Dean's message : 2010 : 01 : 11 : Happy New Year

Carol G. Hixson
Happy New Year to the students and faculty of USFSP! The spring semester promises to be full of exciting opportunities, great intellectual challenges, and interesting events. All of us in the Poynter Library are here to make it a great experience for you!

The Poynter Library looks the same as it did when you left in December but just under the surface there is a great deal happening. As always, we continue to strive to bring you excellent service and access to the resources you need for your study and research, in spite of severe budget cutbacks.

The building continues to be open 79 hours a week, with reference librarians and other highly trained staff available to assist you in person, over the phone, over email, and via chat. The expanded hours brought to you courtesy of the Poynter Library and USFSP’s Student Government during fall semester’s exam week seem to have been very popular and we hope to continue working closely with Student Government on other projects of benefit to USFSP’s students in the New Year.

We are gradually redesigning the Library’s website to make it easier to find information and to make sure that the information is accurate and up-to-date. If you have any comments or suggestions about our website, please don’t hesitate to let us know.

As Dean, one of my growing responsibilities is to look for money to enable us to upgrade our equipment, hire staff, and develop or expand services. With a staff of only twenty full-time people and a declining budget, we are often stretched to the limit. Thanks to the generosity of the Society for the Advancement of Poynter Library, we are in the process of purchasing new equipment to upgrade our Assistive Technologies Room to provide better service to students needing special assistance. Without the help of outside donors, we would not be able to make such improvements and we are always grateful for any gifts anyone is able to make to support us in our quest to serve an increasingly diverse and active student body.

I am also working to establish or strengthen partnerships with different community organizations so that we can share resources and expertise and enrich the lives of the people of the city and the state, as well as the USFSP community. There are some exciting possibilities being explored that I hope to be able to share with you soon!
Dean Hixson visiting the Carter Woodson Museum in St. Petersburg where she had her picture taken with a cutout of President Obama.

The Library is planning a lot of upcoming events and exhibits for this semester, including:

- Black History Month exhibits (January/February)
- An Evening with Omali Yeshitela to commemorate his achievements along with his donation to the Library (Jan. 21 in the CAC)
- Dr. Susan Gibbons of the University of Rochester discussing new methods of assessing student needs (Jan. 27 in Poynter’s Corner)
- Mark Twain Centennial Exhibit, featuring the library’s Special Collections materials (March/April)
Mardi Gras in the Library (Feb. 16)
- Picnic on Poynter's Terrace (one day in April to be determined)

I hope to see you at these or other events organized by the library. In addition, I maintain an open door for any member of the USFSP community to stop by and share concerns about and suggestions for the library. Stop by, call (873-4400) or email me anytime!

Carol Hixson
Giving to the Nelson Poynter Library

Dear Friends of the Library,

Our dedicated staff of 20 librarians, managers, and paraprofessionals serves not only the students and faculty of USF St. Petersburg but also all students and faculty of the USF System, as well as the citizens of the city, the Tampa Bay area, and the State of Florida.

We pride ourselves on delivering excellent service to all USFSP students, whether they be first-time university students from Florida, mature students returning to school after military service, differently-abled students who need specialized attention or equipment to enable them to succeed, senior auditors of USFSP classes, or students from other cultures. We strive to keep our collections and services up-to-date and adequate to support the new courses and programs being offered by USF St. Petersburg. We provide leadership in the creation and delivery of distance education courses for USFSP; we are laying the groundwork for the development of a USFSP digital archive; we are delivering for-credit courses in information literacy to a growing number of students; we continue to reach out to our local community to build innovative partnerships and explore grant opportunities; and much more!

The vision and generosity of our individual and corporate donors provides a margin of excellence for the Nelson Poynter Memorial Library to augment the basic funding provided by the State of Florida. Your donations will help us to add vital resources to our collections, enhance our technology to improve access to the world’s information, develop digital collections to increase awareness of and access to unique materials from our Special Collections, provide new and improved services to all students regardless of background, and revamp our space to meet the changing needs and expectations from our students and faculty.

Your gift to the Nelson Poynter Memorial Library will make a difference! All gifts in support of the Library are tax-deductible and are deeply appreciated.

- **Monetary gifts**: The Nelson Poynter Memorial Library welcomes contributions of cash or long-term, appreciated securities, which can be used to establish either expendable or endowed funds for the purchase of books, periodicals, and other library materials. Donations of cash or securities may be directed to support a particular library program or collection area or may be given to an unrestricted fund that serves the library’s most immediate needs. Gifts may also be made to endowment funds that help to ensure our future excellence. To make a monetary donation to an existing fund, click [here](http://www.nelson.usf.edu/info/giving.html).

