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# Annual report of the Nelson Poynter Memorial Library 1988/1989

Nelson Poynter Memorial Library.

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NELSON POYNTER MEMORIAL LIBRARY

UNIVERSITY OF SOUTH FLORIDA

ST. PETERSBURG

ANNUAL REPORT

1988 - 1989

## INTRODUCTION

Poynter Library has had a busy and productive year. For most of the year we have enjoyed the luxury of a full staff. In addition to their duties at Poynter Library, all the professional librarians are active in organizations and committees in the St. Petersburg campus, the larger USF community, statewide and even nationwide.

The library has been increasing its periodical holdings. Approximately 800 titles are now received. The ERIC and Business Periodicals Indexes on CD-ROM have been a great success. They are used heavily by faculty and students, both graduate and undergraduate. Because these compact disks are owned by the library, there is no charge to USF faculty and students for using them. DIALOG searches, using commercial databases by telephone, are done on a fee basis for any patrons.

The book collection is growing steadily. This year, in addition to normal acquisitions, the personal collections of Dr. Garrels and Dr. Briggs have been obtained by the library. In the media department, a great number of records, audiotapes and videotapes have been added to the collection. The largest single acquisition was the John D. and Catherine T. MacArthur Foundation Library Video Classics Project. The videotape collection as a whole is very heavily used. Mary Nic Shenk donated her private record collection at the time of her retirement from the St. Petersburg Times. We are fortunate to have the continued support of The Society for Advancement of Poynter Library. SAPL has provided us with expensive equipment as well as a broad base of public support.

Library orientation is an ongoing project. In addition to group lectures to new students, librarians go into individual classrooms to acquaint students with the particular resources they will use in their studies. Group tours are given to USF classes and also high school classes by appointment. These groups learn what resources are available in the library, and how to use them. Instruction is given in using the LUIS system to locate desired material.

This past year the library has done a brisk business in interlibrary loans, both borrowing and lending. It is always a good feeling when some large prestigious institution wants to borrow anything from us! The greatest compliment to our own institution is that the Educational Resource Information Center (ERIC) wants to borrow our Director! Sam Fustukjian will be in the Washington, D.C. area for one year as project director of ACCESS ERIC. We hope that upon his return plans for the new library building will be well on their way.

## PUBLIC SERVICE

The public service area endured a personnel shuffle, but emerged in excellent condition. Deanna Bishop left the periodicals position, but was replaced by Jean Adams, thus creating a vacancy at circulation. That position is now held by Sandra Sumner. The science librarian position is now held by Deborah Henry. The close of the year found the library with a productive, congenial staff. There is still a need for more permanent clerical help in all areas.

The statistical function of the circulation system is now operating so it is no longer necessary to keep manual tallies. Monthly statistical printouts are supplied. Circulation has increased again this year: 46,889 compared to 44,181 for 1987/88. The door control figure declined to 147,827 compared to 151,301 in the previous year. Reserve circulation showed a sizable decrease this year. LUIS terminal transactions in Poynter Library totalled 1,258,507. This includes charges, discharges, browses, creation of patron records, and other uses. The LUIS catalog has added the Union Author/Title feature which enables a patron to search all SUS library holdings at once.

The LUIS circulation system has added a feature which incorporates bills and fines into patron records. The self service microform copying has proved to be popular -- the number of microform copies made increased from 8,328 last year to 11,108 this year.

Fewer information/reference questions were recorded this year. End-user CD-ROM searches have been instituted and most patrons are enthusiastic and satisfied with the system. Reference librarians have spent many hours instructing students and faculty in the use of compact disks. The library has only one CD-ROM machine and printer for student use, so the disks must be changed by a librarian each time it is used.

Interlibrary loan continues to do a large volume of business. Requests for 948 items were sent to non-USF libraries, compared to 833 last year. Requests of 1,251 items were directed to Poynter Library from other institutions, an increase from the 885 requests received last year.

Requests for 1,709 items were sent to other USF libraries, down from 2,010 in 1987/88. Requests for 1,550 items were directed to Poynter library from other USF libraries, compared to 1,391 requests in 1987/88. Reducing the time required to receive items from other USF campuses continues to be our goal. Tampa Bay Library Consortium members have experimented successfully with using a courier service for speedy transportation of materials between local libraries.

## MEDIA SERVICES

### Hardware

As the use of audiovisual equipment rises, as it has steadily for the past five years, so must the purchase, maintenance, and storage space for that equipment grow. We need to not only keep up with existing demand, but anticipate future increases and technologies.

Major purchases this year were an additional camcorder for increased classroom videotaping, more overhead projectors to be used and stored in heavily used lecture halls (preventing their constant shifting and exposure to theft and damage), photographic lenses to increase the type of 35mm photography that can be done, additional 1/2 inch VHS video recorder/players and large screen monitors to accommodate increased viewing of prerecorded videotapes.

Lack of production space precludes the purchase of more production equipment, so we have concentrated on the acquisition of presentation hardware. Media Center use, already cramped to the walls, increased 23 percent this year (up 48 percent from 1985-86). Class and off-campus use declined 24 percent from last year (up 5 percent from 1985-86).

### Software

This area continues to focus a copious amount of energy and attention of the department. We now hold 10,500 AV titles in our collections. But owning them is only the beginning of making them accessible to the patrons, a library's prime directive. We continue to barcode and process materials and execute a bastardized version of cataloging and classification so that they may circulate. The materials are all classified UNCAT MEDIA and have title only access in the card catalog database. We have been promised help from Tampa for this, but our media collection is low priority in the cataloging backlog.

Although media accounts for less than 3 percent of the total collection which is held in the Poynter Library, it accounts for roughly 1/3 of total circulation. Shelf space and security continue to be tight and problematic.

Subject strengths in the video collection include American and foreign classics, silents with music score, language, BBC and PBS broadcast series, and the Fine Arts. A generous gift from the John D. and Catherine T. MacArthur Foundation added over 200 quality video titles this year.

