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A Guide to the Florida Mental Health Institute Archives, Volume I: Pre-1991 Accessions

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Chapter 1
INTRODUCTION AND PROVENANCE

Introduction to the FMHI Archives

The Library at the Louis de la Parte Florida Mental Health Institute serves the scholarly needs of a variety of researchers. Although the Institute is formally affiliated with the University of South Florida, the Library has a broader, statewide mission. The Library actively collects clinical, scientific, and behavioral studies that assist Institute faculty and staff, visiting scholars, state authorities, and mental health professionals, as well as items that fulfill the academic needs of undergraduate and graduate students.

The Library contains many valuable resources for academic patrons or mental health consumers. Scholars may browse approximately 300 serial subscriptions (nearly 200 titles are currently received) and nearly 15,000 monographs that facilitate the study, prevention, and treatment of mental health disorders. A client library has over 800 monographs, as well as a variety of kits, media items, and computer software/shareware. Other specialized collections include legal research materials, epidemiological and biostatistical information, a resource center on AIDS and HIV, and materials to assist those with educational and behavioral disabilities. This publication covers materials in the FMHI Archives, a distinct special collection that preserves the institutional history of this corporate body, the publications and scholarship of its faculty and staff, and ephemeral items that have enduring historical value.

Staff members provide a variety of services, including reference, interlibrary loan (ILL), selective dissemination of information (SDI), table of contents delivery, and in-service training and staff development. For more information about the FMHI Library, send mail inquiries to 13301 Bruce B. Downs Blvd., Tampa 33612, or e-mail requests to library@hal.fmhi.usf.edu. You may also contact the FMHI Library by telephone at 813-974-4471 (voice) or 813-974-4406 (FAX).
Collection Usage Policies

To gain access to the Florida Mental Health Institute's archival collections, researchers should contact the FMHI Library in person, by telephone, or by electronic mail. The librarian will conduct a reference interview and assist the patron in locating materials of interest. The following general rules govern the use of archival materials in the FMHI Library:

1. All researchers and visitors shall complete a research registration form and sign the register. While the library reserves the right to use information from this form for statistical purposes, all personal information will remain confidential in accordance with Florida statutes, University policies, and Institute guidelines.

2. Guests shall leave all briefcases, bags, or other personal property in a location where they will not be confused with the archival holdings. Only pencils, paper, and lap-top computers are permitted in the reading room. Staff forbid the use of any form of ink, ink pens, or permanent pencils, and reserve the right to inspect all articles used in the reading room.

3. Patrons will submit a clearly written call slip that describes materials they wish to inspect. Items in the FMHI Archives cannot leave the library under any circumstances. The researcher is responsible for safeguarding all materials borrowed for use, and may not transfer items to another researcher. When finished using archival documents, the patron shall return them to the library staff. Mutilation, destruction, or theft of materials will subject the parties involved to criminal prosecution.

4. The use of certain items may be restricted by statute, by office of origin, or by other regulations. The researcher assumes full responsibility for fulfilling the terms connected with any restricted material. For the protection of the collections, staff members in the FMHI Library reserve the right to restrict access to records that require further arrangement, description, processing, or conservation, or additional security due to either exceptional value or client confidentiality. In some cases, copies may be substituted for originals.
5. Patrons must handle materials with the utmost care, refrain from adding or erasing any marks, and avoid making any tracings or drawings that might damage the integrity of the original. All items should be kept flat on the table. In some cases, researchers might be required to use gloves to protect the original materials.

6. The user shall maintain the exact order of materials in folders, and of folders in boxes. Only one folder should be removed from a document box at a time, and library staff should be notified if any materials are misfiled. Never attempt to rearrange materials or to change the order of items in the collection.

7. Staff honor photocopying requests if such duplication neither injures the condition of the materials nor violates the provisions of the copyright laws. The staff will provide, at a nominal cost, single copies for the researcher's personal use and these copies may not be further reproduced. Neither permission to examine materials nor the receipt of a photocopy constitutes the authorization to publish.

8. Researchers who plan the eventual publication of their work should require about restrictions on publication before beginning research. The patron must obtain all applicable copyright permissions for publication, as well as the written permission of the Florida Mental Health Institute Library, as owner of the materials. The FMHI Library does not surrender any rights to its archival holdings when it grants permission to cite or publish items. Exclusive rights to examine or publish material will not be granted under any circumstance. The FMHI Library assumes no responsibility for copyright infringement in the materials held by others. In the event that a researcher's project becomes a source for publication, the FMHI Library requests a copy of the publication along with appropriate acknowledgement.

