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Summary Report on Special Collections and University Archives, Nelson Poynter Memorial Library, University of South Florida St. Petersburg, for the 2011-2012 Academic Year

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Summary Report on
Special Collections and University Archives
Nelson Poynter Memorial Library
University of South Florida St. Petersburg
for the 2011-2012 Academic Year



Submitted by
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Special Collections and University Archives

18 November 2012

Reference, Research, and Instruction

During the 2011-2012 academic year, special collections staff directly responded to 557 requests for materials or research assistance. This represents a 12.5% increase in patron requests over the 495 from the previous academic year. Patrons visiting SCUA in person to view specific monographs or serials they had learned about through the library catalogue represented 132 (23.7%) of these requests. The remaining 425 requests (76.3%) 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 SCUA 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, SCUA 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 USFSP office, department, or employee (including other USF campuses) or involved on-site visits to the SCA reading room. All 132 requests to view specific monographs or serials involved patrons who came directly to SCUA. Of the 425 research and in-depth requests, 291 took place **here** and 134 were **outside** requests where the patron submitted a query and received information without visiting the campus or the library.

	<u>2011-2012</u>	<u>2010-2011</u>	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
Percentage of total transactions here : (423 of 557)	75.9%	69.3%	74.6%	66.6%	72.1%	70.4%	73.9%
Percentage of total transactions outside : (134 of 557)	24.1%	30.7%	25.4%	33.4%	27.9%	29.6%	26.1%
Percentage of total research requests here : (291 of 425)	68.5%	61.0%	67.7%	58.5%	64.8%	62.3%	68.1%
Percentage of total research requests outside : (134 of 425)	31.5%	39.0%	32.3%	41.5%	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 425 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, graduate students in the Florida Studies program frequently met with SCUA 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, as well as thesis research support. 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>2011-2012</u>	<u>2010-2011</u>	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
USF System undergraduate students:	76 (17.9%)	132 (33.8%)	115 (32.9%)	30 (9.2%)	47 (16.4%)	56 (21.8%)	24 (10.1%)
a) USFSP undergraduates	76 (17.9%)	129 (33.1%)	114 (32.6%)				
b) USF (non-SP) undergrads	0	3 (0.7%)	1 (0.3%)				
USF System graduate students:	157 (36.9%)	91 (23.3%)	69 (19.7%)	99 (30.5%)	57 (19.9%)	37 (14.4%)	40 (16.8%)
a) USFSP grad students in History or Fla Studies:	37 (8.7%)	51 (13.1%)	35 (10.0%)	48 (14.8%)	49 (17.1%)	32 (12.5%)	29 (12.2%)
b) USF graduate students in other disciplines:	120 (28.2%)	40 (10.2%)	34 (9.7%)	51 (15.7%)	8 (2.8%)	5 (1.9%)	11 (4.6%)
b1) USFSP students (non-Fla Studies):	16 (3.8%)	4 (1.0%)	7 (2.0%)				
b2) USF Tampa students (Library Science):	104 (24.5%)	30 (33.0%)	23 (6.6%)				
b3) Other USF System grad students:	0	6 (6.6%)	4 (1.1%)				
Patrick Riordan Fellow (visiting Ph.D. , USF Tampa):	0	0	1 (0.3%)	0	10 (3.5%)	0	0
Eckerd College students (residential or PEL):	14 (3.3%)	24 (6.2%)	19 (5.4%)	22 (6.8%)	23 (8.0%)	11 (4.3%)	15 (6.3%)
Undergraduates from schools other than USF or Eckerd:	3 (0.7%)	3 (0.8%)	5 (1.4%)	5 (1.5%)	0	1 (0.4%)	3 (1.3%)
a) From SUS (incl. New College), and SPC:	2 (0.5%)	3 (0.8%)	3 (0.9%)				
b) From non-public Florida and non-Florida:	1 (0.2%)	0	2 (0.6%)				
Graduate students from schools other than USF:	3 (0.7%)	12 (3.1%)	13 (3.7%)	3 (0.9%)	7 (2.4%)	10 (3.8%)	10 (4.2%)
a) From State University System:	2 (0.5%)	10 (2.6%)					
b) From non-public Florida and non-Florida:	1 (0.2%)	2 (0.5%)					
Middle/High School/IB students*	3 (0.7%)						
SUBTOTAL: Students as researchers	256 (60.2%)	262 (67.2%)	222 (63.4%)	159 (48.9%)	144 (50.2%)	115 (44.7%)	92 (38.7%)

