

8-18-2004

# Summary Report on Special Collections and Archives, Nelson Poynter Memorial Library, University of South Florida St. Petersburg, for the 2003-2004 Academic Year

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## Recommended Citation

Schnur, James Anthony, "Summary Report on Special Collections and Archives, Nelson Poynter Memorial Library, University of South Florida St. Petersburg, for the 2003-2004 Academic Year" (2004). *Library Department and Committee Reports*. 3.  
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Summary Report on  
Special Collections and Archives  
Nelson Poynter Memorial Library  
University of South Florida  
St. Petersburg  
for the 2003-2004 Academic Year



ST. PETERSBURG

Submitted by  
**Jim Schnur**  
Assistant Librarian  
Special Collections

18 August 2004

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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 area. This report summarizes tasks, challenges, and accomplishments during the period from July 2003 through June 2004.

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 has assumed the primary role in developing library exhibits that showcase collections, encourage intellectual inquiry, and celebrate diversity.
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.
Increase community access to and awareness of unique and valuable special collections.	Through lectures, public programs, and outreach to organizations (such as local historical and genealogical societies), 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.	As outlined in assigned duties form, the special collections librarian will submit at least one grant proposal or application during 2004.

Respectfully submitted,  
*James Anthony Schnur*  
 Assistant Librarian

## Estimated Reference and Instruction Statistics (See Also Appendix A)

Statistics for June 2003 through April 2004 include estimates based upon patron visits, email requests, and phone calls requesting research assistance in areas covered by Special Collections. Students and faculty in the Florida Studies Program of Distinction accounted for a significant number of these reference sessions. To improve tracking of patron requests and to understand research trends, the librarian began maintaining a spreadsheet of detailed research requests during the summer 2004 semester. This spreadsheet is included as Appendix A to this report.

### ESTIMATED REFERENCE AND INSTRUCTION STATISTICS

	IN PERSON	BY PHONE	BY LETTER	BY E-MAIL	VIA FAX
<b>Reference Inquiries</b>					
2003-2004	155	90	18	81	1
2002-2003	115	75	12	65	3
Change	+34.78%	+20.00%	+50.00%	+24.62%	<66.67%>
<b>Research Interviews</b>					
2003-2004	58	14	2	43	0
2002-2003	45	12	2	35	0
Change	+28.89%	+16.67%		+22.86%	
<b>Research In-depth</b>					
2003-2004	40	15	6	29	0
2002-2003	27	8	4	18	0
Change	+32.50%	+87.50%	+50.00%	+61.11%	
	IN PERSON	BY PHONE	BY LETTER	BY OCLC	VIA FAX
<b>Requests for Loans/ Photocopies</b>					
2003-2004	21	0	4	9	2
2002-2003	17	0	3	7	1
<b>Loans/Photocopies Provided in Response to Requests</b>					
2003-2004	16	0	1	7	1
2002-2003	15	0	1	4	0

Posted Office Hours (with no appointment required) averaged 11.5 hours per week in 2003-2004.

## Collection Parameters (See Also Appendices B and C)

*All values are estimates in linear feet*

	2003/2004	2002/2003	Change
Catalogued Manuscript/Archival Collections <i>(Fully or Partially Processed and Available for Use)</i>	270.3 ln. ft.	258.4 ln.ft.	+4.61%
Unprocessed Manuscript/Archival Collections	80.2 ln. ft.	49.5 ln. ft.	+62.02%
Catalogued Books, Serials, and Monographs	335.38 ln. ft.	316.25 ln. ft.	+6.05%
Uncatalogued Books, Serials, and Monographs	30.75 ln. ft.	12.25 ln. ft.	+151%
Total of All Collections <i>(Note: Some items double counted as Manuscripts and Serials—see below)</i>	716.63 ln. ft.	636.4 ln. ft.	+12.61%
Serials and Manuscripts for IPEDS Report:	464.51 ln. ft.	355.25 ln. ft.	+30.76

### Explanations and Definitions

**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.

**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).

**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.)

**Uncatalogued Books, Serials, and Monographs:** Materials in this category include donations and other books currently located in the Special Collections stacks that may be added to the collection. However, some items, held as donations, may be placed in the general collection or discarded. The substantial increase in this column reflects a change of 20 linear feet of Briggs serials from catalogued to uncatalogued status. If those materials were not included, the percentage of uncatalogued items actually would have declined by approximately 12.3% during the last year.