The 250 sound recordings donated to us from former St. Petersburg Times music critic Mary Nic Shenk have been processed and are now circulating. An extra record storage

cabinet was purchased to store the additional titles in the public area. Two large capacity video storage cabinets were purchased to house the videotapes behind the circulation area.

### Services

A total of 9,031 AV services was performed by the Media Department this year. This is up 9 percent from the previous year. These services include equipment delivery and set-up, audio and video taping, audio and video duplicating, photography assignments, film showings, IDs made, and other media production, both on and off campus.

Our program of going into the classrooms around the county to videotape student interns has expanded. This program allows our students, critic teachers, and supervisors to closely examine and analyze student performance. Production highlights this year include instructional tapes for education majors produced for the Education Department on filling out complex teaching forms which they take home; a sophisticated video promoting the Suncoast Young Authors Conference on our campus; promotional sound/slide show for Operation Par.

### Circulation

Our videotape, audio cassette, and phonodisc collections are all now located outside of the Media Center proper in the regular stack area. When they are all properly cataloged and classified, making them bibliographically accessible through LUIS, circulation of AV software will surely be higher than the 30 percent held presently. Videotapes continue to dominate our software acquisition and circulation.

### Summary

As the St. Petersburg campus grows, as technology advances, as information in nonbook form increases in availability, so must the Library and its Media Center grow. This does not point to a future need, but rather reflects a clear and present reality.

There is a critical need for more space for media, for both production and housing of its collections. Our patrons now have only partial access to the AV collection through the library's database. Energies and attention need to be given so that not only our present, but future, software acquisitions will be bibliographically and physically available to our patrons. It is the most basic of all that a library owes its patrons.

Total transactions for the Media Department (excluding circulation figures) were down 4 percent from last year, up 20 percent from 1985-1986.

### Analysis of Goals for 1988-89

1. Continue cataloging and processing AV collection.  
There was no real cataloging or classification of AV software this year. All AV software materials are processed, barcoded, and do circulate. We now order after lengthy OCLC searching, so that better records for the materials appear in LUIS until real cataloging can be done.
2. Strengthen the children's AV collection.  
Many more audio cassette and video cassette titles were added to the AV collection this year. They were chosen in consultation with the Education professors and with regard to need, availability, cost, and reviews. These include science, nature, instructional, children's classic films and shorts, and recreation of classic book titles.
3. Secure more available space for AV production, storage, and shelving.  
Space for AV production has shrunk due to the loss of the Library Conference and Group Study rooms to Marine Science book collections. Our major satellite storage area, Bayboro 271, has been turned into a robotics laboratory. Our Coquina Hall storage rooms were taken to be turned into faculty offices. Bay 256 A & B have recently been cleared for AV storage. Shelving for AV software has increased due to creative shifting. Storage of videotapes behind the circulation desk has increased efficiently with the purchase of two video storage cabinets.

### Goals for 1989-90

1. Full cataloging, classifying, and processing of all AV software.
2. More space for media production and processing.
3. More space for audiovisual software storage, shelving, and viewing.
4. More faculty involvement in media purchases.

## TECHNICAL SERVICES

We are continuing the use of an integrated on-line system for our library and the technical services department has spent much time learning how to use the new systems, and getting our records complete and correct within the system. We now have most of our information on line.

### Barcoding

Some multi-volume sets still need to be bar coded. This is a major on-going project which is expected to take some time. The generally circulating collection has been completed. Work has been proceeding in this area as time permits.

Problems: The identification of problems within the data base, with their bar codes, is also an on-going project. It will take some time to identify and correct all of them.

### ON-LINE CHECK-IN

A new part of the NOTIS system added last year was the online check-in for periodicals and serials. All the technical service staff has been trained in this new procedure and work is going well on inputting the basic information for the periodicals. At this point approxi-mately 673 of the 700 currently received paper titles and 630 microform titles are being checked in on-line. The Tampa campus is entering the main record used for this process.

A major indicator of the changing nature of the work load in this area can be seen from the terminal use statistics. One specific terminal (#SFC5) is used by the periodicals LTA for on line check in. In 1987/88 there were 9,256 transactions on that terminal. In 1988/89 there were 81,718 transactions.

### PERIODICALS

The periodicals department is continuing to grow in size and complexity. Nineteen new titles were added in paper copy, and 2 titles were cancelled or ceased publi-cation, giving a total of 765 currently received titles. A major new addition to the collection consisted of CD-ROM titles which require new special handling in the check-in process. Also, the microform collection added 546 reels, and 4793 fiche in periodical titles and 16,594 in other fiche or a total of 21,933 microforms added this year. This is 97,385 total microforms. As usual, it was necessary to shift the periodical shelves and interfile new titles and re-label shelves.

## SERIALS

In the serials department online check-in was also begun and approximately 2/3 of the titles have been entered and online checking begun. As in the case of the periodical titles, the Tampa campus enters the main record and we record receipt. There were 16 new serial titles sto's (standing orders) added 46 other new serials, and 379 serials being received.

Goals for the technical service department -- to increase the number of titles checked in on-line and, wherever possible, move away from manual systems -- have been pretty well met.

Terminal use statistics: Use patterns have been pretty straightforward, increasing over past years, and varying by month as general library use varies. We tend to be 10-12% of total USF use. Major increases have occurred in the technical services areas as indicated above.

## COLLECTION DEVELOPMENT

At the end of fiscal year 1988/89, the Poynter Library collection totalled 129,609 volumes. 6766 volumes were cataloged and added to the collection, the highest total added since 1981/82. Four new serial and four periodical titles were also added.

