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# NEW JERSEY STATE LIBRARY

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STATE LIBRARY  
100 State Street  
Trenton, N. J.

## Department of Education

### ANNUAL REPORT

for the year

July 1, 1973 - June 30, 1974



NEW JERSEY STATE DEPARTMENT OF EDUCATION  
DIVISION OF THE STATE LIBRARY, ARCHIVES & HISTORY  
185 West State Street, Trenton, New Jersey 08625

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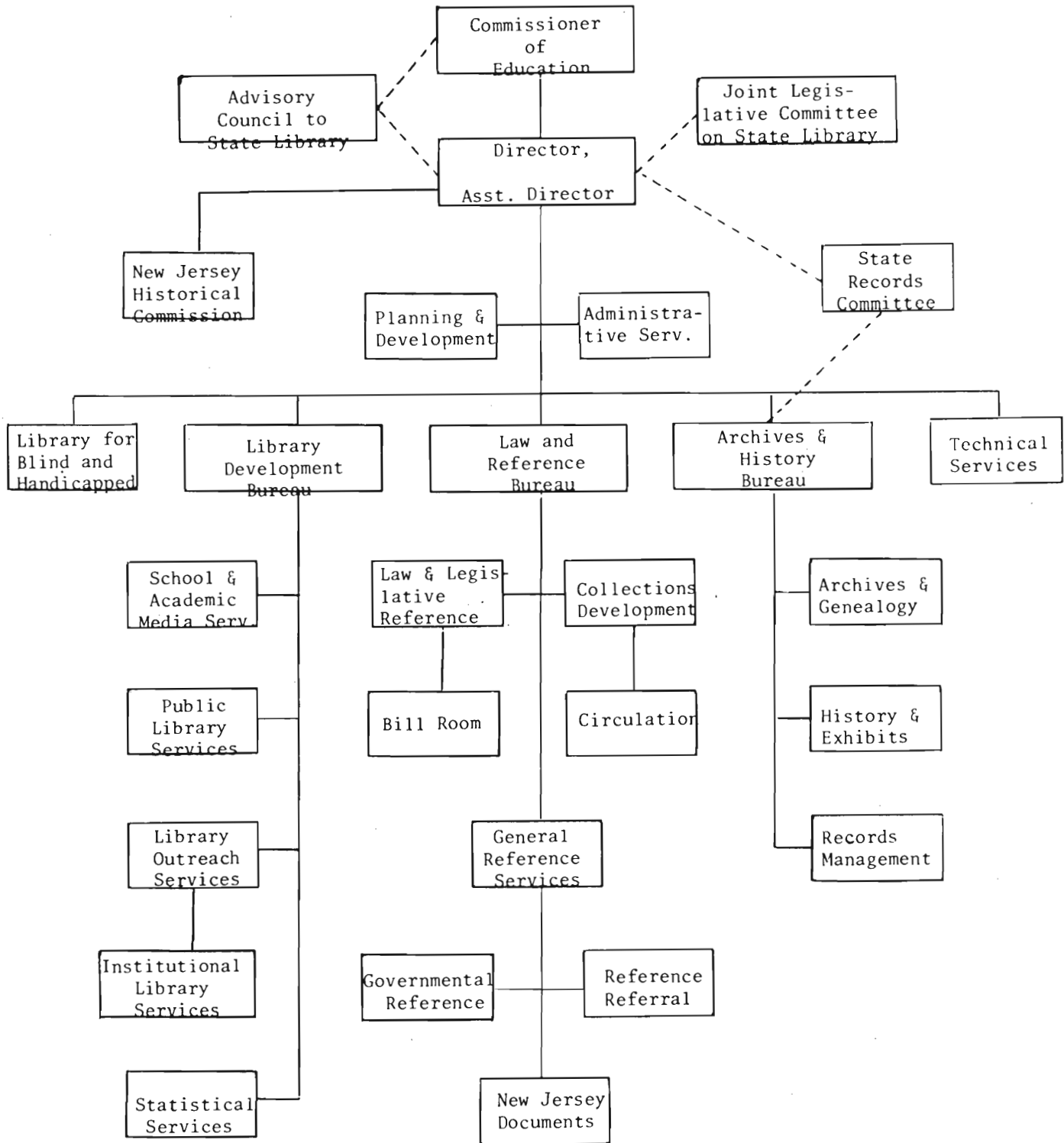
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Trenton, New Jersey  
January, 1975

State of New Jersey  
Department of Education  
DIVISION OF THE STATE LIBRARY, ARCHIVES & HISTORY

ORGANIZATION BY FUNCTION  
September, 1974



## NEW JERSEY STATE LIBRARY

### ANNUAL REPORT

1973-1974

The New Jersey State Library, a Division of the State Department of Education, serves in the dual capacity of an active reference resource and repository for materials needed in the daily conduct of State Government, and as coordinator-promoter of an interlocking network of library services throughout New Jersey. It serves as one of four Research Library Centers in the State plan for library development, and is a Regional Library for the Library of Congress services to the blind and handicapped.

During the 1973-74 Year, 52,000 persons visited the Library to use its collections of books, periodicals, documents, manuscripts, and other materials which number more than a half million volumes. Almost 2,000 items per month were shipped on interlibrary loan to public, school, college/university, and special libraries across the State, and almost 160,000 Braille, large print, and recorded materials were mailed to blind and physically handicapped readers. It answered 80,000 inquiries ranging from simple questions of fact to detailed search of the literature on behalf of the three branches of State Government, and through the network, for the libraries of the State.

The Library is organized into six major units -- Administrative Services; Law and Reference; Library Development; Archives and History, Technical Services; and the Library for the Blind and Handicapped. Attached to the State Library, and coordinating its work closely with the Bureau of Archives and History, is the New Jersey Historical Commission. The major activities for these units are detailed in the following pages, but a few central thrusts deserve highlighting.

#### Possible Computer Use

Considerable effort was given throughout the year to explore computer applications to both internal functions of the Library as well as to networking activities among all libraries in New Jersey.

At its fall meeting, the New Jersey Library Resources Committee, an advisory body to the State Librarian on matters affecting the library network and the Research Library Centers in particular, authorized the appointment of a Task Force on Library Computer Use to study needs and opportunities for a centralized data bank and computerized services center on behalf of the State's library network. Augmenting the work of the Task Force, State Library staff members intensified contact with computerized systems both within and outside New Jersey and compiled a wealth of background information.

