1-1-1986

Annual report of the Nelson Poynter Memorial Library 1985/1986

Nelson Poynter Memorial Library.

Samuel Fustukjian

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If 1985/86 had to be called by a name, the most appropriate would be that of The Year of Expectation. It was a year when the campus had an acting dean and was waiting for the arrival of a more permanent one. The effect of this waiting was more significant for the library since during that period the library director was asked to perform the function of an acting dean as well. Subsequently, plans that the library had aspired to accomplish had to be postponed. In spite of this, however, it was a year of steady growth, improvement of existing services, and planning for the development of others. It was a year in which the Society for Advancement of Poynter Library began to grow and be involved in more direct ways to support the library's goals and objectives and provide for its needs. As the narratives below will indicate, the success of the year, documented through growth of collection, and diversity of programs was the result of a collective effort on the part of every member of the library staff.
I-1. OVERALL

One of our long standing goals has been reached! The online catalog is in place and operating. Now we must begin training all our patrons in its use. The card catalog will remain in place as a backup system for the present time, although only the title and shelf list will be updated after December 1.

There are more library users now than in previous years. Statistics show a larger door count, larger number of telephone queries, and a larger number of questions asked by patrons at the circulation and information desks. There have been more computer searches done for students and faculty this year.

Circulation figures show gains in all categories except Recreational Reading and Staff/Faculty, both of which dropped slightly. Borrowing by Eckerd students has increased, and borrowing by other guests has increased greatly. The increase in guest borrowing is due to the Society for Advancement of Poynter Library members who have applied for courtesy cards. Total circulation has increased more than 10% over last fiscal year.

Inter and intralibrary loans show a continuing trend. Requests sent by us have decreased, indicating that we are able to supply more of our patrons' needs from our own collection. Requests from other USF libraries and from other institutions have increased greatly. We expect LUIS to have a definite impact on both inter and intralibrary loans - as it becomes easier for users to learn what resources are available to them. The subject searching feature of LUIS is an important factor - previously we could only search OCLC by author and title.

The reserve area has been very active this year. More items were placed on reserve and the number of reserve transactions was much greater than last year.

Mrs. Gertrud Gust, our faithful volunteer, has continued to help us in many ways, especially when we were without clerks in the circulation and periodicals areas. She is spending this year in Germany, and we hope she will continue to help us when she returns to this country.

We have reached our major goal for this year - the online catalog. The others remain as goals to be attained in the coming year.

Goals for 1986/87 are:
1. A university-wide online circulation system.
2. More affordable online bibliographic searching for students.
3. Online electronic mail for intralibrary loan purposes.

See appendix
I-2. BIBLIOGRAPHIC INSTRUCTION

The staff of the Poynter Library offers bibliographic instruction on the formal level through the two-credit course, LIS 2001. The science librarian taught this both in the fall and spring semesters 1985/86. Although the number of students enrolled was limited, those taking the course greatly appreciated it, judging by their comments on the evaluations.

Also, librarians continue to speak to classes when requested by professors. Courses in nearly every college active on Bayboro Campus have been addressed. These include graduate or undergraduate courses in education, economics, sociology, criminal justice, accounting, library science and mass communications.

Instruction occurs on an informal level through the reference desk, library tours and displays. These tours are also a means of interacting with the community and interesting future students in the Bayboro Campus. For example, this year the library hosted thirty students from Pinellas Park High School. The staff uses various displays to highlight special services and resources. These displays are frequently in association with campus-wide activities sponsored by the Student Activities Office and help demonstrate the integral position of the library in campus life. In this manner, the library participated in Campus Showcase, the Brown Bag Lecture Series, and the weeklong country study of Egypt.

Altogether, the library met with 53 classes and presented bibliographic instruction to 749 students.

Goals for 1986-87

1. Increase enrollment in LIS 2001 by making students and faculty advisors more aware of this course.
2. Intensified efforts in the formal and informal setting to publicize the online catalog, LUIS, and instruct patrons in its use.
3. Continued activity to demonstrate the integral role of the library in the campus and community through tours, lectures, and displays.
4. Production of in-house instructional aids, including slide-tape presentations and possibly CAI using the library's microcomputer.
ON-LINE BIBLIOGRAPHIC SEARCHING

The number of on-line bibliographic searches through the DIALOG System has increased enormously over the last several years, from 113 in 1983/84 to 181 in 1984/85 and 242 in 1985/86. (See appendix below). Various reasons may be cited for this rise. The library staff highlights this service in class lectures. For one course in education, a manual search and computer search of ERIC are a class assignment. The service, naturally, is well received by those writing term papers. The librarians performed approximately 45% of all searches for students. Many patrons request more than one search annually.

