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ANNUAL REPORT

for the year

July 1, 1971 - June 30, 1972



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

ANNUAL REPORT
for the year
July 1, 1971 - June 30, 1972

185 West State Street
Trenton, New Jersey 08625
February, 1972

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NEW JERSEY STATE DEPARTMENT OF EDUCATION
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Marguerite Jennison, Head

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Dr. William C. Wright, Associate Director

NEW JERSEY STATE LIBRARY
185 West State Street
Trenton, New Jersey 08625
February, 1973

*replaced Dr. Lowell A. Martin, whose term ended June 30, 1972

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New Jersey State Department of Education

DIVISION OF THE STATE LIBRARY

ARCHIVES AND HISTORY

ANNUAL REPORT

1971 - 72

Introduction

The 1971-72 year can be characterized as one of great activity both in the State Library and the profession generally. Many positive gains can be seen from the Bureau and Section reports which follow, but over all, there was apprehension as to the status of federal funds for library services and considerable belt-tightening at the State level. Service demands reached an all-time high. Seen against the background of a stringent job freeze under which almost no vacancies could be filled, the increase in "output" reflects real effort on the part of the staff, and very real strain. Despite these hardships, the Library maintained high standards for all of the diversified library services for which it is responsible.

The responsibilities of the State Library were clarified and brought up-to-date by legislation enacted in September, 1969, when the laws governing this Division were extensively rewritten. Appearing as Chapter 73 of Title 18A (Education) of the New Jersey Statutes, this statement of the State Library's basic purpose and functions continues to provide an excellent legal framework for developing its programs, while providing the necessary flexibility to arrange its organizational structure in a manner which enables it to best discharge its duties.

That is "shall" perform certain functions, however, does not mean that it is "enabled" to perform them. The reverse side of legislation is appropriation, and the 1971-72 year was a "zero budget year". By this is meant that the Library was generally required to live within the framework of existing staff, resources, and programs, with only normal incremental factors reflected in its "continuation budget". Some accounts suffered severe cuts. For example, the amount allotted for periodicals was reduced almost twenty-five percent. To continue to discharge its duties as a Research Library Center effectively, the Library had to draw upon additional Federal Library Service and Construction Act funds in order to avoid cancelling current subscriptions. The travel account was reduced more than sixty percent, and, again, Federal funds were tapped to enable the Library to conduct essential field work. As illustrated later in this report, field work had to be intensified in order to assist libraries to comply with State Aid Regulations which became effective January 1, 1972.

This increased dependence of the State Library on Federal funds to carry out its State responsibilities as outlined in law is a source of great concern. Not only does it deprive the localities of funds designed to help equalize library opportunity as intended by the national legislation, it subjects the State programs to the vagueries and hazards of Federal appropriations. These hazards become more real as the tug-of-war between the national administration and the Congress over the Health-Education-Welfare budget intensifies. The Library had attempted, over the last five years, to incorporate federally funded positions into the regular State budget on a gradual, deliberately phased basis. Not only has this been impossible through the annual budget submissions, indeed the direction has been reversed with the edict under the "job freeze" that all Federal positions must be filled before special approval would be given to fill State vacancies. The State Library's use of Federal funds is outlined in Appendix E , and although "strengthening the State Library Agency" is a priority use of Library Services and Construction Act funds, better balance is urgently sought.

The legal flexibility of the State Library in determining its emphases and in adjusting programs, allocation of resources, and internal organization, has been mentioned above and was particularly important during this static budgetary year. Review of its major programs will serve as an introduction to the reports by Bureau which follow. The following chart attempts to present the State Library's major functions more understandably than is generally possible through the use of the traditional box-type organization chart in which position titles and hierarchical relationships predominate.

NEW JERSEY DEPARTMENT OF EDUCATION
DIVISION OF THE STATE LIBRARY
ARCHIVES AND HISTORY

Administration

Advisory	(Personnel	
Council to	(Business & Finance	New Jersey
State Library	(Office Services	Historical
	(Shipping & Receiving	Commission
	(
	(Public Information	
Joint Legislative	(Publications	State Records
Committee on	(Committee
State Library	(Technical Services	
	(Cataloging & Classification	
	(Ordering	
	(Processing, Binding	

Bureau of Library Development

- (Public Library Services
- (Consultant Services
- (State Aid & Regulations
- (Federal LSCA Grants
- (
- (School Library/Media Services
- (Consultant Services
- (Federal ESEA Grants
- (Children's Book Selection Room
- (
- (College Library Services
- (Consultant Services
- (
- (Library Outreach Services
- (Consultant Services; Grants
- (
- (Institutional Library Services
- (Consultant Services; Grants
- (
- (Library Statistics
- Library Directories

Bureau of the Law Library, Legislative
and General Reference Services

- (
- (Law Library
- (Legislative Reference
- (Bill Room (and distribution)
- (
- (General Reference
- (N. J. Documents (and distribution)
- (U. S. Documents
- (Reference Collections
- (General Collections
- (Periodicals
- (
- (Interlibrary Reference Services
- (Reference Referral Center
- (Interlibrary Loan Services
- (Circulation
- (Photocopy Services
- (Bibliographic Center
- ((Micro-automated Catalog)

Library for the Blind & Handicapped
(1676 Olden Ave. Extension, Trenton)

- (
- (Records, Tapes, Cassettes
- (Braille, Large Print
- (
- (Consultant Services
- (Depositories

Bureau of Archives & History

- (
- (N. J. Archives; N. J. History collections
- (Genealogy
- (Exhibits & Displays
- ((Archives Exhibit Room)
- (
- (Records Management
- ((State, County & Local Gov't)
- (Records Storage Center
- (Microfilming

A few comments about the preceding chart might be helpful. First, it shows the State Library as it existed in February, 1972 (as does the frontispiece which lists key personnel and current titles). While this is well into the next Fiscal Year, it is more timely and, hopefully, of more use.

It should be noted that the Bureau of Public and School Services was renamed the Bureau of Library Development -- a more descriptive term which better encompasses its relationships with academic and other types of libraries. Shortly after the close of the Fiscal Year, institutional library services were transferred to this Bureau, bringing this important service into better communication and coordination with school and public library services with which it is closely aligned. The Library for the Blind and Handicapped, which, along with Institutional Library Services, constituted the former Special Services Bureau, now operates solely within its specialized field. The new address of this facility is shown on the chart, although occupancy was not achieved until September, 1972.

Activities of the Bureau of Library Development, now headed by Henry J. Michniewski who succeeded Mrs. Janet Z. McKinlay in October, 1971, are described in some detail later in this report. 1971-72 marked the fifth year since the passage of the State Library Aid Act of 1967. As mentioned before, it was during this year that public libraries had to meet the criteria for receipt of State Aid or suffer a reduction of funds, and it was the year that the Library Development Committee of the New Jersey Library Association began to evaluate how far the State has come in meeting the objectives of the basic State Plan for library development, and to assess such program adjustments as might be in order. 1971-72 also marked a major planning thrust of the U. S. Office of Education in determining long-range and short-range goals for the use of Library Services and Construction Act funds.

Finally, the 1971-72 year is the fifth year that the State Library's Annual Report has been submitted in its present format -- one which has been useful in many ways, but which has certain drawbacks. The Report synthesizes individual reports submitted by the Bureau and Section Heads. As a public document it is perhaps too detailed and technical. The Library has long been aware of the need for a short, visually attractive, informative report which would be of more interest to the layman, as well as the profession at large. Budgetary factors are only partially responsible for not producing such a document. There has been no staff person in the State Library who had the kind of skills involved or to whom the varied responsibilities of public information, public relations officer could be assigned. Renewed efforts were made during the year to recruit an able librarian/public relations person. Such a position has now been established, and while it is also subject to the uncertainties of Federal funding, it is hoped that the next Annual Report can appear in a more suitable form for rendering accountable the State Library's stewardship of public funds.

Advisory Council to the State Library

Under the terms of Chapter 73 of the New Jersey Statutes, the Advisory Council of the Division of the State Library, Archives and History consists of eight members, including the Commissioner of Education ex officio. This body, which advises the State Librarian and the Commissioner of Education with respect to State Library policies, operation, State Aid, minimum standards of library service, and official regulations, is not visible to the State at large. Its influence, however, both upon the conduct of State Library business and library development in New Jersey, is appreciable and deserves attention.

The membership of the Advisory Council is appointed for staggered terms of five years by the Governor with the advice and consent of the Senate. Its membership during the 1971-72 year was as follows, one vacancy being sustained throughout the year:

Mrs. Anita C. Metzger, chairman, has been a member of the Council since its creation in 1945. Founder of the Anita C. Metzger Schools for Early Learning, and a resident of Ventnor, New Jersey, Mrs. Metzger introduced the Initial Teaching Alphabet to the United States. She received the Trustee of the Year Award of the New Jersey Library Association in 1958.

Dr. William S. Dix is Librarian of Princeton University, and former President of the American Library Association.

Dr. Lowell A. Martin, the first Dean of the Graduate Library School of Rutgers, the State University, and noted consultant on statewide library planning, is a professor at the Columbia University Graduate School of Library Service. He completed his second term on the Council June 30, 1972, and was succeeded by Dr. Frank N. Elliott, President of Rider College.

Dr. John H. Morrow was the first U. S. Ambassador Extraordinary and Plenipotentiary to the Republic of Guinea, West Africa, and is Chairman of the Department of Foreign Languages, University College, Rutgers, the State University.

The Honorable Charles E. Reid is a member of the State Assembly and Mayor of Paramus. Prominent in library trustee affairs, he served as President of the New Jersey Library Trustees Association, 1963-64, and President of the American Library Trustees Association, 1964-65.

The Honorable Frederick J. Scholz is President of the Midland Bank and Trust Company of Englewood. He served as State Senator from Camden County, 1964-66, and was a member of the Cherry Hill Library Board of Trustees from 1963 until mid-1965.

The Council met September 22, December 17, January 21, and March 9 of the 1971-72 Fiscal Year. Among the many important items to come before the Council during the year were the designation of new Area Libraries in Cape May, Hunterdon, and Morris counties; the Library Education Study (for a description of this study, see the Library Development Bureau section of this Report); procedures for hearing exemptions to State Aid Regulations; amendments to criteria governing library construction grants; criteria for Emergency Grants; and proposals for a new records storage facility.

Actions involving the receipt of State funds by libraries, whether in the form of annual aid or special grant, must be promulgated by the State Board of Education, and all regulations must be incorporated into the New Jersey Administrative Code pursuant to the Administrative Procedure Act of 1968. It is tribute to the careful review and creative thinking of the Advisory Council that all State Library regulations have been approved without change by the State Board of Education, and that no formal hearing of them has ever been requested of the Division of Controversies and Disputes, the legal arm of the Department of Education.

Of continuing concern to the Council has been the budget and staffing of the State Library. The Council has often brought official stands before the Commissioner of Education and the Governor on behalf of the Library and the State Aid appropriations, and as an unremunerated Council, deserves the appreciation of New Jersey librarians and the public they serve.

Personnel

At the beginning of the Fiscal Year, the State adopted EPEIS (Employment Performance Evaluation and Improvement System), a part of the Governor's Management Commission recommendations, replacing an old, established Civil Service performance rating system. Under EPEIS, it was necessary to draw up specific job descriptions for each State Library position and to incorporate statements as to the authority delegated the employee in discharging his duties as well as standards by which performance would be judged. Beginning July 7th, all supervisors were required to take a State-sponsored, eighteen hour course covering concepts of management, organization and position description, standards of performance, performance appraisal, and the New Jersey system of performance appraisal. That each Bureau met the added workload of refining and in some cases developing job descriptions; reviewing them with the respective employees; and filing reports, without reduction of service levels, is testimony to conscientious, hard work on the part of all concerned.

By the end of the Year, the twenty-five vacancies (twelve professional, thirteen non-professional) had been reduced to eighteen, but of this number thirteen were professional, a gain of one more during the year. Particularly affected was the Library Development Bureau where filled consultant positions only reached the half way mark -- six out of

twelve authorized in the staff complement. The Fiscal Year began with the Administrative Assistant position vacant, and although the position was filled briefly (from August to October, and from December through May), it was again vacant at the close of the Fiscal Year. In an organization which numbers 152 positions (58 professional; 94 non-professional), and which involves numerous State and Federal accounts, the post of Administrative Assistant is complex, strenuous, and critical. Much time was lost in basic orientation and in-service training during a year when the terms of the Administration's "job freeze" and austerity program necessitated detailed justifications and repeated personnel actions. A tabulation of State Library Positions, by Bureau, follows:

STATE LIBRARY	PROFESSIONAL POSITIONS		NON-PROFESSIONAL POSITIONS		TOTAL
	Filled	Vacant	Filled	Vacant	
Administration					20
State	3	0	10	1	
Federal	1	1	3	1	
Law & Reference					38
State	12	1	16	1	
Federal	4	0	4	0	
Library Development					32
State	10	5	7	2	
Federal	2	1	5	0	
Archives & History					14
State	5	0	9	0	
Federal	0	0	0	0	
Library for Blind					24
State	2	1	12	2	
Federal	1	0	6	0	
Technical Services					19
State	2	1	7	0	
Federal	3	0	5	1	
Historical Commission					5
State	3	0	2	0	
Federal	0	0	0	0	
TOTALS	48	10	86	8	152

Book Budget (see unpaginated charts immediately following this page)

Using data drawn from the Bowker Annual of Library and Book Trade Information, 1972, an analysis was made of increased cost of books and periodicals in relation to the State Library's book budget. As the following charts indicate, the purchasing power of the State Library has been severely eroded over the past decade due to inflation and rapidly increasing U. S. book production.

