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Summary Report on Special Collections and Archives, Nelson Poynter Memorial Library, University of South Florida St. Petersburg, for the 2007-2008 Academic Year

James Anthony Schnur

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Summary Report on
Special Collections and Archives
Nelson Poynter Memorial Library
University of South Florida
St. Petersburg
for the 2007-2008 Academic Year



ST. PETERSBURG

Submitted by
Jim Schnur
Special Collections and Archives

10 July 2008

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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 (SCA) area. This report summarizes tasks, challenges, and accomplishments during the period from July 2007 through June 2008.

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:

LIBRARY ACTION PLAN	RELEVANCE TO SPECIAL COLLECTIONS
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 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 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 served as acting President for the Pinellas County Historical Society through January 2008.
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. The excellent work of Shawn Reynolds (part-time graduate student, Florida Studies) allowed for the transcription of primary source materials, the development of enhanced finding aids for earlier donations, and the creation of excellent 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. 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. Staff will review the policy by December 2008 with the Dean of the Poynter Library to determine whether revisions are necessary.

SCA staff continued to assist students, faculty, and outside researchers 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. SCA staff served as primary research support for Thomas Rudczynski, the 2007 Patrick Riordan Fellow of the USF Libraries. A Ph.D. student at Northwestern University, Rudczynski is completing his dissertation on the social history of aging in twentieth-century St. Petersburg. Also, SCA staff provided extended research support to a visiting faculty member from the University of Aarhus in Denmark interested in applying a "Florida dream" model to Sarasota and other communities south of Tampa Bay.

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. Reporters from the *Tampa Tribune* seeking answers to questions about the history of USF elected to contact the Poynter Library rather than the USF Tampa library. With the debate over the viability of a new proposed waterfront stadium on the site of Al Lang Field, city officials contacted SCA staff for aerial and map images that traced the reshaping of the waterfront prior to 1920. Some of this information appeared in a report that analyzed the problems and potential of the new stadium site. These queries represent just a few examples of the 287 detailed research requests handled by SCA staff during the previous year.

With over 155 distinct collections and sub-collections, SCA offers a variety of scholarly and academic resources. Initiatives for the 2007-2008 academic year include the shifting and consolidation of the USF St. Petersburg Archives, completing finding aids for those collections requiring additional arrangement and description, perfecting a summary disaster plan for public safety first responders, and seeking external materials and resources to continue enhancing Poynter Library's collections during difficult budgetary times.

Reference, Research, and Instruction

During the 2007-2008 academic year, special collections staff directly responded to 362 requests for materials or research assistance. This represents a 10.7% increase in patron requests over the 327 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-five (20.72%) of these requests. The remaining 287 requests (79.28%) 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-five requests to view specific monographs or serials involved patrons who came directly to SCA. Of the 287 research and in-depth requests, 186 took place **here** and 101 were **outside** requests where the patron submitted a query and received information without visiting the campus or the library.

	<u>2007-2008</u>	<u>2006/2005</u>	<u>2005-2006</u>
Percentage of total transactions here : (261 of 362)	72.1%	70.4%	73.9%
Percentage of total transactions outside : (101 of 362)	27.9%	29.6%	26.1%
Percentage of total research requests here : (186 of 287)	64.8%	62.3%	68.1%
Percentage of total research requests outside : (101 of 287)	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 287 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 who wanted information about Rose Cemetery in Tarpon Springs. To fulfill that request, SCA staff sent the student twenty articles by email. 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>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
USF undergraduate students:	47 (16.4%)	56 (21.8%)	24 (10.1%)
USF graduate students in History or Florida Studies:	49 (17.1%)	32 (12.5%)	29 (12.2%)
USF graduate students in other disciplines:	8 (2.8%)	5 (1.9%)	11 (4.6%)
Patrick Riordan Fellow (visiting Ph.D. spons by USF Tampa):	10 (3.5%)	0	0
Eckerd College students (residential or PEL):	23 (8.0%)	11 (4.3%)	15 (6.3%)
Undergraduates from schools other than USF or Eckerd:	0	1 (0.4%)	3 (1.3%)
Graduate students from schools other than USF:	7 (2.4%)	10 (3.8%)	10 (4.2%)
<i>SUBTOTAL: Students as researchers</i>	<i>144 (50.2%)</i>	<i>115 (44.7%)</i>	<i>92 (38.7%)</i>
Faculty or staff in History or Florida Studies:	31 (10.8%)	33 (12.9%)	27 (11.3%)
Faculty or staff in Mar Science and Affiliates (i.e., USGS):	4 (1.4%)	3 (1.2%)	4(1.7%)
USF St. Petersburg Administration or Advancement staff:	12 (4.2%)	4 (1.6%)	14 (5.9%)
Other USF faculty or staff (including Tampa campus):	19 (6.6%)	10 (3.8%)	21 (8.8%)
Other USF (includes Alumni and unclassified):	2 (0.7%)	4 (1.6%)	10 (4.2%)
Faculty or staff from Eckerd College:	2 (0.7%)	3 (1.2%)	2 (0.8%)
Faculty or staff from other academic institutions:	18 (6.3%)	15 (5.8%)	15 (6.3%)
<i>SUBTOTAL: Faculty or Staff as researchers</i>	<i>88 (30.7%)</i>	<i>72 (28.1%)</i>	<i>93(39.1%)</i>
Florida Humanities Council (FHC):	0	11 (4.3%)	2 (0.8%)
Society for Advancement of Poynter Library (SAPL):	1 (0.3%)	0	2 (0.8%)
Poynter Institute of Media Studies:	0	3 (1.2%)	2 (0.8%)
Heritage Village (Pinellas County Government):	9 (3.1%)	12 (4.7%)	24 (10.1%)
Public Libraries/other state, local, or county government:	8 (2.8%)	2 (0.8%)	5 (2.1%)
Corporate and for-profit (includes newspaper reporters):	4 (1.4%)	7 (2.7%)	3 (1.3%)
General Public and Unclassified:	33 (11.5%)	35 (13.5%)	15 (6.3%)
<i>SUBTOTAL: Affiliates or General Public as researchers</i>	<i>55 (19.1%)</i>	<i>70 (27.2%)</i>	<i>53(22.2%)</i>