Over 20% of all searches are requested by the faculty for their research or class preparation. Thanks to the generosity of the Campus Dean, the library can offer DIALOG service free to the faculty. Nearly 20% of all searches were requested by members of the Department of Marine Science or the Medical School. With increasing regularity, the library staff as well has come to rely on DIALOG to facilitate other services -- such as verifying interlibrary loans, ordering U.S. Government documents, and answering reference questions.

Finally, a small percentage of searches are performed for members of the St. Petersburg community for a fee. This unique service represents one of the ways that Poynter Library benefits the neighboring area.

Goals for 1986-87

1. Interface with other on-line systems such as WILSONLINE and those offered by the State of Florida.

2. Coordination of the library's new IBM-PC with DIALOG to facilitate retrieval and storage of records.

3. More participation in DIALOG and database producer training sessions.

4. Continued solicitation of users for this service, particularly those from outside the USF community through presentation and demonstrations.
The Department of Marine Sciences continues to expand. Two new professors have been hired and will join the faculty later in 1986. The first Ph.D. degree conferred at the St. Petersburg Commencement was presented to a marine science student this year. Grants to the department have sent its members to such distant areas as the Antarctic and North Pacific Ocean, while considerable research continues in local waters.

The library serves the Department of Marine Science in a variety of ways. A profile of the department is included in the library's approval plan with Blackwell North America. This provides an important means of adding marine science books to the collection. Furthermore, the science librarian submits a list of additional titles for purchase to collection development. This year, nearly 20% of all DIALOG computer searching was done for marine science. Over 40% of ILL requests were made for this department. The science librarian usually makes weekly visits to the MSL Building housing the department to update the displays of newly-arrived journals and books. FYI notices are sent to individual departmental members as new books arrive. This brief sketch should make obvious the close working relationship between the library and the Department of Marine Science.

This year, also, the College of Medicine has recently become established in St. Petersburg. The research group, headed by Dr. Good, is centered close by at All Children's Hospital. Medical students now may complete portions of their internships at several St. Petersburg hospitals. Although the Poynter Library does not form a primary source of research information for them, members of the medical school have on numerous occasions made use of the library's DIALOG searching and media services.

Goals for 1986-87

1. Continued activity to make Department of Marine Sciences members aware of library services and how to use them.

2. Utilization of gifts and exchanges of marine science resources to enhance the marine science collection.

3. Expanded efforts to serve the informational needs of the Medical School personnel in St. Petersburg.
II. TECHNICAL SERVICES

II-1. PERIODICALS

In the past year we have added 13 new titles to the periodicals holdings at the campus. This is after an addition of 26 new titles in the previous year. We have a total of 689 titles as of June 1986. We have also added 27 new microform titles.

In spite of the departure of our Periodical Clerk, Tina, Signe and others filled in to insure that no break in service occurred.

II-2. SERIALS

There are 240 titles as standing orders in the serials area, and perhaps 100 others that are received irregularly. The procedures for handling serials are working well. Online check in of serials through OCLC/SCS is continuing. OCLC is cancelling this service. For this reason, no new titles have been added to our database. However, check ins have been continued for the existing titles (approximately 300) in case that information may be retained and added to whatever NOTIS system we eventually use.

II-3. GOVERNMENT DOCUMENTS

We are continuing to order Government Documents directly from GPO, through DIALOG/Dialorder for the items we would otherwise consider STO (items we want to receive every year or every issue) and through an order form for other titles. We have 28 titles on STO and have ordered 100 others this year. Most of these titles have been cataloged for the regular collection. Many of them are reference titles. A few have been added to the general documents collection and processed for that area. In statistics reported to various other agencies, those documents that have been cataloged are not reported separately as documents, but only those titles added to the documents collection.