Involved in the discussions are a number of interested agencies: the Department of Education which operated a successful pilot program using ERIC DIALOG in its Office of Research; the Department of Higher Education which organized a computerized ordering and cataloging service for college libraries known as CAPTAIN; the College of Medicine and Dentistry of New Jersey which is operating computerized medical information retrieval services (MEDLARS, MEDLINE, and TOXLINE); and the Education Information Services, Inc., a non-profit computer service agency for educational institutions in the State.

Also represented are the Princeton University Computer Center, the Rutgers University Library, and the Council for Higher Education in Newark. The Task Force is chaired by the State Librarian and also includes representatives of public and special libraries.

The problems of finance, feasibility, need, and use are myriad and are intimately connected with developments in the neighboring states of Pennsylvania and New York, as well as elsewhere in the country. By the end of the year, however, the staff had identified four areas of real concern to the State Library:

1. Use of OCIC, the Ohio College Library Center computerized cataloging and card production services.

Even though the State Library uses Josten Card Service for many of its card sets, the present, essentially manual operations in the Technical Services Section cannot keep up with increasing acquisition of library materials and the duplicate card file needed to update the microfilmed edition of its catalog which is on deposit at strategic points throughout the library network. At this juncture, expansion of services can only be effected through addition of staff, which would involve fiscal as well as space problems. OCIC, through linkage with the Pennsylvania network, PALINET, would provide an economical solution to these problems, as well as other benefits for the State's library network.

2. CLSI (Computer Library Services, Inc.) automated circulation control system for service to the blind and handicapped.

The circulation rate at the Library for the Blind and Handicapped now exceeds the capability of the manual circulation control system. With an increasing number of registered readers, the Library must either add more staff or increase the waiting period for service to those already registered. It is possible this system could also accommodate circulation control at the main Library.

3. Numerical Register of current holdings of major New Jersey Libraries

This "selective" union catalog would permit libraries to locate materials at nearby locations rather than channelling all requests vertically through the network. Such a computerized system would speed up interlibrary transactions, foster cooperative acquisition policies (i.e., reduce duplication), develop interlibrary cooperation, and save the micro-automated (MAC) supplement costs.

4. NYTIB (New York Times Information Bank.)

Of the many available computerized information banks, that of the New York Times would be of the most immediate value to the three branches of State Government. This powerful tool, which would supplement rather than replace the printed index to the NYT, could also be used in response to reference referral questions from other libraries in the statewide network.

These four projects will be requested in the Fiscal 1976 budget and reviewed by the Task Force on Library Computer Use. The State Library finds itself at a critical stage at which it must "opt" for technological short-cuts, face growth in an uncertain fiscal future, or restrict its service aspirations.

Library Construction Act

With the diminution and final disappearance of federal funds under Title II of the Library Services and Construction Act, the passage of a State program to assist in financing public library buildings constituted a breakthrough. The New Jersey Public Library Construction Incentive Act is more popularly known as the Reid Bill, because of the efforts and sponsorship of the then Assemblyman, Charles Reid, member of the Advisory Council of the State Library, Mayor of Paramus, and former President of the American Library Trustees' Association. Carrying only \$190,000 as a basic appropriation, every effort is being made to obtain a supplemental appropriation for the 1974-75 Year. Information at hand indicates that the State could immediately use \$1.5 million on a 25% State, 75% local funding basis. By March, 1974, regulations concerning the construction incentive act had been drafted and approved by the LSCA Title II Advisory Board.

Audio-Visual Office

The Audio-Visual Office of the Division of Curriculum and Instruction Department of Education, was moved to the third floor of the State Library and is now adjacent to the School and Academic Media Services Section. Although these offices have always worked in close harmony, the physical relocation of the Audio-Visual Office reinforces the commitment of the State to see that school districts develop a unified program of media and communication services. The Audio-Visual Office provides consultative services for school districts planning new media centers, and school media specialists visiting the School Media Section can now also examine the television equipment, projectors, and recorders on display at close range... Those visiting the Book Selection Room at the State Library can also review film loops, slides and audio tapes at the same time.

#### Job Hotline

In cooperation with the New Jersey Library Association, the State Library installed a "job hotline" which provides a recorded telephone message of job vacancies in the State for professional librarians. Employers who have professional positions available send information to the State Library where the information is entered on the audio-tape and updated weekly. The Job Hotline number can be reached at any time, day or night. While this service does not act as a placement referral center, in that files of resumes and other candidate information are not kept by the State Library, it has proved popular and much needed during the present shifting job market.

#### Work Ethic Lectures

In November, 1973, the State Library inaugurated a series of lectures entitled "Six Views of the Work Ethic", made possible by a grant from the New Jersey Council for the Humanities. The State Library was one of seven recipients of grants awarded in partial support of adult educational programs dealing with the theme, "the work ethic", and its series was designed to point up the roots of the work experience as it is reflected in the humanities. The series was open to state employees and the general public at large.

New Jersey State Library  
TOTAL OPERATING BUDGET, 1973-74 BY SOURCE

Object of Expenditure	State Budgeted Operating Funds	State Aid Administration & Research Funds	Federal LSCA Title I Funds	Federal ESEA Title II Funds	TOTALS
<b>PERSONNEL COSTS</b>					
Salaries & Wages	\$973,845	\$82,637	\$251,560	\$62,200	\$1,370,242
Fringe Benefits	a/	a/	35,151	5,050	36,151
Subtotal	973,845	82,637	286,711	67,250	1,406,393
<b>LIBRARY MATERIALS</b>					
Books & Audio-visuals	145,370	290	0	4,000	149,660
Binding	2,000	3,786	0	0	5,786
Periodicals	17,537	1,400	0	0	18,937
Subtotal	164,907	5,476	0	4,000	174,383
<b>OTHER OPERATING EXPENDITURES</b>					
Printing & Office Supplies	37,804	8,830	140	12,000	58,774
Travel	5,927	3,321	659	4,000	13,907
Telephone	27,876	6,908	0	2,000	36,784
Insurance	1,966	0	0	0	1,966
Household & Security	4,390	0	0	0	4,390
Postage	17,075	1,000	0	3,000	21,075
Rent, State Vehicles	5,000	1,700	0	1,500	8,200
Rent, Other	0	500	0	500	1,000
Education (Workshops, etc.)	0	8,974	0	1,000	9,974
Staff Training	539	735	0	0	1,274
Maintenance of Equipment	734	344	0	2,000	3,078
New Equipment, Furniture	1,545	1,010	388	1,000	3,943
Other	1,263	0	47,345 b/	1,000	49,608
Subtotal	104,119	33,322	48,532	28,000	213,973
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$1,242,871</b>	<b>\$121,435</b>	<b>\$335,243</b>	<b>\$99,250</b>	<b>\$1,798,799</b>

a/ absorbed in General State Budget; not charged to Library

b/ indirect costs levied by the State on federal funds administered (covers space, utilities, etc.)

