

Division of the State Library, Archives and History,  
N. J. Department of Education,  
Trenton 25, New Jersey

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REPORT ON THE PROGRAM AND BUILDING REQUIREMENTS  
OF THE NEW JERSEY STATE LIBRARY.

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## INTRODUCTION

The decision to erect new buildings for the State Library and the State Museum presents an unparalleled opportunity to develop a unified educational-cultural center for New Jersey. These new buildings, coupled with the soon-to-be erected Administration Building for the State Department of Education, will realize the long sought goal of bringing all major elements of the Department together in one geographical area. In addition, the completion of these buildings will make it possible to mark New Jersey's Tercentenary celebration in a very tangible way. From the beginning of the Tercentenary Commission's planning, this has been the number one project among its announced goals.

These factors suggest that the Library-Museum complex should be an artistic unit planned to complement, both functionally and aesthetically, the Administration Building of the Department, other nearby State buildings and the site. It is believed that the site is almost ideal in terms of its proximity to the courts, the legislature, and the principal executive offices. The library will lie midway between the central offices of government and the administration offices of the Department. In addition, the site is most attractive, with an unobstructed view of the river and with a natural slope that lends itself to an interesting structure; it presents unusual architectural opportunities for imaginative treatment and a special challenge to plan a modern structure that will harmonize with the existing State House and Annex on the one side and, at the same time, with the new Administration Building on the other.

One of the most challenging aspects in planning the new library building lies in the very nature of the library's operations. No other state, for example, has the identical combination of functions which are assigned by law to the New Jersey State Library. It is unique also within the State for several reasons: it is the only official depository

for New Jersey official reports; it is the only official archives, including centralized microfilm and records services; it is the only "library's library", supplementing the facilities and services of local public and school libraries; it is the only first-rate law library south of Newark and the only official legislative reference library.

While each of the four bureaus of the State Library has its distinctive elements, they are all library or archival in nature and are logically and functionally inter dependent. Because these bureaus have been separated, in many instances for many years, there is now a special need in planning the new building to reappraise all present functions and to combine or integrate them to produce working arrangements which will lead to maximum efficiency and economy.

The State Library's special role in providing leadership to the library profession in New Jersey suggests that the new building be a model which will serve as an example to the State at large. This does not mean that the building should be exceptionally large or grandiose; rather, it suggests that within the context of its special requirements, the building should be efficiently functional, as well as aesthetically appealing.

#### FUNCTIONS

By law, the Division of the State Library, Archives and History, a part of the State Department of Education, is charged with a number of responsibilities. These include: (1) maintaining a general reference and law library, (2) providing legislative reference and research services, (3) promoting library service throughout the State, (4) maintaining New Jersey's basic historical documents, and (5) supervising the retention of the public records of the State and its political subdivisions. The Library's collection of books, periodicals and

government documents is approaching the half million mark and is conservatively valued at 2 million dollars.

The Library's responsibilities are assigned to four bureaus:

- (1) the Bureau of General Reference, which serves the legislative, executive and judicial branches of State Government. It maintains an extensive collection, with emphasis on governmental subjects, including New Jersey history and genealogy. It is the official repository for all State reports and many Federal publications.
- (2) the Bureau of Law and Legislative Reference, whose law library serves all branches of State Government. It maintains the statutes and related materials of all the states, the Reporter series, and a large collection of legal texts, references, and related documents. In addition, it provides reference and research service to the legislature, its committees and individual members.
- (3) the Bureau of Public and School Library Services, which serves the municipal, school, county, association and institutional libraries in the State. This service includes (a) advisory assistance in effective library maintenance, (b) supplementing local collections from its own large collection, (c) circulating traveling library collections and (d) maintaining a deposit and exchange collection. The Bureau's extensive collections also serve as a general reference resource for all State agencies.
- (4) the Bureau of Archives and History, which acquires and maintains historical State documents. In addition, as the successor to the Old Public Record Office, it exercises

general supervision over the storage, retention and destruction of public records at State, county and local levels. As part of this function, it maintains storage centers for semi-current State records and conducts a microfilm program for all State agencies.

#### GENERAL NOTES

The new library building is to be designed specifically to house all the bureaus of the Division and to promote: (1) the maximum use of present collections and facilities by all agencies of the State government and the general public, (2) an increase in the quality and quantity of services rendered, (3) a centralized and integrated management of the Division's bureaus and functions, (4) public display of important State historical documents, (5) better acquisition, storage, maintenance and use of New Jersey's archives, (6) proper maintenance and safeguards of valuable collections, many of which are irreplaceable, (7) elimination of present duplications of collections and facilities necessary because of existing dispersal of facilities, and (8) generally, a more effective implementation of the Division's functions.

Equally important, the building should be planned as a permanent cultural asset to the State which will, together with the new State Museum, provide a focal point of interest for the thousands of visitors to the State House area each year. The building will, in effect, serve as a permanent memorial to New Jersey's Tercentenary in 1964; in one building we will have, for the education and inspiration of all our people, New Jersey's story as told in its laws, archives, books and official reports.