The chart entitled Average Cost per Title (Hardcover U. S. Books) shows the increase in cost of the average hardcover title, 1960-1971, with projections through 1974 based upon the average increase of 14% each year. By 1974, the average title may cost \$19.58, almost four times the \$5.24 price of 1960.

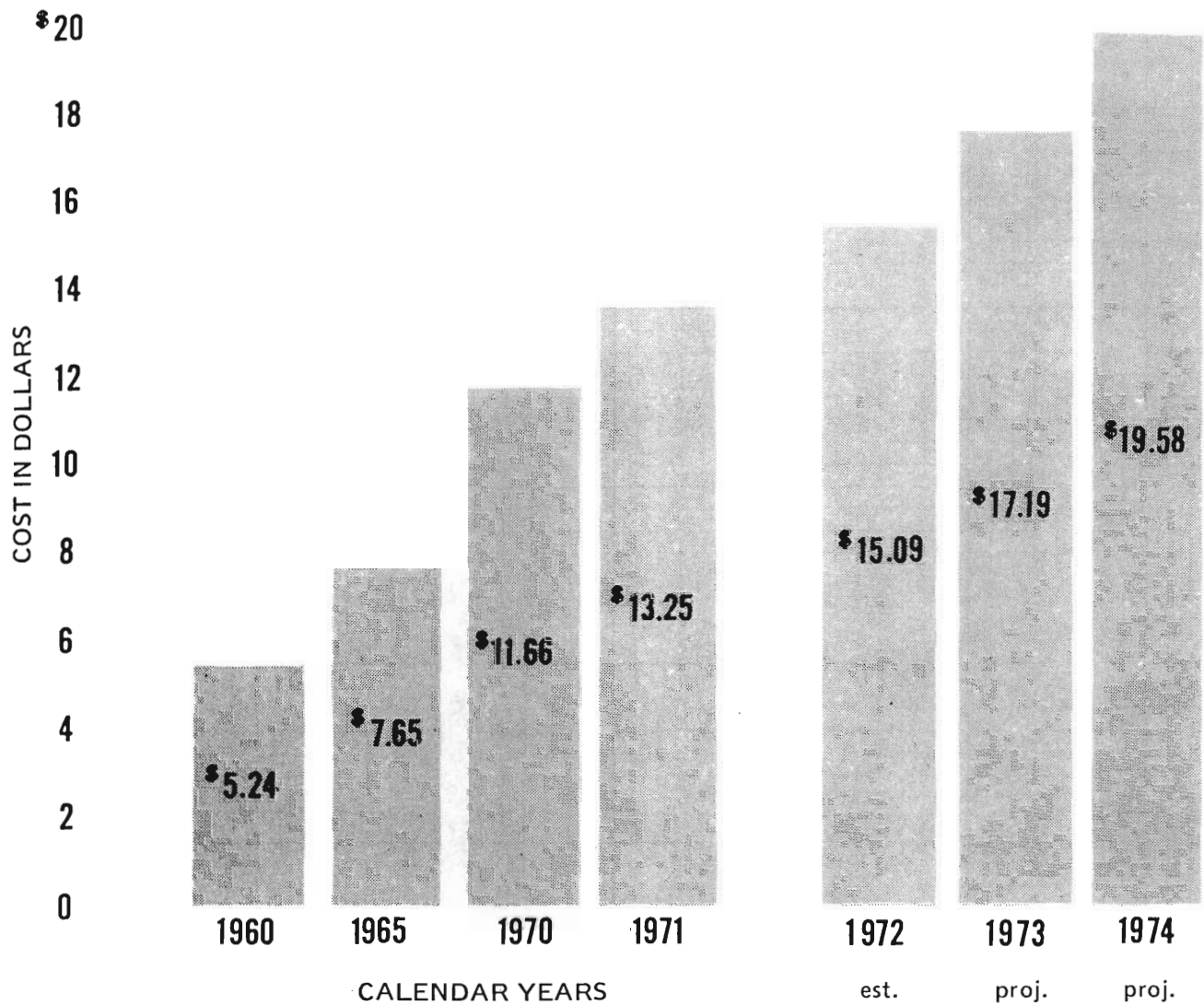
The cost of periodicals and serial services likewise increased dramatically as seen on the second chart; periodicals almost three times as much in the 1974 projection as in 1960; serial services more than double.

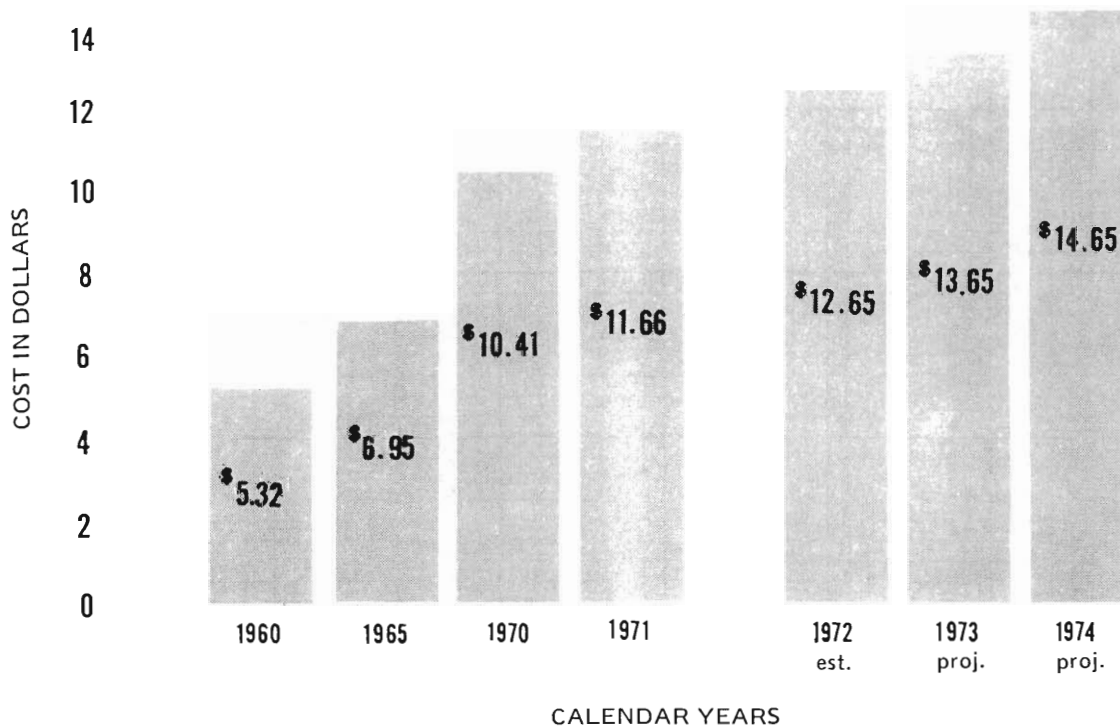
Of greatest interest, however, is the chart entitled Annual U. S. Book Production vs. Percentage State Library Able to Buy. Figures showing the State Library's book budget are given at the bottom of the chart. Despite the fact that this allotment of State funds has increased from \$50,000 in 1960 to \$110,000 in 1972, the percentage of the publishers output which the State Library has been able to buy has diminished. It is estimated that U. S. book production will reach about 40,000 titles in 1973. (figures are always two years behind by the time they are published in the Bowker Annual.) Using the average cost per hardcover book, the percentage of this production which the State Library's book budget can afford is shown as a shaded area at the base of each column. Whereas, with \$50,000 it could buy almost two-thirds the annual production in 1960, it could buy only twenty-one percent in 1971. Continuation of the 1972 budget (\$110,000) would project even greater decline in the purchasing ability by 1974.

Every effort will be made to secure a realistic book budget for the State Library over the next several years. It is felt that this allotment should be tripled in order to support the State Library's responsibilities to the three branches of State Government, to all the libraries in the State, and, as a Research Center, to the citizens of New Jersey. Such a proposed expenditure, \$330,000, should be considered in the context of the Monmouth County Library's book budget of \$206,000 (1972), the Morris County Library's \$270,000, and the Newark Public Library's \$291,000. It should also be viewed in relationship to the extraordinary costs of certain types of materials which are vital to the State Library's services, e.g., Urban Affairs Reporter - \$600.00 per year; N. J. State Industrial Directory - \$65.00 per year.

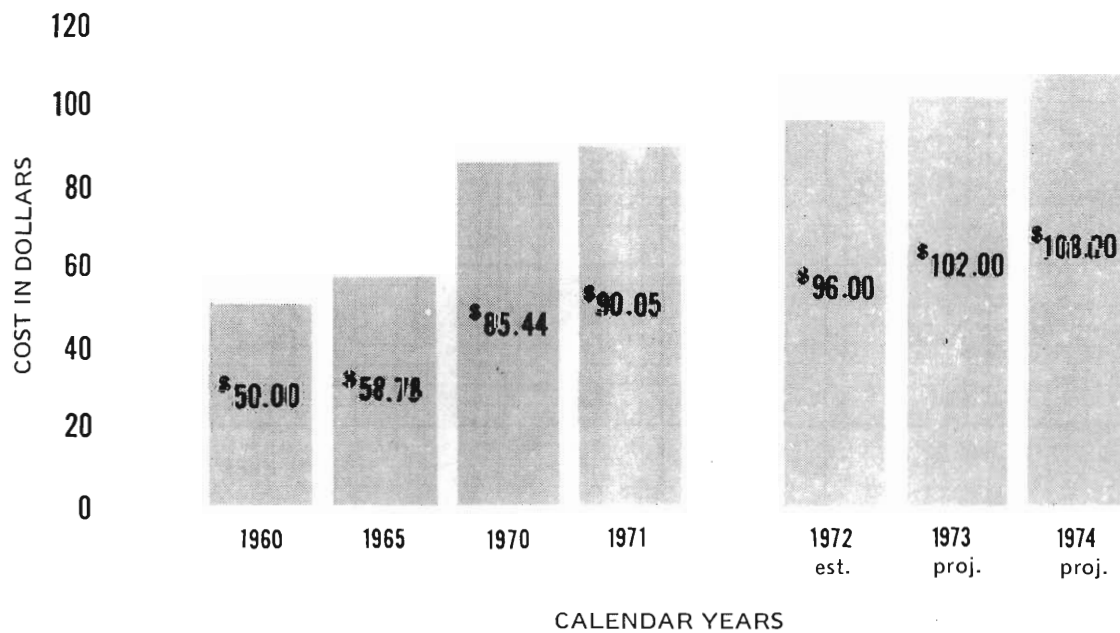
We are not speaking of a luxury budget, but of the basic information sources needed by State Government and the people of New Jersey, even with optimum coordination with other major libraries in the State firmly in mind.

AVERAGE COST PER TITLE (Hardcover U.S. Books)



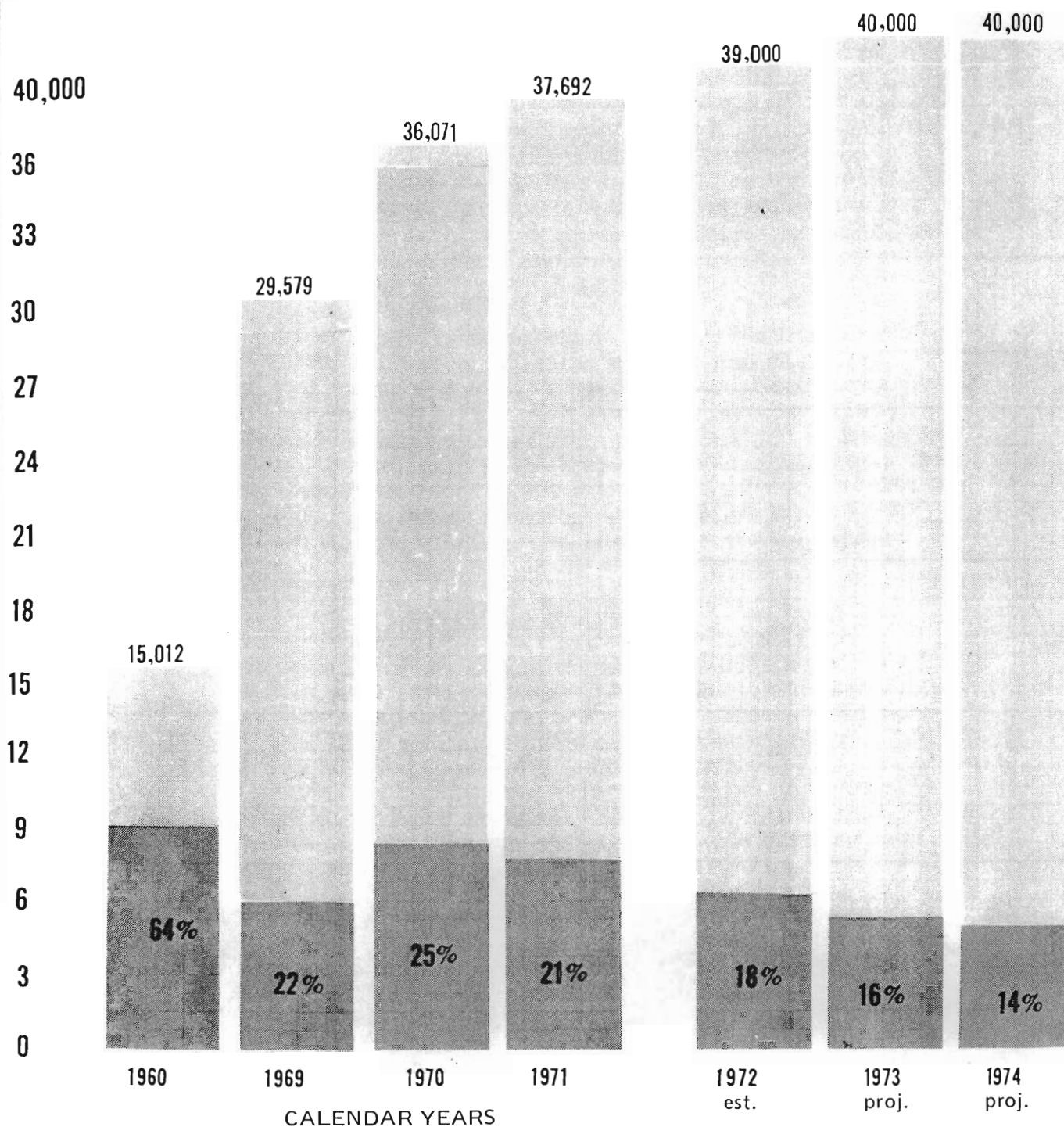


AVERAGE COST PER SERIAL SERVICE (Law and Reference Libraries)



6 7 14.5 11 15.6 ? ?

