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Summary of the 1947-48 Annual Report
of the
Division of the State Library, Archives and History

Division of State Library
Archives and History
Trenton, N. J.

The fiscal year 1947-48, the third year of the Division's existence as an integral part of the State Department of Education, was marked by many new activities as well as by a continuation of many that were begun during the fiscal year preceding. Of these latter, the continued trend toward a greater consolidation of all technical processes may be noted. The purchase of books, periodicals, pamphlets and other related library materials for all the bureaus was completely centralized with all orders being placed by one staff member whose duty it is to eliminate unnecessary duplication of titles. The value of this arrangement, coming as it does at a time when the price of books and other printed matter has increased considerably, can scarcely be over-estimated.

Centralized cataloging has been inaugurated also but here the lack of personnel has mitigated against the establishment of a strong, central unit which can keep pace with the influx of current titles while, at the same time, continuing the work of re-cataloging the thousands of volumes which, because of the shortage of professional and clerical staff have been neglected for many years. It is apparent that many years of concentrated effort by a staff of trained workers will be necessary before this desirable goal is reached.

One of the most important developments--and one which has been accomplished so quietly that its implications have not yet been completely realized throughout the state--is the process by which the library agencies have been absorbed into and integrated with the State Department of Education. The process of transition has brought with it a number of problems of an administrative nature but none has proven incapable of solution, and the library division now appears to be firmly established as one of the basic

Components of the education department.

Many extraordinary demands were placed upon the personnel of the Division during the year, the majority of them resulting directly from activities engendered by the adoption of the new state constitution. Among these were the activities of the staff in connection with the New Jersey Constitutional Convention; in assisting in the work of Governor Driscoll's Civil Liberties Committee; and in the preparation and distribution of bibliographic materials on the Organization and Reorganization of State Government. In addition, the Annual Conference of the American Library Association held in Atlantic City, New Jersey, for the first time in more than twenty years, created a number of unusual demands upon the members of the Division's staff. The Director of the Division served as Chairman of the Committee of New Jersey librarians which was charged with the responsibility for making the arrangements for the convention, and several members of the staff served with him. It is a pleasure to be able to report that all members of our staff met these additional burdens with vigor and good grace, even when, as frequently happened, the project entailed working extra hours daily for weeks on end.

The role played by the Division in the New Jersey Constitutional Convention, in the work of the Civil Liberties Committee and in the assistance rendered to the Committee on State Reorganization are symptomatic of the trend toward a more dynamic participation by the library in the affairs of government. It is believed that this trend will be continued during the coming year with the establishment in the Division of a coordinated microfilm program for all departments of government.

Archives and History Bureau

The beginning of the fiscal period found the staff of the Archives and History

Bureau almost completely engaged in the work of the Constitutional Convention which had convened at New Brunswick on June 12, 1947. The Convention designated Sidney Goldmann, Head of the Archives and History Bureau, as its Librarian and Archivist. Together with officials of the Department of Taxation and Finance he set up a complete system of reporting the proceedings of the committees of the Convention as well as of the Convention itself. Each day's record was mimeographed, collated, stapled and placed on the desks of the Convention delegates, by 10 A.M. the next day. The reporting service also prepared all amendments, resolutions and other special publications of the Convention for immediate distribution in mimeograph form directly after introduction. At the close of the Convention, September 10th, 1947, the Bureau supplied each delegate with a complete mimeographed record of the proceedings of the Convention, in bound form. The Archivist was designated by the Convention as the editor of these proceedings which are to be published in a limited edition and distributed to persons and institutions detailed in the Convention resolution authorizing the publication of the proceedings. The Archives and History Bureau thus served the Convention while creating and preserving the very record which has by Rule of the Convention been transferred to the Archives of New Jersey. This collection contains not only the proceedings of the Convention but also all the records received or created by it and its several committees. This is the second complete body of records received by the Bureau, the first being the files of the Office of Civilian Defense Director.