$2,000 was allocated to this collection for 1985/86. Some time in the spring this money was taken away and reallocated elsewhere. Enough money was remaining in the GPO account to purchase all the expected STO's needed before the next budget. However, no additional titles can be purchased. Obviously, support for this collection must include dollars as well as words.
II-4. CATALOG

The maintenance of the catalog continues to be a major use of time for our LTA in this area. Given the addition of 6,037 titles to the collection this year, and assuming an average of 5 cards per title, 30,185 cards have been handled, checked, filed and revised. All the new titles have also been checked in. Additional work in this area included processing of the serials (stamping, labeling, stripping, adding to the holdings, removing previous years from reference when appropriate) and sending new titles to be cataloged.

Goals for 1986/87

- Fill in the LTA II position for online cataloging maintenance and serials functions.
- An online ordering and check-in process through NOTIS.
- More uniform budgetary support for Government Documents and periodicals.
- More space and responsive weeding for periodicals.
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III. COLLECTION DEVELOPMENT

Nelson Poynter Library achieved a significant milestone during the 1985/86 fiscal year when our collection passed the 100,000 volume mark. The 1985/86 budget increased by 10.2% over the previous year, to $223,262. Of this amount, 65.48% ($146,183) was spent for print materials, .7% ($1,561) for microforms, 22.78% ($50,856) for serial subscriptions (print and microform), 2.12% for audiovisual materials ($4,735) and 8.93% ($19,927) for SOLINET and ILL costs. Twenty-one new periodicals were ordered. The cataloging department reports that 5,988 items were added and 346 withdrawn. Our total collection at the end of the fiscal year was 103,945 volumes.

Significant acquisitions (over $300) include the final volume of the World Ocean Atlas, Encyclopedia of World Literature in the 20th Century and Dun's Employment Opportunities Directory. Thanks to the generosity of one of our SAPL members, we were able to purchase several important literature reference sets as well as the published volumes of the highly-regarded Library of America series. Another SAPL member, Mrs. Anne Perry, donated a notable collection of fine arts books. This year also saw a significant -- and highly popular -- expansion of media acquisitions selected by Jerry Notaro.

Considerable staff time was expended this year in completing the inventory of Books for College Library's American literature section. Our holdings in criminal justice and international business were also evaluated. Orders for desirable purchases in these fields will be submitted in 1986/87.

The British BNA approval plan was discontinued due to rising prices and a high rate of returns. The McNaughton recreational reading collection was also phased out and we arranged with Bayboro Books to provide our recreational reading titles. Plans are underway to begin a juvenile books approval plan.

Goals for 86/87

- A more responsive Approval Plan
- More serious attempt to develop Media Collection
- Attempt to develop a total history collection.
**Collection Development (cont'd)**

**1985/86**

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***25,459***

* Circulation figures are for approximately 1/2 year. Most AV purchased this year has not been cataloged.

** 221 items were purchased from Bayboro Books, almost always for R/R collection. Total price was $2,375.77. In addition, we spent $307 to square with McNaughton.

*** This figure is 905 lower than Signe's annual figure. Circulation figures are collected two ways. I could not track down the discrepancy.
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IV. MEDIA SERVICES

(This has been an important year for our Audiovisual Department; one of organization and reorganization, trying to not only keep up with increasing demands (which will and can only continue to grow as the flow of information does also), but to anticipate those demands before they actually occur).

AV HARDWARE

This department has seen the most significant improvement in years. With the arrival of our Media Librarian, Jerry, we are able to get closer to our goal of providing non-book resources service to faculty and students. New equipment was purchased to both aid in the service to classrooms for professors' and students' use, and for AV production work, such as duplications, photography, etc. Regular routine maintenance schedule and newly-hired student help with specialized AV technical skills, have resulted in much less down time of equipment and greater savings of funds in repair and replacement costs.

The purchase of mobile security cabinets allows the department to utilize much needed additional space throughout the campus, such as the Group Study Room, and to store expensive (but highly used) video equipment in B Building and A Building, without fear of theft. It also allows for less movement of such delicate equipment, the major cause of video equipment damage.

As the amount of equipment owned and controlled by the department has grown, better space organization has been necessary, due to inadequacy of space. In addition to the locking mobile cabinets, we have come to rely heavily on auxiliary storage locations, such as those in Bayboro Hall, Coquina, and MSL. Because of better inventory control systems and obvious permanent ID marking of all AV hardware, we can happily report no theft of department equipment over the past year.

