1-1-1982

Annual report of the Nelson Poynter Memorial Library 1981/1982

Nelson Poynter Memorial Library.

Samuel Fustukjian

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1981-82 has been a year of settling down. It has been a year where changes were subtle, but their impact evident. Growth, though less dramatic compared to the previous year, was substantial in quality, and quantity. More people, used the library's services. These services have increased in variety and are provided by larger number of staff, thereby resulting in a greater degree of patron satisfaction. The user survey conducted during the year documents this assertion.

Many of our goals and objectives targeted for this year have been accomplished and those that have not, are carried forward to the next. The diversified programs listed below, indicate library operations that have worked together to form a whole that has been productive and in tune with the needs of our campus.

As part of USF's St. Petersburg Campus, the library believes its mission to be intrinsically intertwined with that of its parent organization.

The intralibrary document drafted by USF library administrators, delineates the role and responsibility of each unit within the system. Thus, it enhances the effort of each unit to meet the needs of its respective campuses in particular, and the goals of USF in general.
PERSONNEL

Personnel: Stated goals for the year of 1981-82

a. Addition of two A & P positions to library staff
b. Reclassification of two positions to a higher class
c. Training of staff in on-line bibliographic searching
d. Increase volunteer contribution to library work

This was the year that saw a great many changes in the library staff. Most were improvements but in the case of one, the past year was the year we wish never was.

New Members: Dr. Helen Albertson and Mr. Wayne Johnston are two outstanding professionals who joined our staff in the role of science bibliographer and media librarian respectively.

Dr. Albertson, with a PhD in Marine Biology, will assume greater responsibility in on-line searching and in providing service to science patrons. Mr. Johnston will work in developing our Learning Resources area and in the library's role in supporting instructional efforts on campus. Also with the support of Mr. Thrush, he will supervise the campus' growing need of telecommunication equipment and services.

Reclassification: Due to the growing complication and added responsibilities of tasks within the library, two positions (an LTA I and Secretary III) have been reclassified to LTA II and Secretary IV respectively. The reclassification addresses itself well in these areas. But three additional areas in circulation, periodicals and AV remain to be reclassified.

Staff Changes: During the past year, Mrs. Betty Ferris resigned her position. The library had the good fortune to hire Mrs. Kathy Arsenault as her replacement. Kathy has fit in well with the library's overall goals and mission. We expect to develop this area further in the future.
Ms. Cheryl Parsons was hired to replace Mr. Jim Sutton who was arrested and charged with theft of library equipment and monies. Cheryl has been able to learn quickly the tasks expected of her and fulfills her duties well.

Volunteers: Of all the areas of library growth, the area that gives us most satisfaction is the one of the volunteers. Dr. and Mrs. Gerberich continued their highly useful contribution in the area of preparation of bibliographies. To date, the number of bibliographies prepared exceeds 23. A second volunteer has been Mrs. Gertrude Gust. She has helped the library by performing various tasks for more than 20 hours a week. Her support has been in areas that were crucial for the library's operations. We greatly appreciate having her with us.

GOALS FOR 1982-83

1. Reclassify AV Technician, Circulation Clerk II and Periodicals Clerk II to a higher classification.
2. Increased volunteer contribution.
3. Training of staff in computer utilization and on-line circulation, card catalog and acquisition.
4. Hire an LTA II for the collection development/auxiliary services area.
PUBLIC SERVICES

Poynter Library continues to grow. The building is still the same size, but the activity within it has increased. The Reserve room has expanded to fill the North alcove, the Audio-Visual Department has been expanded and rearranged and new services have been initiated. The Poynter Collection is now being cataloged, with help provided by the St. Petersburg Times. Dr. and Mrs. Raymond Gerberich continue to prepare subject bibliographies for us. They have volunteered their time regularly for over a year. Two librarians, Wayne Johnston and Dr. Helen Albertson have joined the staff. They work a great part of their time in Public Service areas while performing specialized functions as well.

Total circulation has increased 26% over last year, with student borrowing showing the largest gain. See Appendix A. A reciprocal student borrowing agreement with Eckerd College has opened up another area of growth. Reserve borrowing shows a marked decrease. This is because the record collection used by the music appreciation classes has been moved upstairs to the Audio-Visual Department and is circulated from there.

The number of information questions answered at both the reference and circulation desks has more than doubled. The number of reference and instruction questions have increased visibly, too. Interlibrary loan requests have decreased again this year, and so have Intralibrary loan requests. These figures indicate that students and faculty are more frequently finding the items they need in our own collection. Now that we use the computer for more interlibrary loan transactions, the response time is much faster. We are now listed as a supplier by OCLC, and we received four times as many requests from other libraries as we received last year. In several cases, we could
not supply the book because we had not yet received it from processing.

One of the goals we set for ourselves this year was to improve Interlibrary loan and it has definitely been improved.