ANNUAL U.S. BOOK PRODUCTION* vs. PERCENTAGE STATE LIBRARY ABLE TO BUY



50

60

105

105

110

?

?

F Y BOOK BUDGET (Dollars in Thousands)

*NEW TITLES, NEW EDITIONS AND REPRINTS (Hardcover only)

ARCHIVES AND HISTORY BUREAU

A full complement of staff members for the greater part of the year enabled the Archives and History Bureau to perform most of its basic functions. Increased workload, however, necessitated some shift in priorities. Since direct service to the public (circulation, in-person reference questions, and correspondence) must be given immediate attention, and these activities increased markedly, only limited time could be devoted to important behind-the-scenes work. The Archives Section was unable to complete the overall guide to the collections, a long-standing goal, and could index and arrange only a small amount of material during the year.

In the area of Records Management, activity also increased, with a total of 53,405 cubic feet of State, county, and municipal records disposed of during the year. A special appropriation was made for the Fiscal Year 1971-72 to rent space for records storage, but after considering several alternatives, it was decided to construct a new, modern facility adjacent to the State Distribution Center. The funds will be reappropriated for the 1973 year and used for shelving and initial staffing. Occupancy is not expected before the 1973-74 year. Complete statistics reflecting the Bureau's activities will be found in Appendix

Archives Section

The total number of visitors to the archives search room amounted to 2,676 persons from 32 states, Canada, Puerto Rico, and Germany, a slight decline over the preceding year. But these persons used more materials and asked more reference questions than ever before. Use of books increased 78%, microforms 16%, and manuscripts 13%. In-person reference service was up by 52%, and telephone reference by 32%. A significant factor in increased workload, however, was the receipt of 4,364 letters requesting information and necessitating detailed replies -- about 1,000 more than were received during the 1970-71 year.

Again, accessions were held to a minimum due to lack of archives stack space. Over 4,000 square feet of space will become available next year, hopefully, when the new records storage facility will free up space at the main building. With the help of a volunteer group of Daughters of the American Revolution, the remainder of the Revolutionary War Documents were inventoried and calendared. Now over 12,000 documents concerning the Revolutionary War are listed and available to scholars and the public.

History and Exhibits Section

The teacher-librarian who schedules and conducts visits and lectures in the Archives Exhibit Room took a year's leave of absence to pursue a Master's degree program in History. While this position was temporarily filled by a very bright and energetic person for most

of the year, a decrease in the number of classes visiting the Archives Exhibit Room resulted. Work was completed during the year on preparing a new long-term exhibit on 300 years of transportation in New Jersey. This exhibit will replace the one covering New Jersey counties which has been displayed since the new building was occupied in 1965, and the exhibit will be installed and dedicated in the fall of 1972. Again, efforts to find a publisher for the Colonial Laws of New Jersey were unsuccessful. An act establishing a New Jersey Archives Publication Fund (Senate No. 166) was reintroduced in the 1972 Session, but as of the end of the Fiscal Year had not been acted upon.

The number of visitors to the Archives Exhibit Room totaled 9,100 including over 2,000 school children. In the main corridor, four special exhibits were prepared and displayed:

1. "State Library's 175th Anniversary"
2. "New Jersey First Feminist"
3. "New Jersey Teen Arts - 1972"
4. "A Salute to Walt Whitman"

The exhibit on New Jersey's First Feminists was made available as a traveling exhibit to all Area Libraries. Three libraries responded and each is scheduled to receive the exhibit for a two month period.

The newspaper microfilming preservation program was continued under combined Library Services and Construction Act, Title III funds, a grant from the New Jersey Historical Commission, and local funds from the participating libraries. Grant recipients and the newspapers being filmed are as follows:

<u>Library</u>	<u>Newspaper</u>
N. J. Historical Society	<u>Centennial of Freedom, 1796-1895</u> <u>New Jersey Eagle, N.J. Journal,</u> <u>1820-1895</u>
Newark Public Library	<u>Iron Era, 1881-1907</u> <u>Newark Daily Mercury, 1849-1863</u>
Basking Ridge Public Lib.	<u>Bernardsville News, 1903-1971</u>
Rutgers University	<u>Fredonian, 1811-1900</u>

A copy of all newspapers microfilmed will be deposited with the State Library for reference and interlibrary loan services.

The History and Exhibit Section is also responsible for publishing New Jersey Days, a monthly listing of historical events in the State. This leaflet is now distributed to over 1,000 classrooms, school and public libraries.

Records Management

The disposal of 53,405 cubic feet, or the equivalent of 5,340 file cabinets, of State, county, and local municipal records represents

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a very real savings to these governmental units. It was disappointing, however, not to be able to secure facilities and staff which would enable the Bureau to offer a complete records management program to the State, inasmuch as the present records storage capacity is extremely limited. As mentioned before, the Administration decided to construct a new records storage facility of over 30,000 square feet on the Stuyvesant Avenue property. Such a facility should accommodate all of the State's semi-current records, a goal which the State Library has sought for the past eighteen years.

The statistics record a busy year with a five percent increase in records disposed of; fourteen microfilming projects that accounted for over one million images; and 1,599 reference requests for materials housed at the present records centers. The State Records Committee held two meetings during the year, approving five new retention and disposal schedules and revising twelve existing schedules.

In addition, the Microfilming Unit prepared the third and fourth cumulative supplements to the State Library catalog on microfilm (MAC), filming, indexing, and distributing the supplements to the participating libraries. Two additional complete sets were prepared for the Cape May and Hunterdon County libraries which were designated Area Libraries during the year.

Field Work - Professional Activities

The Bureau Head made 29 field trips during the year, including visits to the County Clerks of Atlantic, Hudson and Morris, and attended meetings of the Society of American Archivists (San Francisco, California, Oct. 12-15); N. J. Chapter of the American Records Management Association; N. J. Library Association; and the N. J. Historical Association. As a courtesy, he served as consultant to the N. J. Historical Society in its new building program. He was appointed to the New York Regional Archives Council of the National Archives and Records Services.

The Supervisor of Microfilm Services made 56 trips to state and local offices and attended various local meetings and the annual convention of the National Microfilm Association. (New York City, May 9-12).

Statistics covering use of materials, reference services, photocopy services, attendance, and disposal of records are shown in Appendix A.

BUREAU OF THE LAW LIBRARY,
LEGISLATIVE AND GENERAL REFERENCE SERVICES

Statistics for the Law and General Reference Sections of the Bureau are combined in Appendix B.

Law Library

Although the Judiciary, the New Jersey Bar, and the State generally must depend upon the State Library as the strongest law library in New Jersey, the Law Library staff was obliged to consciously limit in-depth services to non-government patrons for the first time in Fiscal 1972. Requests by mail were postponed or declined if they involved extensive search; patrons were directed to the shelves without individual assistance. These steps, taken reluctantly, were necessitated by another marked increase in reference requests received -- up 13.5% to 16,621 over the preceding year. (The 1971 year had registered a 12% increase over 1970).

The staff, however, remained the same size it has been for the past few years. Compounding the problem was the loss of the Section Head, a law librarian with over twenty years experience, at the beginning of the year, with additional staff turnover later on. Increasing demand in face of a static personnel level can only result in deterioration of service quality and efficiency. That the increased demand is predictable, as the following figures showing change in numbers of the Library's major clientele illustrate, is particularly frustrating.

<u>Clientele</u>	<u>1966</u>	<u>1972</u>
Legislature	81	120
Superior Court Judges Authorized	78	96
Law Revision & Legislative Services Staff	6	20
Attorney General's Staff:		
Deputies, Law	62	103
Deputies, Criminal Law Division	0	32
Public Defender's Office	0	156
Summer Interns	0	10

Each of these "clients" involves a distinct workload in the Law Library, for each must use this basic resource, the strongest law collection in New Jersey, in pursuit of intensive research, often under severe time pressure. Such expansion in State Government is only met with additional staff for the Library far after the fact, and in austerity periods such as the present, not at all. In consequence, no new projects were initiated by the Law Library, the staff being hard pressed to maintain present services.

Personnel:

Mrs. Marjorie Garwig took over as Supervising Librarian following

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the resignation of Mrs. Rebecca Lutto on July 1, 1972. Fortunately, Mr. Tony Dickson, law student, who has worked part time in the evenings and Saturdays for several years, was able through a Higher Education grant to put in full-time duty during July and August, providing much needed assistance during the vacation season. In September, the vacant Librarian III position was filled by Mr. George Biggs, but just as his in-service training began to lighten, he transferred to the Library for the Blind on April 10 for promotional opportunity. His position was filled on a temporary basis by Mr. Sheldon Cheuse until an official Civil Service list could be promulgated. Staff problems mounted in the Spring. The Bureau Head was absent on sick leave during the month of April and the Clerk assigned to the Law Library left on maternity leave. Her duties had to be absorbed insofar as possible by staff in the General Reference Section.

There is urgent need for an additional Librarian I, Legislative Reference Services, to maintain contact in the State House on legislative days, to maintain a constant flow of current legislative histories, and to help in daily reference tasks. In addition, a Senior Library Assistant title is needed, commensurate with the many technical library duties now performed by the Clerk. The existence of two federally funded positions, Librarian II, Law, and Industrial Assistant, Bill Room, is of great concern in view of threatened federal appropriations.

Reference Services:

The judiciary, as well as legislators, require extensive, in-depth reference services. Judges from the Supreme Court to County and Domestic Relations Courts all call the Law Library for material and information which can take from a half an hour to a day to compile. If the reference librarian, at one and the same time, has to answer the phone or help patrons standing in front of the desk, the time required to do the work is longer, and the concentration required more difficult to sustain. Short requests from state employees and the general public can usually be handled in a few minutes by an experienced law librarian. However, these too take more time if the librarian is untrained and needs constant guidance in the use of the Library's complex legal collection. In-service training necessitated by staff turnover makes serious inroads upon the time and energies of seasoned staff members. Despite the great pressure of telephone and in-person requests, considerable behind-the-scene work was accomplished.

Subject Index of Bills:

The procedures for maintaining the Subject Index on cards had to be adjusted this year when the provision of index cards was discontinued by the Legislative Index staff. The procedure had always involved a delay of many weeks, and required the filing of temporary cards in the card index. Now the Library receives the bill digests printed on adhesive-backed paper from the Legislative News

the day after the Session. The digests are cut, pasted, and headed the same day; reviewed by the Supervising Librarian; then filed in the Index. Many advantages have resulted: there is just one filing, there are no temporary cards, and no lengthy rechecking of the whole file during the summer months as was required previously. However, the greatly increased number of bills introduced (1,234 Senate bills, up 220% over 1971, and 1,549 Assembly bills, up 135%) created even additional workload at a time when the Law Library had just lost the indexing expertise of its former Supervising Librarian. The Subject Index of Bills is a unique, basic, and essential tool of this Library's reference work: without it, service would deteriorate and be most difficult.

Legislative Histories:

One hundred nineteen legislative histories were prepared during the year, some of them lengthy and much used: for example, Pari-mutuel Betting; N. J. Tort Claims Act; N. J. Divorce Reform Act; No-Fault Insurance. The plan to compile legislative histories on a current basis in anticipation of requests had to be abandoned for lack of staff.

Governor's Counsel Files:

During the summer, the Governor's Counsel files for Governor Meyner's administration were put into order thus making accessible this important background material for legislative histories. Such files are deposited in the New Jersey Archives at the close of an administration but require considerable organization before they can be used productively. This kind of project cannot be accomplished during the winter because of the daily workload.

New Jersey Judicial Conference Reports:

The Judicial Conference Reports of the New Jersey courts are not indexed. As they contain much material on the development of New Jersey court rules, the staff has been indexing these materials for use in histories of court rules.

Briefs:

The backlog in indexing of court briefs was successfully reduced during the summer months, but a new backlog developed during the year, this time due to staff shortage in the Microfilm Unit of the Courts. Procedural changes and altered numbering systems created many complications for the indexing crew in the State Library which provides Xerox copy of index cards to the Rutgers Law Library, Newark.

Narcotics Laws:

A supplement to the Narcotics Laws was published containing extensive revisions. This publication is still a bestseller.

Penal Code Draft:

The New Jersey Penal Code Draft was distributed by the Documents Librarian to appropriate law libraries.

Several changes in legal services used by the Library should be noted. A major advance for law reference was the publication of the New Jersey Administrative Code. Although not all volumes have appeared, it already has proven helpful in answering questions. On the other hand, the discontinuance of the Gann Current Law Service has been felt by the public and law reference staff alike. There is no service available which provides the latest New Jersey legislation promptly after it is enacted. The Law Library staff has been forced to provide a makeshift service for staff use only pending resumption of a similar service on a subscription basis. Finally, the 1971 contract with Aspen Systems Corporation for printout from its computerized listing of the statutes of the fifty states required each Department to pay \$125 per search. Use of this service has consequently been reduced to a minimum and the new contract will change the entire procedure. The State has bought the statute tapes and will run queries on its own computers. While the State Library will act as liaison between patrons and the Computer Division, procedures have yet to be worked out.

