTED FROM TAMPA UMC: 11

XEROX REQUESTED FROM TAMPA MEDICAL LIBRARY: 49

LOANS REQUESTED FROM FT. MYERS: 3

SARASOTA TRANSACTIONS:

LOANS REQUESTED FROM SARASOTA:	13
REQUESTS RECEIVED FROM SARASOTA:	83
REQUESTS FILLED FOR SARASOTA:	78

REQUESTS RECEIVED FROM TAMPA: 163  
REQUESTS FILLED FOR TAMPA: 145

MARINE SCIENCE REQUESTS: 662  
%MARINE SCIENCE: 39%

FILL RATE(# LOANS RECEIVED/# LOANS REQUESTED): 1531/1696 = 90%

\*\*includes loans requested from other USF campuses.

INTERLIBRARY LOAN STATISTICS FOR THE PERIOD OF JULY 1982 TO JUNE 1983

BOOKS REQUESTED:

FACULTY:	129
GRADUATE STUDENTS:	100
STAFF:	20
TOTAL TRANSACTIONS:	249
*RE-REQUESTED:	11
TOTAL REQUESTED:	238

XEROX REQUESTED:

FACULTY:	98
GRADUATE STUDENTS:	159
STAFF:	34
TOTAL TRANSACTIONS:	291
*RE-REQUESTED:	16
TOTAL REQUESTED:	275

BOOKS NOT FILLED: 27  
XEROX NOT FILLED: 10

MARINE SCIENCE REQUESTS: 362  
%MARINE SCIENCE: 70%

FILL RATE (# LOANS RECEIVED/# REQUESTED): 430/513 = 84%

OCLC USE FOR DNR: 6

\*\*STATE UNIVERSITY REQUESTS/LOANS:

RECEIVED FROM SUS:	BOOKS: 16	XEROX: 81 ( 953 PAGES)	TOTAL: 97
LOANS TO SUS:	BOOKS: 50	XEROX: 8 ( 48 PAGES)	TOTAL: 58

\*re-requests are loans not filled on the first try - requested for a second, third time, etc.

\*\* SUS statistics are for the period: October 1982 to June 1983

UNIVERSITY OF SOUTH FLORIDA LIBRARY  
Acquisitions Department  
1982/83 Statistics

St. Petersburg Campus

Allocation: \$193,619

Expenditures:

Books	\$ 42,142	1756 vols
Books - Microform	134	
Approval	57,113	2607 vols
Replacements	58	6 vols
Serials non-STO	3,510	46 vols
Serials non-STO - Microform	3,275	
New Subscriptions	3,041	61 titles
New Subscriptions - Microform	8	
Renewals	45,643	859 titles
Renewals - Microform	9,952	380 titles
Continuations	2,007	44 vols
Backfiles	373	8 vols
Backfiles - Microform	40	
SOLINET	24,966	
Interlibrary Loan	126	379
Multi-Media	<u>1,230</u>	34 items
TOTAL	\$193,618	-

Foundation Funds

	<u>Beginning Balance</u>	<u>Expenditures</u>	<u>Closing Balance</u>
Nelson Poynter	\$ 241	\$190	\$ 51 12 vols
St. Pete Times	2,100	821	1,279 44 vols

Grant Account<sup>1</sup>

Allocation	\$840	
Expenditures	834	28 vols
Balance	6	

<sup>1</sup>The time period for this grant is 10/1/82-9/30/83.

UNIVERSITY OF SOUTH FLORIDA LIBRARY  
 Acquisitions Department  
 1982/83 Statistics

St. Petersburg Campus

Allocation: \$193,619

Expenditures:

Books <sup>1</sup>	\$102,823	
Books - Microform	3,409	
New Subscriptions	3,041	
New Subscriptions - Microform	8	
Renewals <sup>2</sup>	47,650	
Renewals - Microform	9,952	
Backfiles	373	
Backfiles - Microform	40	
Interlibrary Loans	126	
SOLINET	24,966	
Multi-Media	1,230	
		<hr/>
TOTAL		\$193,618

<sup>1</sup>This includes books, approval, replacements and serials non-STO.

<sup>2</sup>This includes periodical and serial renewals and continuations.

UNIVERSITY OF SOUTH FLORIDA LIBRARY  
Acquisitions Department  
1982/83 Statistics

St. Petersburg Campus

ACTIVE SERIAL STANDING ORDERS

Every Issue or year	196
Alternate issues or year	26
	<hr/>
	222
Gifts	5
	<hr/>
	227

APPROVAL SERIALS

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