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Annual report of the Nelson Poynter Memorial Library 1980/1981

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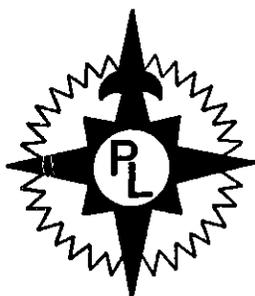
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Nelson Poynter Memorial Library
University of South Florida
St. Petersburg

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ANNUAL REPORTS
1980-81

By any measure, 1980-81 has been a truly remarkable year for USF-St. Petersburg's library. Besides moving into a new building and acquiring a new director, programatic and functional changes have professedly made the library vigorous, versatile and heavily involved in the academic efforts of the University.

These changes have not been achieved solely through additions and increases of funds, but also through improvement of existing facilities and programs.

For the sake of succinctness and brevity, this report shall not dwell at great length upon the opening ceremonies. It is sufficient to say that the library participated in the week long celebration by inviting Prof. Pauline Atherton as the library's distinguished speaker and co-sponsoring the lecture of Prof. Russell Nye. We also organized in our Poynter room, a ceremony dedicating the library's opening and to which distinguished guests from the community attended.

Changes have been quite rapid and diverse at Nelson Poynter Memorial Library during the past academic year. Acquisition of computer terminals for bibliographic searching, heavier emphasis on library instruction, a more versatile Media Center and changes in personnel are but few of the innovations that were initiated to ameliorate the library's educational efforts.

The following are a list of events and activities which formed the tapestry of progress witnessed in 1980-81.

PERSONNEL

Personnel: Stated goals for 1980-81

- a. to get a Secretary for the library
- b. to increase OPS monies for student help
- c. improve the quality of clerical staff
- d. incorporate Mr. Bob Thrush as a member of the library staff.

Two clerks, Jane Cordell and Mary Jo Thomas resigned their positions for personal reasons during the year. Two more members were hired in their place. Tina Neville, a highly competent staff member with much needed science background. The second member hired was Beth Robinson, who had an MA in Theology along with an extensive list of credentials. Both served the library with exemplary vigor. Ms. Robinson had to resign for health reasons and in her place Mr. James Sutton was hired. Jim has been a very efficient and self-motivated employee. We watch with satisfaction his growth in our institution.

A secretarial line was given to us and it was filled by Ms. Carolyn Marot. Ms. Marot has been the link that we have needed to help us accomplish many goals and objectives.

Since improvement of service was one of the goals of the library, additional OPS funds were essential. These funds

were acquired and have helped immensely in the library's departmental productivity.

Improvement of staff performance was accomplished through several ways. One is the departure of two career services staff and the hiring of two others whose contribution to the library has been more evident. Secondly, within the library, staff training has had its few but forward steps. Thirdly, Susan Dillinger, who was reclassified from Clerk III to LTA I, graduated from library school and is now a bonafide professional. Fourth, attendance at workshops and training sessions and conferences has been encouraged.

Another staff related change was combining audio-visual department with the library and incorporating Mr. Thrush's efforts within the overall thrust of the library. Mr. Thrush during the past year was transferred from Educational Resources in Tampa to the library staff at St. Petersburg Campus.

GOALS FOR 1981-82

- a. request three new additional lines, two in A & P classification and one in career services
- b. more organized and extensive in-house staff training in reference techniques
- c. training staff in on-line bibliographic searching

PUBLIC SERVICES

This fiscal year has brought a great many visible changes to the library. By far the most visible was the move to the new building and the acquisition of the new name, Nelson Poynter Memorial Library. The larger building has made all the library resources more accessible to patrons. The approximately 10,000 volumes that were stored are now in place on the shelves. The Audio-Visual department has been made a part of the library, occupying two rooms on the second floor.

As might be expected with the new building and an increasing enrollment, library use has increased. Open hours have been extended to 77 per week. Reserve room, formerly housed behind the circulation desk, now shares space in the Inter-library Loan Department. Use of reserve material has increased 10% over 1979-1980. See Appendix I. Circulation has also increased over last year, the most visible increase being in student borrowing, which is approximately 30% higher. See Appendix II. The circulation procedure has been streamlined, allowing borrowers to write less information on the book cards. Reference use has increased even more than circulation. See Appendix III. This increase is partly due to the increased visibility and accessibility of the reference collection, and partly due to the presentations made by the librarians to classes.