Bill Room:

The Bill Room continues to do peak business. Two new power files are on order for September delivery and will eliminate some of the constant shifting of materials from shelf to shelf and paging problems. In anticipation of the new power files, a wall was removed and a major rearrangement of files and stacks undertaken. The unprecedented number of bills introduced which was cited above, together with fiscal notes, committee reports, amendments, etc., has overwhelmed the storage capacity of the Bill Room. The addition of one clerk to the staff (through transfer from the Library for the Blind and Handicapped) has somewhat eased the pressure of work, but this service point, as elsewhere, experiences no slackening of pace even in the summer months.

General Reference

Marked increase in demand also produced a sense of frustration in the General Reference Section at not being able to provide better service to State agencies. "Spot Reference" increased 31.8% , from 10,089 inquiries in Fiscal 1971 to 13,298. "Searches" were up 27.8%, from 3,915 to 5,007. Quantity, however, was only one problem factor: in order to handle the increasingly complex questions being asked, the staff needs additional subject specialization. At the present time, it waits for questions to come in and then provides limited service. No subject bibliographies are prepared; very little selective dissemination of new materials is done; and patrons are not made aware of available subject resources. General orientation sessions for selected groups of State employees provides an introduction to State Library services, but similar sessions for specific interest groups, geared to their particular needs, are very much needed.

Personnel:

For a short time there was a full complement of reference librarians in the Section, Mrs. Maxine Goldsmith having joined the staff at the end of December, 1971. Miss Lynn Van Buskirk, Librarian II, resigned on March 31, 1972, however, and with Mrs. Goldsmith's promotion, the Librarian III position was again vacant. A list of major activities by staff member follows.

Supervising Librarian:

In addition to supervising the Section and manning reference desks, Susan Rounfort was a member of the Collections Policy Committee, an ad hoc Technical Services Study Committee, and a Building Use Study Committee. She helped organize several orientation seminars, provided consultation services to several State agencies, and was very active in the Special Libraries Association as vice-president of the local Princeton-Trenton Chapter.

Librarian I - Documents:

Betty Strapp continued to be overburdened during the 1972 year. In addition to her normal duties as New Jersey Documents Librarian and supervisor of the Jerseyana Collection, she also handled the distribution of the Tax Policy Committee report and cataloged reference materials for five months. As a result, several documents projects were not begun as planned: distribution of document catalog copy to depository libraries; revision of the New Jersey author entries; and the editing of material for a supplement to the Bibliography of Official New Jersey Reports.

Librarian II - Serials:

Lynne Van Buskirk devoted much time to the preparation of retention and binding schedules for periodicals and edited serials holding cards preparatory to a new serials holding list. She had specialized in reference services to the Department of Education where emphasis on research and evaluation produced great demand. With her resignation, these services had to be curtailed, regrettably. She was succeeded by Maxine Goldsmith who initiated contact with Rutgers University in cooperating with the computerized Union List of Serials being published by that agency.

Librarian II - U. S. Documents:

Beverly Railsback was reclassified as a Librarian II and assigned to U. S. Documents. She also supervised a trainee, Anke Tschurko, in the preparation of a classification system for the Library's holdings of documents of other states.

Librarian II:

Stephen Breedlove was promoted to Librarian II and was assigned to New Jersey document reference work. He also supervised the drug abuse study material distribution program and continued to supervise the clerical staff in planning and executing major shifting of the collections.

Librarian III:

As noted before, this position was vacant at the end of the year. In view of the work load generally, it is imperative that it be filled as soon as possible.

The Collections:

Twelve major shifts of collections were made by the regular clerical staff during the year in order to better utilize available space in the building and carry out policies already agreed upon. Among them, the foreign language collection was packed and transferred to the Newark Public Library under an agreement with that agency to make it available statewide. This places these materials closer to the predominant user groups, and, combined with Newark's holdings, forms a stronger resource. A new reading area was created for documents and indexes on the second floor. The Professional Library was disbanded as part of the overall reallocation of space project undertaken in 1971, and the periodicals were interfiled in the general periodicals collection. The Law and Reference Bureau is preparing a master building use plan (with the help of an ad hoc committee) to accommodate growth over the next five years. Lesser-used materials will be stored at the new facility for the Library for the Blind and Handicapped and at the new Records Storage Center which is expected to be available for use in the Spring of 1973.

The Collections Policy Committee has continued to define collection needs and to apportion money accordingly. The effect upon the Library of the rising cost of books and periodicals, the diminished purchasing power, and a static book budget has been described elsewhere. The Collections Committee has wrestled with these problems in an effort to maintain a balance between that which is needed as a special library for State Government, that needed as a backup resource for Central and South Jersey libraries, and the holdings it should be developing in its overall role as a Research Library Center. The inescapable fact remains that services are being adversely affected by an unrealistically low budget for library materials.

Projects:

Many of the projects during the year have been covered in the section of Personnel, above, but a few deserve special mention.

The inventory of all periodicals collections has been completed;

The New Jersey clipping file was completely revamped and subject headings updated to reflect current legislative trends;

The reference standing order file was reorganized and corrected. (In the process it was revealed that costs for standing orders have risen over \$4,000 in the past year);

The reference collection was weeded, and procedures established for restricting circulation of valuable materials not filed in the Reference collection;

The New Jersey document distribution service continued to grow, with over 88,000 items (including the Tax Policy reports) distributed as compared to 74,500 in 1971;

Drug Abuse Study materials were again distributed by the Section although only enough money was received to provide for 2,000 packages. (Over 500 were requested in May alone).

The staff continued to develop professional contacts, render consultation services, and speak at seminars and meetings through 13 library field visits, 24 state agency visitations, and 29 local, state, and national professional association meetings.

library was found which owned each of these titles. This information was relayed to the requesting library, so another interlibrary request could be directed to the library holding the title.

These location services are above and beyond standard interlibrary loan procedure. Of the 22,475 requests received, 93% were interlibrary loan requests (including MAC and locations) and the remaining 7% were telephoned requests for books from State departmental libraries and employees.

Fully 59% of these requests were filled, reserved, or ordered, while another 23% were located in Newark's MAC or at other libraries and sent on for possible filling. Another 8% of the total requested were MAC requests for which the book was not available at the time of request. Approximately one-third of these were later filled upon second request: only ten percent of all requests were not filled or properly referred for possible filling.

Cause for concern, however, is that the "Filled Immediately" rate dropped from 62% in 1970-71 to 57%, while the "Unfilled" rate increased from six to ten percent. Restrictions in book purchasing, both at the State Library and at local and Area libraries undoubtedly influenced these figures.

MAC:

The Micro-Automated Catalog of the State Library celebrated its second anniversary on March 19, 1972, by which time copies of the master catalog had been deposited at two new Area libraries, Cape May County Library and Hunterdon County Library. Two cumulative MAC supplements, #3 and #4, were issued in 1971-72.

A healthy by-product of MAC at the State Library was the elimination of the third floor author-title catalog, which was duplicative of the main catalog (on MAC), and the formation of a new author-title subject card file to serve as a cumulative supplement. Technical Services and Interlibrary Reference and Loan Services staffs combined to disband the author-title catalog, saving only the Fiction entries, which are not duplicated elsewhere.

A chart showing the number of MAC requests received from each library and the response rate is presented in Appendix C.

The Newark-MAC was installed on April 6, 1972, with a dedication held at the Jersey City Public Library. The total dictionary catalog, 1,300,000 entries, of Newark's holdings is contained in 120 cartridges, and the total cost for filming, duplication, and loading film into cartridges was covered by a grant of \$23,324 from the State Library to Newark in 1970-71. During Fiscal Year 1972, the State Library purchased microfilm reader-printers, stands and cartridge carousels at a total cost of \$20,727 for Area libraries in Bloomfield, Elizabeth, Hackensack, Jersey City, Linden, Morris County, Paterson, Plainfield, Ridgewood and Woodbridge Township. In addition, both Newark and the State

Library received copies of the Newark MAC for interlibrary service use.

FAX (Telefacsimile Transmission) Project:

In March, 1972, the Director received and approved a proposal for a Telefacsimile Project, to transmit interlibrary loan, MAC and certain reference requests. Savings of approximately two days in transit per request were estimated from samples taken. Projected over all ILL transactions between Area and Research Libraries in New Jersey, FAX was seen capable of saving over 100,000 in-transit days annually.

A FAX User-Group of interested librarians and telecommunications experts was assembled and witnessed demonstrations by major FAX vendors. The FAX User-Group decided to participate in a three-phase pilot project, to be funded with \$2,050 from Title III, LSCA. During 1971-72, the first phase, a free two-week test of the equipment of each of three vendors was implemented. In 1972-73, the second phase, a three-month paid pilot project, will be initiated on August 28, 1972. The outcome of this phase and availability of funding will determine whether the pilot will be expanded to include all Area libraries. Participants in the FAX Pilot Project are: Newark Public, Princeton University, Rutgers University, New Jersey College of Medicine and Dentistry at Newark (and second location at Jersey City), Cumberland, Monmouth and Morris counties, and the State Library.

During the first phase, the major problem was the transmission of MAC requests. Reader-printers were adjusted to make printouts of higher black-white contrasts. A.L.A. Loan and Photocopy requests have presented no real problems for telefacsimile equipment tested to date.

Circulation-Control:

Circulation of materials from all collections of the State Library, except from the Library for the Blind and Handicapped (reported elsewhere), declined 11.7% from 1970-71 to 1971-72. A total of 50,518 items (books, films, filmstrips, periodicals, pamphlets, papers, and bills) were borrowed by eligible patrons and libraries. The previous year's circulation was 57,241. For further statistics see Appendix

A total of four full-time staff members maintained the two circulation desks and controlled all circulation functions, which include registering patrons; charging out borrowed materials; filing the circulation-control records; issuing recall notices (often two or three are required); and matching circulation-control cards to returned materials to discharge the patron's obligation. In addition, at the first floor circulation desk, patrons are paged, change is made for Xeroxing, and interlibrary loan requests to other libraries are prepared.

In addition to these duties, the staff undertook the following

projects:

1. Preparation of over 10,000 circulation-control cards for juvenile books, loans up to ten years ago and never returned, for a final shelf check. Special staff hired by the Library Development Bureau conducted an inventory of the Juvenile Collection and purged from the official shelflist record those materials lost in circulation.

2. Adult material in circulation since July, 1970 was recalled with a request that materials not to be returned be replaced or paid for. Libraries and State employees responded by bringing back books or paying for their replacement value. Items still in print were reordered by the Bibliographer, if valuable for the collection.

Statistics of circulation for 1971-72 (see Appendix D, p. 56) show decreases in all categories but two, but this is counterbalanced with a tremendous increase in photoduplication services, from 49,178 in Fiscal '71 to 72,728 in Fiscal '72.

Of the total circulation of 50,518 an estimated 17,502 was made in fulfillment of interlibrary reference and loan requests. The remaining 33,016 loans were made directly to State employees on a self-service basis and in response to telephone requests. Circulation made on a self-service basis is very low, even for a branch public library. It is a matter of concern that circulation does not show a higher level of use by State employees, and it is proposed that in 1972-73 a concerted effort be made toward publicizing the State Library's services and collections.

The Deposit and Exchange Collection, which was given considerable coverage in the 1970-71 Annual Report, was used extensively by various public, school and academic libraries. Over 5,000 volumes were taken from the collection while about 2,000 volumes were added.

LIBRARY DEVELOPMENT BUREAU

The fiscal year 1972 was one of great change and activity in the Library Development Bureau. Henry J. Michniewski succeeded Mrs. McKinlay as the Head of the Public and School Library Services Bureau in October of 1971; at that time the name of the Bureau was changed to "Library Development Bureau"; regulations pursuant to the State Library Aid Law were enforced, for the first time; and, also for the first time, rules were promulgated identifying those "emergencies" which would be eligible for funding under the State Library Aid Law.

In order to give better direction to the Incentive Grant Program under the State Aid Law, a Committee representing various Bureaus of the Division was appointed to study the existing criteria for this program and to make recommendations for desirable changes. The Committee is expected to make its report during the fall of 1972.

Explorations, with representatives of the Thomas A. Edison College, were undertaken to discover methods for assuring that students in this non-campus program would have adequate access to library materials. An attempt is being made to secure Federal funds to assist public libraries in providing resources to support Edison College students.

On June 28, 1972, a contract was entered into between the State Library and the Division of Public Welfare of the Department of Institutions and Agencies. The contract provides that the State Library may make use of funds available under the Social Security Act to provide special library services to the: aged, poor, handicapped, and the institutionalized. This contract requires the approval of the Federal government.

The School Media and Academic Services Section suffers a 40% vacancy (2 vacancies of 5 positions). The Public Library Section is in an even less desirable situation with professional vacancies at 48%. This lack of staff produces unfortunate results: for example, inappropriate use of personnel (the Children's Library Consultant, is required to spend a great deal of time with State Library Aid Incentive Grant Program and compliance with regulations); essential work not accomplished (inability to assist in the development of elementary media centers; and inability to work in the area of adult library services).

The staffing situation is serious and critical. Its continuation can only result in a deterioration of services and thus a decline in the image, impact, and role of the Library Development Bureau and the State Library generally.

Public Library Section

Fiscal 1972 was a year for evaluation of ongoing programs and the development of procedures and guidelines for new programs.

Goals set for 1972 were, for the most part, achieved or are in the process of being attained.