Donors may prefer to make a will provision for the Nelson Poynter Memorial Library, or name the Library as the ultimate beneficiary of a life-income gift. Planned giving for future gifts and naming opportunities within our library are also available. For assistance planning a gift to the Poynter Library, please contact Carol Hixson, the Library Dean (727-873-4400).

- **Gift of Books or Other Library Materials**: Donors may contribute materials to The Society for the Advancement of Poynter Library on behalf of Poynter.
Library. The Society gratefully accepts unrestricted donations. All donated materials are assessed for addition to the collection. Individual items may be added to the Nelson Poynter Memorial Library’s collection or to another more appropriate library within the University of South Florida System. Other materials may be sold through the Society’s arrangement with an online used book vendor; proceeds of these sales support Poynter Library. Mass market paperback books and other materials that cannot be sold to benefit the Library may be recycled. If a donor will be claiming a tax deduction, he/she should submit a list of items contributed. If the estimated value exceeds $500, IRS regulations regarding Non-Cash Contributions will apply. Please contact Patricia Pettijohn, Head, Collection Development & Technical Services (727-873-4407) for more information.

Gifts are accepted in the Circulation Department, Nelson Poynter Memorial Library, Monday through Friday, from 8:30 a.m. to 5:00 p.m. We ask that you complete a donation form when you provide gift books, in order that we may note your gift and send an acknowledgement. Arrangements may be made for pick-up of large gifts.

- **Contribute a book in honor or in memory of a friend or loved one**: The USF St. Petersburg Memorial Library Bookplate is a lasting and meaningful way to celebrate a birthday, honor a graduate, commemorate an anniversary or remember a loved one. You choose the wording to inscribe on the bookplate and it will be affixed to a new book in the subject area of your interest. The library will send a letter of thanks to the donor as well as a letter of acknowledgement to the individual or family being honored. Your gift makes it possible for the Nelson Poynter Memorial Library to enhance its collections and continue to serve as a vital resource for the University community. Participation in the Bookplate Program is $75.00 per book title and your contribution is tax deductible within the guidelines of the law. Please contact Patricia Pettijohn, Head, Collection Development & Technical Services (727-873-4407) for more information on donating a book.

- **Membership in the Society for Advancement of Poynter Library**: Join a group of library friends that have provided support and advocacy for the library since 1984. For more information on their projects and activities, please see: [http://www.nelson.usf.edu/sapl](http://www.nelson.usf.edu/sapl) or contact Library Administration (727-873-4401).
### Ask A Librarian

**Need help? Get your questions answered wherever you are!**

Friendly, professional librarians are available to assist you with your questions. Here are some ways in which you can contact a librarian:

<table>
<thead>
<tr>
<th>Text</th>
<th>Telephone</th>
<th>E-mail</th>
<th>Online Chat</th>
<th>Consultation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NEW Service!</strong></td>
<td>Library research assistance may be obtained at 727-873-4124 during library hours.</td>
<td>We welcome research assistance questions via email. We try to answer email questions within 24 to 48 hours; however, more involved questions may take longer.</td>
<td>Librarians from the USFS Poynter Library, the USF Library System, and other Florida libraries provide live, online chat assistance.</td>
<td>For more in-depth research assistance whether it is for a specific research paper or for general guidance on using the library resources, please consider a one-on-one appointment with a librarian, through our Research Assistance Program (RAP):</td>
</tr>
</tbody>
</table>

**Type pet as the first 3 characters of the text, then type your question.**

Library research assistance may be obtained at 727-873-4124 during library hours.

Librarians from the USFS Poynter Library, the USF Library System, and other Florida libraries provide live, online chat assistance.

For more in-depth research assistance whether it is for a specific research paper or for general guidance on using the library resources, please consider a one-on-one appointment with a librarian, through our Research Assistance Program (RAP):

RAP Form
Becoming a Member of SAPL

The Society for Advancement of Poynter Library (SAPL) was established in 1984 with the “primary function the providing of direct financial aid to the Nelson Poynter Memorial Library of the University of South Florida St. Petersburg ... for the purchase of books, periodicals, library equipment and furnishings for use in the Library, capital improvements, [and] program support.” (1) Over the years, the generous support of SAPL members has helped the library obtain books, furniture and equipment, and has occasionally subsidized specialized training and workshops for library staff when other funds were not available. SAPL donates funds for the yearly purchase of notable new fiction for the Poynter Library collection and contributes as well to the library's Special Collections.

SAPL members who contribute at least $50 a year receive a card that enables them to check out up to five books at a time from the Library and they are also invited to public lectures and events throughout the year.