The following breakdown of the 287 in-depth requests examines institutional affiliation:

	<u>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
University of South Florida (students/faculty/staff):	171 (59.6%)	147 (57.2%)	138 (57.9%)
USF affiliates (SAPL, FHC, Poynter Inst., USGS, etc.):	2 (0.7%)	14 (5.4%)	8 (3.4%)
Patrick Riordan Fellow (visiting Ph.D. spons by USF)	10 (3.5%)	0	0
<i>Total USF-affiliated researchers</i>	<i>183 (63.8%)</i>	<i>161 (62.6%)</i>	<i>146 (61.3%)</i>
Other academic researchers (Eckerd, UF, FSU, etc.):	50 (17.4%)	40 (15.6%)	45 (18.9%)
Government researchers:	17 (5.9%)	14 (5.5%)	29 (12.1%)
Corporate, for-profit, and general public:	37 (12.9%)	42 (16.3%)	18 (7.6%)

Discussion

Similar to previous years, the majority of patrons using the collections (63.8%) 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 (27.9%). Combined use by undergraduates at USF and Eckerd College (24.4%) included students in a variety of majors, including history, American studies, anthropology, education, environmental science, and business management.

Information Requested by Patrons

The 287 research requests covered a variety of topics. In many cases, the patron sought materials in more than one of the following areas:

	<u>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
Biographical, genealogical, or census information:	50 (17.4%)	47 (18.3%)	21 (8.8%)
Photographic or cartographic research:	33 (11.6%)	31 (12.1%)	38 (16.0%)
Local and regional history/Floridiana topics:	187 (65.2%)	181 (70.4%)	162 (68.1%)
Journalism and media studies:	23 (8.2%)	14 (5.4%)	14 (5.9%)
Institutional history from USFSP archives:	22 (7.7%)	19 (7.4%)	29 (12.2%)
U. S. Maritime Training Service base history:	6 (2.1%)	2 (0.8%)	8 (3.4%)
General history/historiography (non-Florida):	41 (14.3%)	23 (8.9%)	7 (2.9%)
Other areas of the humanities (literature, etc.):	31 (10.9%)	15 (5.8%)	12 (5.0%)
Marine science and ichthyology:	4 (1.4%)	9 (3.5%)	8(3.4%)
Researching and writing tools and processes:	14 (4.9%)	12 (4.7%)	11 (4.6%)
Professional consultation by colleagues:	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 287 detailed requests, SCA staff and patrons consulted a variety of sources. Frequently, they examined materials in more than one area of the collection.

	<u>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
Books, serials, periodicals in SCA:	138 (48.1%)	148 (57.6%)	129 (54.2%)
Manuscript collections in SCA:	95 (33.1%)	72 (28.0%)	98 (41.2%)
USF St. Petersburg archival collections in SCA:	27 (9.4%)	23 (8.9%)	33 (13.9%)
USF and SUS digital collections:	150 (52.3%)	125 (49.4%)	104 (43.7%)
Referred patron to USF Tampa special collections:	20 (7.0%)	31 (12.1%)	15 (6.3%)
Referred patron to St. Pete Museum of History:	16 (5.6%)	19 (7.4%)	13 (5.5%)
Referred patron to Heritage Village:	21 (7.3%)	27 (10.5%)	21 (8.8%)
Referred patron elsewhere (i.e. State Archives):	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.