Personnel:

The Public Library Section has worked under very severe restrictions in the past year due to the loss of two professional consultants; Miss Kay Cassell and Miss Elizabeth Harper. Miss Cassell terminated her employment with the State Library at the beginning of the fiscal year to accept assignment with the Peace Corps in Morocco. Miss Harper retired effective January 1, but was on medical leave beginning September 1, 1971.

Recruiting to fill vacancies began almost simultaneously with notification of Miss Cassell's resignation. However, the Library was unable to replace any staff until March, 1972, when Mrs. Selma Kessler joined the staff as a Public Library Consultant. She will concentrate on advisory services to the small library and close liaison with Boards of Trustees of public libraries.

The staff now consists of the Coordinator, four Consultants and six supporting clerical staff members. As noted before, four additional consultant positions and a Senior Clerk-Stenographer position remained vacant under the job freeze.

GRANT PROGRAMS

State Aid for Public Libraries

State Aid allocations for Fiscal Year 1972 were as follows:

<u>Program</u>	<u>Allocation</u>
Per Capita Aid (Local Libraries)	\$ 5,087,990
Area Libraries	1,414,370
Research Libraries	293,743
Emergency/Incentive	146,871
Administrative	<u>70,131</u>
	\$ 7,013,105

Per Capita Aid to Public Libraries

Anticipating the implementation of the State Aid Rules and Regulations, on January 1, 1972, the staff of the Public Library Section concentrated on an educational program through field trips, workshop programs, and memoranda to alert and acquaint the public libraries of the State with the full implications of the State Aid regulations and how they affected each library. Preliminary calculations identified those communities which would have a probable loss of more than 50% of their State Aid. These are the communities on which the consultant staff concentrated with an intensive program of field visits and meetings with the Boards and Directors of the public libraries.

In conjunction with the field trips, and with the cooperation of the N. J. Department of State, Miss Hunsicker began the necessary paper work to assure confirmation of the incorporation provision of the Regulations.

The Annual Statistical Report, from which data is drawn as to a library's capability of meeting the Regulations, was reviewed and revised to include all information needed for the implementation of the Program. In January, 1972, procedures and a timetable for implementation of the Rules and Regulations were established. Miss Hunsicker, Miss Zargiel and Mr. Knezevich worked as a team to establish processing and notification procedures and to verify the computations necessary for each library. Exception forms and procedures for review and informal hearings were also devised.

Also in January, a letter from the Director to municipal governing officials alerting them to possible loss of State Aid extended information about the program beyond the Board of Trustees and the library director. For the most part, these letters were well-received and governing officials indicated an interest in improving library services for their communities.

It is, of course, too soon to judge the impact of the Rules and Regulations. Some numerical comparisons indicate that there has been a movement toward achieving the criteria established in the Rules and Regulations. At the last count, 104 public libraries, the majority of which serve less than 10,000 population and have budgets of less than \$10,000, will be experiencing some State Aid loss. The aid withheld would total \$161,188.

In the actual implementation of the Regulations, areas have been identified which will need reconsideration and restatement to provide for new trends in library services and more effective programs.

Area Libraries

Three new Area Libraries were designated in Fiscal 1972. These were: Morris County Library, Cape May County Library, and Hunterdon County Library. Grants to Area Libraries amounted to \$1,414,370 and were distributed as follows:

<u>Area Library</u>	<u>Grant (Calendar 1971)</u>	<u>Area Library</u>	<u>Grant</u>
Bloomfield P. L.	\$61,341	Morris Co. L.	\$80,916
Burlington Co. L.	70,846	Newark P. L.	95,215
Cape May Co. L.	34,440	Ocean Co. L.	56,306
Cumberland Co. L.	51,568	Paterson P. L.	70,733
East Orange P. L.	70,450	Plainfield P. L.	73,717
Elizabeth P. L.	57,494	Ridgewood P. L.	69,700
Hackensack P. L.	110,914	Somerset Co. L.	46,830
Hunterdon Co. L.	35,940	Sussex Co. L.	48,089
Jersey City P. L.	107,619	Trenton P. L.	73,236
Linden P. L.	43,223	Woodbridge P. L.	62,897
Monmouth Co. L.	92,896		

The bi-monthly meeting of the Area Library Directors in Fiscal 1972 concentrated on the development of standards and a look at existing services. A decision was reached to appoint a sub-committee to study and revise the Minimal Services Program for Area Library Services.

Incentive/Emergency Grants

The allocation for Emergency/Incentive Grants for Fiscal 1972 was \$146,871. Flood damage suffered by public libraries in the Summer of 1971 and an emergency requiring the relocation of the Spotswood Library were reviewed and Emergency Grants were approved for the following libraries:

East Orange Public Lib.	\$ 1,479.00
Garfield Public Library	500.00
Hackensack Public Lib.	347.00
Manville Public Lib.	11,883.23
Maplewood Public Lib.	900.00
Spotswood Public Lib.	4,570.00
West Orange Public Lib.	<u>3,190.37</u>
	\$ 22,869.00

The remaining funds were used to fund Incentive Grants for the following programs:

Bloomfield Area - Interlibrary Loan Delivery System	\$ 3,346.40
Camden County Film Center	11,500.00
Edison/Woodbridge Contractual Borrowing Project	10,000.00
Elizabeth/Union Local History Project	10,440.00
Essex County Children's Programs	900.00
Monmouth County Municipal Reference Service	23,800.00
Morris/Union Federation	20,400.00
Newark/Jersey City/Elizabeth Service to the Disadvantaged	9,000.00
Pascack Valley Cooperative Union	12,000.00
South Middlesex Federation	8,415.00

Woodbridge/Monmouth Film Center	14,200.00
	\$ 124,001.40

Both the Emergency and Incentive Grants Programs have been scrutinized in the past fiscal year. Guidelines for the Emergency Grant Program were formulated and submitted for approval by the State Board of Education. The program previously had been administered on the basis of precedence; the new guidelines define more closely what constitutes an emergency.

The Incentive Grant Program is currently being reviewed by an in-house sub-committee with the objective of establishing new priorities and tightening guidelines to make the program consistent with the objectives of library development for the State.

LIBRARY SERVICES AND CONSTRUCTION ACT

Allocations to the State of New Jersey under the Library Services and Construction Act for Fiscal 1972 were as follows:

Title I - Services	\$ 1,451,913
Title II - Construction	246,717
Title III - Interlibrary Cooperation	58,096
	\$ 1,756,726

Library Services and Construction Act Advisory Council and the Five-Year Plan

Regulations under new LSCA legislation require that an Advisory Council be established representing all types of libraries and library users, particularly those from areas with a high concentration of rural and urban poor. An Advisory Council for LSCA was selected and appointed by the Commissioner of Education as follows:

Alyce Burtis	Ethel Klingerman	William Roehrenbeck
Lorraine Coe	George Morin	U. Samuel Vukceovich
Bruce Dawson	Schuyler Mott	David West
Helen Gromann	Louis Nagy	Ann Widerstrom
James Hess	Hazel Nimmo	Pauline Williams
Jayne Hess	Dorothy Payne	Ella Yates

Liaison representatives from the Library Development Committee and Community Colleges, Ben Grimm and Dr. Fleming Thomas, were also appointed.

New regulations also required that, with the assistance of the Advisory Council a Five-Year Plan be formulated which would enumerate goals and objectives and establish priorities and criteria for the implementation of LSCA programs. The Head of the Section attended an Institute sponsored by the U. S. Office of Education to assist in the long-range planning required.

The LSCA Advisory Council met six times during the fiscal year. It was sub-divided into sub-committees to develop goals and objectives relating to specific areas which had been indentified in legislation as being mandatory. These included services to the disadvantaged, services to institutions, services to the blind and handicapped, strengthening of state agencies, etc. Also to be included in the Five-Year Plan was a needs assessment which would indentify library needs on a statewide basis, not only those reflected by the library community.

The Five-Year Plan, along with goals and objectives, was completed by the end of the fiscal year, submitted to the Commissioner of Education and the Governor for approval, and forwarded to Washington.

TITLE I

Developmental Libraries

Fiscal 1972 marked the final year for the Developmental Grant Program. Grants from Title I, LSCA funds in the amount of \$15,000 each were made to the following libraries:

Atlantic City	Phillipsburg
Camden City	Salem
Cherry Hill	Wayne
New Brunswick	Woodbury

Review of the Developmental Grant Program at the end of the previous fiscal year had resulted in the recommendation to drop the Atlantic County Library as a Developmental Library because of lack of progress.

In anticipation of Terminating the Program, the Developmental Libraries were once again reviewed in Fiscal 1972 and recommendations for area designations and interim measures for those areas without libraries capable of assuming Area Library designation were forwarded to the State Library Advisory Council for action.

Area Coordinator Program

The Area Coordinator Program was begun in Fiscal 1971, in an attempt to provide the local public library with a spokesman for its concerns at the Area Library level. Preliminary review indicated that the program was not achieving its objectives, and that in many instances this special grant of \$12,000 to underwrite the salary of the Area Coordinator had been utilized to fund an already existing position on the Area Library staff. Further review in Fiscal 1972 reaffirmed this conclusion and it has been decided to discontinue the program.

Northern New Jersey Metropolitan Regional Library

The Newark Public Library continued to act in its role as the Northern New Jersey Metropolitan Regional Library in Fiscal 1972. As an expansion of the Program, funds were made available to microfilm the Newark Public Library catalog and make it available to the area Libraries in its region so that they could participate more fully in the MAC program.

In addition to providing consultative service in the areas delineated in the contract and bulk loan of foreign language materials to all libraries of the State, the Newark Public Library sponsored a Workshop on Annual Reports and is in the process of developing a brochure to publicize the Newark Regional Program and the Statewide network.

Scholarships

The emphasis of the Scholarship Program under which \$15,000 was made available to the Rutgers Graduate Library School was redirected to encourage recruitment of public librarians willing to serve in areas with high concentration of urban or rural poor. This is in line with overall priorities set by the Federal government for LSCA, Fiscal 1972. The six scholarships were granted to:

Virginia Baeckler
Mary Ann Chazeas
Adaya Henis
Avrille Jordan
Beth Ann Lauckhardt
Patricia O'Brien
Gwen Williams

Library Development Committee

A grant of \$5,000 was made to the Library Development Committee of the New Jersey Library Association to underwrite its expenses in connection with maintaining the LDC Office and initiating an evaluation of the Statewide Development Program.

Consultant Grants

Funds made available under Title I for Consultant Grants were utilized for services studies, as well as building programs. Grants were made to the following libraries in Fiscal 1972:

Basking Ridge	\$ 950	Morris County	\$ 1,000
Cherry Hill	1,000	Morris County	1,000
East Windsor	1,000	Morris County	1,000
Evesham Twp.	1,000	Mount Laurel	1,000
Gloucester County	1,000	Par./Troy Hills	1,000
Hawthorne	1,000	Rockaway Twp.	750
Monmouth County	1,000	Westwood	1,000
Moorestown	1,000	Willingboro	1,000

Film Services

With the completion of the Goldstein Study, Expanding Film Services for New Jersey, discussions were initiated about implementing the recommendations calling for the establishment of three regional film centers as new entities at a cost of approximately \$3,000,000. Acknowledging the limitation of funds, and the uncertainty of Federal funds in future years, the decision was made to amend Goldstein's recommendations to reflect a plan which would be financially feasible and more acceptable to the library community. Meetings with the Library Development Committee and the Advisory Committee to the Goldstein Study indicated that more than three centers were desired by the libraries in the State. The State Library Advisory Council approved a compromise solution of five film centers based on existing film collections of at least 250 titles to provide statewide coverage. It is hoped that a solution to the provision of statewide film services will be achieved in the 1972-73 Fiscal Year.

TITLE II

Construction

New Jersey was allocated \$246,717 for Fiscal Year 1972 to underwrite grants for public library construction. Four building projects were funded in the following amounts:

Collingswood	\$106,425
Dunellen	53,094
Emerson	56,664
Old Tappan	30,534

New regulations incorporating changes in the Federal program were formulated and approved by the State Board of Education.

The services of the Library Services and Construction Act Advisory Board were once again much appreciated and very effective in the implementation of this program.

TITLE III

Interlibrary Cooperation

Title III funds were used in Fiscal Year 1972 to fund the following projects:

1. Microfilming of Rare New Jersey Newspapers. This project is co-sponsored with the New Jersey Historical Commission and provides grants for the microfilming of rare New Jersey newspapers. Recipients were:

Basking Ridge Public Library	\$1,288.00
Rutgers University Library	1,750.00
Newark Public Library	292.00
N. J. Historical Society	<u>1,614.00</u>

\$4,944.00

2. Subscription to the Union Catalog of Pennsylvania. This unique bibliographic resource is used when the State Library Reference Referral service is unable to locate requested material through its normal in-state channels. In 1971-72, 506 requests for 895 items were referred to Philadelphia, up from 400 requests for 648 items the previous year.
3. Subscription to METRO for the Newark Public Library enabling the Northern New Jersey Metropolitan Regional Library to tap into the resources of METRO (New York Metropolitan Reference and Research Library Agency).
4. A grant to the Bureau of Information and Science Research of Rutgers Graduate Library School to provide research services to the New Jersey State Library. In Fiscal 1972, the Bureau of Library Information and Science Research completed a manpower study which provided information for the study of library education which is cited in the School Media and Academic Library Services Section report.
5. A pilot project to study the feasibility of telefacsimile transmission of MAC interlibrary loan. This project will be tested in Fiscal 1973 and evaluated to determine the expansion of telefacsimile transmission for the entire statewide library network.