LIBRARY DEVELOPMENT BUREAU  
Henry J. Michniewski, Head

As the library extension agency for New Jersey, the Library Development Bureau administers state and federal grant programs; provides consultative services and training programs for public and school libraries; and stimulates the development of a statewide network of library service of all types in cooperation with professional associations.

PUBLIC LIBRARY SERVICES SECTION  
Josephine Chirico, Coordinator

While state aid may be used for any library purpose, it is granted on the basis of regulations approved by the State Board of Education which call for reduction of aid if certain criteria are not met. Nine more libraries met all criteria for receipt of full state aid in the '73-74 year, bringing that total to 209, or roughly two-thirds of the 325 public libraries in New Jersey. The remaining 116 libraries made significant progress in meeting individual criteria, with notable gains in the number of libraries reporting, certification of professional librarians, and number of volumes owned.

STATE AID  
REGULATIONS

A Regulations Revision Committee, representative of small and large, urban and rural library interests, was appointed. Its recommendations will be reviewed by appropriate groups throughout the State in the '74-75 year with a view toward assisting more libraries to receive full benefit of state grants, while continuing incentive for improvement.

Following new guidelines, thirty-eight incentive grants were awarded-- eight for county library branches; one for a joint library; and twenty-nine mini-grants for program development and improvement.

INCENTIVE  
GRANTS

The total state aid appropriation was distributed as follows:

STATE AID  
DISTRIBUTION

for local library development	\$6,502,903
for Area Library services	1,950,862
for Research Library Center services	357,002
Incentive grants for special projects	178,496
administrative costs (1%)	90,950
Total Appropriation	\$9,080,213

The federal program of assistance to public libraries was imperiled by the impoundment of Library Services and Construction Act funds for the '72-73 year. Those funds, amounting to \$1,048,669, were released for distribution simultaneously with the '73-74 allotment of \$1,437,143, however.

LSCA

LIBRARY DEVELOPMENT

A number of important activities depend upon Title I - Services funds, including the support of thirty-eight positions in the State Library. Loss of these funds through impoundment would have critically impaired the operation of the State Library as well as the Newark Public Library which carries out many of the network functions for the northern metropolitan region of the State. TITLE I

The regional film centers, scholarship program, and support of research and evaluation, for example, would have had to be discontinued. The indefinite nature of federal funding continues to handicap sound planning, recruitment of able persons to carry out the activities, etc. When coupled with the worsening fiscal position of the State, the insecurity of federal funds poses a real threat to library development in New Jersey.

Title I, LSCA Programs	(impounded)		TITLE I DISTRIBUTION
	FY 1973	FY 1974	
Administration	\$ 8,669	\$113,012	
Strengthening the State Library	0	331,740	
Library Services to the Disadvantaged	250,000	450,000	
Northern Metropolitan Regional Library	186,000	0	
Library Services to Blind and Handicapped	4,000	58,391	
Library Network Development			
a. Developmental (area) Libraries	45,000	0	
b. Regional Film Centers	594,000	100,000	
Career Development (scholarships)	0	40,000	
Research (Needs Assessment Study)	0	200,000	
Program Development (workshops)	0	5,000	
<b>Totals</b>	<b>\$1,048,669</b>	<b>\$1,437,143</b>	

No funds for Title II - Library Construction, were appropriated for the '73-74 year, but \$437,960 impounded the preceding year became available for construction in 1974. Nine libraries applied for grants which are dependent upon matching funds. By the end of the year, it was evident that at least two of them would be unable to secure the necessary local money and their allotments will be redistributed among the remaining eligible projects. TITLE II

\$23,500 in Title III - Interlibrary Cooperation funds went in support of: TITLE III

1. membership of the Newark Public Library in METRO (New York Metropolitan Reference and Research Library Agency, Inc.) on behalf of the State;
2. the New Jersey newspaper preservation project; and
3. the second edition of the State Library's catalog on microfilm (MAC -- Micro-Automated Catalog) which is distributed to participating libraries to expedite interlibrary loan services.

In order to better document advisory and consultative services of the Bureau, a statistical system of reporting contacts (whether CONSULTATIVE SERVICES

LIBRARY DEVELOPMENT

in the form of field visits, telephone conversations, or correspondence) was inaugurated. Just under 2,000 contacts were made during the '73-74 year by the Public Library Services Section -- three-quarters of them by telephone, reflecting curtailment of travel due to the gasoline shortage.

The vigorous program of in-service training included twelve major workshops and training sessions of one to four days duration, reaching 920 persons on such subjects as budgeting techniques, administration, storytelling, personnel, etc.

CONTINUING  
EDUCATION

SCHOOL & ACADEMIC MEDIA SERVICES SECTION

Anne E. Voss, Coordinator

1973-74 marked the first year the Section achieved a complete roster of full-time professional personnel (four consultants and Section Coordinator). This staff is assisted by a part-time coordinator of ESEA Title II projects, clerical support, and approximately twenty persons hired for long and short term projects related to administering the Elementary and Secondary Education Act Title II.

PERSONNEL

As a result, the staff has been able to make more field visits (192, a 28% increase over '72-73) to assist with plans for school media facilities, development of multi-media collections and programs, and other matters. Likewise, the ability to participate in college and university library programs was increased, the Coordinator being involved in developing guidelines for academic libraries and designing college library programs for para-professionals and non-print materials. Using the statistical reporting system described above, the School and Academic Media Services Section registered 1,281 contacts with school librarians and administrators.

CONSULTATIVE  
SERVICES

Due to the delay in releasing federal funds, the following summary of distribution of ESEA Title II funds represents only a preliminary report. The figures are contrasted with the '72-73 year.

ESEA II

	Applications Processed		Amount Approved	
	FY 1973	FY 1974	FY 1973	FY 1974
Public *	554	559	\$1,741,126	\$2,167,219
Private	658	642	317,471	368,848

\* includes grants to institutional libraries through Garden State School District

In addition, release of impounded '72-73 funds made it possible to provide \$1.00 per pupil to school districts with low adjusted per pupil equalized valuation -- \$59,258 for public school libraries and \$84,973 for private school libraries.