**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.

**Serials and Manuscripts for IPEDS Report:** Summary of all processed and accessible collections estimated by linear feet for statistical reporting purposes.

## Acquisitions, Arrangement, and Description (See Also Appendices D and E)

### Manuscript and Archival Collections Acquired

<b>Name</b>	<b>Status and Extent of Acquisition</b>
Raymond O. Arsenault Collection	Page proofs and photos from St. Petersburg history book
Herman J. Brames Admin. Files	Collection fully processed with finding aid
Papers of Gabriel Cazares	First accession processed; second is sorted
Central Plaza Merchants Assn.	Part of Winnie Foster donation; in process
Winnifred S. Foster Research File	In process; requires conservation
Donald J. Ivey Research File	Collection fully processed with finding aid
Pinellas County NOW Papers	Original accession processed; second is sorted
Henrietta Poynter File of J. Chance	Collection fully processed with finding aid
St. Petersburg City Clerk Records	In process; microfilm format
Florida History Research Collection	New accessions; all papers now placed in a database
SACS Application Files	Collection fully processed with finding aid

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

### Monographic Collections Acquired

<b>Name</b>	<b>Status and Extent of Acquisition</b>
Suzanne Davis Hardee Collection	Individual bibliographic records available in OPAC
Gary Ross Mormino Collection	Individual bibliographic records available in OPAC

### Cataloguing of Bibliographic Materials (Items Sent to Tampa Cataloguing)

The special collections librarian sends materials without USF holdings and those that require OCLC records to the Cataloguing Department of the Tampa Library. In 2003-2004, the librarian sent materials representing 143 unique holdings (consisting of 157 pieces, or items), as follows:

	<i>Number of Holdings</i>	<i>Percentage of Holdings</i>
Briggs Serials	31	21.68%
Mormino Floridiana Collection	26	18.18%
St. Pete Public Library donations	16	11.19%
Other and Unclassified	<u>70</u>	<u>48.95%</u>
Totals	143	100%

Ninety-one of these holdings were added during the 2003-2004 fiscal year. The balance will be returned from the Tampa Library in the summer and fall of 2004. Appendix E includes a detailed list of these items.

### **Addition of Holding and Item Records (by Special Collections Librarian)**

To expedite availability of materials, if a bibliographic record exists for an item donated to special collections, the special collections librarian adds a holdings record (stpt,spec) and item records (for each barcoded volume). Appendix D includes for a complete list of monographs with copy holdings added by the special collections librarian.

	<i>2003-2004</i>	<i>2002-2003</i>	<i>Change</i>
<i>(See descriptions below for more information)</i>			
Bibliographic Holding Records for New Items	59	49	20.4%
Number of Item Records Added for Holdings	63	66	
Percentage of Unique Holdings for Poynter Library	69.5%	65.3%	

**Bibliographic Holding Records for New Items:** The number of bibliographic records with special collections holdings added by the librarian during the fiscal year. Some bibliographic records include numerous item records (i.e., a ten-volume encyclopedia has one bibliographic record but ten item records).

**Number of Item Records Added for Holdings:** The number of barcoded item records added by special collections librarian for materials processed in-house.

**Percentage of Unique Holdings for Poynter Library:** The special collections librarian adds holding and item records for materials already catalogued within the USF Libraries System. This percentage reflects the proportion of items added to St. Petersburg special collections that are not found in other areas of the Poynter Library, such as reference or the circulating collection.