A 8.75% budget increase over the past year brought our Book OCO to \$293,695. In addition, we received a special supplementary allocation in May of \$26,000. Since average hardcover book prices for 1988 increased only 3.6%, according to Publishers' Weekly, our materials budget was noticeably improved. The funds were expended as follows:

Books	\$70,511	24.01%
Approval plans	94,915	32.32%
Documents	2,000	.68%
SOLINET	14,447	4.92%
ILL	671	.23%
Media	11,170	3.80%
Periodicals	71,304	24.28%
Serials/Continuations	27,084	9.22%
Binding	1,592	.54%

Collection Development efforts centered this year on reviewing our reference collection to replace dated materials and on beginning efforts to evaluate and selectively replace items missing at the time of our barcoding project. Bibliographies on Caribbean literature and AIDS were searched, and continuing attention given to the new programs of classics and mass communications.

Poynter Library received 2134 gift volumes during 1988/89, notably the geology collection of Professor Robert Garrels and

an extensive library in politics and economics from Mr. Davis Portner.

We were fortunate in our end-of-the-year supplemental fund that allowed us to purchase excellent reference materials such as the International Encyclopedia of Communications, the Encyclopedia of Asian History, Magill's Critical Survey of Drama, the new Grove Encyclopedia, and numerous volumes of the Dictionary of Literary Biography. We ordered microfilm collections of the Federal Writers' Project and selected papers from the NAACP files and a trial subscription to Business News Bank. Finally, we purchased trial subscriptions to important business sources on CD-ROM, the CIRR index on disc, Moody's on disc, and ABI-Inform.

A promising trend for Collection Development at USF was begun with the establishment of regular meetings of all USF CD officers. Sessions were held on such subjects as the Washington Formula, gift policies, and collection analysis.

#### BOOKS CATALOGED 1988/89

<u>Classification</u>	<u>Number</u>	<u>Percent</u>
A	44	.7
B	592	8.7
C	40	.6
D	489	7.2
E	275	4.1
F	115	1.7
G	154	2.3
H	1470	21.7
J	266	3.9
K	193	2.9
L	398	5.9
M	97	1.4
N	92	1.4
P	1386	20.5
Q	342	5.1
R	258	3.8
S	26	.4
T	138	2.0
U	69	1.0
V	7	.1
Z	156	2.3
Juv	159	2.4
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	6766 vol.	100.00

## BIBLIOGRAPHIC SEARCHING

Bibliographic literature searching is a service offered to USF faculty, students and staff at cost. Non-USF persons may request a search for a \$25 fee in addition to the online costs incurred. The chart below characterizes the searches performed.

Patron Category	#	%	\$ spent	%
grad students	8	13	\$ 127.42	15
undergrads	2	3	23.40	3
faculty	7	12	222.49	26
staff	5	8	89.54	11
librarians	31	51	129.48	15
non-USF	8	13	253.40	30
<hr/>				
Totals	61	100	845.73	100

Library personnel use of the online services is predominately for reference, interlibrary loan verification activities and ordering. While it constitutes a large portion of the number of times DIALOG is accessed, the costs incurred are substantially less. As might be expected, undergraduate use is minimal. Graduate students, faculty and staff search requests are usually substantial literature searches (33% of total, 52% of \$). The department performed 8 literature searches for non-USF personnel (the \$25 fee levied has not been included in these totals).

### CD-ROM Databases

Use of ERIC (education) and Business Periodicals on CD-ROM has been heavy. In order to broaden our subject scope, Poynter library tested the Aquatic Science and Fisheries Abstracts (ASFA) on CD-ROM. Based on the positive response to this technology, Poynter Library devised and submitted a proposal to the U.S. Geological Survey and the State of Florida Marine Research Institute (formerly DNR) to acquire the hardware and software to support the ASFA database in house. If acquired, it will be available, at no addition charge, to the marine science community participants. We anticipate that the availability of such databases in house will affect the use of the online fee-based search service. A decline in online searches is expected.

Goals 1989-1990

Press forward with plans to acquire the ASFA database on CD-ROM as well as the hardware required to support it.

Promote database use by students, faculty and staff of CD-ROMs available at Poynter Library.

Investigate possibility of other CD-ROM acquisitions as well.

BIBLIOGRAPHIC INSTRUCTION

The "Use the Library" course, LIS 2001, was offered again Spring, 1989. Although the class was not listed in the main schedules, because of library advertising, three students registered, attended and completed the class. The class will continue to be offered Fall and Spring semesters. A substantial amount of time was spent in updating homework exercises, tests and instructional overheads.

A total of 47 lectures, tours and orientations were given. Classroom lectures totaled 24; 16 LIS 2001, 8 single class lectures. Seventeen orientation lectures and 6 tours were conducted. The number of students reached were 594; a breakdown of the students follows:

- 55% new students (orientation)
- 35% registered classroom students
- 10% visitors (tours)

The presentations were conducted by the following personnel:

Deborah Henry	74%
Signe Oberhofer	17%
Jerry Notaro	9%

An effort was begun to update many of the subject bibliographies which are several years out of date in addition to developing bibliographies on subjects not covered.

Goals 1989-1990

Continue to advertise and promote LIS 2001.

Continue to advertise and promote availability of specialized classroom lectures by library faculty.

Update and expand subject bibliographies.

SCIENCE SERVICES

During the past year, the Robert M. Garrels collection, including books, journals, reports, theses, and reprints was donated to the Poynter Library. The materials were gathered, inventoried, and sent to Tampa for classification and/or binding in the case of journal titles. The books were cleaned

and dedicated with the University's embossed bookplates. An effort is still underway to transfer Dr. Garrels' paper index system to a database management system accessible and searchable through a personal computer.

An agreement was reached by the University of South Florida to purchase the John C. Briggs Collection. The collection is a comprehensive one, covering the subjects of ichthyology, general natural history and zoology. Acquisition of this collection will occur sometime in the next fiscal year.

We have been participating in two approval book plan services offered by Ballen and Blackwell for marine science collection development. This has been coordinated with the Tampa campus library. There appears to be an estimated 5% duplication rate between the two plans. Modification of the plans will be made upon a more comprehensive comparison of the yield of the two plans.