LIBRARY DEVELOPMENT

- \*\* Worked with the New Jersey Education Association, Professional Development Committee, on revising the School Librarian and Teacher Librarian certification program to reflect competency. This matter is scheduled for further public hearings in Fiscal 1975. CERTIFICATION
- \*\*\* Guidelines for Young Adult Service in New Jersey Public Libraries PUBLICATIONS  
New Jersey Public Library Directory  
Rules and Regulations: Public Library Construction Incentive Act  
New Jersey Library Laws: Supplement  
Directory of New Jersey School Media Specialists, 1973  
Statistics, New Jersey School Media Programs, 1972-73  
Annual Report of Federal Assistance Program, Fiscal Year 1974  
Elementary & Secondary Education Act, Title II, P.L.89-10 as amended  
ESEA Title II School Media Programs and the Right to Read  
Multi-Ethnic Bibliography  
Bibliography: Cataloging Media

## LIBRARY DEVELOPMENT

Eighteen schools were added to the Demonstration Program under which each received \$15,000 to develop exemplary media programs. The eight schools participating the previous year were allocated \$5,000 each. Increased local funding for staff, equipment, shelving and storage areas testifies to the enthusiastic response to the Demonstration Program.

DEMONSTRATION  
PROGRAM

## LIBRARY OUTREACH SERVICES

Doreitha Madden, Coordinator

This Section is responsible for stimulating, advising, funding and monitoring innovative public library service projects for the socio-economically disadvantaged urban and rural populations of New Jersey. Ten projects were funded at a cost of \$389,827 to enable public libraries to provide service to inmates of county jails; mobile services to migrant workers; reading readiness programs for pre-school children and their parents; neighborhood information centers; and mini-branch services for Black and Spanish-speaking citizens.

SERVICES TO  
THE DISAD-  
VANTAGED

In addition, the Section is responsible for development of library services in correctional, mental retardation, and mental health agencies. It assisted the staff of the Garden School District (which embraces the educational activities of the Department of Institutions and Agencies) to formulate proposals under SLEPA (State Law Enforcement Planning Agency); revised the survey of libraries in correctional institutions; and provided direct consultative services through field visits, correspondence, office and telephone contacts totalling 232. Due in part to these efforts and those of preceding years, each correctional institution is staffed by a trained librarian for the first time.

INSTITUTIONAL  
LIBRARY SER-  
VICES

## STATISTICAL SERVICES SECTION

Hugo Knezevich, Principal Statistician

The Section gathers, processes, and publishes statistical data on New Jersey libraries; aids in conducting surveys and research projects; prepares financial data and projections required in the administration of state aid; and maintains administrative statistics for the Library Development Bureau. For the second year, it published a survey of current public library budgets as a tool for local budget development.

## OTHER BUREAU ACTIVITIES

- \* Assisted the New Jersey Library Association, Legislation Committee with advice, statistical data, and support of the Public Library Construction Incentive Act (A-1135) and its companion appropriation bill (A-918) of \$190,000. This first program of State financial assistance for public library construction was passed January 14, 1974.

LEGISLATION

LAW AND REFERENCE BUREAU  
Susan B. Roumfort, Head

Dr. Herta Prager, Head of the Law Library, Legislative and General Reference Bureau (now shortened to Law and Reference Bureau), retired following seventeen years of service with the State Library. A lawyer, as well as librarian, Dr. Prager guided the development of reference services to all branches of State Government during a period of unprecedented expansion. Under her direction, the Bureau moved swiftly to carry out the Research Library Center role assigned the State Library in the 1967 State Aid to Libraries Act, and to intensify its inter-library loan and reference functions on behalf of the statewide library network. PERSONNEL

Dr. Prager's retirement precipitated a number of personnel actions. Susan Roumfort, Head of General Reference, was appointed Bureau Head. Mrs. Elizabeth Strapp, N. J. Documents Librarian, succeeded Miss Roumfort as Reference Head. A new position of Coordinator, Law Library Services, was designed and with the help of the Chief Justice and the Joint Legislative Committee on the State Library, was approved for the 1974-75 Budget. The new position calls for a degree in law as well as in librarianship in order to continue expertise in this vital subject specialty in the Library.

The ranks of the Bureau were further diminished through the promotion of Oliver Gillock to the central Administrative Offices as Coordinator of Library Planning and Development, and by the transfer of one of the law librarians, Miss Jean Hunter, to the Administrative Office of the Courts.

As a result of these upheavals, a substantial reorganization and consolidation of the various reference services was instituted and the staff was asked to define goals and develop new routines in order to maintain service levels in the face of serious staff shortage.

The largest unit within the State Library, the Law and Reference Bureau administers a number of distinct but interrelated services. Its Law Section constitutes a special library within the larger structure, serving a unique clientele with highly specialized materials. Similarly, the New Jersey Documents service administers the official depository collection of State publications and distributes copies to more than fifth state documents depository libraries throughout New Jersey. General Reference services involve three distinct clienteles -- State Government, on-site patrons from the general public, and through inter-library transactions, the library community at large. It is the overlapping of these various services and supporting collections, however, which produces the underlying unity of the Bureau and the cross-fertilization of its professional skills. SCOPE OF SERVICES

LAW LIBRARY SERVICES  
Marjorie G. Garwig, Supervising Librarian

Despite the addition of a law librarian in the '73-74 budget, staff turnover and vacancies left the Law Library short handed. While Mrs.

LAW AND REFERENCE

Garwig was on maternity leave, Dr. Prager supervised the Section and handled the more difficult reference work until her retirement at the end of December. Mrs. Garwig returned in January, but the Section was left without the services of a lawyer-librarian for the rest of the year.

Thus the increase in reference questions from the Courts, the Attorney General's Office, and the Legislative and Executive branches strained the Law Library staff to the limit. That increase would have been larger had it not been for a special toll-free telephone service installed by the Legislative Services Agency in January. The LISN-line (Legislative Information Service Number) was established to provide quick information to the public on the nature and status of current legislation. Close cooperation has grown between the LISN-line staff and the Law Library's Bill Room and frequent interchange takes place to clarify the ever-changing legislative picture.

LEGAL  
REFERENCE

The increase in volume of reference work of the law librarians and the Bill Room can be seen from the following figures:

Reference Questions	FY 1973	FY 1974	%Change
"Spot Questions"	15,505	16,748	8 %
"Search Questions"	3,391	3,746	10 %
Legislative Bills received for Distribution	291,500	721,400	147 %

Legislative Histories: down from 89 to 40, due primarily to staff shortage. Instead of writing up formal histories, many inquiries into legislative intent were handled as "spot questions" by providing information on statements of purpose, vetoes, and hearings while the patron waited on the phone.