	<u>2011-2012</u>	<u>2010-2011</u>	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
USFSP Faculty/staff in History or Florida Studies:	17 (4.0%)	35 (9.0%)	13 (3.7%)	25 (7.7%)	31 (10.8%)	33 (12.9%)	27 (11.3%)
Faculty/staff in Mar Science & Affiliates (i.e., USGS):	6 (1.4%)	2 (0.5%)	0	8 (2.5%)	4 (1.4%)	3 (1.2%)	4 (1.7%)
USFSP Administration or Advancement staff:	16 (3.8%)	18 (4.6%)	11 (3.1%)	16 (4.9%)	12 (4.2%)	4 (1.6%)	14 (5.9%)
Other USF System faculty or staff (incl. Tampa):	14 (3.3%)	10 (2.6%)	14 (4.0%)	10 (3.1%)	19 (6.6%)	10 (3.8%)	21 (8.8%)
a) USFSP faculty (not listed above):	12 (2.8%)	10 (2.6%)	10 (2.9%)				
b) USF System Faculty from other campuses:	2 (0.5%)	0	4 (1.1%)				
Other USF (includes Alumni and unclassified):	13 (3.1%)	3 (0.8%)	5 (1.4%)	6 (1.8%)	2 (0.7%)	4 (1.6%)	10 (4.2%)
Faculty or staff from Eckerd College:	1 (0.2%)	0	4 (1.1%)	3 (0.9%)	2 (0.7%)	3 (1.2%)	2 (0.8%)
Faculty or staff from other academic institutions:	12 (2.8%)	3 (0.8%)	6 (1.7%)	12 (3.7%)	18 (6.3%)	15 (5.8%)	15 (6.3%)
a) From State University System:	5 (1.2%)	3 (0.8%)	5 (1.4%)				
b) From non-public Florida and non-Florida:	7 (1.6%)	0	1 (0.3%)				
SUBTOTAL: Faculty/Staff as researchers	79 (18.6%)	71 (18.2%)	53 (15.1%)	80 (24.6%)	88 (30.7%)	72 (28.1%)	93(39.1%)

	<u>2011-2012</u>	<u>2010-2011</u>	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
Florida Humanities Council (FHC):	1 (0.2%)	2 (0.5%)	0	3 (0.9%)	0	11 (4.3%)	2 (0.8%)
Society for Advancement of Poynter Library (SAPL):	1 (0.2%)	0	2 (0.6%)	1 (0.3%)	1 (0.3%)	0	2 (0.8%)
Poynter Institute of Media Studies:	2 (0.5%)	2 (0.5%)	1 (0.3%)	1 (0.3%)	0	3 (1.2%)	2 (0.8%)
Heritage Village and Pinellas County Government):	15 (3.5%)	12 (3.1%)	8 (2.3%)	18 (5.6%)	9 (3.1%)	12 (4.7%)	24 (10.1%)
a) <i>Heritage Village</i>	8 (1.9%)	10 (2.6%)	5 (1.4%)				
b) <i>Other Pinellas County Government</i>	7 (1.6%)	2 (0.5%)	3 (0.9%)				
Public Libraries/other government:	26 (6.1%)	10 (2.6%)	13 (3.7%)	15 (4.7%)	8 (2.8%)	2 (0.8%)	5 (2.1%)
a) <i>Public Libraries</i>	2 (0.5%)	6 (1.5%)	2 (0.6%)				
b) <i>State of Florida</i>	6 (1.4%)	2 (0.5%)	2 (0.6%)				
c) <i>City of St. Petersburg</i>	13 (3.1%)	2 (0.5%)	5 (1.4%)				
d) <i>Other Government (includes non-Fla)</i>	5 (1.2%)	0	4 (1.1%)				
Corporate and for-profit (includes newspaper reporters):	9 (2.1%)	2 (0.5%)	7 (2.0%)	6 (1.8%)	4 (1.4%)	7 (2.7%)	3 (1.3%)
General Public and Unclassified:	36 (8.5%)	29 (7.4%)	44 (12.6%)	42 (12.9%)	33 (11.5%)	35 (13.5%)	15 (6.3%)
<i>SUBTOTAL: Affiliates or General Public</i>	90 (21.2%)	57 (14.6%)	75 (21.4%)	86 (26.5%)	55 (19.1%)	70 (27.2%)	53(22.2%)

