



ANNUAL REPORT

Division of State Library, Archives & History
State Department of Education
1952-1953

The fiscal year 1952-1953 marked a period of change and adjustment for the State Library division. It was a period of long range planning carried on against a background of adjustment to the severe dislocations brought about by the physical separation of one bureau from the remaining units of the division. During this period the staff strove valiantly and with good humor to meet increased demands for services in all areas of activity.

Survey of State Library Quarters needed

For many years the State Library has operated under great handicaps because of the numerous shortcomings in our present building. It is impossible, for example, to move a book truck from our library corridors into the stacks, because the stacks are at a different level from the corridors and reading rooms. In addition, the present lighting in the State Library is wholly inadequate. The Division of Purchase and Property made a preliminary survey to see how this can be improved and an informal estimate by an outside contractor indicates that it will cost approximately \$10,000 to modernize the present system.

In this connection, it seems unwise to spend a great deal of money on the lighting system alone when an architectural engineering survey might suggest a better means of improving our present library facilities. Among other things, some way must be found to provide additional office space for the members of our library staff. At the present time, our Law Librarian does not have a private office and must carry on dictation and other similar duties in the main reading room. These operations necessarily disturb the patrons of the library. Governor Driscoll, in recent visits to the library, noted the present inadequate arrangements and suggested that some means should be found to provide additional stack space and work areas within the present structural limits. It is therefore suggested that a survey be made at the earliest possible date leading to a revamping of the present quarters into a more efficient and workable unit. Within

the past years, the Newark Public Library has modernized its main library into a more functional and attractive building. This conspicuously successful project encourages us to hope that a survey leading to a similar modernization may be made at an early date.

Approximately 10,000,000 images were microfilmed, representing an increase of approximately 30% over the previous year.

ARCHIVES AND HISTORY

The program of records management in the State of New Jersey has as its main objective the development of standard retention and disposal schedules for all state departments through an agency by agency survey. In addition, the technical staff of the Bureau of Archives and History provides state agencies with assistance on microphotography, forms design, filing systems and the selection of office equipment. During its first year, the new program of the bureau made possible substantial savings to various state and local agencies in space, equipment and personnel costs. A major development from the standpoint of county records was the enactment of a law which provides for the systematic destruction of records filed by county clerks and registers.

The bureau made use of the committee method of review in appraising records which affect several levels of government in New Jersey. With the cooperation of officials of the Department of Education, the survey of that department's records was extended to include the records in county superintendents' and district clerks' offices. A records retention and disposal schedule applicable to the records of all these three levels will eliminate unnecessary duplication and establish uniform procedures for records control.

Other important developments during the year will give added effectiveness to the state program. A new law (P.L. 1953, C. 410) provides for a State Records Committee consisting of the State Auditor, the State Treasurer, the Attorney General, the Director of the Division of Local Government and the Director of the State Library, to approve retention schedules. Other measures outline the procedures to be employed in handling county and municipal records and the use of microphotography. Another important development was the provision for additional space for centralized microfilming and

and records storage. The space provided will enable the bureau to organize a pilot installation for demonstrating the advantages of centralized records control.

MICROFILM

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in the State's public, governmental and school institutions. On February 13, 1953,

PUBLIC AND SCHOOL LIBRARY SERVICES

GRADUATE LIBRARY SCHOOL

A most encouraging forward step in librarianship is seen in the granting of \$50,000 to Rutgers University for the establishment of a Graduate Library School at New Brunswick. The establishment of this school followed the recommendations of a committee appointed by the Commissioner of Education to study the training of librarians in New Jersey.* It is anticipated that the school, which will begin operations in September, 1954, will help to relieve the serious shortage of librarians in this and neighboring states.

TRANSFER OF BUREAU TO NEW LOCATION

Early in January 1953 the department was offered and accepted the use of a modern factory building as a temporary home for the bureau pending the completion of the permanent building at Hillwood Lakes. Because book stacks had to be taken down and re-built and new ones constructed, lending services were suspended from April 13th, when the movement began, to May 18th, when operations were resumed.

BUILDING PLANS

During the year, plans and specifications were developed for a new building for the bureau to be located on the campus of the Trenton State Teachers College. After months of study, the specifications were drawn and preliminary plans were submitted

*"The Professional Education and Training of Library Personnel In New Jersey"

A Report to the Commissioner of Education - March 16, 1951

The first issue of the New Jersey's Bibliography List appeared last year. This ambitious publication, listing materials by subject arrangement, required

by the architect. The building planned is outstanding both for its beauty and for its functional simplicity. It is hoped that the remaining legal hurdles will soon be disposed of and construction begun.