OTHER  
SERVICES

Computer Searches: The indexed New Jersey statutes on computer tape, purchased by the State from Aspen a few years ago, were searched 39 times during the '73-74 year, up from 30 the preceding year.

Bill Index: Increased workload in maintaining this vital reference tool reflects the sharp rise in the number of bills introduced over the past years, from 3,691 in '70-71, to 4,524 in '72-73, a 22% increase for the Biennium. Within the first six months of the '74-75 Biennium, however, 2,783 bills had been entered -- a 30% increase over the previous comparable period, and by the end of May, the power files were completely filled. Since demand for most bills decreases after a few months, bills introduced in the beginning of the Session are being systematically moved to open shelves to free the power files for items in heavy demand. It is hoped this extra expenditure of staff time can be avoided by the acquisition of two more power files.

## LAW &amp; REFERENCE

Storage of lesser used law books: Thousands of law volumes were removed to stack storage at the Library for the Blind and Handicapped to make room for the expanding collections. This move, executed in July/August, 1973, followed plans laid down by Dr. Prager and Mrs. Garwig and involved items carefully selected on the basis of ease of retrieval as well as frequency of use.

Court Briefs: The volume of these materials declined from 7,140 in '72-73 to 5,100 in '73-74, making it possible to completely eliminate all indexing backlog by the end of June. Their "publication" on microfilm, however, presents problems the bound volumes do not, since they require voluminous printouts which are tedious, costly, and less "lendable".

Orientation Session: An orientation session was held for the many new members of the research staff of the Legislative Services Agency to acquaint them with the holdings and services of the Law Library in addition to basic fundamentals of legal research.

## GENERAL REFERENCE SERVICES

Elizabeth Strapp, Supervising Librarian

This Section was reorganized into a New Jersey Reference unit, located on the main floor, and a Governmental Reference unit, moved to the second floor in order to accommodate the expanding Law Library, secure necessary office space, and group the collections for public and staff convenience. The shift required moving 17,000 linear feet of books (including those moved into storage stacks at the Library for the Blind and Handicapped) and many procedural changes were effected. Increased efficiency, both in terms of staff and space utilization, as well as facilitation of direct patron use of the collections can be expected. Reference services were provided without interruption during this period of transition and reorganization.

REORGANIZATION

New Jersey Reference: Based upon ever-growing collections of New Jersey documents and Jerseyana, the work of this unit reflected a real upsurge due, in part, to the gubernatorial election. Many calls were received during the heated campaign and after the election, and poured in from the Transition Office, the Inauguration Committee, and the new Governor's staff and Press Secretary's Office. The major turnover in the Legislature and the expansion of the Legislative Services staff were also immediately felt in increased demand for reference services.

NEW JERSEY  
REFERENCE

As the result of these and other demands, a number of special projects were initiated:

SPECIAL  
PROJECTS

Orientation sessions were organized for new Legislators and Aides;

Materials pertaining to the legislative and gubernatorial elections were clipped and photocopied on request;

A file of material on New Jersey municipalities was organized from items solicited from municipal offices for reference use;

Staff members provided consultative services to several State Departments and their libraries in matters relating to New Jersey materials and their organization -- among them the Department of Transportation, Greater Mercer Planning Council, Regional Planning, Paterson and Kean State colleges, and Rutgers University

Governmental Reference: Extensive weeding of the general reference collection was undertaken during the move to the second floor. Its close proximity to the core collection permitted transfer of volumes of marginal reference use to that collection. With the help of supplementary book funds, it was possible to update and expand reference holdings with such items as the Dun and Bradstreet Microfiche File and the Comprehensive Dissertation Index. In January, the State Library accepted designation as a regional collection for the Foundation Center of New York City.

GOVERNMENTAL  
REFERENCE

Besides the Foundation Center's own publications, this collection includes a microfiche file of annual reports of large national foundations and Internal Revenue Service returns of New Jersey foundations on aperture cards.

Among special projects undertaken during the year were:

SPECIAL  
PROJECTS

Alphabetical list of New Jersey municipalities with their legislative and congressional districts;

Chronological list of approved and rejected amendments to the New Jersey Constitution;

Publication of the Selected List of Acquisitions;

Publication and distribution of the State Library Serials Holdings List, and cooperation with the Rutgers Computer Center's production of a union list of serials to embrace the holdings of Rutgers, the State Library, the State Colleges, and the Newark Public Library.

Assistance to the Governor's Task Force on Energy in organizing its extensive office collection of books and pamphlet materials.

#### GENERAL REFERENCE STATISTICS

Reference Questions	FY 1973	FY 1974	% Change
"Spot Questions"	14,628	15,723	+ 7%
"Search Questions"	4,994	3,882	- 22%

#### INTERLIBRARY REFERENCE & LOAN

Oliver P. Gillock, Supervising Librarian

By the end of the Fiscal Year, this Section of the Bureau had been reorganized to integrate the Reference Referral Center with Governmental Reference and New Jersey Reference. Together, these three units constitute the new

General Reference Section. The remaining activities, Interlibrary Loan and Circulation, were brought into closer relationship and combined with Collections Development and Bibliographic Services. With the promotion of Mr. Gillock to Coordinator of Library Planning and Development, all these activities were placed under the supervision of the Bibliographer, Elizabeth Steckman.

Following two years of development, two important documents were approved, published and distributed: the New Jersey Interlibrary Loan Code, 1973, adopted by the eight professional associations in New Jersey, the Area Libraries, and the Research Library Centers; and the State Library's Interlibrary Loan, Photocopy, and Procedures Manual. Although the former is correlated with the ALA National Interlibrary Loan Code of 1968, the New Jersey Code is intended to promote a more liberalized interlibrary loan policy among libraries accepting it. The Procedures Manual was designed to assist local and area libraries in the preparation of loan and photocopy requests and to inform libraries of the comprehensive reference, loan, photocopy, and special services available from the State Library via the New Jersey Library Network. It is being used as a model for a similar Manual to be issued by the Newark Public Library as the Northern New Jersey Metropolitan Regional Library.

INTERLIBRARY  
LOAN CODE

In March, 1974, the State Library initiated a delivery service for materials sent on interlibrary loan, using the United Parcel Service. Although more costly than fourth class mail, books are received within twenty-four hours and the service is well received by librarians and patrons alike.