The AV Department has taken over the reponsibility of care and maintenance for the microform equipment. This seems to have pleased all. There has been no down time because of extensive repairs or lack of bulbs.

AV SOFTWARE

The biggest departmental achievement in this area was the beginning of cataloging, processing, and circulation of the AV Software Collections. The process has been slow, and has, unfortunately, slowed even further because of LUIS, but two-thirds of the record albums are completed and soon work will begin on audio tapes. Completed albums are now stored in open library areas which, along with bib record now available in the catalog data base, has resulted in great visibility and circulation.
Media Services (cont'd)

The reality is that it most probably will take three to four years to complete the cataloging and processing of the entire media collection. In the meantime, all media titles have assigned LC subject headings, author, title, and media designators, and summary statements. We will work fervently to imput all this data into computers in the near future to fill the information gap to our patrons.

The slide and photo collections have been properly stored and indexed, leading to their greater use. Many have been duplicated for print and multi-media exposure.

The audio and video tape archive collections have been organized and indexed, and ordered lists are available to our patrons. Since we own the copyright to this collection, dubbed copies may and have been made available.

An organized AV Reserve Collection now exists in the Media Center. This is a growing and vital collection, which serves the students with AV materials which are directly course- and career-oriented. It has been weeded of "storage" materials.

A core video (1/2 inch, VHS) collection was begun this year with the purchase of classic film-on-video titles. Many were chosen with the help of professors who use such in their film and popular culture course offerings. The collection has proven to be most popular, as use and circulation figures will show. Other instruction-related videotapes are being acquired.

OPEN UNIVERSITY

Our Open University audio and video tapes collection continues to grow, as does its use in our Media Center. Many of the past's problems with its use have been solved with better communication between our campus and Tampa.

AV SERVICES

A total of 8,287 services was performed this past year by the AV Department. This includes everyday tasks such as delivery and setup of equipment, film showings, etc., as well as some newer services such as photography, audio compilation, high speed duplications, slide production, etc. Workshops were given in various Education classes on media production, software and hardware use and evaluation. We now go into the County Schools to videotape our student teachers for them and their supervisors to critique.

In a continuing effort to create close ties between this department and the Instructional Media Center, a major project between us was mounted this summer to catalog and organize the materials available in the IMC. The AV Librarian set up guidelines and sample cards for IMC/Ed majors to follow, and about one-third of the collection is done. Also,
Media Services (cont'd)

Education Professors were approached to offer classes on ERIC use and terminal searching of the card catalog, which resulted in those classes being given this fall by the AV Librarian.

SUMMARY

Our equipment and software needs continue to grow as department activity grows. We have been fortunate to have the Library Director and campus support for our efforts with help in purchasing additional equipment. Our most critical need at this time is for more space. We now have much more sympathy for the families in Moscow who have to put up with 12 people in a two-room apartment. We continue to shuffle, stretch, move, stack, and squeeze every inch out of available room. Even so, with the superior efforts of Mr. Thrush and an excellent team of student help, it is good to get comments such as, "I wish every department on campus was as efficient as this" and "The people over in Tampa could learn a few things from you guys over here."

Goals for 1986/87

- More space for operations
- Speedier cataloging of AV media
- More responsive software collection development.
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V. PERSONNEL

The year saw the departure of two members of the library staff. Mary Chedid and Pat Houben left at the end of the year to pursue positions elsewhere and the library has been fortunate enough to be able to hire Martha Hardeman and Deanna Bishop. The year also saw a promotion for Helen Albertson.

Goals for 1986/87

- Fill the now vacant LTA II position.
- Reclassify the circulation clerk position to an LTA II.
- Reclassify the periodical clerk position to an LTA.
- Reclassify secretary's position from Administrative Secretary to Staff Assistant.
VI. SOCIETY FOR ADVANCEMENT OF POYNTER LIBRARY

The Society for Advancement of Poynter Library remains a staunch supporter of the organization and has evidenced this with active participation in and hosting of events that benefited the library.

As of June 30, 1986, membership in The Society for Advancement of Poynter Library consisted of approximately 200, of which 15 were Life Members and 11 were Patrons.

The total funds SAPL raised since its inception in late 1984 is $20,700. In 1985/86 the Society raised $13,715.

An additional $5,000, a matching gift from Student Government on the St. Petersburg campus, was placed in a separate endowment fund along with an anonymous gift, also for $5,000. This makes the library endowment for 1985/86 $10,000.