The following breakdown of the 425 in-depth requests examines institutional affiliation:

	<u>2011-2012</u>	<u>2010-2011</u>	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
USF System (students/faculty/staff):	286 (67.3%)	291 (74.6%)	222 (63.4%)	186 (57.2%)	171 (59.6%)	147 (57.2%)	138 (57.9%)
USF affiliates (SAPL, FHC, Poynter Inst., USGS, etc.):	17 (4.0%)	4 (1.0%)	8 (2.3%)	12 (3.7%)	2 (0.7%)	14 (5.4%)	8 (3.4%)
Patrick Riordan Fellow (visiting Ph.D. spons by USF):	0	0	1 (0.3%)	0	10 (3.5%)	0	0
Total USF-affiliated researchers	303 (71.3%)	295 (75.6%)	231 (66.0%)	198 (60.9%)	183 (63.8%)	161 (62.6%)	146 (61.3%)
Total USFSP-affiliated researchers:	191 (44.9%)	243 (62.3%)	193 (55.1%)				
Other academic researchers (Eckerd, UF, etc.):	36 (8.5%)	42 (10.8%)	47 (13.4%)	47(14.5%)	50 (17.4%)	40 (15.6%)	45 (18.9%)
Government researchers, public museums:	41 (9.6%)	22 (5.6%)	21 (6.0%)	30 (9.2%)	17 (5.9%)	14 (5.5%)	29 (12.1%)
Corporate, for-profit, and general public:	45 (10.6%)	31 (7.9%)	51 (14.6%)	50 (15.4%)	37 (12.9%)	42 (16.3%)	18 (7.6%)
Total non-affiliated researchers	122 (28.7%)	95 (24.4%)	119 (34.0%)	127 (39.1%)	104 (36.2%)	96 (37.4%)	92 (38.7%)

Information Requested by Patrons

The 425 research requests covered a variety of topics. In many cases, the patron sought materials in more than one of the following areas:

	<u>2011-2012</u>	<u>2010-2011</u>	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
Biographical, genealogical, or census information:	91 (21.4%)	75 (19.2%)	64 (18.2%)	88 (27.1%)	50 (17.4%)	47 (18.3%)	21 (8.8%)
Photographic or cartographic research:	70 (16.4%)	54 (13.8%)	42 (12.0%)	38 (11.7%)	33 (11.6%)	31 (12.1%)	38 (16.0%)
Local and regional history/Floridiana topics:	306 (72.0%)	258 (66.2%)	236 (67.4%)	220 (67.7%)	187 (65.2%)	181 (70.4%)	162 (68.1%)
Journalism and media studies:	40 (9.4%)	31 (7.9%)	17 (4.9%)	28 (8.6%)	23 (8.2%)	14 (5.4%)	14 (5.9%)
Institutional history from USFSP archives:	73 (17.2%)	36 (9.2%)	25 (7.1%)	33 (10.2%)	22 (7.7%)	19 (7.4%)	29 (12.2%)
U. S. Maritime Training Service base history:	10 (2.4%)	5 (1.3%)	1 (0.3%)	7 (2.2%)	6 (2.1%)	2 (0.8%)	8 (3.4%)
General history/historiography (non-Florida):	64 (15.1%)	28 (7.2%)	34 (9.7%)	25 (8.6%)	41 (14.3%)	23 (8.9%)	7 (2.9%)
Other areas of the humanities (literature, etc.):	38 (8.9%)	24 (6.2%)	23 (6.6%)	35 (10.8%)	31 (10.9%)	15 (5.8%)	12 (5.0%)
Marine science and ichthyology:	11 (2.6%)	6 (1.5%)	5 (1.4%)	5 (1.5%)	4 (1.4%)	9 (3.5%)	8 (3.4%)
Researching and writing tools and processes:	51 (12.0%)	29 (7.4%)	14 (4.0%)	17 (5.2%)	14 (4.9%)	12 (4.7%)	11 (4.6%)
Professional consultation by colleagues:	91 (21.4%)	70 (17.9%)	58 (16.6%)	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 University Archives Staff and Patrons