CONTINUING EDUCATION FOR LIBRARIANS

The following workshops were conducted in the past fiscal year to provide opportunities for public library staff members to improve services and awareness of current professional trends.

<u>Title</u>	<u>Instructor</u>	<u>Attendance</u>	<u>Cost</u>
Puppetry (8 sessions)	Jose Gonzales	20	\$ 90.00
Storytelling for Little People	Elizabeth Wood Diane Wolkstein	425	200.00
Film & the Public Library (2 sessions)	Linda R. Burnett Frederick Goldman George M. Holloway	50	1,461.41
Young Adult Services New Approaches	Miriam Braverman Geraldine Clark Don Roberts	150	400.00
Arts Not Crafts (3 sessions)	Ellie Winstanley	86	200.00

<u>Title</u>	<u>Instructor</u>	<u>Attendance</u>	<u>Cost</u>
Reference Workshops (4 sessions, 6 days)	Gladys Bewley Elizabeth Lincoln Shirley Liebowitz Jean Moore	99	1,719.50
Reading Process	Gladys Cramer Edna McIlpatrick Elizabeth Schiller	90	100.00
Library Adminis. (4 sessions)	Milton S. Byram Peter Muniz Leah Reynolds Norman Seldes Thomas Tennyson	30	1,000.00

Staff Training and Participation in Professional Activities

Consultant staff of the Public Library Section participated in the following activities as part of their in-service training and continuing education:

1. Attendance at EFLA Film Festival
2. Participation in Rutgers Management Seminar
3. Attendance at Four-day New York Workshop on Media for Children
4. Pennsylvania Library Association Building Workshop
5. Northeast State Library Conference at Harrisburg
6. Management of time
7. Effective Listening
8. U.S.O.E. Institute on Long-range planning.

The staff of the Public Library Section also participated in the following professional activities:

1. Membership on NJLA Committees
 - a. Personnel Committee
 - b. Regional Institute Committee
 - c. Program Committee
 - d. Public Relations Committee
 - e. Finance Committee
 - f. Legislation Committee

2. ALA

- a. Young Adult Task Force
- b. Young Adult Services Division - AV Committee
- c. Standards Committee of PLA for Young Adult Services
- d. Public Relations Services to Libraries - LAD
- e. AAP/ALA Publishers Liaison Committee

3. Film Library Information Council and Educational Film Library Association - Participation as juror at the Annual American Film Festival, New York City.

4. Inter-Bureau, Inter-Departmental Activities

- a. Sub-Committee on Library Services to the Disadvantaged
- b. Departmental Women's Task Force
- c. Bi-Centennial Committee
- d. Juvenile collections coordinator for Book Collection Committee
- e. Study on Technical Processing Committee
- f. Education for Librarianship Committee
- g. Book Selection. (Miss Hunsicker reviews and selects juvenile titles and coordinates the juvenile collection inventory. She has been very active in maintaining the Regional Book Evaluation meetings which involve 50 to 60 children's librarians in a bimonthly review of children's literature).

School Media and Academic Services Section

The regular staff of Section Coordinator, Consultant for Elementary School libraries, Consultant for Secondary School libraries, and three clerk-typists was augmented for the first time since 1968-69 with the addition of a part-time Media Specialist, Mrs. Marilyn Veldoff, who coordinated the Elementary and Secondary Education Act, Title II, Demonstration Programs. This activity has involved the use of uncommitted Title II funds to purchase materials for school library media centers in 22 districts in order to demonstrate quality and balance in media center collections.

The special programs at Moorestown and Paramus have been interesting in the direction they have taken. In Moorestown, one can observe a school program supported by a wide range of print and non print material. Paramus has greater demand for inservice programs than can be met. Both centers reveal the need for adequate personnel to service the programs.

Mrs. Veldoff designed report forms and visited the schools with other consultants. The initial report and review by the Advisory Committee of Title II have recommended a continuation of the program as an effective way to improve media services on a regional basis.

Two vacant Consultant jobs, however, remained on the complement throughout the year as a result of the job freeze. Despite this continued staff shortage, visits to schools increased from 123 in Fiscal 1971 to 130 in 1972, and included ten consultations at institutions of higher education. In addition, the Secondary School Library Consultant was involved in three district-wide evaluations, the Elementary School Library Consultant in four, and the Section Coordinator in two. These evaluations take an average of three days for visitation and conferences, plus another day or more to prepare reports. This year the Section was not able to use the cadre of school librarians to assist in visitations, as before.

Book Selection Room

The Elementary School Library Consultant continued to participate in the Book Evaluation Group of Central New Jersey, which uses the Book Selection Room materials supplied the State Library by vendors. Through a special project organized by Mrs. Veldoff, these materials are being classified and cataloged for the first time. The backlog of juvenile books is thus being absorbed into the general collection and it is hoped this procedure can be continued in order to make these materials accessible for direct use and interlibrary loan.

In addition to its basic consultative services, the Section administers the allocations of ESEA Title II funds with the help of part-time assistants engaged in reviewing and processing applications from public and private schools and in compiling directory and statistical data from the forms. In Fiscal 1972, applications were processed from 551 public school districts (up ten from the preceding year); 668 private schools (an increase of seven) and 21 institutions and agencies. A total of \$2,682,333 was allocated as compared with \$1,775,016 in Fiscal 1971. Its use by public and private schools and by the educational facilities of institutions and agencies is detailed below.

<u>Public Schools</u>	<u>FY 1971</u>	<u>FY 1972</u>
Books	\$620,002	\$665,140
Periodicals	25,009	32,948
AV (software)	752,903	1,465,073
Processing	20,850	36,820
	<u>\$1,418,764</u>	<u>\$2,199,981</u>

Private Schools

Books	195,546	147,345
Periodicals	10,298	10,519
AV (software)	133,451	306,182
Processing	7,946	10,389
	<u>\$347,241</u>	<u>\$474,435</u>

<u>Institutions & Agencies</u> <u>Educational Facilities</u>	<u>FY 1971</u>	<u>FY 1972</u>
Books	\$3,606	\$4,422
Periodicals	581	719
AV (software)	4,613	2,770
Processing	209	6
	<u>\$9,009</u>	<u>\$7,917</u>

Library Education Conference

The head of the section acted as coordinator of a study of library education in the state. A memorandum from the State Librarian to the Chancellor of Higher Education and Commissioner of Education expressing concern for the need for articulation was dated August, 1971. In October a preliminary conference was held when needs were identified and plans for further study were outlined. A series of committee and sub-committee meetings followed and a manpower survey by the Rutgers Library School Bureau of Library and Information Science Research was included in the work of the year. In May a second conference was held and a final report was unanimously approved. The report forwarded to the Chancellor for presentation to the Board of Higher Education includes recommendations for better articulation, guidelines for developing new programs, and the establishment of a permanent library education council to review programs and make recommendations to the State Board of Higher Education.

Summary of Consultants' Activities

National Organizations and Agencies

The Professional Staff worked closely with the American Library Association and served on the following committees:

- American Association of School Librarians Nominating Committee
- Black Caucus
- Children's Services Division-Foreign Books Committee
- Library Administration Division-Planning School Library Quarters Committee

The Staff served as Conference Consultants for:

- American Association of School Administrators
- American Personnel and Guidance Association
- International Reading Association
- American Association of University Women-Regional Conference Program Participation

The Staff worked cooperatively with:

- The Association for Educational Communications and Technology (member of committee on School Regional Media Demonstration Centers and program evaluator at Minneapolis Convention)
- State School Library Supervisors
- NEA Membership

State Organizations with which Staff maintained liaison

New Jersey Education Association
New Jersey Association for Curriculum Development Conference
New Jersey Library Association
College and University Section
Hospitality Committee
Education for Librarianship Committee
Recruitment Committee
New Jersey Independent School Library Association
New Jersey School Media Association Executive Board and
Program Committee
New Jersey Curriculum Work Conference Program Committee
New Jersey Historical Society Jerseyman Advisory Board
New Jersey Historical Society Special Committee on
Afro-American
Contributions to the Culture & History of New Jersey
New Jersey School Library Councils Association Executive Board
New Jersey Audio Visual Education Association
New Jersey Audio Visual Association
New Jersey Commission for the Blind
Our Schools Study

County Organizations

Staff participated in Programs for the following County School
Library Associations and related groups:

Bergen
Burlington
Camden
Cape May
Hudson
Hunterdon
Morris
Ocean
Salem
Union
Somerset County P.T.A. Workshop

Local Groups served

Middlesex Teachers Book Selection Program
Monmouth Regional High School Board of Education Meeting
Ocean County In-service Program for Librarians
Pennsville In-service Program for Librarians
Princeton Y.W.C.A. Exhibit on Racism in cooperation with
Princeton Public Library
Multi Ethnic Media Exhibits for Office of Equal
Educational Opportunity
Trenton State College Library Science Classes
William Paterson College Library Science Classes
Willingboro In-service Training

In-service Training

The staff has had an opportunity for continuing education in the following areas:

- Right to Read Conferences
- Rutgers School of Library Service - Microform Workshop
- U.S. O.E. Program Administration of Title II ESEA Conference
- U.S. O.E. Program Administration of Title II ESEA Right to Read Conference
- Examination Center, Title II ESEA, Upper Darby
- Film Workshop - Princeton

Inter Departmental Participation

- Advisory Committee Title III ESEA
- Advisory Committee Center for Educational Technology
- Jumbo Jet-CET Conference - Media Certification Task Force
- Facility Planning Workshop
- Participation in Foreign Teachers Orientation
- Professional Association - Treasurer
- Women's Task Force

Division of State Library Committees and Meetings

- Library Services for Disadvantaged Committee
- Bi-Centennial Planning Committee
- LSD Committee Visitations
- Film Committee - Visitation

Library Services to the Disadvantaged

The Office of Library Services to the Disadvantaged (renamed Library Outreach Services in September, 1972) has a target population estimated to be somewhat over 800,000 persons. Of these, approximately half have been "reached" since 1969 through a wide variety of projects funded with federal Library Services and Construction Act monies.

During Fiscal Year 1972, grants amounting to \$522,109 were awarded to eighteen public libraries, as summarized in the chart below. These libraries are serving people via State Prisons, County Jails, Nursing Homes, Convalescent Homes, Mental Hospitals, Day Care Centers, Housing Developments, Community Centers, Store-fronts, Model City Agencies, Community Action Agencies, Bars, Beauty Shops, Barber Shops and Laundrymats. They are also seeking out traditional non-users and serving them on their own "turf" in ways designed to meet their own particular needs and attitudes.

In accomplishing this, the libraries have been assisted by persons in impoverished communities and in the organizations which are seeking to serve them. For example, mothers in disadvantaged areas have become library assistants; New Careerists are training

for professional librarianship while they are employed in libraries; minority persons with skills that enrich library programs have been employed; college students with commitment to community services are being identified and utilized; persons have been lured to library staffs from the Salvation Army, Public Schools, Model City Agencies, Community Action Agencies and various other organizations. Their positive contributions in "selling the library" have often made the difference in library service patterns, and in the success of the projects.

Seven of the projects outlined in the Chart were in their third and final stage of federal funding during 1972. All of them will be continued under local funding as part of the total programming of the respective libraries. This successful use of seed money is highly gratifying and is testimony to much creative thinking and commitment on the part of the profession to improving the quality of life of the economically and socially disadvantaged.

The Coordinator is assisted by an "in-house" Library Services to the Disadvantaged Committee in the review, evaluation and approval of projects, but is alone in the day-to-day administration of the program and the extensive field work necessary to promote, plan and guide the projects. Field visits were made to all of the participating libraries and to several libraries contemplating initiation of projects. The addition of another Consultant (Librarian I) and a second clerical assistant is urgently needed if the program is to maintain its present momentum and extend to the 350,000 disadvantaged persons yet to be reached.

During the past year, the Coordinator addressed students in the Graduate Library Schools of Rutgers and Columbia Universities and Glassboro State College; participated in the outreach workshop presented by the Public Libraries of Newark and Jersey City; helped to develop and participate in a two-day Right to Read Workshop sponsored jointly by the New Jersey State Library, the New York State Library and the U. S. Office of Education; participated, as a consultant, in the New Jersey League of Municipalities Conference; and met with, or addressed, a variety of community agencies. She was one of three New Jersey delegates to the National Workshop for Governor's Committees on Children and Youth, held in Denver, Colorado. These contacts were widened and reinforced with State Library sponsored workshops on the Right to Read, Storeytelling, Arts and Crafts and Services to Youth.

This workload, however, has precluded any detailed reporting on particular projects for the benefit of other libraries. Extensive files of field reports, newspaper clippings and correspondence and forms have built up which could document much needed publicity in the field. Library outreach programs are still highly experimental and innovative, and the varied conditions in New Jersey present opportunities for discovery of new techniques, new attitude, and publics of which libraries are generally unaware.