Preservation Information

Print and Photographic Materials

To prevent further deterioration of the print materials in this collection, refrain from placing any additional stress on the
paper fibers by folding or creasing pages, or by exposing archival materials to light for an extended period of time. Please report any tears or other physical damage of print and photographic materials to library staff so they may take appropriate conservation and preservation measures. Library staff will evaluate photocopying requests on an individual basis to ensure the long-term preservation of this unique collection.

Audio/Visual Materials

The FMHI Archives includes a number of audiocassettes and videorecordings. Titles mentioned in this user’s guide appear in archival boxes of the collection. Library staff can assist patrons who wish to locate additional audiotapes and videorecordings located in the Institute Archives.

Restricted Materials

The use of certain materials may be restricted due to preservation concerns, state statutes, or confidentiality provisions. Please ask library staff for assistance if you have any questions about materials in the archives.

Scope and Contents

Administrative Files (Record Group 89-01, Series 1)

The University of South Florida-Florida Mental Health Institute Administrative Files document construction design, budget planning, proposed computerization, personnel procedures, and other administrative operations at the Institute. These files occupy 1.5 linear feet of shelving and include numerous memoranda, typed sheets, and reports. Items in this series were first transferred to the FMHI Library on 6 July 1984 and were accessioned, arranged, and described in October 1989. The processing archivist imposed order on the items in this series, by arranging materials chronologically within four broad subject areas: 1. Budget (1973 - 1991), 2. Computerization (1974 - 1975), 3. Construction ([circa] 1967 - 1971), and 4. Personnel (1972-1989).
Program and Training Files (RG 89-01, Series 2)

Materials in this series document program planning, training, and dissemination through in-house newsletters, brochures, and media releases. These files occupy 2.0 linear feet of shelving and include numerous memoranda, typed sheets, brochures, and charts. Items in this series were first transferred to the FMHI Library on 6 July 1984 and were accessioned, arranged, and described in October and November 1989. The archivist imposed order on the items in this series, by arranging materials chronologically within three broad subject areas: 1. Brochures--Media (1979 - ), 2. Programs (1969 - ), and 3. Training ([circa] 1973 - ).

Joint Commission on Accreditation of Healthcare Organizations [JCAHO] Files (RG 89-01, Series 3)

The Institute's JCAHO Files include manuals for professional services as well as organizational records, such as bylaws and agendas. The typed sheets in this series occupy 0.5 linear feet of shelf space. Administrative authorities transferred items in this series to the FMHI Library on 28 September 1988 and staff accessioned, arranged, and described the JCAHO records in October and November 1989. The archivist maintained the original order of chronological arrangement.

Official Report Files (RG 89-01, Series 4)

This series is comprised of 3.0 linear feet of materials that contains background information on a 1986 Performance Audit and a 1986 Training and Research Needs Assessment, as well as various "fact sheets," a thorough Response to the Chancellor's Office, and task force investigative materials and recommendations. Many items in this series recount attempts by authorities to remove the Institute from the State University System during the period from 1986 to 1988. Other records serve as memoranda of understanding between FMHI departments and academic officers at the University of South Florida. The archivist maintained an original order based upon six distinct series: 1. Performance Audit (9 July 1986), 2. Training and Research Needs Assessment (December 1986), 3. Response
to the Chancellor's Office (16 October 1987), 4. Response to the
(December 1988), and 6. Memorandum of Understanding Between the
Department of Psychiatry and Behavioral Medicine and the Department
of Community and Mental Health, and other reports (1990).

Photograph Files (RG 89-01, Series 5)

The photographic files contain both color and black-and-white
images that vary in size from 3" X 3" to 8" X 10". These files
also include some photographic negatives. Many of the images in
the FMHI Archives portray Institute employees at work, in meetings,
at social gatherings, or in "public relations" poses. Some
photographs document buildings at other mental health facilities in
the State of Florida. The photographic archives reside on 0.5
linear feet of shelving. The processing archivist imposed a
chronological arrangement within nine broad subject areas:
adolescents, adults, buildings, children, holidays, infants,
miscellaneous, negatives, and staff.

Technical Publications Files (RG 89-01, Series 6)

The USF/FMHI Technical Publications Files include bound
volumes, videocassettes, games, and other instructional aides.
These items provide rudimentary instruction, enhance problem-
solving skills, and offer guidance for staff who work in mental
health facilities. The printed materials, videorecordings, and
three-dimensional items in this series occupy 2.5 linear feet of
archival shelf space. The FMHI Library began to acquire these
items in June 1985. Library staff maintained an original order
based upon chronological arrangement. Arrangement and description
took place in October and November 1989.

