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Summary Report on Special Collections and Archives, Nelson Poynter Memorial Library, University of South Florida St. Petersburg, for the 2001-2002 Academic Year

Nelson Poynter Memorial Library.

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 2001-2002 Academic Year

Submitted by
Jim Schnur
Assistant Librarian
Special Collections

14 August 2002
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. I had the honor of joining the faculty of the Nelson Poynter Memorial Library as assistant librarian for special collections on 19 February 2002. For the first few months, efforts focused on learning and developing policies and procedures, organizing collections, creating departmental web pages, understanding general collection development parameters, and establishing regular hours of service. This report summarizes institutional and personal tasks, challenges, and accomplishments during the period from February through June 2002. Beginning in the 2002-2003 academic year, quarterly reports will be issued for the Special Collections and Archives area of the library.

Respectfully submitted,

Jim Schnur

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**ESTIMATED REFERENCE AND INSTRUCTION STATISTICS***

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**ESTIMATED USE OF SPECIFIC COLLECTIONS***

- Oral History of Modern America: 2 browses
- Florida History Research Collection: 4 browses
- John C. Briggs Collection: 5 browses
- David Hubbell Mark Twain Collection: 2 browses
- Norman E. Jones Papers: 3 browses/14 clippings on loan to Norman Jones, Jr., for upcoming exhibit at Arts Center
- Papers of Nelson Poynter: 2 browses (total of 14 boxes used)
- Donald Saxer/USMSTS Collection: 3 browses
- Underground Newspaper Collection: 6 browses

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* Statistics kept for the period from February through May are estimates. Some May and June statistics include research inquiries from students enrolled in AMH3423. Statistics from this point forward are kept within the department.
Hours of Operation (Walk-ins welcome, no appointment needed)

March 2002: 30 posted hours  May 2002: 48 posted hours
April 2002: 55 posted hours  June 2002: 45 posted hours
Total public access hours (March-June 2002): 178 posted hours
Other hours are available by appointment.

Exhibits

“Summer Fun in the Florida Sun” displays, in library, June-July 2002.
“Kickin’ It in the Florida Grass” soccer memorabilia display, in library, June-July 2002.

Collections Acquired


Miscellaneous books (65) from the USF Tampa Campus library special collections (duplicates in their collection), St. Petersburg Public Library reference collection, St. Petersburg Museum of History, and Heritage Village—The Pinellas County Historical Museum. Also, we received twenty-six bound volumes of the Pinellas County Review from the St. Petersburg Museum of History. Nearly all of these items have been added to the public access catalogue.

Collections Processed

Raymond O. Arsenault Collection, second accession [Processing complete, with assistance from Jon Wilson]

Wilder’s Park Collection; REAP (Retired Executives Advisory Panel) Papers; Papers of Regis Factor; Oral History (Fall 2001 semester); miscellaneous USF St. Petersburg Archives materials [Physical processing, preliminary arrangement with assistance from Charlotte Barbour and Dan Richard]

Completed barcoding and item record creation for all catalogued items in the reading room (except city directories).

With the assistance of Lorel Reinstrom, cataloguer on loan from the Tampa library:

- added approximately 172 unique items (some multiple copies, some multiple sets) to the David S. Hubbell Mark Collection [status: cataloguing of books is complete]

- added approximately 380 unique items (some multiple copies, some sets, for a total of approximately 668 item records) to the John C. Briggs Collection [status: cataloguing of books is approximately 80% complete as of July 1; cataloguing of special collections serials to be done later].

University Archives Acquired

USF Sailing Team/Sail Club (RG658) received from Prof. Steve Lang.
**Web Page Development**

Between March and June 2002, approximately fifty-five regular and text-only web pages have been created under the [http://www.nelson.usf.edu/spccoll](http://www.nelson.usf.edu/spccoll) domain. 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.

**Supervisory Activities**

Oversaw completion of Jon Wilson’s processing of the Raymond O. Arsenault Collection, second accession. Supervised Charlotte Barbour and Dan Richard on occasional physical processing and arrangement of collections.

**Bibliographic Instruction**

Two sessions on oral history education for regularly scheduled classes. Total students served: approximately 50.

**University Service Committees**

USF Libraries Marketing Committee; Merit Review Committee (ad hoc, with Tina Neville and Deborah Henry); Florida Studies Roundtable (ad hoc)

**Lectures and Public Events**


Public Film Showing, “St. Petersburg in 1929.” 2 June 2002 [immediately following “Tale of Two Cities” program], University of South Florida St. Petersburg.

Lecture and Public Film Showing, “St. Petersburg in 1929.” 22-23 May 2002, University of South Florida St. Petersburg. The 23 May program was videotaped for re-broadcast on WSPF (Channel 35).

Interview, “1929 St. Petersburg History Film,” *University Beat,* WUSF Radio (89.7 FM). Tampa, 8 May 2002.

**Outside Educational Lectures (Public Service, Uncompensated)**

Outside Educational Lectures (Compensated; Related to Local History/Librarianship)

Although the following lectures and programs were performed outside of University of South Florida employment, they represent activities that relate to assigned duties in special collections.

Credit-bearing courses taught

<table>
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<th>Course</th>
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<th>Institution</th>
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<td>Modern Florida</td>
<td>USF St. Petersburg</td>
<td>Summer 2002</td>
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<td>HIL 207</td>
<td>Florida History: A Mosaic</td>
<td>Eckerd/North Pinellas</td>
<td>Summer 2002</td>
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<tr>
<td>HIL 207</td>
<td>Florida History: A Mosaic</td>
<td>Eckerd/Seminole CUC</td>
<td>Spring 2002</td>
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Non-credit courses and programs offered


Instructor, “Library Research and Electronic Resources.” Eckerd College Program for Experienced Learners. Winter Term [4 sessions, February 2002], Spring Term [3 sessions, April 2002], Summer Term [4 sessions, June 2002].


Cooperative Loans

Two framed sepia tone photographs returned from Museum of Fine Arts, June 2002.

Norman E. Jones, Jr., borrowed clippings from his father’s collection for a forthcoming exhibit at the Arts Center.

Sample Research Inquiries

Research on the history of Bayboro Harbor for campus Media Relations office/”Tall Ships” event
Designing an oral history program for World War II veterans
Nelson Poynter's service to the United States government during World War II
Photographs of Nelson Poynter for Congressional Quarterly researchers in Washington, DC.
Demographic/anecdotal research on African Americans in southern Pinellas County

Special Collections and Archives Goals during 2002-2003 Academic Year

…for general special collections:
  establish and cultivate relations with potential donors
  acquire publications, within budgetary limits, that are appropriate for special collections
  work with Crow’s Nest and other appropriate publications to promote collections
  organize and build relational bridges between oral history and research paper collections donated by Ray Arsenault; develop appropriate release form
…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; build database of publications
  work with appropriate accountable officers to transfer records to the USF St.
  Petersburg archives
  work with Jerry Notaro to move, re-box, and document audio/visual archives

…for University service:
  participate in committee assignments for campus and the overall university
  build and strengthen cooperative links with Tampa library Special Collections,
  the USF Florida Studies Center, and other university-affiliated bodies

…for University and community outreach:
  maintain regular communication with area cultural and historical organizations
  participate in at least one local or state conference as a presenter or panelist
  continue research and pursue publication on “library services for adult learners”
    article with colleagues at Eckerd College
  complete research and begin revisions of “Johns Committee” manuscript
  offer lectures, academic courses, and other community education activities that
    complement my academic responsibilities at USF