SERVICES TO THE DISADVANTAGED
SUMMARY OF PROJECTS, 1971-72

<u>Library</u>	<u>Project Description</u>	<u>Amount</u>
Atlantic City P.L.	Support of library satellite in Community Action agency. 3rd & final year*	\$13,864
Camden P.L.	Bookmobile service to disadvantaged citizens. 3rd & final year*	32,216
Carteret P. L.	Storefront library in urban redevelopment area. 3rd & final year*	6,500
Dover P.L.	Bilingual newspaper, La Voz: bilingual classes; Day Care Center language arts program. 2nd year, request for renewal expected	10,000
Franklin Twp. P.L.	Black history library in OEO outlet; drug information program; services to Child Care Center. 3rd & final year *	40,003
Glassboro P.L.	Parent-child reading readiness centers. 1st year, renewal request expected	52,831
Glassboro P.L.	Satellite library in Elsmere housing development; college training for coordinator. 3rd & final year*	23,175
Hamilton Twp. P.L.	Volunteer tutorial program for elementary school children. 1st year, renewal request expected	2,500
Jersey City P.L.	Multi-faceted "outreach" program including Mini-mobile sidewalk service; Two-is-A-Team Reading Readiness Program; Biblioteca Criolla (Spanish information center); After School Study Center. 3rd & final year *	60,175
Lakewood P.L.	"Outreach" library centers in CAP Agency and housing developments. 2nd year, renewal request expected	24,025
Mercer County Lib.	Library Center in County CAP Agency. 1st year, renewal request expected	52,598
Newark P.L.	"Roving Reader" serves individuals and agencies. 1st year, renewal request expected	36,000

<u>Library</u>	<u>Project Description</u>	<u>Amount</u>
Newark P. L.	Opportunity Room in Essex Youth Center to support educational programs. 1st year, renewal request expected	\$37,500
New Brunswick P. L.	2 Resource Information Centers, one for Black community, one for Spanish community. 1st year, renewal request expected	76,000
Orange P. L.	"Stimulit" (Black Heritage Library); Community Service Coordinator. 2nd year, renewal request expected	31,056
Piscataway P. L.	"Study in Motion" experimentation with service patterns and needs assessment study. 1st year, (Only one year planned)	9,236
Plainfield P. L.	Comprehensive "outreach" service to community centers and individuals. 1st year, renewal request expected	34,750
Salem P. L.	Decentralized services to housing developments, nursing homes, child care centers, migrant camps. 3rd & final year *	41,390
Trenton P. L.	"Teen Center"; services via minibus to residents of Model City Neighborhood. 1st year, renewal request expected	50,000
Vineland P. L.	Mobile library program to reach a variety of disadvantaged groups. 1st year, renewal request expected	41,750
Woodbridge P. L.	Service to Rahway State Prison. 2nd year, renewal request expected	9,095

* In accordance with criteria governing the program, these libraries have submitted written evidence of plans and action steps to continue operation out of local funds as part of the total library programming.

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SPECIAL SERVICES BUREAU

,500

(This Bureau was reorganized in September, 1972, with Institutional Library Services transferred to the Library Development Bureau. In the future, the term Special Services Bureau will no longer be used, its main activities being continued as the Library for the Blind and Handicapped.)

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Library for the Blind and Handicapped

056

By the end of Fiscal 1972, steps had been taken to lease a new facility for the Library for the Blind and Handicapped. Located on Olden Avenue Extension, Trenton, these rented quarters are attractive, functional, and will accommodate the expanding collections. Most importantly, they will free time which has had to be devoted to nagging problems associated with the building on Calhoun Street which the Library has occupied since its creation in 1966. Indeed the critical space shortage and insufficient shelving facilities at the Calhoun Street location required reduction of the quantity of each title received from the Library of Congress, Division of the Blind and Physically Handicapped.

236

750

A new, more personal approach was undertaken in the preceding year. Instead of a reader being referred to one of the librarians to discuss his service, he now talks directly to the book selector who is responsible for serving him. Formerly, the more active readers represented just a reader's profile sheet or a name necessitating guesswork in selection and resulting in no feedback. Now, the reader has become "alive" to the selector and enjoys direct access to the person responsible for his service.

390

000

The system has produced excellent results in quality of service, but has hurt in the area of quantity. (See statistics below). While much more intelligent, knowledgeable selection has resulted, the time taken to talk to a patron is time taken from actual selection. The inevitable result is a reduction in the circulation and number of readers served. This problem is getting more and more serious as readership increases, size and variety of materials available grows, and patrons become increasingly demanding. Indeed, despite great increases in the number of readers (more than doubled in three years) and new and growing programs (large type and cassettes), the Library for the Blind has not been able to increase its staff by one person. The job freeze and necessary position shifts have resulted in fewer employees than there were several years ago. Only through the careful use of part-time assistants paid from LSCA funds has this operation been able to keep its head above water. It is hoped that new positions can be created so that public demand can be met without sacrificing quality.

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Contact with the numerous local, state, regional and national agencies associated with services to the blind, the handicapped, the aged, and the institutionalized were maintained primarily through the

efforts of the Coordinator of Library Services to the Handicapped who operates out of the main State Library building. She was able to organize a highly successful exhibit for National Library Week which was displayed in the main lobby of the Trenton Trust Company and served as liaison with a number of State agencies involved with special education, recreation, and welfare programs for the physically disadvantaged.

Cassettes

The newest and most rapidly growing of the national programs, cassettes, have won wide reader appeal in New Jersey. The number of titles issued has increased considerably and readership more than doubled in one year, to a figure of more than 800. The less dramatic increase in cassette circulation is the direct result of the lack of adequate staff to select titles. Cassettes have special benefits which other forms of material lack, one of them being that duplicate copies can be produced upon request. Hence, a patron never has to be refused a title or wait for a long period of time. On the other hand, cassettes must be stored in an area which is relatively cool and low in humidity, and the equipment and staff time needed for duplication represent a cost factor.

Deposit Collections

These collections of materials and equipment in various institutions serve a dual purpose. First, they provide recreational material to the residents of the institutions, and second, they call to the attention of potential users what is available. Nearly 500 separate deposit collections are maintained.

Volunteers

Services to the blind and handicapped have traditionally been bulwarked by countless man hours of volunteer service and the active interest and support of civic agencies. Volunteer service is of inestimable value to the blind or handicapped individual. The Volunteer and Community Services Unit developed an extensive contact network to coordinate volunteer services with the needs of the blind and handicapped groups and individuals. The following sample is illustrative of the kinds of projects made possible through volunteers.

Ocean County Volunteers for the Blind

Project: braille and proofreading of juvenile and adult titles, including some Jerseyanna. (Mrs. Joseph Armstrong and Mrs. William Kunz)

American Red Cross, Summit Chapter

Project: transcribing selective braille titles for library use, particularly juvenile and young adult titles. (Mrs. Grace Gebauer, Morristown)

American Red Cross, Montclair Chapter

Project: transcribing selective braille titles, especially Jerseyana. (Mrs. Oppler, Braille Chairman)

Sisterhood of Temple Israel, New Rochelle, N.Y.

Project: binding braille titles (Mrs. John Seedler, Chairman)

Highland Park Conservative Temple Sisterhood

Project: taping book titles. (Mrs. Herman B. Hoffman, Chairman)

Ocean City, N. J.

Project: tape (Mr. Benjamin Schreiber)

Columbus, N. J.

Project: tape (Mrs. June Esler)

Asbury Park, N. J.

Project: tape (Mr. Ed Lewis)

Gifts

The Library for the Blind and Handicapped continued to receive gifts, both in kind and cash, which contribute measurably to its resources. Small cash gifts are frequent and greatly appreciated. In many cases, one can perceive they represent a sacrifice and a real tribute.

Statistics

During the year, an actual count of individuals who borrowed at least one item during the Fiscal Year was taken to establish a statistical base which was not obscured by inactive readers and dead files. Although readers often use more than one form of material and may be served by more than one selector, they were counted only once. Readership of deposit collections has not been included in the figures for active readers. Comparative figures for the number of active readers in Fiscal 1971 are not given for reasons implicit above.

Active Readers

	<u>1972</u>
Adult Blind	4,852
Juvenile Blind	437
Adult Physically Handicapped	652
Juvenile Physically Handicapped	<u>144</u>
Totals	6,085

Collections

	<u>Titles Added 71-72</u>	<u>Total Titles to End of Yr.</u>	<u>Items Added</u>	<u>Total Items Held</u>
Talking Books	679	2,302	9,440	61,116
Braille	399	2,691	1,188	5,916
Cassettes	320	720	1,346	2,546
Commercial Cassettes	5	111	5	161
Open Reel Tapes	120	4,121	240	20,240
Commercial Records	2	650	5	653
Large Type	<u>172</u>	<u>1,011</u>	<u>590</u>	<u>2,812</u>
Totals	1,697	11,624	12,814	93,444

Circulation to Individuals

	<u>1971</u>	<u>1972</u>
Talking Books	145,832	143,304
Braille	6,252	3,157
Open Reel Tape	23,339	17,761
Cassettes	6,508	8,136
Large Type	<u>791</u>	<u>672</u>
Totals	182,722	163,030

Circulation to Deposit Collections

	<u>1971</u>	<u>1972</u>
Talking Books	3,117	3,144
Braille	385	203
Open Reel Tape	107	82
Cassettes	67	140
Large Type	<u>964</u>	<u>762</u>
Totals	4,640	4,331

Institutional Library Services

Fiscal Year 1971-72 in terms of institutional library matters, was far more active than previous years. Some 130 visits were made to New Jersey's institutions, and to various organizations concerned with the development of institutional library services. While some gains can be cited and contacts have been strengthened, the overall picture of library service to the institutionalized has not improved greatly. The much-needed State funds again failed to materialize during 1972. With few exceptions, institutions continue to rely on donations and/or federal grants in order to maintain the status quo.

Despite this general picture some institutions have been able to make progress, much of which is measured in capital construction. Such was the case at the Children's Unit of the New Jersey Psychiatric Hospital in Trenton; the New Jersey Reformatory for Women at Clinton; the New Jersey State Prison at Leesburg; the New Jersey State Prison at Trenton; and the Arthur Brisbane Child Treatment Center in Farmingdale. In addition, renovation of library facilities has been initiated or completed at the Children's Unit at the New Jersey Psychiatric Hospital at Ancora; the Training School for Boys at Jamesburg; the Training School for Girls at Trenton; and the New Jersey State Prison at Rahway.

Most of these institutions, however, operate on an extremely limited budget for library materials and supplies. None had a full-time, professionally trained, State-funded librarian. Where librarians exist, they are paid out of federal Elementary and Secondary Education Act funds. Although at Rahway, the library budget for books was reported to have reached over \$2,000 for the year, most other institutions relied upon federal or Resident Welfare funds for the purchase of library materials.

At some point, priority must be given institutional libraries in the allocation of State funds. One such effort was initiated in September, 1971, when over \$690,000 was requested from lottery funds to improve library conditions in correctional facilities. The proposal is understood to have been approved by the Commissioner of Education and forwarded to the Governor's office, but as of the end of Fiscal Year 1972, no word had been received as to its status. It is worthy to note that lottery funds are earmarked for Higher Education and Institutions.

In November, 1971, a riot hit Rahway State Prison. Once quelled, considerable attention was directed to the field of correctional institutions and it was hoped that the question of improved library services would surface. Again, no noticeable changes have taken place.

Outside interest, however, did result in significant donations of books to correctional institutions. Most of the donations received resulted from a collection drive conducted by Fleet Press in New York City, and an advertisement appearing in the New York Times Book Review Section on April 9, 1972. A total of 1,747 titles was received from January through June, 1972, in addition to more than 2,000 titles made available through weeding of the State Library's Juvenile and Young Adult Collection. Books came from such places as New York, Pennsylvania, and Honolulu, Hawaii, and were of superior quality.

One bright spot in institutional library service in New Jersey did occur on May 11, 1972, when State Senators Bateman and Tanzman introduced Senate Bill 1013, "An Act to Provide for a State School District for Institutions". This bill (passed in the Fall, 1972) would produce revenues to be used for institutional educational programs and efforts have already been made to include libraries in the program.

Shortly after the introduction of the bill, Dr. Daniel Sullivan was appointed Chief of Educational Services, and will become Superintendent of the District upon its passage. Contact has been established with the Office of Educational Services, Department of Institutions and Agencies, to impress upon the key administrators the need for aggressive, quality library services to support specific educational goals as well as those of continuing education, rehabilitation, and constructive use of recreation time.

Grants

During fiscal year 1972, the grant program was restricted to the New Jersey State Prison at Rahway to continue the position of the part-time librarian there, insufficient funds being the primary reason.

PILOT PROJECTS

State Prison Rahway

This project suffered a major setback when funds were not appropriated for Fiscal Year 1973 for the continuation of the part-time librarian. It was decided, reluctantly, that after four years of Title I LSCA seed money and annual extensions of the program, pending State funding, the grants should be discontinued in order to direct funds to other institutions. As of June 30, 1972, the position was discontinued on the basis of lack of funds. The Prison had budgeted over \$2,000 for the library during Fiscal Year 1972, as mentioned before, and indicated plans to budget about the same amount for Fiscal Year 1973. All concerned agreed that the Rahway library program was highly successful and that the part-time professional librarian was the key to this success. The problem seems to lie in the fact that funding of all programs is sufficient and basic health and security needs have had to take precedence over what is generally conceived of as a luxury.

Plans had even been approved for the expansion of the library quarters to provide an audio-visual room at an anticipated cost of \$3,000-\$5,000. The need for this renovation and expansion can be tied to the Woodbridge Free Public Library program of book services to Rahway made possible through an LSCA Title I under the State Library's program of Services to the Disadvantaged. With all that is currently happening at Rahway, the librarian position is drastically needed.

Training School for Girls -- Trenton

Other than the purchase of carpeting, new tables, new curtains, and new shelving, little improvement has been made in the library of the Training School for Girls. Intensive consultant efforts are obviously needed here.

Training School for Boys -- Jamesburg

Approval was given during Fiscal Year 1972, for renovating a new area for the library which will provide about twice the space now available. Hopefully, work will be completed before January, 1973.

The creation of a school district for the State's correctional institutions will change emphases and procedures of the State Library's institutional contacts. It is hoped that a better framework for consultative services, and training workshops will be achieved in 1973 and that each institution will be able to show rapid improvement in its library services.