Flexibility is a prime factor to be taken into consideration in designing the new library building. For over half a century, the library

services of the State have been separated either physically or administratively. The bureaus were in fact separate and distinct units until the reorganization act of 1945 placed them in one division. It is anticipated that when all of the functions of the Division are housed under one roof, considerable consolidation of work processes and services will result in a more efficient operation. For example, many technical processes, such as ordering, cataloging and the preparation of books, are now being performed in two separate locations. In a combined building it will be feasible to consolidate these functions and develop a consolidated catalog for the Bureaus of Law and General Reference and the Public and School Library Services Bureau. The former separate catalogs of the Bureau of Law and Bureau of General Reference were combined a few years ago with results that were beneficial to both patrons and staff. It is anticipated that the catalogs of the Public and School Library Services Bureau and the Law and General Reference Bureaus will be consolidated prior to moving into the new building. After moving, a further consolidation will involve merging the collection of the Bureau of General Reference with the non-fiction collection of the Public and School Library Services Bureau. Actual experience in working together in the new building will suggest other changes and consolidations which should be made. Because it is not possible at this time to specify all of these areas of consolidation, the program specifications have been made on a bureau-by-bureau basis according to present and clearly anticipated consolidations. Because of these facts, and because it is not possible to foresee future changes in Division functions nor in professional techniques, it is again stressed that flexibility of use is of prime importance.

The use of movable partitions and of non-supporting walls is implied in the requirement of flexibility. The placing of plumbing, ducts, wiring, etc. must be given careful study in order not to tie down walls or partitions that might otherwise be movable.

In addition, all areas on the same floor must be on the same level, without steps or ramps, so that book trucks may be moved easily.

#### MODULAR SYSTEM AND STACKS

The need for a building which can be changed about as circumstances require suggests that it be designed on a system of modules in which the stack and working areas would be designed as multi-purpose, interchangeable areas.

It is estimated that space must be provided to house 665,000 volumes. This is a conservative estimate based on current holdings plus an anticipated growth factor of 12,600 volumes per year. The library now contains 413,000 bound volumes and other materials.

In addition to space for books, a minimum of 10,000 square feet of stack area is needed to house archival materials. Many valuable records, now housed in various other State offices, would be transferred to the new archives facilities as soon as space becomes available.

#### ACCESS

The main entrance to the building should be situated and constructed in such a manner as to permit the easiest possible access to the library. Ideally, the entrance should be at sidewalk level, or only one step up. The possibility of automatic door treads should be investigated.

#### ACOUSTICAL CONTROL

The acoustical treatment of the library reading rooms, stacks and work areas should be such as to come well within the range of auditory comfort and to reduce distraction to a minimum.



### CEILING HEIGHTS

Most modular libraries built within the past few years have selected 8'6" as the floor-to-ceiling height for office, work and stack areas. This height would be satisfactory for most of the State Library's functions. It would seem desirable, however, to have a higher ceiling for all, or part, of the law and general reference reading room and the archives exhibit area.

### ELEVATORS, STAIRWAYS, ETC.

The public and freight elevators should be of the highest quality, fully automatic, and attractive in appearance. Extra attention should be given to accurate leveling, since book trucks will be in constant use. Stairways should be functional, rather than monumental or ornamental. No thresholds or sills should be used for any internal doorways.

### LIGHTING

Lighting in all reading and work areas should average not less than 50 foot candles at desk-level, should be uniform with low contrast and lack of glare. The luminous type of ceiling is preferred for all reading areas.

### AIR-CONDITIONING

The building should be completely air-conditioned including both temperature and humidity control.

### TELEPHONES AND COMMUNICATIONS

Telephones should be generously placed in work areas, offices and stacks. Depending upon the location of the lending section, it may be desirable to have an inter-com system between the reference librarians or circulation desk in the reading room and the lending section. A muted public address system for paging in the reference room would be desirable. A telephone in a booth near the circulation desk in the reading room

should be provided for officials and lawyers who are "paged".

Public telephones should be located near the main entrance.

#### SPACE FOR EXPANSION

Provision should be made for expanding the library at some future date. Because of the nature of law libraries and depository libraries, certain categories of materials cannot be weeded and discarded and these collections tend to grow at an exponential rate. While we have made provisions for a modest growth factor in our book stack requirements, we cannot be certain that this factor will be adequate for any considerable number of years. It is highly important, therefore, that the site and building be developed with the realization that a future addition may be necessary.

#### SPACE REQUIREMENTS

In determining the amount of space needed by the Division of the State Library, Archives and History, three factors were taken into consideration: (1) the space needed to provide adequately for the present book capacity and office needs of all bureaus; (2) the additional space needed by all bureaus in order to perform their functions effectively; (3) the future space needed to house the materials that will be acquired over the next twenty years, based on the current rate of acquisitions.

The following standards were used in order to arrive at the space needed for each bureau. They are similar to the standards used by the Department of Education in figuring space for its new office building and to the standards formulated by the American Library Association and the U.S. National Archives and Records Services.

<u>Personnel and Equipment</u>	<u>Area Allowed per unit (Square Feet)</u>	<u>Kind of Space</u>
Division Head	300	Office

<u>Personnel and Equipment (Cont'd)</u>	<u>Area Allowed per unit (Square Feet)</u>	<u>Kind of Space</u>
Bureau Heads	200	Office
Professional Assistants	150	Office
Librarians	100	In Reference Rm.
Secretaries to Bureau Heads and Professional Assistants	100	Office
Clerical	90 <sup>1</sup>	In Pool
Files	7 $\frac{1}{2}$	In Office
Bookcases	1 per lineal foot	In Office
Books	15 vols. per sq. ft.	Stacks & Reading Rm.
Law Books	10 vols. per sq. ft.	Stacks & Reading Rm.
Readers	30	In Gen.Ref. & P. & S.L.S.B.
Readers	40	In Law & Archives
Carrels	18	In Stacks
Meeting Rooms	7 $\frac{1}{2}$ per person	In P.& S.L.S.B.