To fulfill the 425 detailed research requests, SCUA staff and patrons consulted a variety of sources. Frequently, they examined materials in more than one area of the collection.

	<u>2011-2012</u>	<u>2010-2011</u>	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
Books, serials, periodicals in SCUA:	243 (57.2%)	202 (51.8%)	183 (52.2%)	151 (46.5%)	138 (48.1%)	148 (57.6%)	129 (54.2%)
Manuscript collections in SCUA (incl. oral hty):	103 (24.2%)	58 (14.9%)	62 (17.7%)	73 (22.5%)	95 (33.1%)	72 (28.0%)	98 (41.2%)
USF St. Petersburg archival collections in SCUA:	89 (20.9%)	62 (15.9%)	33 (9.4%)	41 (12.6%)	27 (9.4%)	23 (8.9%)	33 (13.9%)
USF and SUS digital collections:	304 (71.5%)	280 (71.8%)	204 (58.3%)	178 (54.8%)	150 (52.3%)	125 (49.4%)	104 (43.7%)
Referred patron to USF Tampa special collections:	10 (2.4%)	8 (2.1%)	9 (2.6%)	11 (3.4%)	20 (7.0%)	31 (12.1%)	15 (6.3%)
Referred patron to St. Pete Museum of History:	18 (4.3%)	5 (1.3%)	3 (0.9%)	7 (2.2%)	16 (5.6%)	19 (7.4%)	13 (5.5%)
Referred patron to Heritage Village:	16 (3.8%)	12 (3.1%)	3 (0.9%)	5 (1.5%)	21 (7.3%)	27 (10.5%)	21 (8.8%)
Referred patron elsewhere (i.e. State Archives):	21 (4.9%)	28 (7.2%)	13 (3.7%)	39 (12.0%)	45 (15.7%)	44 (17.1%)	15 (6.3%)

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					
2011-2012	41	3	20	11	0
2010-2011	22	2	15	18	0
2009-2010	32	1	9	15	0
2008-2009	28	2	16	17	0
2007-2008	24	1	7	18	0
2006-2007	20	2	8	22	0
2005-2006	18	3	15	6	0
2004-2005	22	0	8	12	0
2003-2004	21	0	4	9	2
2002-2003	17	0	3	7	1
Loans/Photocopies Provided in Response to Requests					
2011-2012	23	1	8	3	0
2010-2011	18	2	10	5	0
2009-2010	29	1	6	2	0
2008-2009	23	2	11	12	0
2007-2008	19	1	6	4	0
2006-2007	17	1	3	2	0
2005-2006	14	3	13	3	0
2004-2005	18	0	2	7	0
2003-2004	16	0	1	7	1
2002-2003	15	0	1	4	0

Collection Parameters

This section of the report outlines the scope, contents, and extent of materials located in Special Collections and University 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.

2011-2012 value (as of 1 July 2012): 511.38 linear feet

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

2009-2010 value (as of 1 July 2010): 478.96 linear feet

<i>2008-2009</i>	<i>2007-2008</i>	<i>2006-2007</i>	<i>2005-2006</i>	<i>2004-2005</i>	<i>2003-2004</i>	<i>2002-2003</i>
456.48 ln. ft.	435.43 ln. ft.	366.69 ln. ft.	354.98 ln. ft.	293.98 ln. ft.	270.3 ln. ft.	258.4 ln.ft.

