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Summary Report on Special Collections and Archives, Nelson Poynter Memorial Library, University of South Florida St. Petersburg, for the 2004-2005 Academic Year

James Anthony 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 2004-2005 Academic Year



ST. PETERSBURG

Submitted by
Jim Schnur
Assistant Librarian
Special Collections

27 September 2005

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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 area. This report summarizes tasks, challenges, and accomplishments during the period from July 2004 through June 2005.

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 has assumed the primary role in developing library exhibits that showcase collections, encourage intellectual inquiry, and celebrate diversity. These responsibilities took on greater importance with the planning of exhibits and programs for the Fortieth Anniversary of USF St. Petersburg.
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 purchases 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 serves as 2005-2006 President for the Pinellas County Historical Society.
Increase community access to and awareness of unique and valuable special collections.	Through lectures, public programs, and outreach to organizations (such as local historical and genealogical societies), 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.	A \$2,500 grant awarded to the library by USF St. Petersburg Town & Gown will allow the special collections librarian to develop a signature exhibit for the history of the campus and build archival collections related to USF St. Petersburg.

Respectfully submitted,
James Anthony Schnur
 Assistant Librarian

General Summary

Special Collections and Archives at the Poynter Library had another busy and productive year. Collections added during the 2004-2005 academic year include: the second accession of the Amity House Papers of Ruth Uphaus, Glen Dill's collection of scrapbooks from his days as a popular local disk-jockey after World War II, Commander David S. Goddard's photographs of the US Maritime Base at Bayboro Harbor, and political ephemera from the collections of Aurora "Lel" Kellman and Gary Mormino. In addition, local historian L. Glenn Westfall donated a variety of collections related to the cigar industry along Florida's West Coast, including the operating records of the Corral Wodiska y Ca. cigar factory. Pamphlets and booklets from the League of Women Voters of the St. Petersburg Area added to our local and regional collections, while a professor in the College of Marine Science donated notable research materials from early expeditions to Antarctica.

The special collections librarian added books and monographs to the collection and worked with graduate students to process collections. In addition to newer titles purchased to complement local history collections, the librarian added nearly eighty out-of-print titles from donations, most notably materials that enhanced the Suzanne Davis Hardee Collection and the Gary R. Mormino Collection of Floridiana. Working the catalogers at the USF Tampa library, he sent over nearly 100 serials from the John C. Briggs Collection for cataloging. The librarian also worked with two students from the Florida Studies Program of Distinction and three fieldwork students from the USF School of Library and Information Science who sorted, processed, and arranged collections. A majority of the more than 110 distinct manuscript and archival collections and sub-collections in Poynter Library special collections have finding aids available in print or electronic format.

The celebration of USF St. Petersburg's Fortieth Anniversary provided new opportunities for enhancing the campus archives. Notable donations included photographic collections from J. M. "Sudsy" Tschiderer, a graduate and employee at USF St. Petersburg for more than thirty-five years. Oral history interviews, archival collections, and original research during the spring and summer semesters of 2005 led to the creation of an exhibit sponsored by USF St. Petersburg Town & Gown. Additional exhibits will appear throughout the 2005-2006 academic year.

The special collections librarian has also maintained his involvement in scholarly and community activities. He authored a chapter and edited another in the recently published *From Pines and Palmettos: A Portrait of Largo, Florida* (Donning, 2005) and wrote an article on the importance of historical research that appeared in a special issue of *Florida Libraries*. Community service included duties as President of the Pinellas County Historical Society and research work in a number of initiatives (including the design and development of interpretive plans and signage) at Heritage Village in Largo. He has offered scholarly lectures in a variety of locations during the 2004-2005 academic year, including programs on school desegregation in Southwest Florida (at Arcadia and Punta Gorda), Pinellas County history (Largo and Dunedin, and a paper co-authored and presented at the annual meeting of the Florida Historical Society in Melbourne), and other topics. A proud moment for the special collections librarian occurred in the fall 2004 semester, when he became a Fellow of the Florida Studies Program of Distinction for his work advising, mentoring, and assisting students in that notable program.

Reference, Research, and Instruction (See Also Appendix A)

Statistics for research interviews and in-depth research inquiries appear in Appendix A. During the 2004-2005 academic year, the special collections librarian performed 238 reference interviews that required accessing collections, consulting resources here or elsewhere, or other in-depth research. The statistics in Appendix A do not include general reference questions from the reference desk (which are included in Reference Desk statistics) or general informational inquiries by patrons in Special Collections and Archives (hours of operation, location of restrooms, etc.). It is important to note that many of the 238 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.