1. Includes book truck

## DIVISION ADMINISTRATION

FUNCTIONS AND PROVISIONS

The Director of the Division and his staff are responsible for the overall administration of the State Library. The staff is particularly concerned with functions such as personnel, budget and accounting and the overall coordination of library activities. The staff has a close working relationship with other divisions of the Department of Education and maintains liason with the three branches of State government, which the library serves on a continuing basis. The personnel consists of the Director of the State Library, the Assistant to the Director, a Senior Clerk Stenographer and a Clerk Typist.

The administrative unit is now located in the State House Annex and occupies 441 sq. ft.

Space for the administrative offices is to be provided and, in addition, as Division facilities, a staff lounge and a general shipping, receiving and storage area is to be provided.

DESCRIPTION OF SPECIFIC AREAS

<u>Administrative Offices</u>	<u>Area in Sq. Ft.</u>
The Division administrative offices should be located together in one section of the library where they will be easily accessible to the public and staff members. A total of four offices is required.	700
<u>Staff Lounge</u>	
The staff lounge should be located where it will be readily accessible to the staff. Provisions should be made for a refrigerator and small cooking unit.	800
<u>Shipping, Receiving and Storage</u>	
A general shipping, receiving and storage area for	4,169

all bureaus should be provided on the basement level. This area would house library distribution materials before mailing, supplies and other storage items. All mailing and shipping, both incoming and outgoing, would be handled in this area. In addition to work tables, bins, storage shelves, etc., space should be provided to accommodate a fumigating tank, a cleaning table and filter unit for the archival materials coming into the library.

This area should be located near the freight elevator so that books and other materials can flow freely to and from the stack and work areas.

TABULATION OF SPACE REQUIREMENTS OF THE DIVISION ADMINISTRATION

<u>Administrative Offices</u>	<u>Sq. Ft.</u>	
Director	300	
Director's Secretary	150	
Administrative Asst.	150	
Administrative Asst's Sec.	100	
		700
<u>Staff Lounge</u>		800
<u>Shipping, Receiving and Storage</u> (for all bureaus)		4,169
	TOTAL	5,669

## BUREAU OF LAW &amp; LEGISLATIVE REFERENCE

## AND

## BUREAU OF GENERAL REFERENCE

FUNCTIONS AND POLICIES

The Bureau of Law and Legislative Reference maintains a law library for the use of the legislative, executive and judicial offices of the government. It furnishes legal and legislative reference and research service to all branches of the government, and legal reference service to lawyers and the general public. Within the Bureau is a legislative reference unit responsible for providing legislative reference and research services. It exchanges information and materials with other states, the Council of State Governments and the Library of Congress. The Law Library maintains a collection of approximately 120,000 books and documents. About 2,500 books and 9,000 documents are added yearly. Each year, over 40,000 items are circulated, about 50,000 items are distributed, 6,000 reference questions are answered and about 1,000 legislative research referrals are handled.

The Bureau of General Reference provides general reference service to all agencies of the State government and serves as the official repository for all official State publications and selected U.S. government publications. It distributes official publications, such as legislative reports; maintains an extensive collection on New Jersey history, genealogy, and government, and a wide reference collection with special strengths in the social sciences. The General Reference Library has a stock of 122,000 volumes and documents and adds about 500 books and 20,000 documents to its collection yearly. It distributes about 15,000 items and circulates 25,000 annually. During the last fiscal year, the reference librarians answered over 4,000 reference questions.

Both bureaus are now located on the first floor in the east wing of the State House Annex and occupy approximately 17,000 sq. ft. of space.

#### Priority of Services

It is the policy of the Law and General Reference Bureaus to give priority of service in the following order: (1) the three branches of government-- a. legislators, executive officials and the judiciary, b. State employees on official business; (2) New Jersey professional, civic and other groups and county and municipal government agencies; (3) the general public and other outside agencies including-- a. Council of State Governments, b. legislative agencies of the other 49 states, c. U.S. government agencies.

A recent survey showed the following breakdown for users for the two libraries: Executive Dept., 37%; Legislature, 14%; Judiciary, 5%; Legal profession, 16%; Students, 3%; Genealogists, 2%; and General Public, 23%.

#### Lending Policies

In general, the Law Bureau restricts its lending facilities to State officials and attorneys. Depending on the type of material, books are lent for overnight or longer, up to one month.

The Reference Bureau lends books for periods up to one month to identified borrowers. Depository copies, as well as core reference materials, are lent only in exceptional circumstances. Both Law and Reference reserve the right to recall any book at any time.

Book-charging is now handled separately by each Bureau using different systems. In the new library one consolidated system will be developed for both bureaus.

#### Staff

The staff of the Law and Reference Bureaus is as follows:

Bureau of the Law Library

Head

Legislative Research Librarian

Head Clerk

Legislative Reference Assistant

Clerk-Stenographer

Clerk-Typists - 2

Clerk

Bureau of General Reference

Principal Librarian

Senior Librarians - 2

Cataloger

Clerk-Typist

Clerk

Legislative Reference Unit

Chief Legislative Research Analyst

Legislative Research Analyst

Senior Clerk-Stenographer

Clerk Stenographer

Machine Searching and Documentation

Consideration should be given to planning for the future installation of mechanical searching systems for legal materials. Although none of the systems now under study seems ready for our purposes, this may change within a few years. Since these machines are heavy, occupy considerable space and require a great deal of electric current, adequate foundations should be constructed and sufficient electrical power provided.