On-line bibliographic searches are now offered to our students and faculty. Community people, not connected with USF, may also use this service on a fee basis. When the on-line searches were begun, demonstrations were held for faculty groups from the different departments. Four members of the library staff attended a DIALOG training program, to learn on-line searching.

The copying situation is definitely improved. One Dennison machine has been replaced by a Xerox machine. This change has reduced the volume of user complaints considerably. Improved copying service was another of our stated goals for this year, and it most definitely has been improved.

A Graph Chart describes changes in the library's public service activities (Appendix B).

GOALS FOR 1982-83

1. A University-wide on-line circulation system remains one of our goals to be reached in 1982-83.
2. To have on-line card catalog for public access.
3. A more affordable on-line bibliographic searching for students.
5. Acquisition of a micro-computer for the library's administrative and educational functions.
COLLECTION DEVELOPMENT

The USF-St. Petersburg Library collection development area experienced a change of personnel in January 1982, when Kathy Arsenault replaced Betty Ferris following her resignation in November.

Collection Development efforts continued to focus on the Blackwell North American approval plan. Requests from faculty and staff and the collection development librarian's assessment of additional necessary titles augmented the Blackwell selections.

Areas of particular concern were business, due to the continuing large enrollments in the College of Business, and Nursing, which was evaluated for accreditation this year. Another area receiving particular attention was media and communications, since the library was fortunate to receive the promise of a grant of $3000 from the St. Petersburg Times. The Times also provided $2900 for the cataloging and processing of Nelson Poynter's papers.

Boxes of "on order" slips were incorporated into the title catalog. Numerous outstanding orders for 1980-81 and previous years were checked to determine whether books were never received, were in cataloging, or were otherwise missing. John Keeth is currently attempting to trace the 52 books which we had definitely paid for but never received.

A continuing problem has been the difficulty of checking on the status of the orders we have placed. The on-line acquisitions system now in use in the Tampa acquisitions department will result in changes - and we hope, improvements in our procedures for updating information in our order files. However, before these improvements become real for us, we would need to acquire an OCLC terminal.

Efforts are in process to streamline procedures for the acquisition of sets, standing orders, and continuations. A review of our serial titles is in process.
Expenditures for 1981-82 were as follows:

<table>
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<tr>
<td>E &amp; G Funds</td>
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<tr>
<td>Special Funds</td>
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<th></th>
<th>Amount</th>
<th>Description</th>
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<td>Books</td>
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<td>Replacements</td>
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<td>1227 Titles</td>
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<td>Continuations</td>
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<td>46 Vols.</td>
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<td>Backfiles</td>
<td>172</td>
<td>12 Vols.</td>
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<td>SOLINET</td>
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<td></td>
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<td>Missing Issues</td>
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<td>1</td>
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<tr>
<td>Interlibrary Loans</td>
<td>151</td>
<td>461</td>
</tr>
<tr>
<td>Total</td>
<td>$167,416</td>
<td></td>
</tr>
</tbody>
</table>

**GOALS FOR 1982-83**

1. More faculty input in selection of materials.
2. Evaluate serials and standing order titles.
3. Experiment with on-line acquisition and bibliographic control.
4. Develop a Marine Science reprint collection.
5. Strengthening of mass communication and engineering collection.
6. Increased acquisition of spoken records.
BIBLIOGRAPHIC INSTRUCTION

During the 1981-82 academic year, three librarians presented classroom lectures to 32 classes. Six of these were graduate classes which were held both in the library and the classrooms, depending upon the size of the class. The size of these classes range from 6 to over 100 and all together 725 students participated.

Areas of instruction included, business, management, communication, business policy, economics, education, English, history, nursing and various bibliographies were prepared and handed out to the class sessions. Also, visual aids were used for presentation whenever they were deemed instructionally beneficial and feasible.

GOALS FOR 1982-83

1. Increased activity in classroom and inhouse instruction in library bibliographic use.

2. Pursue the availability of computer based instruction in the library by utilizing the main frame in Tampa.

3. Make available to library users lectures available from Tampa via the Microwave (JIFS) system.
ON-LINE BIBLIOGRAPHIC SEARCHING

In the 1981-82 academic year, the USF-St. Petersburg Campus started offering on-line computer searching to the campus community through Dialog information network. New equipment (a Decwriter III printer and a Visual 100 CRT) were obtained for this service.

In October of 1980, four staff members attended an all day hands-on training offered by Dialog. This was an excellent introduction to the service. The $100 free searching time, that is part of this initial fee was used by the trainees effectively. Later in the year, refresher training session courses were conducted among the staff.

In November, demonstration searches and introduction lectures were provided to the faculty and graduate students. Twenty five people from business, education, social science, and marine science attended these sessions. Later on, Dean Hinz allocated $1000 for free on-line searching for campus faculty. Thirteen members took advantage of this offer and requested seventeen searches. (See Appendix ). Their reaction concerning the service has been very favorable.