Interlibrary loan requests have decreased this year, and Intra-library loan requests have increased only 10%. See Appendix IV. We view these figures as an indication that students and faculty are more frequently finding what they need in our own collection. The increased book budgets of the past few years have made a great difference in our resources. Since we are on the OCLC ILL Subsystem we have been receiving requests from other libraries.

With the increased space to cover, and the separation of Reserve and Circulation, additional staff had to be hired. One clerk was re-classified as LTA I, and an additional clerk and a secretary were hired. Student assistants were used for the giant task of processing books for the security system.

Several new subject bibliographies have been prepared for the library by Dr. and Mrs. Raymond Gerberich. The Gerberichs are retired educators who volunteer their services to the library on a regular basis.

The goal for the coming year is simply to give high quality service to our students, faculty and staff. We hope to provide faster inter-library loan service through use of the computer terminal. On-line bibliographic searches will be offered in order to provide in-depth reference service.

The circulation system we use is unwieldy, archaic and aggravating. It is the source of more student complaints than overdue fines or copying machines. We must find a better system soon.

The library is settled in the new building; the furniture and equipment are in place, and the staff is looking forward to a busy and productive year.

It was also our goal to have a professional librarian at all times the library was open. By hiring Ms. Natalie Watson for weekend duty we have been able to extend the library hours and provide quality service at all times.

GOALS FOR 1981-82

- a. University-wide on-line circulation system
- b. Improved copying service for students
- c. Vastly improved Interlibrary loan service.

LIBRARY INSTRUCTION

1980-81 was the first year in which a concerted experimental effort was made to provide one to two hours of library instruction for varied courses.

Seven classes were taught to a total of 198 students in education, business, history and nursing. The responses from faculty and students were absolutely positive, and need for further instruction has become evident.

Dr. and Mrs. Raymond Gerberich have so far prepared nine bibliographies for the library classes. A sample is provided in Appendix V.

Mrs. Oberhofer has been assigned to improve upon the initial instruction program and it is our hope that her participation will provide the needed momentum.

GOALS FOR 1981-82

- a. preparation of a self-study slide-tape module and syllabus for students who would like to learn on their own how to do basic library research and how to use Poynter library.
- b. prepare guides for every class taught at USF-St. Petersburg
- c. research larger number of faculty for purposes of library instruction.

COLLECTION DEVELOPMENT

As previously, also in 1980-81, collection development efforts were done through the approval books plan, faculty/student requests, and through the library's assessment of anticipated curriculum needs.

With the help of USF-Tampa library, we were able to clarify as to who was responsible for Marine Science collection development. It was understood that Tampa would select, purchase and send them to St. Petersburg library. However, the St. Petersburg library has tried to help them in this venture by purchasing titles when Tampa had run out of funds.

We also received from Tampa 28 series on semi-permanent loan of titles that were relevant to Marine Science.

Total book budget for 1980-81 was \$188,557. These dollars were used to acquire monographs, serial renewals, continuations, solinet (processing cost) and new periodical titles.

Below is a profile of book fund expenditures. Book allocation was \$188,555 for 1980-81.

Books	122,006
Replacement for lost books	240
New Subscription for titles (periodical and serials)	4,455

Renewal of existing Serials	35,225
Backfiles (older issues of important titles)	3,238
Solinet (processing of new books)	21,000
Continuations	<u>2,391</u>
	\$188,555

Translated to item numbers, we acquired 6,569 book titles, 18 new periodical and looseleaf titles.

We are looking forward to another deliberately eventful year.

GOALS FOR 1981-82

- a. evaluate collection in areas where curriculum demands are intense
- b. establish close faculty input in collection development.
- c. establish liasons between library and departments, so that subject trained library staff can respond to departmental needs more completely.

SUMMARY

It has been an exciting year for us at Nelson Poynter Memorial Library. Library growth has been the natural consequence of overall campus enrollment increase. And yet, our pride lies in our improvement and enhancement of existing resources to a level where effort spent will result into the most optimum productivity.

PUBLIC SERVICES STATISTICS

1980-1981

REFERENCE	
Info/Dir	3430
Instr/Res	2493
Total	5923
INTRALIBRARY LOANS	
Monographs	615
Periodicals	540
Marine Science	255
Other USF Libraries	136
Total	1291
INTERLIBRARY LOANS	
Monographs	216
Periodicals	202
Marine Science	130
Other Libraries	27
Total	445
RESERVES	
Transactions	8028
COPYING	
Microform	3781
CIRCULATION	
Ref/Per	273
Staff/Faculty	2051
Student	15405
Rec/Reading	1643
Guests	139
Total	19511
GRAND TOTAL	38979