DELIVERY  
SERVICE

The experimental use of FAX (telecommunication transmission of interlibrary loan requests or forms between selected Area Libraries and the Research Library Centers) was continued with mixed results. While most effective in transmitting handwritten or typed requests, it has been less so with printouts of the State Library's catalog on microfilm (MAC), due to insufficient contrast between the gray print against the light gray background. It is hoped that forthcoming technological improvements can correct this factor since FAX has great potential for speeding up interlibrary transactions if the MAC printouts can be utilized.

"FAX"

The MAC project was expanded significantly with the acquisition of the Rutgers University Library catalog on microfilm at the State Library. Princeton is expected to microfilm its catalog during the 1974-75 year, thus completing MAC for the four Research Library Centers.

"MAC"

INTERLIBRARY LOAN STATISTICS

Received from	FY 1973	FY 1974	% Change
Public Libraries	19,852	19,302	- 3%
School Libraries	58	38	- 34%
College/University Libraries	937	1,688	+ 80%
Special Libraries	125	415	+232%
State Departments; Workers; Other	1,492	1,899	+ 28%
<b>TOTALS</b>	<b>22,464</b>	<b>23,342</b>	<b>+ 4%</b>

Roughly half the loan requests from public libraries are received in the form of "MAC" printouts. Since these represent the State Library's own

catalog listings; they are easily and promptly handled by clerical staff with no need for verification. While use by public libraries remained fairly stable, considerable gain can be noted in the number of requests from college/university libraries and from special libraries. Acquisition of the Newark Public Library's catalog on microfilm stimulated a 42% increase in referrals to that agency (3,600 in all): locations at other libraries were provided for an additional 3,000 requests.

Reference referral: Although the volume of reference requests from libraries seems to have stabilized, their complexity and technical nature continues to increase. Fortunately, almost all location requests can be handled by the Bibliographic Search Unit, thus freeing the Referral staff to concentrate on complex reference questions and to tap expertise of various subject specialists in the Library. In turn, the subject specialists depend more upon the Referral staff to track down obscure and hard-to-locate materials. Field work with reference librarians at all levels of the network to improve the calibre of reference services has continued and will be intensified in the coming years.

## INTERLIBRARY REFERENCE STATISTICS

Received from	FY 1973	FY 1974	% Change
Public Libraries	3,966	4,368	+ 10%
School Libraries	117	84	- 28%
College/University Libraries	2,517	1,845	- 27%
Special Libraries	1,618	1,625	0%
State Departments; Workers; Other	253	280	+ 1%
<b>TOTALS</b>	<b>8,471</b>	<b>8,212</b>	<b>- 3%</b>

## ARCHIVES AND HISTORY BUREAU

Kenneth W. Richards, Head

Under law, the Bureau of Archives and History has the duty to "preserve the records and history of New Jersey through its official archives and other materials and promote interest and research in the history of the State". In addition, it is required to maintain "a records management service for state and local governments". To carry out these responsibilities, the Bureau is organized into three Sections -- Archives and Genealogy; History and Exhibits; and Records Management.

For the last two years, the Bureau retained its full staff complement but the 1973-74 Year brought several serious losses. First, Mrs. Dora Kreiss, one of the history and genealogy librarians, resigned to take up residence in British Columbia. Then, near the end of the calendar year, Mr. James Birch, Supervisor of Microfilm Services, and Mr. Clarence Waldron, Senior Microfilm Machine Operator, both retired with a total of seventy years of State service. Mr. Birch, in particular, had forty-five years of State service, joining the State Library in 1949 to organize and administer the centralized microfilm services for all State agencies. Under his supervision, more than 30 million microfilm images were produced, resulting in 11,000 reels of vital State documents on microfilm safely stored in the State's vault at Iron Mountain, New York.

PERSONNEL

New Jersey's records management program effects demonstrable savings for both State and local agencies. Almost 60,000 cubic feet of records were disposed of during the year: to have continued to house them would have required six thousand five-drawer file cabinets. Retention and disposal schedules are established by the State Records Committee, of which the Bureau Head is a member. The State Records Committee held three meetings during the fiscal year, approving sixty-nine completely new schedules for the various bureaus of the Department of Health in addition to eighteen new or revised schedules for other agencies.

RECORDS  
MANAGEMENT

Many records, however, must be retained and either placed in storage as semi-current material or microfilmed if permanent. Twelve micro-filming projects which entailed 840,000 images were completed during the year and approximately 345 cubic feet of records were transferred into storage. Of continuing concern, however, has been the pressing need for additional storage space for semi-current governmental records. The plan to lease space for this purpose was replaced by a decision to build a suitable facility on State-owned property in West Trenton. The bidding procedure for construction, however, was contested, plans held up more than a year in litigation, and at the close of the '74 Fiscal Year, the matter was still far from being resolved. While 885 cubic feet of stored records were disposed of, more than compensating for additions, the Records Management Section cannot accommodate the many records which still remain in various State offices for lack of space.

RECORDS  
STORAGE  
CENTER

Compounding the problem was the acquisition of former Governor Cahill's papers with the change of administration. These amounted to 349 cubic feet of records, with an additional 170 cubic feet devoted to the

ARCHIVES & HISTORY

Governor's Counsel bill files. Boxes are now stacked in the aisles of the Storage space at the School for the Deaf as well as in the archives stack area in the main Library, slowing down retrieval of particular items to satisfy reference needs. The new records storage facility is now desperately needed, but fiscal and other problems continue to delay construction

As elsewhere in the Library, the Archives Search Room felt a slight decline in on-site use, attributable probably to the gasoline shortage early in 1974. Even with the energy crisis, however, 2,887 patrons visited the Search Room, including visitors from 33 other states as well as from Puerto Rico, Canada and Brazil.

ARCHIVES AND  
GENEALOGY

In addition to the reference questions detailed below were 1,215 information retrievals from materials housed in the records storage centers and 2,500 inquiries concerning State and local records.

Reference Questions Answered	FY 1973	FY 1974	% Change
In Person	890	616	- 20%
By Telephone	824	684	- 16%
Through Correspondence	3,859	3,809	- 1%
<b>TOTALS</b>	<b>5,573</b>	<b>5,109</b>	<b>- 8%</b>

Early in the year, the Bureau's Index to Pictures was completely revised according to a new classification scheme and placed back in alphabetical order. Work was also begun on labeling and indexing the 9,900 reels of microfilm received from the Genealogical Society of the Church of Jesus Christ of Latter Day Saints, Inc. The first part of this monumental national project undertaken by the Society consists of a microfilm "edition" of all deeds, wills, marriage bonds, and military records held by the State Library among the Archives. The second phase represents similar records held at the county level and is still in progress. All the reels will be deposited in the Library, labeled, indexed, and prepared for use.