We cordially invite you to become a SAPL member and share your interest and support of the Nelson Poynter Memorial Library. For information on how to join SAPL and support the library, please contact the Dean of the Library.

1. Taken from SAPL Bylaws, last updated March 2011.
Guidelines for the Use of Public and Non-Public Spaces in the Nelson Poynter Memorial Library

Public Spaces

The Library has numerous public spaces designed for individual and group use. These include:

- **Poynter’s Corner** (contact [Dean’s Office](#) for special events)
- **First floor lobby and atrium** (contact [Dean’s Office](#) for special events)
- **Group study rooms** (contact Circulation Desk for access)
- **Assistive Technologies Room** (contact Public Services Department for access)
- **Distance-learning study** (contact Distance Learning for reservations)
- **Instructional Media Center** (contact Instructional Media Services for reservations)
- **Library instruction classroom** (contact Public Services Department for reservations)
- **Special Collections Reading Room** (contact Special Collections for access)
- **Other public areas** (contact Dean’s Office for special events)

Requests by USFSP or other groups to use the Library’s public spaces for promotional or business events not directly related to the Library’s primary mission will be reviewed by the Library Dean or her designated representatives. In general, one or more Library staff members must be present in the building while an event is underway and access will not be granted to public areas for times when the building is not open. Exceptions may be made for events of high importance to the institution. The criteria used to evaluate requests for use of the Library’s public spaces include:

- Is the event important to the goals of USFSP?
- Is the Library a co-sponsor of the event?
- Is the event organizer affiliated with USFSP?
- Is the event directed at or open to USFSP students?
- Is the event planned for a time when classes are in session or during exam periods or is it planned for a break period or a time between semesters?
- Is the event (and setup for it) planned for a time that it would interfere with the normal functioning of the library and disrupt the work of the students and faculty using the Library?
- Will setup for the event require Library staff to reconfigure technology or otherwise assist with the setup and cleanup?
- Is the event of long or short duration?
- Are the event organizers prepared to reimburse the Library for staff expenses related to the event or damages to or loss of equipment and facilities?
- Is the event of such importance to the long-range goals of USFSP that short-term disruption to student work and normal Library service is determined to be worth the short-term inconvenience?
- Will the event organizers provide an opportunity for the Library to promote its services as part of the event, if such promotion is appropriate?

**NOTE:** Use of the Library’s public spaces must recognize that the space is still library space. Organizers and attendees of approved events must respect the students, their safety, and their need for quiet study space. Noise should be kept to a reasonable level and may not include the playing of loud music, conducting amplified prize drawings, or anything that would be disruptive outside of the area approved for the event. Organizers and attendees must follow fire and other safety regulations and must keep entrances and exits into the area unobstructed and may not have any lighted or flammable materials (with the exception of approved catering equipment.) Food and drink must be approved before it is brought in and organizers are responsible for cleaning up after their events and making sure that the space is put back in order before they leave.

**Poynter’s Corner**

Poynter’s Corner is a student use presentation training area that is available for students to practice presentations and group projects. Located in the southwest corner of the first floor, this space boasts an incredible view and sophisticated technology. An oversized LCD flat panel TV provides a large screen for effective group presentations. Rolling, reconfigurable furniture allows users to redesign the room for maximum effect. Poynter’s Corner also comes equipped with a large dry-erase board, making it perfect to practice any group student work. While not required, students may reserve this space through the Reference desk. Otherwise, use is on a first-come, first-served basis. The space may sometimes be
reserved for other non-Library or non-student events throughout the year by contacting the Library Dean’s Office and securing the Dean’s approval.

First Floor Lobby and Atrium

The expansive first floor lobby and atrium’s stunning artwork designed by USF alumnus Robert Calvo features three sculptures representing the great libraries of Alexandria, Nineveh, and Pergamum. Embedded in the building’s walls are the artist’s sculpted bronze hands holding words representing the enduring values of scholarship: wisdom, courage, inspiration, justice, beauty, tolerance, diversity, and truth. The lobby is the only public entryway to the more than 300,000 items (including books, periodicals, microforms, and archival materials) that the library holds, as well as the computer labs, reserve materials, Instructional Media Center, and all other library services. The lobby adjoins the primary computer commons, the café-style seating for laptop use, and a variety of study spaces. Special exhibits (such as a recent exhibit presenting art books from the Dali Museum) are occasionally arranged for some of the space. Requests to use the lobby and atrium for special events and exhibits must be approved by the Library Dean.

Group Study Rooms

Sixteen study rooms are available for use by USF students, faculty, and staff. The larger rooms in particular are intended for group work; a single occupant can be required to cede usage to a group if asked to do so by Library staff. Keys to the study rooms may be checked out at the circulation desk. A current USF ID card must be presented at the time of checkout. Study room keys are checked out for three hours and may be renewed one time if no other patrons are waiting to use a room. The fine for overdue room keys is 25 cents per hour. The fee for a lost key is $10.