DESCRIPTION OF SPECIFIC AREASAREA IN SQ. FT.Reading Room

8,035

1. The reading room is the core of the Law and reference libraries. A survey made in 1960 showed that of 700 users of the law and reference facilities in one week, 545 came in person to the reading room for service. One hundred and fifty-five requests were handled by telephone or mail. Therefore, the reading room, which will serve both the law and reference libraries, should be readily accessible to all users. It should be on the first floor, preferably adjacent to the State House Annex. It should be in a quiet area away from the archives exhibit area and not near any traffic flow to or from the State Museum.

2. The reading room should be connected with the Annex building by an underpass or tunnel to facilitate use by Legislators and other State personnel.

3. It seems preferable to have part or all of the main reading room a high-ceiling area.

4. There should be a minimum seating capacity for 80 to 100 patrons (at least double the present capacity, which is 40). The seating space need not all be on the main floor nor in the main reading room. For instance, part of the seating capacity can be provided in carrels or along the walls with stacks between the working tables and the main room. Patrons using the law collection usually need to refer to a number of volumes (up to 25) at the same time. They tend to spread the books out in front

of them and therefore require more table space than average readers.

5. The reading room should have a maximum of open shelving for ready reference and for self service.

However, because of the special character of law books, the general stack area should also be accessible to the public. Self service is a "must" in a law collection. Reports are working tools for the lawyer, who cannot wait for page service when looking up references. Self service means also a saving in library help.

6. There should be one charging desk with an attendant and only one entrance to the reading room. Two pages should have space assigned to them in the vicinity of the charging desk or the reference desks.

7. There should be some kind of paging system to call patrons for incoming phone calls. This suggests a muted loudspeaker system and separate telephone booths for patrons to make outgoing calls. At present, paging is done by voice from the reference desks. It is disturbing to patrons and telephone lines at the desk are tied up. There should also be an intercom system connecting the reading room, lending section, stacks, offices, etc.

8. Reference work can be divided into two main categories: spot reference and more extensive study and research. At least one law librarian and one reference librarian should have desks in the reading room for spot reference. These desks should be separated from charging facilities. Other staff members and stenographic and

clerical assistants could have glass-partitioned offices directly off the reading room within easy access.

9. The catalog should be in the reading room or adjacent to it. It would be convenient to have a high table next to the catalog. Individuals wishing to make extensive searches through one or two drawers could then remove them and work on this table.

10. Space for 20 filing cases should be provided close to the general reference desk.

11. At least three rooms should be glass enclosed and large enough for dictating purposes for use by State officials, judges, legislators and attorneys. These might also be made interconnecting so that they could serve as conference rooms.

#### Stacks

Two types of stack area are needed: open stack space accessible to the public and a closed stack area. As mentioned above, open stacks accelerate service and save help. Closed or caged stacks are needed for rare and unique material which must be closely guarded. Part of the closed stack area should be located near the reading room for New Jersey documents. Other closed stack areas will be needed for such collections as the court briefs, rare books, dead bills, etc.

Law - 9,000  
Ref.- 8,000

A freight elevator will be needed to connect the stacks, shipping room and charging desk.

AREA IN SQ. FT.Office for Legislative Analysts

900

At least three offices will be needed for the legislative analysts, in addition to one large office for their three secretaries. The analysts work on a number of projects at the same time. They need desks, tables to stack their working papers, book shelves and filing cabinets. Their offices should be close to the reading room.

Bill Room

600

A special room is needed to house about 400 bound volumes of legislative bills, 21 file cabinets with distribution copies of current State and federal bills, bills stored for the last five years, and 4 file cabinets for loose chapter laws for a few years back. The room should be equipped with a large desk for a clerk who keeps the bills in order, mails requests, files loose leaf services, etc. This room should be near the reading room.

TABULATION OF SPACE REQUIREMENTS OF THE BUREAU OF LAW AND LEGISLATIVE  
REFERENCE AND THE BUREAU OF GENERAL REFERENCE

AreaReading RoomSq. Ft.

Readers (100)

50 @ 40 sq. ft.

50 @ 30 sq. ft.

3,500

Law Shelving (20,000 vols.)

2,000

Reference Shelving (12,000 vols.)

800

Charging Desk

160

Reference Desk (2)

200

<u>Reading Room (Cont'd)</u>	<u>Sq. Ft.</u>	
Bureau Head	200	
Bureau Head's Secretary	150	
Librarians (3)	450	
Catalog	225	
Vertical Files (20)	150	
Dictating Rooms	200	
	<hr/>	8,035
<u>Legislative Analysts Offices</u>		
Analysts (3)	600	
Secretaries (3)	300	
	<hr/>	900
<u>Bill Room</u>		600
<u>Stacks</u>		
Law Books (90,000 vols.)	8,820	
Readers (10 carrels)	180	
Gen. Ref. Books (120,000 vols.)	7,820	
Readers (10 carrels)	180	
	<hr/>	17,000
TOTAL		26,535

## BUREAU OF ARCHIVES AND HISTORY

FUNCTIONS AND POLICIES

The Bureau of Archives and History is responsible for the acquisition and preservation of official records bearing upon the history of the government and the people of New Jersey. In addition, the Bureau exercises general supervision over all public records at the State, county, and local levels; issues authorizations for the destruction of obsolete public records; operates records storage centers for semi-current State records; and conducts a microfilm program for all State agencies.

At present, the facilities of the Bureau include one office (306 sq. ft.) and some stack space (500 sq. ft.) in the State House Annex, a vault in the State House (209 sq. ft.), a records storage center and microfilm unit in the Switlik Building (3,787 sq. ft.), and a records storage center at the School for the Deaf in West Trenton (3,569 sq. ft.). The total space occupied by the Bureau amounts to 8,371 sq. ft.