SPECIAL  
PROJECTS

Passage by the Legislature of a bill to create a revolving fund has enabled the Library to resume a century-old publishing program after a lapse of twenty-five years. During the year, the manuscript by Professor David Bernstein of the Minutes of the Governor's Privy Council, 1777-1789, was edited and prepared for publication as the first volume of the third series of the New Jersey Archives.

HISTORY AND  
EXHIBITS

ARCHIVES  
SERIES

An advisory board to assist the Bureau with policy in selecting, editing, and publishing volumes in the new series was appointed and had its first meeting in June. Responsible for the actual production of the series are the Historical Editor, David C. Munn, of the Bureau staff and Constance M. Greiff, Advisory Editor, who joined the Bureau on a part-time basis as a consultant. Typing of the manuscript of the Colonial Laws of New Jersey was begun in November, 1973, and by the end of the year was about 68% completed.

ARCHIVES & HISTORY

The microfilming preservation program for New Jersey newspapers was continued through a grant from the New Jersey Historical Commission and an equal sum from Title III, Library Services and Construction Act funds. The program has been slightly altered, however, in that newspapers to be microfilmed are selected by a small committee and local funds are not required of participating libraries as in the past.

NEWSPAPER  
MICROFILMING

Seven exhibits were prepared and installed in the main corridor of the Library and more than 8,000 persons, including school groups for whom special lectures are arranged, visited the Transportation in New Jersey display in the Archives Exhibit Room.

EXHIBITS

## LIBRARY FOR THE BLIND AND HANDICAPPED

Marya Hunsicker, Head

The Library for the Blind and Handicapped, a regional library for the Division for the Blind and Physically Handicapped of the Library of Congress, has separate quarters at 1676 N. Olden Avenue Ext., Trenton, NJ 08638, and constitutes a major unit within the State Library. Although its services are public library in nature, it has a special clientele which it serves with highly specialized collections of braille, disc, tape, and large print materials. For the majority of its readers, it is not just "a" library, it is the only source in the State of any kind of reading material which they can use.

Serving as Head until mid-December, 1973, Steven Herman resigned to accept a position with Library of Congress, and was succeeded in an acting capacity by Marya Hunsicker, formerly with the Library Development Bureau as a Public Library Consultant. The staff of twenty-four full and part-time employees suffered considerable turnover during the year and a number of critical vacancies. In its new quarters for less than a year, and with backlogs resulting from increasing readership and prolonged staff shortages, the new Head was faced with the need to reorganize, both physically as well as functionally.

PERSONNEL

At present, the Talking Book Section is the most active in the Library, serving 4,827 individual readers with 130,865 volumes during fiscal 1974. Through May, this Section was also responsible for the circulation of cassette books. In January, the Library of Congress announced plans to switch gradually from talking books (disc recordings) to cassettes for the bulk of its book production. An extensive weeding program was undertaken which led to the discard of more than 3,000 talking book volumes. Received free from the Library of Congress, titles in this medium had been heavily duplicated.

TALKING  
BOOK  
SECTION

For the first seven months of the year, continued staff shortage forced the work of this small but important section to be handled on a makeshift basis, but in February, an additional full-time professional joined the staff and was placed in charge. During the year, 7,278 Braille books were circulated to 543 Braille readers, and 3,752 magnetic tape books were sent to 384 readers in that medium. Tape circulation continues to drop as the Library of Congress tape program is phased out. Virtually no new tapes are being added to the collection.

BRAILLE &  
MAGNETIC  
TAPE  
SECTION

In addition to circulation activities, work was begun on weeding the entire Braille collection and reviewing the cataloging of the 1,200 volumes of Braille that had been produced for the Library by volunteers. Previous cataloging of volunteer-produced Braille had been minimal, lacking any subject headings and in many instances even author or title entries. The cataloging effort, therefore, has been important in making this part of the collections more accessible to the readers.

The decision of the Library of Congress to switch most of its production to cassette books, coupled with the pressure upon the Talking Book staff to serve two media in the face of staff shortage, led to the for-

CASSETTE  
BOOK  
SECTION

## BLIND &amp; HANDICAPPED

mation of a separate Cassette Book Section in May, under the direction of a part-time library interne. Unfortunately, the lack of direct attention to this service and the scarcity of staff showed up in a drastic drop in circulation -- from 15,000 volumes in 1973 to 6,670 sent to 1,126 readers in Fiscal 1974. This is particularly regettable since most patrons find cassette books the most flexible medium for reading. They are easy to carry, easy to use, do not become injured or broken, and can be used in connection with a multitude of other activities.

By the end of the year, work had begun on revising the cataloging of the Library of Congress cassette books and on original cataloging of a backlog of nearly 1,000 commercially produced cassettes.

One of the most dramatic changes in the Library occurred with the complete revamping of the Large Type Section. As a Library Services and Construction Act project, two librarians were hired in February to study the entire collection and its usage and to take whatever steps were necessary to make the collection a more viable one. Over a four-month period, all the cataloging was reviewed, special reader's interest headings were assigned each book for easier use, the collection was weeded of books no longer usable, and orders were placed for new titles as well as for duplicates of titles in heavy demand. Each registered reader in this medium was personally contacted to determine interest and satisfaction levels. At the end of the project, one of the librarians stayed on as a part-time employee in charge of the Section.

LARGE TYPE  
SECTION

During the year, 2,402 large type books were circulated to 213 readers and 133 deposit collections, more than double the circulation of the previous year, proving the importance of adequate staffing at the direct service level.

Libraries for the blind and handicapped throughout the country wrestled with the question of serving, or not serving, the learning disabled, a problem which particularly affects deposit collections. The federal law under which the national program operates stipulates that services will be made available to anyone who is unable to read for any physical reason. Since 1967, the program had rapidly expanded from its initial goal of serving only the blind or visually impaired to serving those physically unable to hold a book or turn pages, and subsequently, to serving children who for a myriad of reasons are not learning to read. By December of 1972, the Library had established deposit collections in 140 schools, almost all of them in classrooms for children with learning disabilities. New applications were received weekly.

DEPOSIT  
COLLECTIONS

During 1973-74, following a Connecticut court case, came a re-interpretation of the law and it was determined that only those children whose learning disability was certified by a physician as resulting from a physical cause would, in the future, be eligible for service. Furthermore, such children could only be served on an individual basis, rather than through deposit collections.