Announcements of newly acquired science books are posted for the marine science department members.

The results of the profile are being recorded using a database management system which facilitates tabulation, listings and report writing. Typed lists of books available for review as well as slip notifications are sent to the department for posting in order to facilitate response from faculty.

Over 15% of the online searches were performed at the request of marine science students, faculty or staff.

#### Goals 1989-1990

Complete assimilation of Dr. Garrels' collection of science materials.

Continue transferral of Garrels' reprint holdings to the computerized database.

Implement acquisition of the Briggs collection.

Assess the effectiveness of the marine science approval plans and make any needed recommendations to better represent marine science faculty interests.

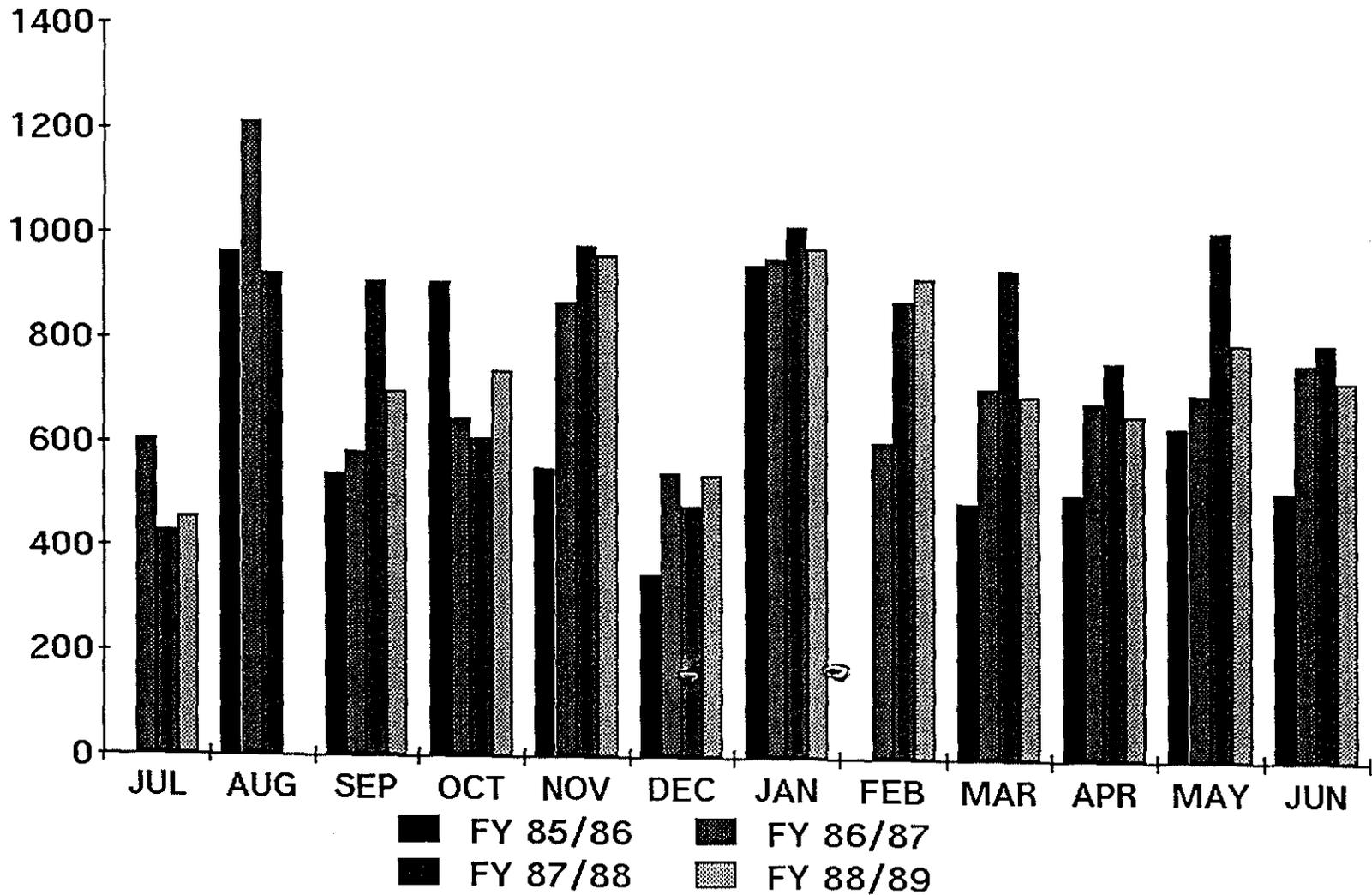
Encourage greater participation of the marine science department in the review of materials for library acquisition.