Certain general trends appear in the statistics. The heaviest users of materials in Special Collections and Archives are faculty and graduate students in the Florida Studies Program of Distinction. The special collection librarian's knowledge of Pinellas County history and historical resources led to a number of inquiries and referrals from Heritage Village and other venues in Pinellas County. A number of undergraduate students in history and political science also met with the librarian to discuss specific research topics, often (but not always) related to events in Florida. Research by faculty and staff in the USF Tampa library's Florida Studies Center for a book on the history of the University of South Florida led to a number of reference questions about events at USF St. Petersburg. Other patrons included Eckerd College students, genealogists, and members of the general public. Inquiries also came via electronic mail from researchers in both the United Kingdom and Japan.

When compared with the overall academic year, the number of research inquiries did decline during the summer semester 2005 (especially in late May and June 2005) as the special collections librarian focused on research for the Fortieth Anniversary exhibit.

	IN PERSON	BY PHONE	BY LETTER	BY OCLC	VIA FAX
Requests for Loans/ Photocopies					
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					
2004-2005	18	0	2	7	0
2003-2004	16	0	1	7	1
2002-2003	15	0	1	4	0

Posted Office Hours (with no appointment required) averaged 12 hours per week in 2004-2005.

Collection Parameters (See Also Appendices B and C)

All values are estimates in linear feet

	2004/2005	2003/2004	2002/2003	Change*
Catalogued Manuscript/Archival Collections <i>(Fully or Partially Processed and Available for Use)</i>	293.98 ln. ft.	270.3 ln. ft.	258.4 ln.ft.	+8.76%
Unprocessed Manuscript/Archival Collections	113.37 ln.ft.	80.2 ln. ft.	49.5 ln. ft.	+41.36%
Catalogued Books, Serials, and Monographs	344.08 ln. ft.	335.38 ln. ft.	316.25 ln. ft.	+2.59%
Uncatalogued Books, Serials, and Monographs	33.05 ln. ft.	30.75 ln. ft.	12.25 ln. ft.	+7.48%
Total of All Collections <i>(Note: Some items double counted as Manuscripts and Serials—see below)</i>	784.48 ln. ft.	716.63 ln. ft.	636.4 ln. ft.	+9.47%
Serials and Manuscripts for IPEDS Report:	502.36 ln. ft.	464.51 ln. ft.	355.25 ln. ft.	+8.15%

*—Change in collection size, represented as a percentage, between 30 June 2004, and 30 June 2005.

Explanations and Definitions

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.

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).

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 within provenance (John C. Briggs Monographs, Suzanne Davis Hardee Collection, etc.)

Uncatalogued Books, Serials, and Monographs: Materials in this category include donations and other books currently located in the Special Collections stacks that may be added to the collection. However, some items, held as donations, may be placed in the general collection or discarded.

Total of All Collections: 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.

Serials and Manuscripts for IPEDS Report: Summary of all processed and accessible collections estimated by linear feet for statistical reporting purposes.

Acquisitions, Arrangement, and Description (See Also Appendix D)

Manuscript and Archival Collections Acquired

Name	Status and Extent of Acquisition
Amity House/Ruth Uphaus Papers	Second accession added; collection is in process
Glen Dil Collection	Received May 2005; 6.5 ln. ft. (unprocessed)
Florida History Research Collection	New accessions added to collection
George S. Gandy Title Abstract	0.1 ln. ft., processed with finding aid
Cmdr. David S. Goddard USMSTS Photographic Collection	Received June 2005; 0.3 ln. ft. (processed in 05/06-done)
“In the Book” Commissions and Warrants by W. J. Couch	Bound legal records of north Florida from 19 th century
Norman E. Jones Jr. Black Heritage	First accession fully processed; second sorted
Aurora ‘Lel’ Kellman Collection of Political Ephemera	0.1 ln. ft., processed with finding aid
League of Women Voters of the St. Petersburg Area	Various papers, pamphlets, and booklets
Gary R. Mormino Collection of Political Ephemera	In process; preliminary sort
USF Fiftieth Anniversary Oral History Project	Copies of transcripts for St. Petersburg faculty and staff
Cmdr. Melville J. Walters Jr. Antarctic Research Coll.	Received June 2005; 2.5 ln. ft. (unprocessed)
L. Glenn Westfall Cigar Factory Research Files	0.85 ln. ft., processed with finding aid
L. Glenn Westfall Collection of Tampa City Directories	5.0 ln. ft.; will be added to OPAC in 05/06
L. Glenn Westfall/Corral Wodiska y Ca. Cigar Factory Records	2.5 ln. ft.; will be processed in 05/06
L. Glenn Westfall Research Files	7.0 ln. ft.; in process