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					
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

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. Florida Public Records Law mandates access to many documents created by USF St. Petersburg even if not fully arranged and described.

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

** Of this total: Manuscripts constitute 364.65 ln. ft. and USFSP Archives occupy 70.78 ln. ft.

Manuscript and archival collections combined grew by 18.75% since 1 July 2007 and by 68.5% in the past five years. 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).

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

** Of this total: Manuscripts constitute 38.35 ln. ft. and USFSP Archives materials occupy 28.25 ln. ft.

The overall extent of unprocessed materials did increase in 2007-2008 due to materials acquired for the USF St. Petersburg archives from various offices on campus. 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.).

<i>2007/2008</i>	<i>2006/2007</i>	<i>2005/2006</i>	<i>2004/2005</i>	<i>2003/2004</i>	<i>2002/2003</i>
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 11.25% over the previous year and by 31.84% since 2003. The majority of these items covered the areas of local and regional history, Florida Studies, and faculty publications. 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.

<i>2007/2008</i>	<i>2006/2007</i>	<i>2005/2006</i>	<i>2004/2005</i>	<i>2003/2004</i>	<i>2002/2003</i>
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-five 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 2007/2008 represent 148.44 ln. ft.

<i>2007/2008</i>	<i>2006/2007</i>	<i>2005/2006</i>	<i>2004/2005</i>	<i>2003/2004</i>	<i>2002/2003</i>
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)

<i>2007/2008</i>	<i>2006/2007</i>	<i>2005/2006</i>	<i>2004/2005</i>	<i>2003/2004</i>	<i>2002/2003</i>
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 22.38% during the past year and by 98.15% over the past five years.

Acquisitions, Arrangement, and Description

Manuscript and Archival Collections Acquired

Name	Status and Extent of Acquisition
<i>Bohemia</i> Magazines of Lucille "Lucy" Rodriguez	Received 4 January 2008; available to researchers
David R. Carr Collection of Political Ephemera	Received November 2007; available to researchers
Campus Faculty Council/Faculty Senate	Received fall 2007; available to researchers
Speeches of Lowell E. Davis	Available to researchers
Mary Nic (Shenk) Dodd Coll. of Writings	Received June 2008; available to researchers
David Dubinsky and ILGWU Research File	Received 5 May 2008; available to researchers
<i>Gulf Beach News</i>	Purchased October 2007; available to researchers
Manhattan Hotel/Wms House Coll. of L. F. Slansky	Received June 2008; not presently open to researchers
McDaniel-Pappas Floridiana Collection	Received July 2007; available to researchers
Archie T. McDaniel Japanese Recon. Records	Received July 2007; available to researchers
Personnel Office Working Files of Helen Sheffield	Received June 2008; not presently open to researchers
St. Petersburg, City of, Comp. Plan Working Files	Received from David Carr; available to researchers
Wartime Newspaper Collection	Received 24 January 2008 from Tampa Bay History Ctr.; available to researchers

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

Finding Aids Completed or Revised

<i>Bohemia</i> Magazines of Lucille "Lucy" Rodriguez	New
Winston T. Bridges Historical Newspapers	New
Campus Faculty Council/Faculty Senate (RG 303)	New
David R. Carr Collection of Political Ephemera	New
Speeches of Lowell E. Davis (Archives RG 215)	New
David Dubinsky and ILGWU Research File	New
<i>Gulf Beach News</i>	New
Gary R. Mormino Collection of Political Ephemera	New
McDaniel-Pappas Floridiana Collection	New
Archie T. McDaniel Japanese Recon. Records	New
College of Marine Science Historical Photos	New
Southern Association of Colleges and Schools	Revised
USF St. Petersburg Sailing Club (RG 759)	New
Wartime Newspaper Collection	New

In addition to these guides for individual collections, in February 2008 SCA staff revised the comprehensive *Guide to Special Collections and Archives, Nelson Poynter Memorial Library, University of South Florida St. Petersburg* originally created in March 2006. This thirty-three page booklet lists notable collections available to researchers, provides a brief scope and contents note, and outlines any restrictions on using the materials.

Departmental Goals during 2008-2009 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 access collections
- explore opportunities to digitize unique materials (Come Unity, Maritime Service base) 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
- 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 and benefit the Poynter Library