#### LIBRARY NEEDS 1989/90

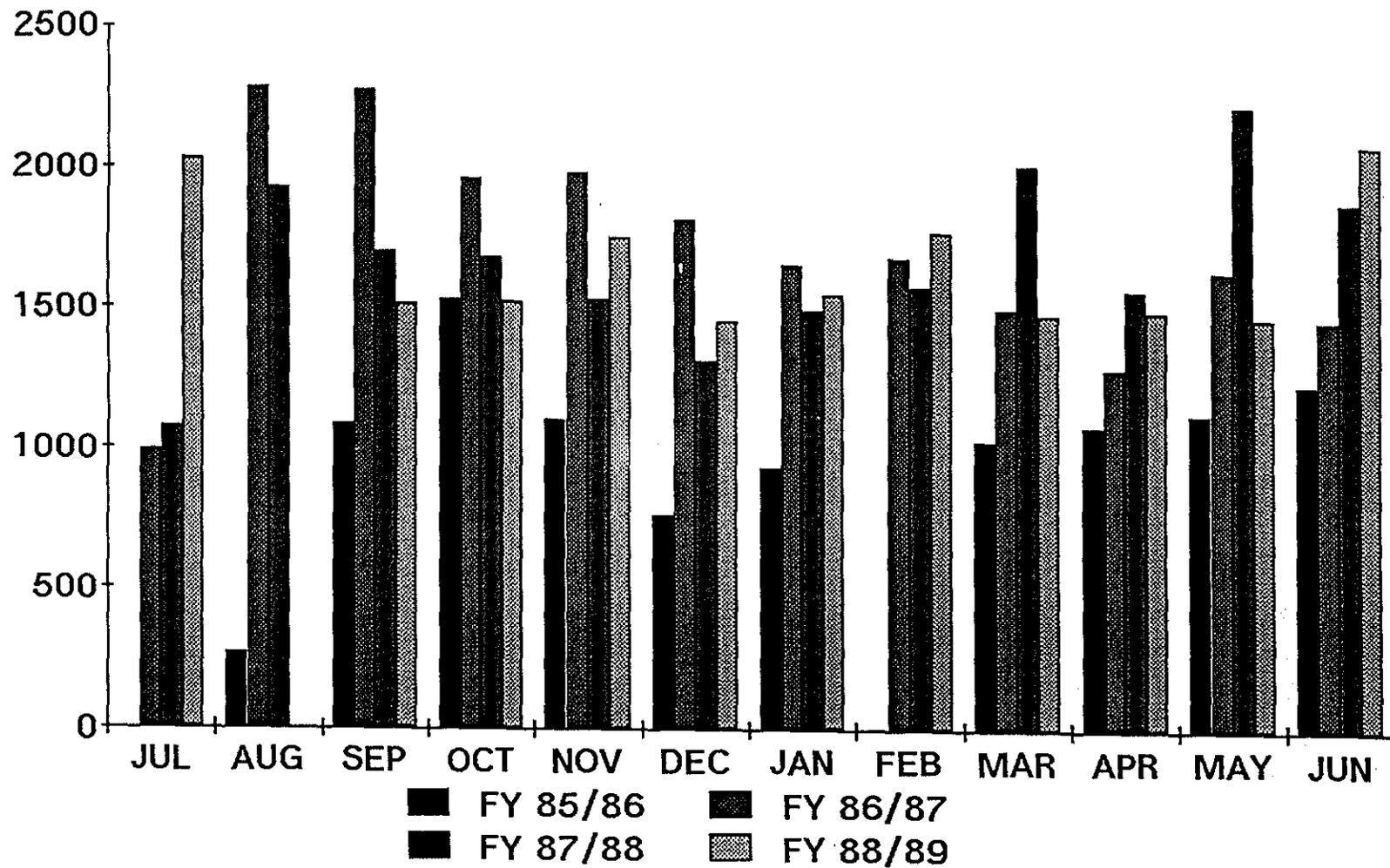
The library's most pressing need is for more space in every department. Microform cabinets, all full, have spilled out of the microform room into the reference room. Microform copiers are all blocking the exit door, and stools are needed in every aisle to reach to top shelves of books and periodicals. Indexes are difficult to use because of their inconvenient locations. Library staff and equipment are crammed into inadequate space. Students are fortunate to find a place to sit and study during the busy evening hours. The one and only group study room will soon be closed and used to house part of the Briggs marine science collection. The media

rooms are cramped and crowded. The library needs continued monetary support to acquire materials needed for new and existing academic programs. Periodical subscriptions need to be maintained and increased. The reference materials on CD-ROM are used heavily and we would like to purchase more of them. At least one more terminal and printer are needed. In the coming year, the library will strive to continue the level of service to our patrons. We hope to expand and increase services using new technology as it becomes available. The orientation lectures, class visits and conducted tours will be continued, and LIS 2001 will be offered as usual.