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

Cataloguing of Bibliographic Materials (Items Sent to Tampa Cataloguing)

The special collections librarian sends materials without USF holdings and those that require OCLC records to the Cataloguing Department of the Tampa Library. The librarian sent small batches of uncatalogued serials in the John C. Briggs Collection. These items, when returned, became part of the catalogued holdings of the Briggs Collection. In addition, the librarian sent materials representing 25 unique holdings (consisting of 26 pieces, or items), as follows:

	<i>Number of Holdings</i>	<i>Percentage of Holdings</i>
League of Women Voters Collection	8	32%
Mormino Floridiana Collection	3	12%
Gary Olson donation to general collection	5	20%
Other and Unclassified	<u>9</u>	<u>36%</u>
Totals	25	100%

Addition of Holding and Item Records (by Special Collections Librarian)

To expedite availability of materials, if a bibliographic record exists for an item donated to special collections, the special collections librarian adds a holdings record (stpt,spec) and item records (for each barcoded volume). Appendix D includes for a complete list of monographs with copy holdings added by the special collections librarian.

	<i>2004-2005</i>	<i>2003-2004</i>	<i>2002-2003</i>
<i>(See descriptions below for more information)</i>			
Bibliographic Holding Records for New Items	40	59	49
Number of Item Records Added for Holdings	41	63	66
Percentage of Unique Holdings for Poynter Library	62.5%	69.5%	65.3%

Bibliographic Holding Records for New Items: The number of bibliographic records with special collections holdings added by the librarian during the fiscal year. Some bibliographic records include numerous item records (i.e., a ten-volume encyclopedia has one bibliographic record but ten item records).

Number of Item Records Added for Holdings: The number of barcoded item records added by special collections librarian for materials processed in-house.

Percentage of Unique Holdings for Poynter Library: The special collections librarian adds holding and item records for materials already catalogued within the USF Libraries System. This percentage reflects the proportion of items added to St. Petersburg special collections that are not found in other areas of the Poynter Library, such as reference or the circulating collection.

Original provenance for the forty bibliographic holding records added in 2004-2005:

	<i>Number of Holdings</i>	<i>Percentage of Holdings</i>
Suzanne Davis Hardee Collection	19	47.5%
Mormino Floridiana Collection	4	10%
Other Sources	<u>17</u>	<u>42.5%</u>
Totals	40	100%

Promotion and Outreach Activities

Bibliographic Instruction

In addition to formal and informal bibliographic tutorials for students in History, American Studies, and Florida Studies, the special collections librarian offered classroom presentations to students in political science and journalism courses. Statistics for these sessions appear in the annual report for bibliographic instruction and reference compiled outside of the department.

Throughout the year, the special collections librarian offered a number of individualized research sessions with students requiring access to materials or additional support. Similar to the Research Assistance Program “RAP” sessions offered through the library’s reference department, these focused meetings allow the special collections librarian to describe academic resources available here and at other repositories. A majority of these sessions took place with students from the Florida Studies Program of Distinction and history majors.

The academic mentoring of Albert Vogt III, Edward C. Woodward, Barbara Maratos, Monica Luoto, and Robert Fernandez is further described in Fieldwork Supervision later in this report.

Educational Lectures and Public Events that Promote Local History and Our Collections

Lecture, “The Dark Legacy of the Johns Committee,” Retreat for Hillsborough County Educators, Tampa Bay History Center, Tampa, 30 June 2005.

Co-author with Ellen Babb, “From *Punta Pinal* to Peerless Pinellas,” paper delivered by Ellen Babb, Florida Historical Society Annual Meeting, Melbourne, 21 May 2005.

Panel Chair and Moderator, “Turning Pages: Living through School Desegregation,” Florida Humanities Council, Charlotte County Historical Center, Port Charlotte, 21 May 2005.

Panel Chair and Moderator, “Turning Pages: Living through School Desegregation,” Florida Humanities Council, Historic Owens Schoolhouse, Arcadia, 7 May 2005.

Lecture, “Life in Upper Pinellas before World War II,” Annual Meeting, Dunedin Historical Society, Andrews Memorial Chapel, Dunedin, 6 May 2005.