First floor study rooms contain large screen monitors which may be connected to a laptop computer to supply audio and video for group project work. Wireless access is available, according to the wireless accessibility maps located online at http://www.nelson.usf.edu/systems/maps.html. Reservations for special usage may be arranged through the Circulation Desk.

Assistive Technologies Room

The library provides assistive technologies in a quiet study room setting for those with special visual needs. Located in room POY 137, a computer equipped with Windows Vista including Speech Recognition Software, as well as popular visual enhancement software such as ZoomText Ultra level Two, and Read & Write Gold. Two monitors are used in tandem to supply two differing adjustable screen resolutions for enhanced screen reading as well as text-to-speech services. A Telesensory Aladdin Classic video magnification unit is also provided. Students should work with Student...
Disability Services regarding training to use the equipment. Contact the Public Services Department for access to room 137. Use of the room is normally on a first-come, first-served basis but Student Disability Services may reserve the room under special circumstances at the reference desk. More information can be found on the ADA Web page.

Distance-learning Studio

The primary use of the 32 seat distance-learning studio is to provide video recording services as well as video conferencing services that directly support the teaching and research of USFSP. Services are provided to the requesting department when used by a faculty member in a regularly scheduled course, during actual class hours, as listed in the Registrar’s Schedule of Classes.

Requests for use of the distance-learning studio are accepted by Distance Learning on a priority basis as follows:

- Scheduled credit classroom activities (E&G supported) and/or administrative services directly related to instruction.
- Scheduled classroom activities (grant or other non-E&G supported).
- Other educational programs (including grants and research programs).
- Administrative services not directly related to instruction.
- Student projects.
- University activities sponsored by University organizations.
- Governmental and non-profit agencies.
- Activities, involving University personnel or students, not directly part of the University program.

Instructional Media Center

The Poynter Library's Instructional Materials Center (IMC) was designed to house the library’s Instructional Materials, Juvenile Easy to Read, Juvenile Fiction, and Juvenile Non Fiction, and educational games and kits collections, mostly used by College of Education students and faculty. The Center is also used by the many students who take various children's literature classes offered by USF. There are also 5 large and small group listening and viewing rooms available for all segments of the USFSP population and a faculty computer production room. Reserved requests for the IMC for any other groups or functions must be made to and approved by Instructional Media Services.

Library Instruction Classroom

The Library Instruction Classroom is located on the second floor of the Poynter Library, in room 218. Twenty six Dell desktop computers are available in the room, which has overhead projection and connects to a pay-for-print system. First priority in scheduling goes to library-related instruction; however, USF sponsored or attended training sessions, or non-recurring instruction sessions may be scheduled when the room is not in use by Library staff. The area is reserved by contacting Tina Neville, Public Services, or Berrie Watson, Library Systems & Digital Technology. Full listings of hardware and software can be found on the Poynter Library systems.
Non-USF sponsored use may incur a fee based on the status of the group and any systems needs. USF sponsored groups are considered those that are both HOSTED and ATTENDED by parties employed or funded directly by the University of South Florida. A Non-USF Sponsored group is any party not employed or funded directly by the University of South Florida. In accordance with USF and SUS policies and procedures, such groups will be charged for lab use whether hosting a session or receiving instruction, according to their profit or non-profit status. Any non-USF sponsored groups as described above, must contact the Head of Systems & Digital Technology to verify any software or hardware requirements beyond those outlined in the Software Inventory and Hardware Specifications, and also the Public Services Department for availability. Hardware or software installations may be performed based on the capacity of the machines, availability of staff, scope and time frame of the project, and may also be subject to fees.

Special Collections Reading Room

Special Collections and Archives serves as the repository for rare and unique research materials. The Reading Room is a public space available to researchers using the materials within Special Collections. The room can accommodate up to 25 people (standing room only) for class presentations, meetings, and events. Due to the presence of some materials on shelves in the Reading Room, all event requests must have the approval of the Special Collections Librarian or the Library Dean. All Reading Room events that receive approval will require the presence of the Special Collections Librarian or a representative throughout the entire period of use (including setup and breakdown). Under no circumstances will the room be left unattended by the Librarian or designated staff. No food, drinks, or other materials that have the potential to stain or damage any books, library materials, or furniture will be permitted in the reading room.

Other public areas

Occasionally the book stacks, study areas, or other public spaces are requested for public events, such as filming or short interviews. With the Dean's permission, such areas may be used for events of short duration if the expected disruption to students and other Library patrons or staff is minimal.