Original provenance for the fifty-nine bibliographic holding records added in 2003-2004:

	<i>Number of Holdings</i>	<i>Percentage of Holdings</i>
Suzanne Davis Hardee Collection	16	27.12%
Mormino Floridiana Collection	16	27.12%
Harold Sims donation of Cuban studies	7	11.87%
St. Pete Public Library donations	3	5.08%
Retrieved from Fountain Inn	3	5.08%
Other and Unclassified	<u>14</u>	<u>23.73%</u>
Totals	59	100%



## **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 (including the “Road to the White House” class) 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. Statistics for these sessions are included in the Estimated Reference and Instruction Statistics of this report as some of the “Research Interviews” and “Research—In Depth.”

Finally, academic mentoring efforts included ongoing meetings with four USF students. Two students writing their honors theses, Amy Kiser and Cristina Gonzalez, included the special collections librarian as a member of their committees. Kiser substantially completed research on her biographical portrait of Gardner Beckett, Jr., during the spring 2003 semester, with continued revisions during the summer. Gonzalez delivered her prospectus on Gabriel Cazares’s impact on Hispanic affairs in the Tampa Bay region during the spring 2003 semester, and continues her research into the fall semester. The academic mentoring of Albert Vogt III and Susan Potter is further described in Fieldwork Supervision later in this report.

### **Lectures on Campus that Promote Local History and Our Collections**

Schnur, James A., panelist, “Florida Politics: Moderation and Massive Resistance,” in “The Civil Rights Movement in Florida” conference, sponsored by the USF St. Petersburg Florida Studies Program of Distinction, University of South Florida St. Petersburg, Karen Steidinger Auditorium, 4 June 2004.

Schnur, James A., lecture, “Genealogical Resources at the University of South Florida Libraries,” offered in conjunction with the meeting of the Pinellas Genealogy Society, Nelson Poynter Memorial Library, 24 April 2004.

Schnur, James A., and Gary R. Mormino, dialogue presentation, “A Tale of Two Cities: Tampa and St. Petersburg,” Town and Gown Event, University of South Florida St. Petersburg, DAV 130, 30 January 2004.

### **Educational Lectures and Public Events that Promote Local History and Our Collections**

Schnur, James A., lecture, “The History of Pinellas County: A Brief Overview,” Women’s Council (Guild), Cathedral of St. Jude, St. Petersburg, 31 March 2004.

Schnur, James A., lecture, "Local History Collections in the University of South Florida Libraries," Pinellas Genealogy Society, Largo Library, 21 February 2004.

Schnur, James A., lecture, "Lessons Learned on the Information Highway: Recovering and Rediscovering Florida's History," Peace River Center for Writers/Charlotte County Art Guild/Florida Gulf Coast University Renaissance Academy, Charlotte County Cultural Center, Port Charlotte, 16 November 2003.

Schnur, James A., lecture, "Building a Sense of Community," Pinellas County Stories Revealed through Heritage Village, Florida Humanities Council/Heritage Village, Largo 9 November 2003.

Schnur, James A., lecture, "From Railroads to Real Estate Booms," Pinellas County Stories Revealed through Heritage Village, Florida Humanities Council/Heritage Village, 20 October 2003.

Schnur, James A., lecture, "Life on the Pinellas Frontier: Early Settlers along the Peninsula," Pinellas County Stories Revealed through Heritage Village, Florida Humanities Council/Heritage Village, Largo, 12 October 2003.

## **Exhibits**

Exhibit coordinator, "The Civil Rights Movement in Florida: A Brief Timeline," 1<sup>st</sup> floor display case, Summer 2004.

Exhibit coordinator, "Messages from a Bottle: Yesterday's Trash, Today's Archaeological Discovery," 1<sup>st</sup> floor display case, Campus Activities Center during Faculty/Staff luncheon, 3<sup>rd</sup> floor display case, Spring and Summer 2004.