During the first eight months of this service, 98 searches were completed. Of these, 50 were in multiple data bases. Searches were offered to four members of the public, some of whom requested more than one search. Twelve searches were charged to campus accounts and the remainder were paid by cash or charged to special faculty accounts. Most searches were performed by Signe Oberhofer who also devised a system of recording searches in a log.

During the coming year, Dr. Helen Albertson will be trained to assume a major role in this area.
GOALS FOR 1982-83

1. Access to other non-vendor, non-bibliographic databases e.g. Florida Statistics.
2. More active solicitation of USF and non-USF users.
3. Training of other librarians to provide this service.
4. Awareness workshops for business leaders.
SPECIAL COLLECTION

This past year there were efforts to incorporate into the library's special microform collection that were purchased earlier but kept in boxes. The major collections were Books for College Libraries and American Culture Series.

Books for College Libraries. These were titles identified as essential for core college collections, 2,754 titles, 13,551 cards and related 22,500 fiche were processed.

American Culture Series. Extensive collection of American Books and Pamphlets. 1,569 titles, and 4,707 cards were processed.

Learning Resource System. This ultra microfiche collection of 6,672 cards and 1,668 titles was processed and available to users.

All in all, the library's book collection added 5,991 titles in microform.
EDUCATIONAL RESOURCES

It has been a year of growth and diversification for the library's Media Center.

The addition of a new media specialist has been most noteworthy. Also, the addition of Learning Resources functions into the department shows our intention to diversify the area.

This past year saw the purchase of several major items of audiovisual equipment: a large screen TV projector, 1/2" portable video cassette recorder, two 13" color monitor/receivers, one color video camera, an antenna, single lens reflex camera and copy stand, two overhead projectors, stereo cassette deck, and several sets of headphones. Total amount of purchases was $15,929.50.

In the same vein though, note must be taken of the theft of several pieces of video equipment which was taken during December, 1981. Missing equipment consisted of: video camera, monitor/receiver, 1/2" video cassette recorder and an AC adaptor for the above. A complete inventory showed a microphone and an audio cassette player to be missing also. The total value of the equipment is $3,155.00.

A television antenna was installed and it is now possible to relay television programs directly into the classroom. Separate listening and viewing facilities were established to enable people to listen and view without disturbing each other.

At present the library houses a small collection of records, primarily for the use of music appreciation classes and a small collection of tapes obtained from National Public Radio and some locally produced ones of various campus speakers, etc.
A total of 1,840 requests were filled for classroom AV service with 127 special service requests (Friday night movies, etc.) and 125 miscellaneous requests for a total of 2,092 AV requests. This does not include 1,640 ID cards made up.

GOALS FOR 1982-83

1. Increase video programs available for instructional purposes.
2. Greater media support for classroom instruction.
4. Start a photographic archive of USF-St. Petersburg.
STATISTICS FOR THE PERIOD OF JULY 1981 TO JUNE 1982

DOOR CONTROL: 110471

INFORMATION AND REFERENCE:
INFO/DIR: 8467
INSTR/RES: 3066

TOTAL QUESTIONS: 11533

TELEPHONE: 1859

INTRALIBRARY LOANS:
LOANS REQUESTED:
- MONOGRAPHS: 732
- PERIODICALS: 600
- TOTAL REQ: 1332

LOANS RECEIVED:
- MONOGRAPHS: 659
- PERIODICALS: 501
- TOTAL REC: 1160

REQUESTS RECEIVED:
- MONOGRAPHS: 107
- PERIODICALS: 36
- TOTAL REC: 143

REQUESTS FILLED:
- MONOGRAPHS: 97
- PERIODICALS: 28
- TOTAL FILLED: 125

INTERLIBRARY LOANS:
LOANS REQUESTED:
- OCLC: 120
- MAIL: 221
- TOTAL REQ: 341

LOANS RECEIVED:
- OCLC: 64
- MAIL: 138
- TOTAL REC: 202

REQUESTS RECEIVED:
- OCLC: 47
- MAIL: 65
- TOTAL REC: 112

REQUESTS FILLED:
- OCLC: 33
- MAIL: 43
- TOTAL FILLED: 76

RESERVES:
NUMBER OF TRANSACTIONS: 4855
NUMBER REQUESTED OF USF LIBRARIES: 53
NUMBER REQUESTED OF EXTENSION LIBRARY: 1

TOTAL RESERVES: 4909

COPYING:
- MICROFORM: 6449
- SELF-SERVE: 137361

TOTAL COPYING: 143810

CIRCULATION:
REF/PERIODICALS: 536
STAFF/FACULTY: 1975
STUDENTS: 19314
REC/READING: 1654

TOTAL GUESTS: 1106
GUESTS: *434 (JULY-DEC.)
NON-ECKERD: 226 (JAN.-JUNE)
ECKERD: 446 (JAN.-JUNE)

TOTAL CIRCULATION: 24585

*A separate count of Eckerd Student Circulation was kept beginning January 1982
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