SERVICE TO STATE INSTITUTIONS

For several years there has been an apparent need for better library service in the State's penal, correctional and mental institutions. On February 13, 1953, a one-day workshop was held at the Bordentown Reformatory for the educational directors of the institutions and for those staff members who have been assigned to library duties. The workshop provided a valuable opportunity for the participants to discuss such problems as book selection, cataloging, and other similar matters.

REGIONAL PLANNING

The development of an overall plan for state-wide library development continues to occupy the attention of librarians and trustees of public libraries. To assist the Library Development Committee in its planning, two members of the New York State Department of Education staff have been engaged as consultants. An intensive survey of local library service is being made by eight regional teams of librarians.

BUREAU OF LAW AND LEGISLATIVE REFERENCE

The year 1952-1953 was a year of expanding activities and increased services in the Bureau of Law and Legislative Reference. Its staff was augmented by two new members who gave sorely-needed aid in the performance of its functions, particularly in the bureau's work for the Legislature. The bureau's new legislative research analyst displayed marked ability and it was possible to shift a substantial part of the year's research load to him, thus freeing the Bureau Head for improvements in the Law Library's services. The research assignments of the past year were heavier and came from individual legislators rather than from legislative committees.

Accessions Lists

The first issue of the Law Library's Quarterly Accessions List appeared last June. This ambitious publication, listing materials by subject arrangement, received

an enthusiastic response and requests were made that the list be issued more frequently. This was not practical and, instead, a selective bi-weekly accessions list is being issued to furnish patrons with up-to-date information on new purchases.

Personal Contacts with Legislators

This year the Joint Legislative Committee on the State Library held two meetings in the Director's office. The interest displayed by the members in the library's current activities and long-range program was very encouraging. It is hoped that the Committee will continue to serve as an important liaison group between the Legislature and the library.

The proposed cumulative index to special study committees of the Legislature became a reality this year. The compilation of this index is an extensive undertaking but it is proving as valuable a tool as anticipated in that it shows at a glance what subjects have been studied by legislative committees in past years.

GENERAL REFERENCE LIBRARY

Among the important services added by the Reference Library are the Library of Congress catalogs of subject and author cards, the Andriot Index Service to United States Government documents, and an extra copy of the New York Times for the clipping file. A start has also been made on an extensive collection of current New Jersey city directories and phone directories. As these arrive they are being analytically indexed so that the reference staff will be able to tell quickly whether the library has a directory for any given community. To make accessible material which is available only on microfilm (such as doctoral dissertations) the Reference Library has begun to add and to catalog microfilmed monographs, books, and dissertations.

At present three daily newspapers (Newark News, New York Times and Trenton Times) are being clipped for New Jersey information. This file has grown in a year from a cumbersome group of fourteen miscellaneous categories to an easily-used subject file containing 250 headings. These headings reflect not only basic general problems such as "water supply" and "juvenile delinquency", but current problems peculiar to

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New Jersey, such as "beach erosion", "Law Enforcement Council", "pine barrens" and "tobacco taxation". Although the staff's principal efforts have been directed toward the New Jersey file, a nucleus of a general information file has also been formed. When this file is developed, it is planned to include material from other states relating to similar problems in New Jersey.

Separation of one Bureau from the remaining units of the Department, the staff works valiantly and with good heart to meet the demands of the Department in all areas of activity.

State Library Building

For many years the State Library has operated under great handicaps. One of the major handicaps is our present building. It is impossible, for example, to move a book from our library to the State Archives, because the stacks are at a different level from the reading room and meeting rooms. In addition, the present building is in a poor state of repair. The Division of Libraries and Archives has a preliminary estimate of the cost of repairs at \$10,000. This can be improved and an internal estimate by an outside contractor indicates that it will cost approximately \$10,000 to modernize the present system.

In this connection, it seems wise to spend a great deal of money on the lighting system, since when an architectural engineering survey might suggest a better system of improving our present library facilities. Among other things, there may be need to provide additional office space for the members of our library staff. At the present time, our Law Librarian does not have a private office and must carry on his work in the reading room. These suggestions necessarily disturb the pattern of the library. However, in recent visits to the library, the present building was examined and suggested that some steps should be taken to provide additional study space and work areas within the present structural limits. It is therefore suggested that a survey be made of the building as early as possible and a preliminary plan for the improvement of the present quarters into a more efficient and modern unit. Within