Up to the present time, the emphasis of the Bureau has been on the operation of records storage centers, the issuance of authorizations for the disposal of records, the microfilming of various State records, and records management. A progressive records administration, however, consists of a three-phase program: (1) the housing of active current records directly in the office of origin; (2) the housing of semi-current records in less costly space and cheaper containers in records storage centers; and (3) the transfer of a selected core of non-current permanently valuable records to a professionally-conducted, specially-planned, fire-proof archival depository equipped with facilities for the preservation, repair, reproduction, protection, description, servicing, use and exhibition of the records. Records of this type constitute the primary meaning of the word "archives". Archives are simply the records of any public

or private institution which are no longer in active use but have been selected for permanent preservation for reference or research purposes. As far as New Jersey is concerned, adequate facilities have never been provided for the Bureau to perform its archival functions, and it is primarily for these third-phase functions that space and facilities are to be provided. It is anticipated that the Bureau will continue to operate Records Storage Centers in other locations, preferably low cost space in outlying areas such as the records center at the School for the Deaf.

At this time the Archives Bureau has over 8,000 cubic feet of historical documents and archival materials in its possession. It is anticipated that when facilities become available in the new building the Bureau will acquire a great quantity of permanent non-current records now on file in the Office of the Secretary of State, the Administrative Office of the Courts, the Department of Defense and other State agencies. It is also anticipated that the Bureau will undertake other important programs, such as acquiring private papers of important New Jersey citizens, institutions and corporations, and archival records of county and municipal agencies, together with preparing various indexes and finding aids to its holdings.

At present, the Bureau is authorized nine permanent positions. These are as follows:

Head

Archival Examiner

Supervisor, Microfilm Services

Principal Clerk-Stenographer

Senior Clerk

Clerk-Stenographers - 2

Microfilm Machine Operators - 2

It is anticipated that when the new building is constructed, a few additional positions will have to be provided to enable the Bureau to perform its increased functions and services.

#### GENERAL PROVISIONS

Space and facilities should be provided in the new building for the following: (1) administration and operation of the Bureau, (2) housing and servicing of the State's permanent, non-current records, (3) prime protection of a small group of important historical documents, (4) patrons who wish to consult the archives, and (5) exhibition of various important New Jersey documents.

#### DESCRIPTION OF SPECIFIC AREAS

#### AREA IN SQ. FT.

##### Administrative Area

The administrative area should include 5 offices located adjacent to the archives stack area. These offices would provide space for the Bureau head, his secretary, the archival examiner, his secretary, and one professional assistant (now not authorized).

700

##### Exhibit Area

The exhibit area should be a public area where important historical documents can be displayed. It should be located on the ground floor with a separate entrance and exit to the outside area or off the main entrance area. As this area will be visited by many school children and adults, it should not be located near reading or work areas. It may be desirable to have the entrance and exit opposite or near the new museum building, as many visitors will be attracted to both types of exhibits. A connecting corridor or arcade

3,000



AREA IN SQ. FT.

between the archives exhibit area and the State Museum building with a central entrance area for both facilities is another possibility. The archives exhibit area should, in any case, be planned as a showplace for the State's cultural resources and history as found in its documents. Consideration should be given to making this area a high-ceiling area in order that the documents may be seen in an attractive and impressive setting.

Archives Stack Area

The archives stack area should be the center of the archives unit and all administrative, service and reference facilities should be adjacent to it. The stack area should be designed to accommodate such types of equipment as archives stacks, filing cabinets, etc. The archives stacks should be a closed area with openings kept to a minimum and fitted with fire-resisting doors. This stack area should be located and constructed in such a manner as to avoid the admittance of ultra-violet and infra-red rays. Provisions should be made to transport materials directly from the archives preparation room to the stack area.

10,000

Vault

A vault is to be constructed within or near the archives stack area to house rare manuscripts. The vault should be a strong, independent structure of reinforced concrete and be as firesafe as possible. Wall construction should be solid with no air spaces and ventilation may be

500

AREA IN SQ. FT.

permitted only through door openings. Consideration should be given to constructing the vault on the rock foundation underneath the building site.

Archives Preparation Room

The archives preparation room is the place where the archival materials are sorted, arranged, described and prepared for shelving in the stacks. It should be adjacent either to the general receiving and shipping area or to the archives stack area. In either case, provision must be made for a flow of materials from the receiving room to the preparation room and then to the stacks. This room will also serve as the preparation room for the archives exhibits.

800

Search Room

The search room should be a limited-access, public room where historians and researchers may use the archival materials. It should be adjacent to the archives stack area with provision for supervision of the search room and stack entrance. The search room should be designed to accommodate 20 readers, approximately 4,500 books, a control desk, a librarian, and at least four map cases.

1,500

Photoduplication and Restoring Area

Photoduplication and restoration of archival materials will be performed in this area. The photostat area will contain a photostate machine, drier, microfilm camera, darkroom, etc., and the repair area will contain a small laminator, work tables, sink, a drying rack, a paper press,

1,000

AREA IN SQ. FT.

etc. The photostat area will also serve as the photoduplication center for all library reproduction projects. The basement level is preferred for this area.

Microfilm Unit

A centralized microfilm service for all State executive departments is provided by this unit. Records are transmitted to this section in bulk, microfilmed, and then either destroyed, transported back to the originating agency, transferred to a records storage center, or, when the new facilities become available, transferred to archives. This area needs a direct electrical line providing for constant voltage and approximately five double socket outlets evenly spaced around the room. It would be preferable to locate this area in the basement level adjacent to the photoduplication and restoring area and near the general receiving and shipping area.