Staff Publications Files (RG 89-01, Series 7)

Printed materials in the Staff Publications Files (RG 89-01/7)
serve as a record of Institute scholarship. Both typed
bibliographies and publications (journal articles, book reviews, etc.) from 1959 to 1990 reside in this series. Some subjects covered by these publications include: forensics, mental retardation, special education, memory and cognition, autism, sexual offenders, criminology and mental health, Alzheimer's Disease, psychological practices, and deinstitutionalization. Staff publications reside on 5.5 linear feet of archival shelving. The archivist imposed a chronological arrangement, with an alphabetical secondary arrangement based on the last name of the primary author for each publication.

Aging and Mental Health Program Files [AMH] (RG 89-03)

The Department of Aging and Mental Health was developed in 1975 as a center that could help older residents live outside of institutional settings. This record group contains program and grant proposals, descriptive brochures, and other information from the period of 1972 to 1991. Material address a number of topics such as: reality orientation, alcoholism, self-esteem, hygiene, Alzheimer's disease, and medication management. These items cover 2.5 linear feet of shelf space and maintain their original order of chronological arrangement.

Child and Family Studies Program Files [CFS] (RG 89-04)

The Department of Child and Family Studies has developed a number of projects since its inception in 1974. Examples include the Short Term Adolescent Rehabilitative Treatment (START) Program, the Teaching Family Project, the Early Intervention Project, and the Parent Child Training Program. Topics covered by materials in this record group include autism, child abuse, mental retardation, foster parent programs, family therapy, social skills development, and hyperactivity. The 4.5 linear feet of materials remain in their original order, a chronological arrangement.

Community Mental Health Program Files [CMH] (RG 89-05, Series 1)

This program file includes program proposals, treatment plans,
brochures, and similar items. The Department of Community Mental Health's first program was the Alternatives to Hospitalization Project, an attempt to find a pragmatic solution to the problem of hospitalized mental patients. The 6.0 linear feet of records document activities from 1974 to 1991 in chronological fashion. The archivist maintained original order.

Community Mental Health Game Files [CMH] (RG 89-05, Series 2)

This collection includes seventeen games, arranged in alphabetical order by the archivist. These games were used in the late 1970s (probably 1979) as instructional aides in the Early Intervention Project. They reside on 3.5 linear feet of shelf space.

Epidemiology Program Files [EPI] (RG 89-06)

Formerly a part of the Department of Research and Evaluation, the Department of Epidemiology provides an empirical base for the development of mental health policy. Topics found in this record group include needs assessment surveys, program monitoring and evaluation plans, juvenile sex offenders, foster care, emotionally disturbed children, interagency collaborative efforts, and prevention/early identification programs in the State of Florida. Materials remain in their original chronological order, occupy 1.5 linear feet, and cover the period from 1975 to 1991.

Law and Mental Health Program Files [LAW] (RG 89-07)

The Department of Law and Mental Health became a distinct entity in 1983 after FMHI received a grant to train juvenile justice personnel. Prior to 1983, its functions fell under the purview of the Office of Training and Consultation. Topics appearing in this record group include forensic program files, information on the Hillsborough Alternative Residential Program (HARP), and materials concerning the treatment of sex offenders in Florida. The accession, arrangement, and description of these materials took place in December 1989. This record group includes
1.5 linear feet of materials that remain in their original, chronological, order.

**Edwin Arthur Larson Papers**

The papers of Edwin Arthur Larson (1932 - ) document the early years of the Florida Mental Health Institute, as well as larger trends in Florida's mental health care from the late 1960s to the end of the 1970s. Larson donated 4.0 linear feet of manuscripts, typed reports, and memoranda to the Institute in November 1986. A 1958 graduate of the medical school at Chicago's Northwestern University, Larson gained certification in General Psychiatry from the American Board of Psychiatry and Neurology in 1965. His primary research interests included forensic psychiatry, drug and substance abuse, adjustment disorders, and adolescent psychiatry.

Larson worked at or consulted with a number of mental health institutions in the State of Florida. He served as an associate professor of psychiatry at the University of Florida in Gainesville from 1964 to 1970. From 1970 through 1974, Larson assumed the leadership of the Bureau of Training, Research, and Evaluation in the State Division of Mental Health, Department of Health and Rehabilitative Services (HRS). From 1974 to 1975, Larson became Chief of Services at the Florida State Hospital in Chattahoochee. After that period, he entered private practice. The files in this collection contain staff recruitment information, materials on program design and planning, documents related to the construction of FMHI, and similar information. Arrangement is chronological within three series: 1. Reading Files (1969-1977), 2. Miscellaneous (1970-1977), and 3. Reorganization Files (1975).