Lecture, “What’s Happening Down There? A Brief History of the Pinellas Peninsula, 1842-1929.” West Pasco Historical Society and Museum, New Port Richey, 9 April 2005.

Lecture, “Educational Trends and Folkways in Western Hillsborough before 1900,” Retired Teachers of Central Pinellas Meeting, Panera Bread Community Room, Largo, 9 March 2005.

Lecture, “Life on the Pinellas Frontier, 1842-1888,” Pinellas County Historical Society Annual Meeting, Heritage Village, Largo, 18 February 2005.

Lecture, “Are You A True Native?,” South Pinellas County Retired Educators Association, Piccadilly Cafeteria, St. Petersburg, 11 November 2004.

Exhibits

- Exhibit coordinator, "The Civil Rights Movement in Florida: A Brief Timeline," 1st floor display case, Summer 2004 (through beginning of fall semester).
- Exhibit coordinator, "Messages from a Bottle: Yesterday's Trash, Today's Archaeological Discovery," 1st floor display case, Campus Activities Center during Faculty/Staff luncheon, 3rd floor display case, Summer 2004 (through beginning of fall semester).
- Exhibit coordinator, "Remembering Their Sacrifice: Commemorating the Sixtieth Anniversary of D-Day," 1st floor display case, Summer 2004 (through middle of fall semester).
- Exhibit coordinator, "Electoral Ephemera with a Presidential Presence," 1st floor display case, Poynter Library, Fall 2004.
- Exhibit coordinator, "Hot Topics in Florida Studies: A Cool Program of Distinction," 3rd floor display case, Poynter Library, Spring-Summer 2005.
- Exhibit coordinator, "Research Assistance," 3rd floor display case, Poynter Library, Spring-Summer 2005.
- Exhibit coordinator, "Powerful Voices: African-American Prose and Poetry," 1st floor display cases, Poynter Library, Spring 2005.
- Exhibit coordinator, "The John C. Briggs Collection: A Treasure of the Sea," 1st floor display case, Poynter Library, Spring-Summer 2005.

University Service Committees

USF Libraries Faculty Newsletter Editorial Board (member, 2004-2005); Search Committee, Head of Collection and Technical Services, Poynter Library (chair, 2004-2005); Merit and Annual Review Committee (member, spring 2005); Fellow, Florida Studies Program of Distinction (2004-2005).

Community Service

Pinellas County History Research Advisory Committee, Heritage Village (member, ad hoc, 2004); Heritage Village Interpretive Planning Committee (member, 2004); Heritage Village Interpretive Signage Committee (member, 2004-2005); Comptroller, Pinellas County Historical Society (2004-2005); President, Pinellas County Historical Society (2005-2006); Florida Library Association 2005 Annual Meeting Planning Committee (member, 2004).

Archival Education and Supervision

Five University of South Florida students provided part-time assistance during the 2004-2005 academic year. Albert Vogt III (fall 2004 and spring 2005) and Edward C. Woodward (fall 2004) worked on collections as part of a fellowship from the Florida Studies Program of Distinction. Barbara Maratos (fall 2004), Monica Luoto (spring 2005), and Robert Fernandez (summer 2005) earned academic credit for fieldwork in archives through the USF School of Library and Information Science.

Departmental Goals during 2005-2006 Academic Year

During the forthcoming academic year, the special collections librarian sets the following personal and professional goals that will enhance services and resources in the Special Collections and Archives area:

...for general special collections:

- continue to establish and cultivate relations with potential donors
- acquire publications, within budgetary limits, that are appropriate for special collections
- work with *Crow's Nest*, *Library Leads*, and other appropriate publications to promote use of collections by the university community
- develop a collection development policy for special collections by November 2005

...for specific collections in the department

- complete processing of major collections
- expand local history subject files that will receive heavy use with expansion of curriculum in the Florida Studies Program of Distinction
- development new sub-collections related to the history of the Maritime Service base, including oral histories and possible digital collections of national significance
- digitization of significant collections related to the Maritime Service base

...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
- 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
- celebrate the Fortieth Anniversary of USF St. Petersburg through programs, exhibits, and displays that showcase the USF St. Petersburg archives

...for University service:

- participate in committee assignments for campus and the overall university as appropriate
- build and strengthen cooperative links with Tampa library Special Collections, the USF Florida Studies Center, the Florida Studies Program of Distinction, and other university-affiliated bodies

...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