1,250

TABULATION OF SPACE REQUIREMENTS OF THE BUREAU OF ARCHIVES AND HISTORY

<u>Administration</u>	<u>Sq. Ft.</u>
Bureau Head	200
Bureau Head's Secretary	100
Archival Examiner	150
Archival Examiner's Secretary	100
Professional Assistant (1)	150
	<hr/>
	700
<u>Operations</u>	
Archives Preparation Room	800

<u>Operations (Cont'd)</u>	<u>Sq. Ft.</u>	
Photoduplication & Restoring:		
Repair Room	500	
Photostat Room	300	
Chemical Mixing	50	
Darkroom	100	
Photo Materials Storage	50	
Microfilm Unit:		
Supervisor's Office	150	
Supervisor's Secretary	100	
Microfilming work area	1,000	
	<hr/>	3,050
<u>Public Rooms</u>		
Exhibit Area	3,000	
Search Room:		
Readers (20)	800	
Books (4,500 vols.)	300	
Control Desk	100	
Librarian	100	
Map Cases (4)	200	
	<hr/>	4,500
<u>Stack Area</u>		
Archives Stack	10,000	
Vault	500	
	<hr/>	10,500
TOTAL		18,750

## PUBLIC AND SCHOOL LIBRARY SERVICES BUREAU

FUNCTIONS

This Bureau is the State Library's extension agency. Its primary function is to provide service to both local public and school libraries, but it also serves county libraries, state institutional libraries, state college libraries, and special libraries.

The Bureau is now located in the Switlik Building in South Trenton and occupies approximately 16,320 sq. ft. of space.

PROGRAM

In general, this extension service includes two directions: (1) advisory, consultative and field service to assist in the establishment, operation, maintenance, improvement and promotion of libraries; (2) the acquisition, development and maintenance of a book collection for lending to local libraries for re-circulation to their patrons. More specifically, this service may be described as follows:

Advisory, Consultative and Field Services

- A. Gives, upon request, advisory and field services to boards of library trustees, boards of education, state and local officials, citizens, librarians, teachers, etc. on all problems concerning library methods and standards of operation, buildings, budgets, personnel, book collections, library law and recruitment.
- B. Aids in establishing, reorganizing and developing local, public, school, county, and State institutional libraries.
- C. Offers training in discussion techniques, assistance with adult programming and organizing and developing Friends of Libraries groups.
- D. Provides book exhibits, working collections, and consultative services for State organizations, meetings, conferences, institutions, and workshops.

- E. Conducts in-service training, institutes, workshops and clinics on current library techniques and practices. Cooperates in these areas with the Rutgers Graduate School of Library Service, the New Jersey Library Association, the New Jersey School Library Association, and other organizations.
- F. Issues periodic newsletters to local libraries with information on current library matters and activities; prepares manuals, instructional materials, and directories of public, school and county libraries.
- G. Operates an informal placement service; supplies the Division of Academic Credentials and Teacher Certification of the State Department of Education with information for the certification of public, school and teacher librarians.

#### Lending Services

- A. Fills requests for specific titles or for material on specific subjects from the Bureau's collection to supplement local public and school library collections. In addition, some requests are filled by purchase or by borrowing from cooperating public libraries.
- B. Circulates book collections of 50 to 200 books to supplement resources of libraries in smaller communities and rural schools.
- C. Circulates traveling exhibits of new juvenile books to schools and libraries.
- D. Compiles bibliographies on special subjects.

#### A Library's Library

Although the collections of the Bureau serve primarily as a "library's library", they may also be used by individuals as follows:

1. Direct loans to individuals who reside in municipalities without local libraries.
2. The general public may use the book resources on the premises when referred by a local library.
3. State government personnel may use the book resources on the premises and may borrow materials specifically relating to their work.

#### Tri-County Library Services Center

In addition to the services carried on in Trenton, a branch library is maintained at Bridgeton under the Federal Library Services Act as a demonstration project. This Tri-County Library Services Center serves Cumberland, Gloucester and Salem counties. The acquisition and processing of books for the Center is performed at the Bureau's headquarters in Trenton. No separate space will be needed in the new State Library building for this section.

#### ORGANIZATION

The Bureau's personnel at present totals 47, which includes 14 professionally-trained librarians, 23 clerical assistants, and 10 part-time employees. Its book collection approximates 170,000 volumes.

The Bureau is organized in 6 sections: Administration, Tri-County Library Services, Public Library, School Library, Technical Services, and Lending Services.

These sections, excluding the Tri-County Services Section, are discussed below individually. Where their functions or requirements parallel, the recapitulation will so indicate in order to avoid duplication of either space or personnel requests.

DESCRIPTION OF SPECIFIC AREASAREA IN SQ. FT.Administration

In addition to the Bureau Head's secretary, this section includes the personnel in the stenographic pool and the combined position of receptionist, switchboard operator and file clerk for which space should be provided. It would be advantageous to have the secretary's office adjacent to the Head's office so that she would be immediately available and could function also as a receptionist.

1,350

Public Library Section

This section's basic function is to develop and improve public library service throughout the State. This involves informing trustees, librarians and citizens of the functions of a public library, its place in the community, its relation to other educational agencies, and its needs and resources. To implement these functions, the section conducts the following activities:

1,255

## A. Field Trips

Working with librarians, trustees, citizen groups and other organizations necessitates considerable field work. In order to prepare for these visits, materials must be gathered, and reports made and filed. Correspondence both precedes and follows such trips. Therefore, the personnel needs office space, storage space, book shelves and files and the services of the stenographic pool.