SAPL, in the fall of 1985, helped sponsor the annual Choral Masterworks Program. At the Society's first General Meeting in April a slate of officers for the coming year was presented. Guest speaker Professor Bob Hall spoke on the importance and joy of libraries and books. Refreshments were served.

SAPL donated to the library funds to purchase several large items: wood book shelving for new books, a display case for faculty publications, 2 glass door bookcases, a mobile security cabinet, and a Replogle Globe. The funds totalled $3,440.

Activities in 1986/87 are planned to include

- A photographic exhibit of Old St. Petersburg
- Publication of a newsletter
- Development of bookplates for fund-raising purposes.
STATISTICS FOR THE PERIOD OF JULY 1985 TO JUNE 1986

DOOR CONTROL: 130396

TELEPHONE:
- TELEPHONE (REFERENCE): 3184
- TELEPHONE (CIRCULATION): 4516
- TELEPHONE (SECRETARY): 406
  TOTAL TELEPHONE: 8106

INFORMATION AND REFERENCE:
- INFO/DIRECTION (REFERENCE): 6484
- INFO/DIRECTION (CIRCULATION): 12838
- INFO/DIRECTION (SECRETARY): 406
  TOTAL INFORMATION: 19728

INSTRUCTION/RESEARCH:
  TOTAL INFORMATION/REFERENCE: 26599

COMPUTER SEARCHES: 242

CLASS LECTURES: 53

INTRALIBRARY LOANS:
- LOANS REQUESTED:
  - MONOGRAPHS: 902
  - PERIODICALS: 1014
  TOTAL REQ: 1916
- LOANS RECEIVED:
  - MONOGRAPHS: 835
  - PERIODICALS: 892
  TOTAL REC: 1727
- REQUESTS RECEIVED:
  - MONOGRAPHS: 203
  - PERIODICALS: 107
  TOTAL REC: 310
- REQUESTS FILLED:
  - MONOGRAPHS: 183
  - PERIODICALS: 89
  TOTAL FILLED: 272

INTERLIBRARY LOANS:
- LOANS REQUESTED:
  - OCLC: 607
  - MAIL: 41
  TOTAL REQ: 648
- LOANS RECEIVED:
  - OCLC: 541
  - MAIL: 28
  TOTAL REC: 569
- REQUESTS RECEIVED:
  - OCLC: 1108
  - MAIL: 70
  TOTAL REC: 1178
- REQUESTS FILLED:
  - OCLC: 795
  - MAIL: 39
  TOTAL FILLED: 834
1985/86 STATISTICS (CONT.)

CIRCULATION:
  STAFF/FACULTY:  2188
  STUDENTS:  20415
  REC/READING:  1614
  TOTAL GUESTS:  2147
    ECKERD:  1490
    OTHER:  657

TOTAL CIRCULATION:  26364

RESERVES:
  2 HOUR:  6639
  OVERNIGHT:  25
  1 DAY:  50
  3 DAY:  55
  7 DAY:  140
  OTHER:  33

TOTAL RESERVE (CIRCULATION):  6942

REFERENCE/2 HOUR:  1255

TOTAL RESERVES:  8197

RESERVES REQUESTED OF USF LIBRARIES:  73
RESERVES REQUESTED OF SUS EXTENSION LIBRARY:  71

COPYING:
  MICROFORM:  7824
  SELF-SERVE:  282747

TOTAL COPYING:  290571
Interlibrary Loans

LOANS REQUESTED

OCLC

500

50

250

100

50

0

LOANS RECEIVED

OCLC

500

50

250

100

50

0
Int. Library Loans

2,200
2,000
1,900
1,800
1,700
1,600
1,500
1,400
1,300
1,200
1,100
1,000
900
800
700
600
500
400
300
200
100
0

Monographs Periodicals Total
LOANS REQUESTED

Monographs Periodicals Total
LOANS RECEIVED

Monographs Periodicals Total
REQUESTS RECEIVED

Monographs Periodicals Total
REQUESTS FILLED
**NELSON POYNTER MEMORIAL LIBRARY**  
**INSTRUCTIONAL MEDIA STATISTICS**  
**DATE August 1985 - August 1986**

**EQUIPMENT USE**

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**EQUIPMENT TOTALS:**  
3,245                          10,560