Technical Services

The Technical Services Section is staffed by six professional and thirteen non-professional full-time positions, with the part-time assistance of one professional and two clericals. Two full-time professional and two clerical positions were vacant for most of the year. In spite of this staffing pattern, 16,792 volumes were ordered, cataloged, processed, and added to the collection. In addition, 12,893 titles were re-cataloged, resulting from the heavy weeding of collections during the preceding year.

In light of comments and recommendations contained in the Governor's Management Commission Report, the staffing and routines of the entire Section were extensively analyzed.

1. Mr. Michniewski, then Coordinator of Library Planning and Development, had been asked to review the functions and procedures of the Section with the purpose of seeking ways to reduce costs while maintaining essential services. His report was submitted July 1, 1971.
2. An in-house committee, based upon the Collections Policy Committee, was appointed to review Mr. Michniewski's report, consider alternatives, and effect change.
3. A crash program was undertaken to catalog juvenile books acquired through arrangements with publishers for the Book Selection Room.
4. A detailed analysis of duties of each employee in the Section, with costs per program handled, was completed by Mr. Oliver Gillock in February, 1972, and a series of specific recommendations, with costs attached, were developed for implementation.
5. Following examination of several commercial services and their products, a pilot program using Josten Card Sets was begun in late April, to be evaluated after two months use.

This intensive self-study gives every indication that some cost savings can be effected; that commercial services and streamlined procedures can free up many man-hours to devote to the inventory of the collections, and that the Library can not only reduce backlogs of cataloging work but keep them from accruing in the future. The

Technical Services Section will be participating in an overall Library effort to determine the kinds of record-keeping which are most effective, and give optimum data for decision-making and accountability. Particular attention will be given unit costs in order to explore the possibility of centralized technical services for various groups of libraries in the State.

ARCHIVES AND HISTORY BUREAU
STATISTICS

	<u>1970/71</u>	<u>1971/72</u>	<u>%change</u>
<u>Use of Materials</u>			
Books	9,135	16,303	+78%
Microforms	2,024	2,354	+16%
Manuscripts	10,060	11,367	+13%
<u>Reference Services</u>			
In Person	548	837	+52%
Telephone	641	852	+33%
Correspondence	3,386	4,364	+29%
<u>Photocopies Furnished</u>			
Free	2,742	5,106	+86%
Pay	8,256	9,408	+14%
<u>Attendance, Archives Search Room</u>	2,824	2,676	- 3%

Statistics of requests and authorizations for disposal of records covering the years 1955-1970, were summarized in the Annual Report for the year July 1, 1969-June 30, 1970. Subsequent years continue to show steady growth:

	<u>1970/71</u>	<u>1971/72</u>	<u>%change</u>
<u>Disposal of Records</u>			
No. of requests	417	468	+12.0%
State records (cu. ft.)	25,652	23,393	- 8.8%
Municipal records (cu. ft.)	24,913	30,012	+20.0%
Total(cu. ft.)	50,565	53,405	+ 5.1%

LAW AND GENERAL REFERENCE BUREAU

	<u>1970-71</u>	<u>1971-72</u>
<u>Survey</u> (weekly average)		
Persons coming to Library	730	729
Reference Questions	1,290	1,549
Spot Reference	806	926
Searches	484	623
Books & magazines shelved	6,197	5,104
<u>Distribution</u>		
Library materials circulated	57,241	50,518
Loan requests received	19,930	22,475
*Loan requests filled	17,027	18,254
Xerox pages provided to patrons	49,178	72,728
Legislative bills, Laws, Court Briefs distributed	83,655	117,546
State documents distributed	58,456	91,121
Drug materials distributed	---	553 packets
Documents received for distribution	64,555	73,336
Legislative bills received for distribution	300,000	600,000+
Vertical file material - items added	21,866	20,302

*Note: The figure for loan requests filled is derived from the sum of the following response items: Filled immediately, reserve placed, location provided, referred to Newark, ordered, 1/3 of MAC not available.

LAW AND GENERAL REFERENCE BUREAU
OUTPUT DATA 1971-72

	<u>1970-71</u>	<u>1971-72</u>
<u>Reference</u> (actual count)		
Reference Questions	35,330	43,530
Spot Reference	20,008	24,694
Law	9,919	11,396
General Reference	10,089	13,298
Searches	15,322	18,836
Law	4,726	5,225
General Reference	3,915	5,007
Reference Referral	6,681	8,544
Referrals	3,271	no figure
Locations	1,363	2,134
Legislative Histories	259	119
Computer Searches	35	5
Seminars held	4	26
Persons attending seminars	200	360
Consultations with other libraries	29	37
Books Shifted	-- over 37,000 feet	
<u>Survey</u> (yearly projection)		
Persons coming to Library	37,986	37,597
Reference Questions	67,106	80,509
Spot Reference	41,912	48,126
Searches	25,194	32,383
Books & magazines shelved	322,244	265,408

packets

APPENDIX B Cont.

LAW AND GENERAL REFERENCE BUREAU

	<u>1970-71</u>	<u>1971-72</u>
<u>Indexing</u>		
Legislative bills indexed	1,358	2,665
Magazines indexed	212	344
Court Briefs indexed	919	373 bound vols. + 5125 micro- filmed cases
N. J. List of Serials	1	in process
Compilation of Laws published	1	1
Reading Lists prepared	39	32
State Annual Reports edited	6	7

INTERLIBRARY LOAN USE OF THE
MICRO-AUTOMATED CATALOG BY
LIBRARIES HOLDING THE STATE LIBRARY MAC

Received from

	<u>March 19, 1970 - June 30, 1971</u>		<u>1971-72</u>		<u>Cumulative Total March 19, 1970 - June 30, 1972</u>	
	<u>#MAC's</u>	<u>%</u>	<u>#MAC's</u>	<u>%</u>	<u>#MAC's</u>	<u>%</u>
Burlington County	818	7%	570	5%	1,388	6%
Cape May County *	-	-	93	1%	93	-
Cumberland County	1,179	9%	952	9%	2,131	9%
Hunterdon County *	-	-	46	-	46	-
Monmouth County	5,090	40%	4,087	38%	9,177	39%
Newark Public	1,006	8%	1,398	13%	2,404	10%
Ocean County	903	7%	737	7%	1,640	7%
Somerset County	1,459	12%	1,075	10%	2,534	11%
Sussex County	941	7%	1,037	9%	1,978	9%
Trenton Public	<u>1,252</u>	<u>10%</u>	<u>821</u>	<u>8%</u>	<u>2,073</u>	<u>9%</u>
TOTAL RECEIVED	12,648	100%	10,816	100%	23,464	100%

*Began in May 1972

<u>Response</u>	<u>#MAC's</u>	<u>%</u>	<u>#MAC's</u>	<u>%</u>	<u>#MAC's</u>	<u>%</u>
Filled immediately	9,881	78%	9,128	84%	19,009	81%
Not available	2,677	21%	1,616	15%	4,293	18%
Non-circulating	90	1%	72	1%	162	1%

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APPENDIX D

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INTERLIBRARY REFERENCE STATISTICS
COMPARISON - 1970-71, 1971-72

<u>Received From</u>	<u>1970-71</u>	<u>1971-72</u>	<u>Percent Change</u>
Public Libraries	3,124 (46%)	4,398 (51%)	+ 41%
School Libraries	180 (3%)	317 (4%)	+ 76%
College/University Libraries	1,536 (23%)	2,076 (24%)	+ 35%
Special Libraries	1,053 (16%)	1,382 (16%)	+ 31%
State Depts./Workers	729 (11%)	304 (4%)	- 58%
Other	<u>59 (1%)</u>	<u>74 (1%)</u>	<u>+ 25%</u>
TOTAL	6,681	8,551	+ 27.9%
per month	557	713	

INTERLIBRARY LOAN STATISTICS
COMPARISON - 1970-71, 1971-72

<u>Received From</u>	<u>1970-71</u>	<u>1971-72</u>	<u>Percent Change</u>
Public Libraries	17,440 (87%)	20,138 (90%)	+ 15%
(MAC Requests)	(10,155) (51%)	(10,816) (48%)	+ 7%
School Libraries	155 (1%)	70 (-)	- 55%
College/University Libraries	171 (1%)	651 (3%)	+281%
Special Libraries	54 (-)	120 (-)	+122%
State Depts./Workers	2,133 (11%)	1,496 (7%)	- 30%
Other	<u>17 (-)</u>	<u>- (-)</u>	<u>-100%</u>
TOTAL	19,930	22,475	12.8%
per month	1,661	1,873	

Response

Filled Immediately	12,291 (62%)	12,262 (57%)	- 0.2%
Reserve Placed	574 (3%)	530 (2%)	- 8%
Location Provided	1,363 (7%)	2,134 (10%)	+ 57%
Referred to Newark	2,291 (11%)	2,787 (13%)	+ 22%
Ordered	5 (-)	2 (-)	- 60%
MAC, Not Available	2,211 (11%)	1,616 (8%)	- 27%
MAC, Non-Circulating	77 (-)	72 (-)	- 6%
Unfilled	1,178 (6%)	2,132 (10%)	+ 81%

CIRCULATION STATISTICS FOR BOOKS, PERIODICALS, ETC.
COMPARISON - 1970-71, 1971-72

Circulation From...

<u>General Collection</u>	<u>1970-71</u>	<u>1971-72</u>	<u>Percent Change</u>
Individual Loans, by Type			
Adult	37,409	36,089	- 4%
Juvenile	1,571	1,405	- 11%
Foreign	397	-	-100%
Total, Individual Loans	39,377 (81%)	37,494 (90%)	- 5%
Bulk Loans, by Type			
Adult	6- 345	4- 135	- 61%
Juvenile	45-8,606	28-3,958	- 54%
Total, Bulk Loans	51-8,951 (19%)	32-4,093 (10%)	- 54%
A-V Materials, by Type			
Films	85	61	- 28%
Filmstrips	14	15	+ 7%
Slides	6	-	-100%
Total, A-V	105 (-)	76 (-)	- 28%
TOTAL, General Collection	48,433 (84%)	41,663 (83%)	- 14.0%
<u>Reference Collection</u>			
Books	3,913	3,790	- 3%
Periodicals	973	744	- 24%
Pamphlets	345	299	- 13%
Papers	37	20	- 46%
TOTAL, Reference Collection	5,268 (9%)	4,853 (10%)	- 7.9%
<u>Law Collection</u>			
Books	3,672	3,326	- 10%
Periodicals	283	256	- 10%
Pamphlets	235	247	+ 5%
Bills	51	173	+ 239%
TOTAL, Law Collection	4,241 (7%)	4,002 (7%)	- 0.6%
TOTAL CIRCULATION	57,241	50,518	- 11.7%
per month	4,829	4,210	

STATE LIBRARY USE OF LSCA - I FUNDSComparison, 1970-71, 1971-72

<u>Acct. No.</u>	<u>Category of Expenditure</u>	<u>1970-71</u>	<u>1971-72</u>
100	Salaries	\$267,891	\$279,000
500	Fringe Benefits	39,224	
	PERS (retirement), 14.12%		39,395
	FICA, 4.8%		13,392
	Health Benefits		3,700
	LSCA-II Construction Consultants	4,400	4,400
200	Printing & Office	1,670	
	Library Development Bureau		5,000
	Law & General Reference Bureau		500
	Library for the Blind & Handicapped		1,000
	Administration		500
243	Books	20,000	35,000
	Tapes & cassettes, Lib. for Blind	1,500	3,500
300	Services Other than Personal		
	Travel	2,350	
	Library Development Bureau		2,500
	Law & Reference Bureau		500
	Library for the Blind & Handicapped		1,500
	Administration		500
	Telephone	3,650	
	Library Development Bureau		2,500
	Law & Reference Bureau		500
	Library for the Blind & Handicapped		2,500
	Administration		500
	Postage	1,450	
	Library Development Bureau		1,700
	Law & Reference Bureau		1,000
	Library for the Blind & Handicapped		1,000
	Administration		500
	Official Receptions	800	1,000
400	Maintenance of Equipment	880	1,000
700	New & Replacement Equipment	1,980	
	Library Development Bureau		4,140
	Law & General Reference Bureau		3,300
	Library for the Blind & Handicapped		3,120
	Special Project, building renovations	0	25,000
	TOTAL	\$345,795	\$438,147

The increase of a little more than \$28,000 in personnel costs (salaries and fringe benefits) reflects a normal incremental factor and no additional federally funded positions. As mentioned before, however, severe cuts in other state accounts (printing, travel, telephone, postage) forced increased use of federal funds in these categories. An additional \$17,000 was allotted for books, and for materials for the Library for the Blind, in order to sustain service levels and meet some of the pressures of increased costs. A major renovation project was undertaken with federal funds to adjust space to the demands of both federal and state programs developed after the building was occupied in 1965. Increased expenditures for equipment were mainly related to this project and reflect a general ban on expenditure of state funds for equipment.

Of the total increase of \$88,692 in the use of federal funds by the State Library, over the preceding year, approximately \$53,000 can be seen as operating expenditure increase, and of concern since it depletes funds available for use at the local level. If federal funds are cut back according to present threats, service levels at the State Library would be seriously jeopardized. The relationship of federal to state funds expended for State Library operation, 1971-72, is as follows:

<u>Acct.</u>	<u>Category of Expenditure</u>	<u>Federal funds</u>	<u>State funds</u>
100	Salaries, etc.	\$339,877	\$896,902
200	Materials & Supplies (incl. books)	45,500	136,710
300	Services other than personal (incl. periodicals)	16,200	49,866
400	Maintenance of Equipment	1,000	774
500	Extraordinary *	-	-
700	Additions & Improvements	<u>35,560</u>	<u>2,000</u>
	TOTALS	\$438,137	\$1,086,252

* Support of N. J. Historical Commission, appropriation for records storage center, and microfilm program (\$285,000 total) omitted from this table.