Manuscript and archival collections combined grew by 4.9% since 1 July 2009 and by 10.0% during the last two years. Available collections have grown by 85.4% 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).

2011-2012 value (as of 1 July 2012): 131.60 linear feet

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

2009-2010 value (as of 1 July 2010): 58.60 linear feet

<i>2008-2009</i>	<i>2007-2008</i>	<i>2006-2007</i>	<i>2005-2006</i>	<i>2004-2005</i>	<i>2003-2004</i>	<i>2002-2003</i>
64.90 ln. ft.	66.60 ln. ft.	42.72 ln. ft.	46.52 ln. ft.	113.37 ln.ft.	80.2 ln. ft.	49.5 ln. ft.

Catalogued Books, Serials, and Monographs

These items appear in the library's public access catalogue and almost always have full bibliographic records. Items are arranged by call number. Monographic collections donated or acquired from a specific person or organization are shelved by call number separately within the provenance of the donor (John C. Briggs Monographs, Suzanne Davis Hardee Collection, etc.).

2011-2012 value (as of 1 July 2012): 512.45 linear feet

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

2009-2010 value (as of 1 July 2010): 444.90 linear feet

<i>2008-2009</i>	<i>2007-2008</i>	<i>2006-2007</i>	<i>2005-2006</i>	<i>2004-2005</i>	<i>2003-2004</i>	<i>2002-2003</i>
422.18 ln. ft.	416.93 ln. ft.	374.78 ln. ft.	358.05 ln. ft.	344.08 ln. ft.	335.38 ln.ft.	316.25 ln. ft.

Uncatalogued Books, Serials, and Monographs

Materials in this category include donations and other books currently located in the Special Collections and Archives that may be added to the collection. However, some items, held as donations, may be placed in the general collection or discarded.

2011-2012 value (as of 1 July 2012): 24.50 linear feet

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

2009-2010 value (as of 1 July 2010): 27.00 linear feet

<i>2008-2009</i>	<i>2007-2008</i>	<i>2006-2007</i>	<i>2005-2006</i>	<i>2004-2005</i>	<i>2003-2004</i>	<i>2002-2003</i>
28.40 ln. ft.	26.80 ln.ft.	36.00 ln. ft.	43.70 ln. ft.	33.05 ln. ft.	30.75 ln.ft.	12.25 ln. ft.

Total of All Collections, Catalogued and Uncatalogued

This category includes all print, audio/visual, and other collections by size, but in some cases “double counts” collections that fall into two categories. For example, the Kennedy Assassination Newspapers, Nixon Resignation Newspapers, and similar archival collections count both as manuscript collections and as serials.

2011-2012 value (as of 1 July 2012): 1179.93 linear feet

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

2009-2010 value (as of 1 July 2010): 1009.46 linear feet*

* Of this total: Catalogued items:914.36 In. ft.; uncatalogued items (some of which will be discarded): 95.10 In.ft.

<i>2008-2009</i>	<i>2007-2008</i>	<i>2006-2007</i>	<i>2005-2006</i>	<i>2004-2005</i>	<i>2003-2004</i>	<i>2002-2003</i>
971.96 In. ft.**	945.76 In. ft.	820.19 In. ft.	803.25 In. ft.	784.48 In. ft.	716.63 In. ft.	636.4 In. ft.

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

2011-2012 value (as of 1 July 2012): 1004.75 linear feet

2010-2011 value (as of 1 July 2011): 859.36 linear feet

2009-2010 value (as of 1 July 2010): 795.25 linear feet

<i>2008-2009</i>	<i>2007-2008</i>	<i>2006-2007</i>	<i>2005-2006</i>	<i>2004-2005</i>	<i>2003-2004</i>	<i>2002-2003</i>
728.67 In.ft	703.92 In. ft.	575.19 In. ft.	558.25 In. ft.	502.36 In. ft.	464.51 In.ft.	355.25 In. ft.