## B. Preparation and Distribution of Materials

Many materials needed by librarians, trustees,



citizens and organized groups is prepared by the staff. These materials include handbooks, standards, guides to service, programs, reports of meetings, statistics, directories. The location for filing them should be easily accessible to the lending section, the public library section and the school library section.

#### C. Exhibit Collections

1. Exhibits of books and pamphlets are prepared for the use of State organizations at their annual conferences and regional meetings. These books and pamphlets are purchased for this specific purpose and shelved separately from the rest of the Bureau book collection.
2. Exhibits of current books for children, young people and adults are available for librarians to scan and review, to assist them in making purchases for their own libraries. Book selection tools and reviewing media should be available in the same area and seating accommodations should be available for 20 people. This collection of 4,000 books is distinct and separate from the collection used for State organizations.

#### D. Group Meetings

(see Meeting Rm.)

Since the section works closely with the New Jersey Library Association and the Trustees' Association, as well as with other State organizations, and

sponsors workshops and clinics on all aspects of library services, meeting rooms accommodating up to 100 people are needed. Kitchen and toilet facilities should be provided.

#### E. Service to Institutions and Agencies

Advisory library service is provided for the State's penal and correctional institutions through field trips and in-service training.

#### F. Demonstrations of Library Services

Through the Tri-County Library Services Center, a specific demonstration of good library service is now maintained in the southern part of the State. Other demonstrations in other sections of the State may be provided in the future. These demonstrations may include bookmobile service, reference centers, regional service centers and rotation core book collections. Many of the activities involved in these new demonstrations will be based at the Bureau, and office space will be needed for the books, personnel and equipment.

#### School Library Section

The function of the school library section is to assist in developing and improving school libraries throughout the State. This involves interpreting the functions of school libraries within the total library and education picture of the State. To carry out this function, the section conducts the following activities:

745

AREA IN SQ. FT.

## A. Exhibit Collection

(see Browsing Rm.)

The State is fortunate to receive annually a collection of 1,000 new children's books as gifts from publishers. These, and other new books for children, young people and adults are shelved in a separate place for the use of teachers and librarians, who may examine and review them so that they can order more wisely for their own schools. They may come in groups, such as county associations, or individually. The groups are given an orientation to the collection and an opportunity to make some selections. Individual librarians and teachers use the collection more intensively by spending a day or more examining books. This collection is also the source of exhibits of new books sent to schools.

## B. Juvenile and Young People's Collection

At the present time, traveling libraries (collections of 150-250 books) are sent to schools for a period of one year to stimulate the development of new school libraries.

## C. In-Service Training

(see Meeting Rm.)

The professional staff makes frequent field visits to schools and to school-connected meetings. For these trips they prepare or gather books, posters, pamphlets and mimeographed materials. They also write reports and draw on the stenographic pool for assistance with correspondence. Office space, storage space, book shelves, and files are necessary. The

staff works closely with the Curriculum Division of the Department of Education as members of teams visiting high schools in planning educational conferences and as members of special committees. Meeting rooms are necessary to accommodate small groups, such as committees of library organizations or study or survey committees on library problems, that visit the Bureau. Space is needed, too, for larger groups, such as the Burlington County School Library Association. As a center of library activities, groups meet at the Bureau to learn about new equipment, discuss library trends and develop new programs.

#### D. Service to Institutions and Agencies

The school section staff acts as consultant for library programs in those state institutions having educational programs for children or adults with mental or emotional problems.

#### Lending Services Section

The functions of the lending services section are to	21,461
maintain a system of inter-library loan of books and	
materials to supplement the collections of public, school,	
county and special libraries throughout New Jersey; to	
lend books to individuals residing in areas of the State	
without library services and to agencies of the State	
government; to operate a deposit and exchange service; and	
to reproduce and distribute publications prepared by the	
Bureau.	

AREA IN SQ. FT.

Offices for the professional staff and desk space for the clerical staff are necessary. Since this operation is primarily a "mail-order" one, charging is somewhat different than that found in the other bureaus of the Division, and space is needed not only to charge materials but to prepare them for shipping. This charging area should be near the stack area.

At the present time, the Bureau has about 170,000 books, which are used for the supplementary purposes described above. This collection is especially strong in art, education and technology. It is anticipated that this book stock will grow to 400,000 volumes within the next 20 years. Certain areas of the collection, such as the foreign language holdings and the juvenile and young people's collections, will be strengthened. The stack area which houses these books should be adjacent to the lending work areas.

Meeting Rooms

800

Two meeting rooms of 400 sq. ft. each, divided by a movable partition, should be provided to accommodate groups of 5 to 100 persons. Shelving should be provided around the meeting rooms to house the professional library, which consists of books, pamphlets and periodicals dealing with the library profession.

Browsing Room

300

A small room to house approximately 4,000 current children's, young people's and adult books for inspection and review by librarians and teachers should be provided.