Exhibit coordinator, "Remembering Their Sacrifice: Commemorating the Sixtieth Anniversary of D-Day," 1<sup>st</sup> floor display case, Summer 2004.

Exhibit coordinator, "Sunshine State of Mind" display of Floridiana, 1<sup>st</sup> floor display case, Fall 2003.

Exhibit coordinator, "St. Petersburg in 1903: Images from the *St. Petersburg Times*," 3<sup>rd</sup> floor display case, Spring 2003-Winter 2004.

Exhibit coordinator, "When High-Tech was Low-Tech: A Retrospective Look at Forward-Thinking Technologies," 1<sup>st</sup> floor display case, Fall 2003.

Exhibit coordinator, "Who was Nelson Poynter?," Campus Activities Center during Faculty/Staff luncheon, 3<sup>rd</sup> floor display case, Spring and Summer 2004.

## **University Service Committees**

Florida Studies Roundtable (member, ad hoc, ongoing, summer and fall 2003 through October conference); Systems Team Member (member, through fall 2003); USF Libraries Digitization Center/Special Collections Selection Committee (2003); Search Committee, Special Collections

Librarian, Tampa Library (member, summer/fall 2003); USF Libraries Faculty Newsletter Editorial Board (member, 2003-2004); Search Committee, Associate Vice President of Academic Affairs, St. Petersburg Campus (member, failed search, 2003-2004); Merit and Annual Review Committee (chair, spring 2004).

### **Community Service**

Pinellas County History Research Advisory Committee, Heritage Village (member, ad hoc, 2003-2004); Heritage Village Interpretive Planning Committee (member, 2003-2004); Comptroller, Pinellas County Historical Society (2004); Oral History Scholar, "Preserving Our Nations Memories," Office on Aging, City of St. Petersburg Sunshine Center/Florida Humanities Council (2004); Oral History Scholar, Asian FACE Center Oral History Program/Florida Humanities Council (2004); Florida Library Association 2005 Annual Meeting Planning Committee (member, 2004).

### **Web Page Maintenance**

Ongoing maintenance of web pages under the <http://www.nelson.usf.edu/spccoll> domain through the fall of 2003. Approximately one-third of the pages provide general information (hours, location, links to other resources) and remaining pages highlight specific collections or record groups. Some collections include full-text finding aids on the web. Updates did not take place during the spring of 2004 due to a major revamping of the library's primary web pages. Planned areas for revision in 2004-2005:

- Addition of new finding aids and guides for recently processed collections
- An improved primary page for the department
- At the collection level, a summary page that includes descriptive and summary information that could later be moved to a bibliographic or MARC record to describe the collection on the OPAC

## **Archival Education and Supervision**

### **Fieldwork Supervision**

Two University of South Florida students provided part-time assistance during the 2003-2004 academic year: Albert Vogt III and Susan Potter.

Albert Vogt, a graduate student in Florida Studies, received a stipend and was assigned by Raymond Arsenault to assist in special collections. A sample of Albert's duties:

- Physical processing of donations, including the first accessions of the Pinellas NOW and Gabriel Cazares collections, as well as clippings provided by Gary R. Mormino.
- Indexing new acquisitions of oral history interviews, seminar papers, and release forms.
- Indexing of St. Petersburg City Records received on microfilm.
- General shelf shifting and collection maintenance.

Susan Potter, a graduate student completing her degree in Library and Information Science, enrolled in a fieldwork supervised by Kathleen de la Peña McCook during the fall 2003 semester. Her major projects included:

- Arrangement and elementary conservation of part of Hazel Evans papers.
- Processing, arranging, and describing papers of Gabriel Cazares and Pinellas NOW.

## Departmental Goals during 2004-2005 Academic Year

During the forthcoming academic year, the special collections librarian sets the following personal and 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
- work with *Crow's Nest*, *Library Leads*, and other appropriate publications to promote use of collections by the university community

...for specific collections in the department

- complete processing of major collections (Hazel Evans Papers, Amity House Collection)
- 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

...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 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