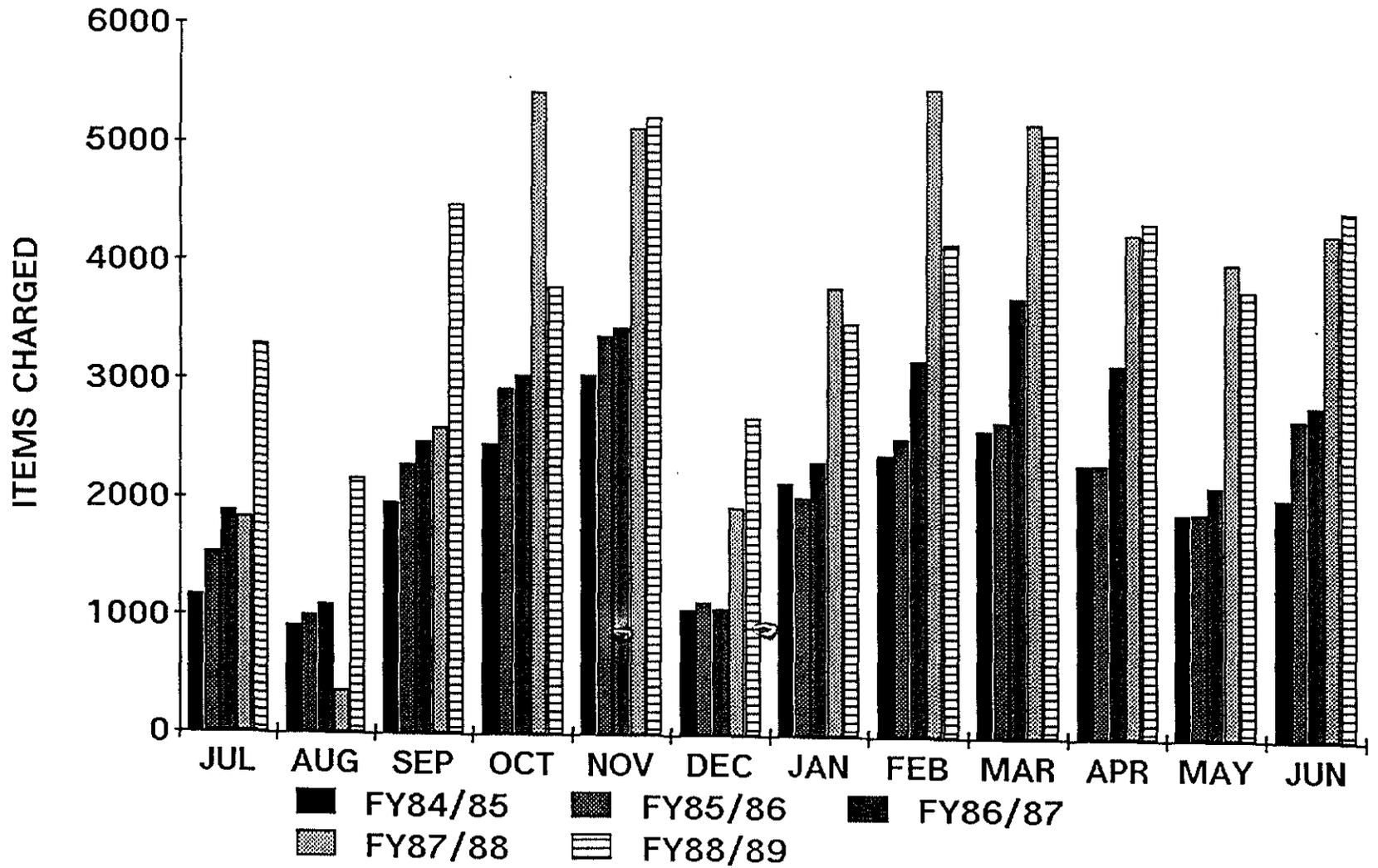
# AUDIOVISUAL SERVICES



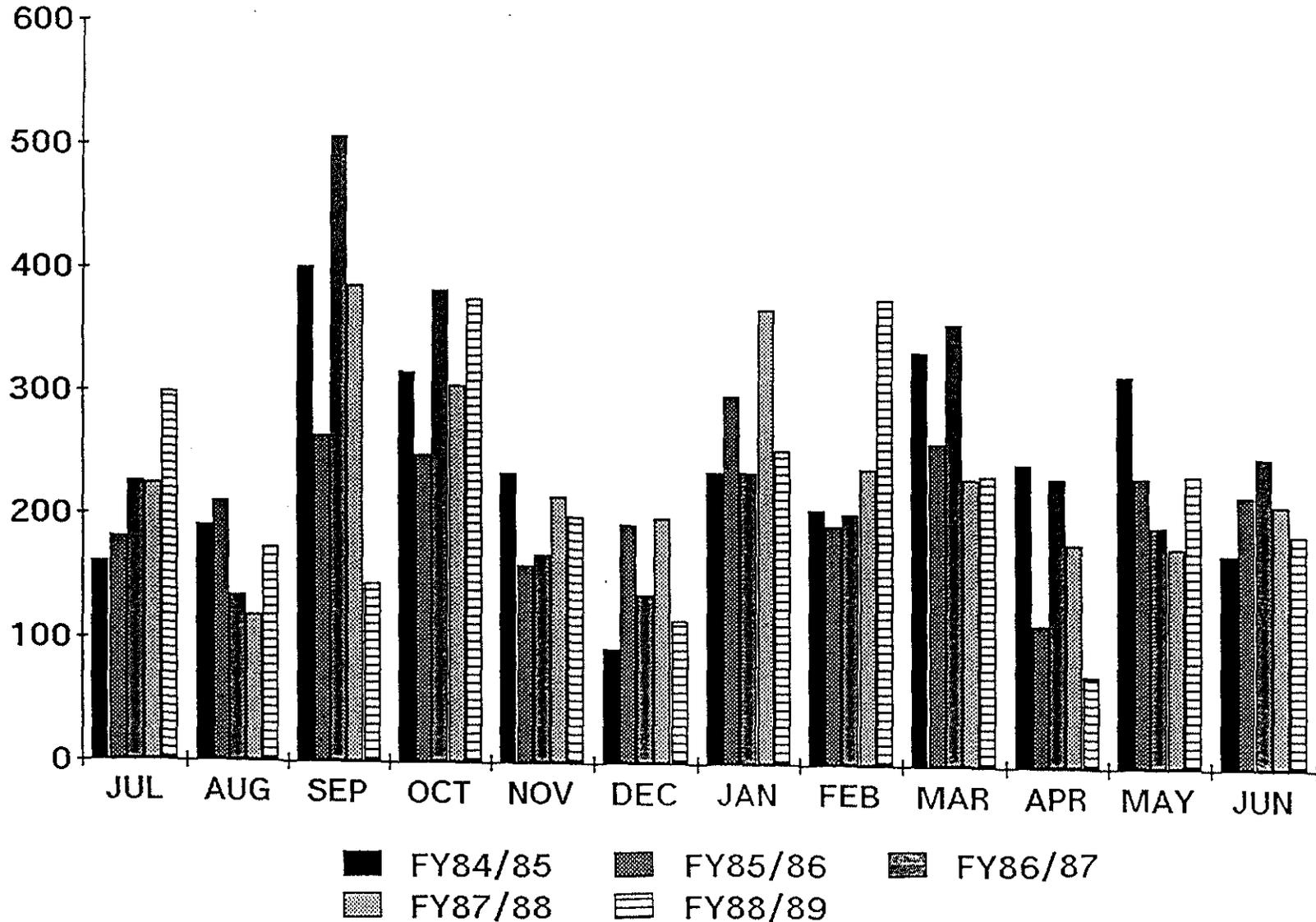
AUDIOVISUAL SERVICES  
EQUIPMENT USE



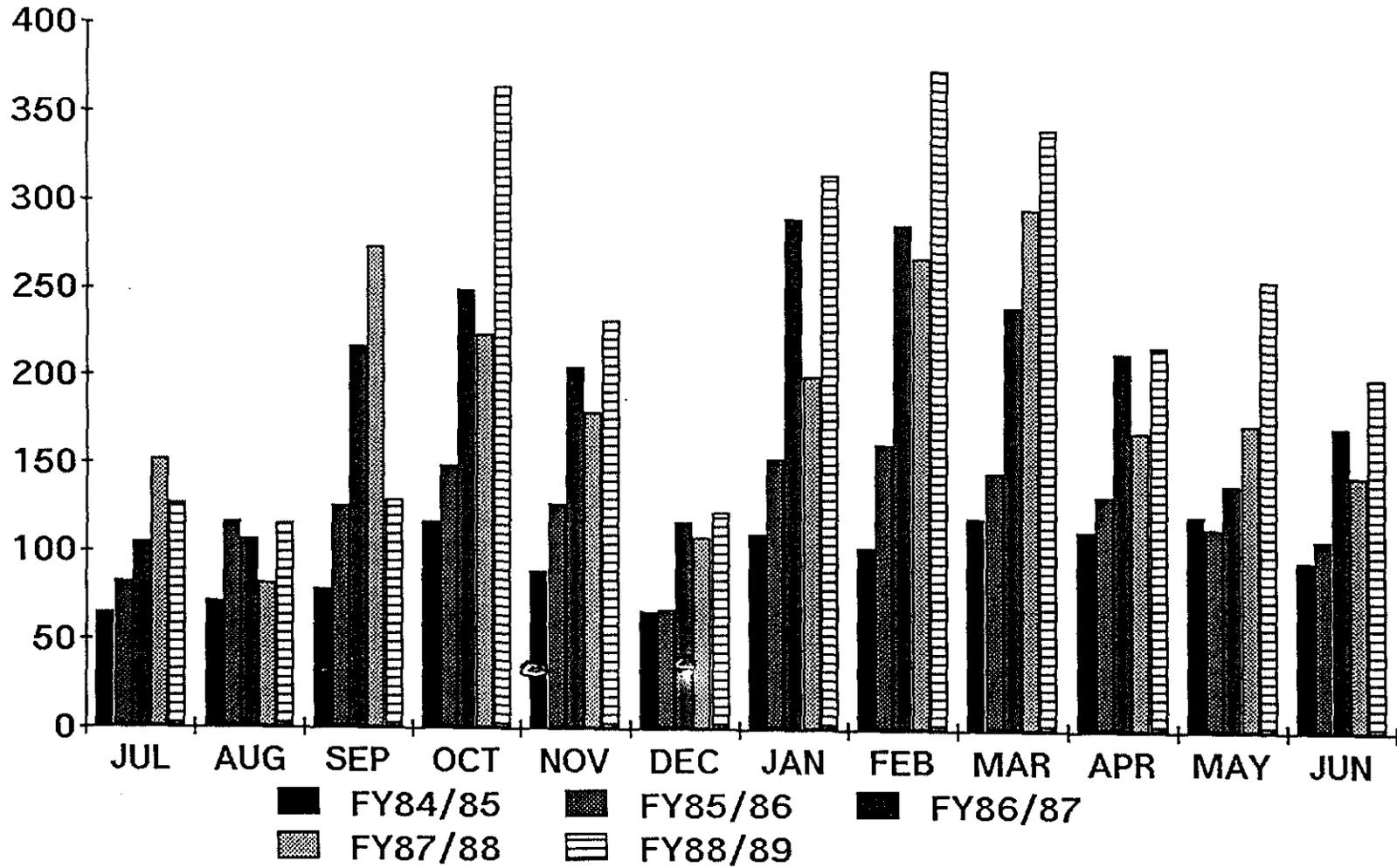