TABULATION OF SPACE REQUIREMENTS OF THE PUBLIC AND SCHOOL LIBRARY  
SERVICES BUREAU

<u>Administration</u>	<u>Sq. Ft.</u>	
Bureau Head	200	
Bureau Head Secretary	100	
Records Analyst	150	
Stenographic Pool (7)	630	
Receptionist	90	
Files	150	
Bookcases	30	
	<hr/>	1,350

Public Library Section

Consultant	150	
Regional Librarian	150	
Field Librarians (5)	750	
Files (18)	135	
Bookcases	70	
	<hr/>	1,255

School Library Section

Consultant	150	
Field Librarians (4)	450	
Files (10)	75	
Bookcases	70	
	<hr/>	745

Lending Services

Head	150	
Professional Assistants (4)	600	

<u>Lending Services (Cont'd)</u>	<u>Sq. Ft.</u>		
Clerical Assistants (15)	1,350		
Catalog	30		
Charging and Shipping	600		
Machines and Printing	500		
Files	75		
Bookcases	120		
Table	36		
Stacks	18,000		
	<hr/>	21,461	
<u>Other</u>			
Meeting Rooms (2)	800		
Browsing Room	300		
	<hr/>	1,100	
	TOTAL		25,911

## TECHNICAL PROCESSES SECTION

FUNCTIONS

The functions of this section are to order, receive, catalog and prepare for circulation all books, pamphlets and other library materials for use of the Bureaus of Law, General Reference and Public and School Library Services. At present, these functions are being performed in two separate locations because of the physical separation of the bureaus. Procedures are now being formulated so that all these technical processes will be consolidated within one unit before occupying quarters in the new library.

DESCRIPTION OF SPECIFIC AREASAREA IN SQ. FT.

The area to be provided for this section should be 2,135 a large rectangular one with separate partitioned offices for the section head and professional assistants. It would be preferable to have this unit located near the main catalog, which will be in or near the law and general reference reading room. If this is not feasible, the other areas in order of preference would be near the lending services section of the Public and School Library Services Bureau, or between the Law and General Reference Bureaus and the Public and School Library Services Bureau. This section's operations will be as follows:

## A. Ordering and Receipt of Books

Bibliographic search and verification for materials to be ordered; location of sources for scarce or out-of-print materials and typing of orders; maintenance of order files; receipt of books and gift orders; checking of invoices; preparing



AREA IN SQ. FT.

bills for payment and maintenance of book balance  
for all bureaus; routing of books for cataloging; etc.

## B. Cataloging

Classification, cataloging and re-cataloging of  
library materials; typing of catalog cards, book  
cards, and pockets; maintenance of catalog and shelf-  
list. Preparation of books and periodicals for  
binding.

## C. Preparation for Circulation

Pasting pockets, lettering spines, affixing  
plastic jackets, minor mending, pamphlet binding.

The area provided for these operations should  
be of the workroom type, and it is essential that  
running water (sink) should be provided. It is also  
essential that storage bins should be provided for a  
working stock of supplies--both cataloging and  
processing, as well as suitable type of work surfaces  
and shelving for books being processed.

TABULATION OF SPACE REQUIREMENTS OF THE TECHNICAL PROCESSES SECTION

<u>Area</u>	<u>Sq. Ft.</u>
Section Head	150
Professional Assistants (4)	600
Clerical Assistants (11)	990
Files (12)	90
Shelflist (1)	30
Bookcases	54
Workroom with sink	210
CBI Cabinet	11
<b>TOTAL</b>	<b>2,135</b>

TABLE I

DIVISION SUMMARY

	Present Area Occupied (Sq.Ft.)	Requested (Sq.Ft.)
Division Administration	441	5,669
Bureau of Law & Legislative Reference and Bureau of General Reference	17,000	26,535
Bureau of Archives and History	8,371	18,750
Public & School Library Services Bureau	16,320	25,911
Technical Processes	(in P.&.S.L.S.B. & Gen. Ref. Bur.)	2,135
	<hr/>	<hr/>
	42,132	79,000

## Auxiliary Space Requirements

2 Public Toilet Rooms @ 200	400
2 Staff Toilet Rooms @ 100	200
Corridors (10% of total)	10,000
Walls and Partitions	6,000
Mechanical Room	3,000
Elevator - Passenger	200
Elevator - Freight	200
Stairs	1,500
	<hr/>
	21,500

Grand Total

100,500

TABLE II

SPACE REQUIREMENTS BY TYPE OF AREA

<u>Area</u>	<u>Sq. Ft.</u>	<u>Sq. Ft.</u>
<u>Stack Area</u>		
Bureau of Law	9,000	
Bureau of Gen. Ref.	8,000	
Bureau of Archives	10,500	
Bureau of P. & S.L.S.	18,000	
	<hr/>	45,500
<u>Reading Rooms</u>		
Bureau of Law and Bureau of Gen. Ref.	8,035	
Bureau of Archives	1,500	
	<hr/>	9,535
<u>Exhibit Area - Archives</u>		3,000
<u>Staff and Work Area</u>		
Division Administration	700	
Bureau of Law (excluding areas in reading room)	1,500	
Bureau of Gen.Ref. (excluding areas in reading room)	0	
Bureau of Archives (excluding areas in reading room)	3,750	
P. & S. L. S. Bureau	6,811	
Technical Processes Section	2,135	
	<hr/>	14,296

	<u>Sq. Ft.</u>	<u>Sq. Ft.</u>
<u>Miscellaneous Areas</u>		
Meeting Rooms	800	
Browsing Room	300	
Shipping, Receiving & Storage	4,169	
Staff Lounge	800	
	<hr/>	6,069
<u>Auxiliary Space Requirements</u>		
Public Toilet Rooms (2)	400	
Staff Toilet Rooms (2)	200	
Corridors (10% of total)	10,000	
Walls and Partitions	6,000	
Mechanical Room	3,000	
Elevator - Passenger	200	
Elevator - Freight	200	
Stairs	1,500	
	<hr/>	21,500
Grand Total		100,500