During the spring, therefore, considerable time was spent in reviewing each deposit collection and, in many cases, contacting the institution to cancel depository status and arrange for individual service to eligible patrons. While 8,714 volumes were circulated to the 613 deposit collections during the year, the cancellation of more than 200 deposit collections will show a drop in circulation in the future.

The Periodicals Section is responsible for keeping track of all periodicals received by readers registered with the New Jersey Library for the Blind and Handicapped. Besides those sent out regularly from the Library, there is an increasing number distributed directly by the publishers. During the year, 28,179 issues of current magazines were sent out. This number represents a small but steady decrease since additional titles are selected each year for direct distribution by the publishers. The staff of two clerks, however, has proved flexible in accepting other duties as activity in their Section decreases.

PERIODICALS SECTION

The administrative and supportive staff is responsible for the background work which keeps the Library supplied, staffed, stocked, and hopefully, running smoothly and effectively. This staff checked in the nearly 15,000 reading items received by the Library during the year and typed and filed cards for them; received, shelved, then pulled from the shelves, packed, and mailed out the 150,000 items circulated; arranged for changes of address; sent out new catalogs of tape, print and Braille in response to thousands of requests; duplicated, pasted together, and taped thousands of yards of tapes and tape cassettes.

ADMINISTRATIVE AND SUPPORTATIVE STAFF

In addition to these on-going duties, the staff planned and carried out the bulk of the re-arrangement of the Library's office space for more efficient work flow and better definition of the various services of the Library. Members of the staff also participated in a number of orientation programs and meetings designed to introduce professional people to the Library's services. Included between January and July were meetings with the home visit teachers of the New Jersey Commission for the Blind, with special education students from Glassboro State College, students at Rutgers, a senior citizen's association, a conference on special education, and an hour-long interview on EIES of New Jersey, a radio broadcast station for the blind.

The circulation statistics shown below represent items mailed to 6,261 registered borrowers (4,778 adult; 1,483 juvenile) and to the 631 Deposit Collections.

STATISTICS

Deposit Collections		Circulation	1973	1974
Libraries	89	Talking Books	144,088	138,602
Schools	223	Cassette Books	15,502	7,332
Nursing Homes	133	Braille Books	3,987	7,287
Hospitals	64	Magnetic Tape	6,294	3,755
Other	<u>122</u>	Large Type Bks.	<u>729</u>	<u>2,402</u>
<b>TOTAL</b>	<b>631</b>	<b>TOTAL</b>	<b>170,600</b>	<b>159,379</b>

## NEW JERSEY HISTORICAL COMMISSION

Bernard Bush, Executive Director

The New Jersey Historical Commission, although substantially an independent body, is attached to the State Library for administrative purposes. It is housed in the Library, and its business and personnel affairs are channeled through the Administrative Offices of the Library to the central offices of the Department of Education. The State librarian is a member of the Commission.

This arrangement fosters close coordination with the historical resources, reference, and publications programs of the State Library centered in its Archives and History Bureau. The Executive Director, Mr. Bernard Bush, meets with the Library Director and Bureau Heads in regular sessions.

Membership: Created under the Laws of 1965, the Commission's membership was subsequently expanded from eight to twelve, to include two members of the General Assembly and two members of the Senate. In addition, to the State Librarian and the Supervisor of Historic Sites, there are six citizens of the State known for their expertise in New Jersey history, their academic achievements and professional affiliations. The 1974 membership was as follows:

Assemblyman William J. Bate, Clifton, N. J.  
John G. Cunningham, Chairman, Florham Park, N. J.  
Dr. Henry N. Drewry, Princeton University  
Hon. Alfred E. Driscoll, former Governor and Chairman, N. J.  
Turnpike Authority  
Kenneth C. Jennings, New Brunswick, N.J.  
Assemblyman Thomas H. Kean, Livingston, N.J.  
Senator Anne C. Martindell, Trenton, N.J.  
Prof. Richard P. McCormick, Rutgers University  
Roger H. McDonough, State Librarian  
David N. Poinsett, Supervisor of Historic Sites  
Mrs. Maurice P. Schuman, Secretary, Highstown, N.J.  
Senator James P. Vreeland, Jr., Towaco, N.J.

### Major Activities, 1973-74:

#### 1. The Papers of William Livingston

The Commission successfully launched its largest publication project to date, the compilation of the papers of the first Governor of the State of New Jersey (1776-1790). Edited by Carl E. Prince and Dennis P. Ryan, the publication is expected to consist of three or four volumes. It is housed at New York University, where Professor Prince is a member of the faculty. It will be published by Rutgers University Press. Financial support: the Commission, \$30,000; State Bicentennial Commission, \$50,000; National Historical Publications Commission, \$79,250; institutional support from NYU.

#### 2. The Commission published Economic and Social History of Colonial New Jersey: Papers Presented at the Fifth Annual New Jersey History Symposium, 1973, edited by William C. Wright.

#### 3. A project was begun in cooperation with the State Museum and the New Jersey Historical Society to produce a Traveling Bicentennial Exhibition on New Jersey in the American Revolution. Financial support: Commission, \$20,000; State Bicentennial Commission, \$40,000; Museum, \$5,000; Society, \$5,000;

HISTORICAL COMMISSION

foundation \$10,000. Project director, Leslie Byrnes, on the Museum staff.

4. "Yankee Doodle Fought Here," a touring musical program on New Jersey in the Revolutionary era, was begun by Trenton State College Bicentennial Singers, in collaboration with the Commission. Financial support: Commission, \$15,000; College, \$15,000; State Bicentennial Commission, \$30,000.
5. The Commission contracted with Dennis P. Ryan to write and publish a "Chronology of New Jersey in the Revolution."
6. A grant of \$1,500 was made to the New Jersey Commission on Women for a Bibliography of the History of Women in New Jersey.
7. A grant of \$500 was made to the Historical Society of Princeton for a local oral history project.
8. The following annual programs were carried on:
  - a) Newspaper Microfilming Program--in cooperation with State Library.
  - b) Grant in Aid Program for Research in New Jersey History.
  - c) Grant in Aid Program for Local History Projects.
  - d) Grant in Aid Program for Bicentennial Teaching Projects.
9. Conferences and Workshops:
  - a) Teachers' Bicentennial Workshops
  - b) Public Information Workshop for Historical Agencies
  - c) New Jersey History Symposium
  - d) Let's Talk Bicentennial Conference of Local and State Planners
  - e) Co-sponsorship of three conferences of New Jersey Historical Society and conferences of other agencies.