# CIRCULATION



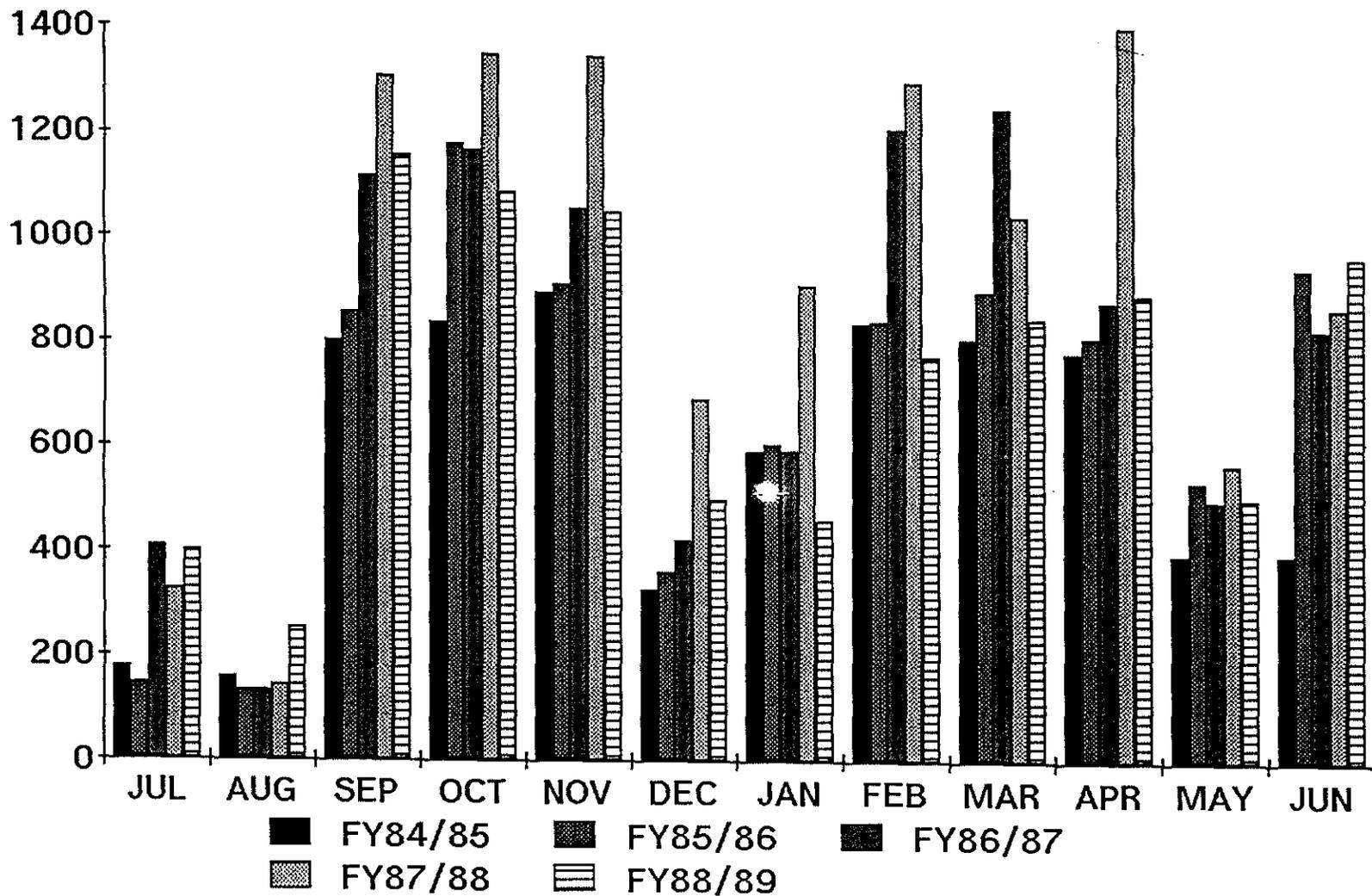
INTERLIBRARY LOANS/REC  
LOANS REQUESTED



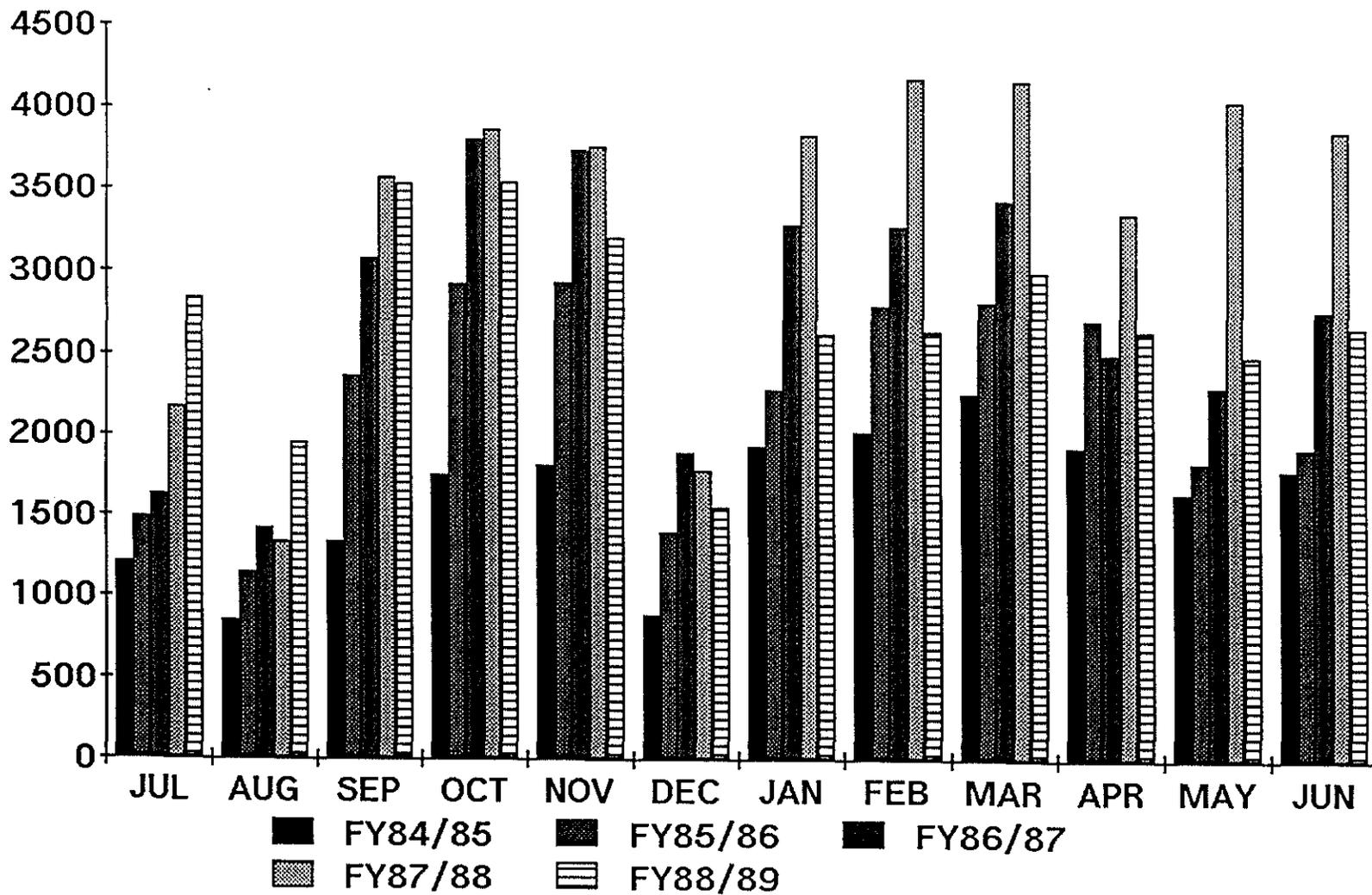
## INTERLIBRARY LOAN/REC REQUESTS RECEIVED



# RESERVES



# INSTRUCTION/INFORMATION



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Samuel Fustukjian  
Director

Barbara Reynolds  
Staff Assistant

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