(The national tour of the Freedom Train brought it to Trenton on September 21st, 1947. A special exhibit of New Jersey documents was set up (with the cooperation of the State Museum) and sent on tour with the train throughout the state under State Police supervision. The Library also assisted the communities of Montclair and New Brunswick to celebrate American Heritage Week by lending them many important New

Jersey documents which were displayed throughout the respective communities on "Freedom Trucks."

Law and General Reference Library

In November 1947, Governor Driscoll appointed a special committee of representative New Jersey citizens to inquire into and report on the state of Civil Liberties in New Jersey. At his request, the State Library prepared a bibliography on the subject and the Director of the Division, Roger H. McDonough, served as Secretary to the Committee. At the request of the American Library Association, an expanded version of the bibliography was published in the American Library Association Book-List as one of the five "Great Issues" which all libraries throughout the country were asked to feature during the year.

Two other important bibliographical projects were completed during the year. The first was a bibliography on State Organization and Reorganization, which was prepared for the use of the committee working on this important problem. The second of these bibliographical projects was the Bibliography of New Jersey Official Reports, 1905-1945. This work, completed by Miss Dorothy Lucas shortly before she resigned her position as Cataloger of the State Library to accept a position as Chief Cataloger of the Peabody Institute Library in Baltimore, Maryland, was prepared as a supplement to the pioneer Hasse work, Index of Economic Materials in Documents of New Jersey, 1799-1904, and New Jersey thus becomes the first colonial state to print a complete and detailed bibliography of its official reports in modern times.

The close cooperation which has existed between the Division and the Council of State Governments was maintained and both of the above publications were made available to the Council for distribution to all state libraries as well as to other research centers.

Bureau of Public and School Library Services

One of the most encouraging events in the Bureau of Public and School Library Services was the approval by the New Jersey Civil Service Commission of the creation of the position of Public Library Services Supervisor. An examination for this position was given in May 1947 and it is anticipated that an announcement as to the appointment of the successful candidate will soon be made. This Supervisor will have general charge of public library extension work throughout the state. In this capacity, working closely with already existing county and public libraries, she will set up a program of consultative and advisory services, make periodic field visits to meet with head librarians and members of library boards concerning library problems and will assist in the development of regional library service where advisable.

Library Personnel

The progress toward the adoption of higher personnel standards for our public libraries--highlighted by the passage of the Public Librarians Certification Act of 1947--is an outstanding development in the extension field during the past few years. The acute wartime shortage of librarians has lessened somewhat but a number of positions are still vacant and it is apparent that the demand for trained librarians will exceed supply for some years to come. Under these circumstances it is surprising--and distinctly encouraging--to note the reluctance shown by many boards of trustees to lower standards even when faced with serious staff shortages. Many positions remain vacant or are filled with temporary employees pending the appointment of fully qualified professional librarians.

Meanwhile, a three-way attack upon this problem of raising standards of library personnel is being made, in cooperation with the New Jersey Library Association.

In addition to the law making it permissive for boards of trustees to require their librarians to hold a certificate granted by the State Board of Education, a companion law added a library representative to the State Board of Examiners. An advisory committee of the New Jersey Library Association has been engaged during the year in promulgating suggested rules and regulations for presentation to the State Board of Education. The findings of this committee are contained in a preliminary report presented to the State Board of Examiners at a meeting held in June 1948. These recommendations were accepted by the Board of Examiners and transmitted to the State Board of Education for final approval.

Salaries

Coincident with the above-cited developments, was the campaign to standardize library salaries in New Jersey at a higher basic level. At the request of the state association, the Bureau of Public and School Library Services made a survey of salary scales in public libraries throughout the state, and a summary of the data was presented at the fall meeting of the Association held in Newark, New Jersey, on November 14, 1947. This survey revealed alarmingly low salary scales in all but a few of the larger communities in the state. Following a general discussion of the salary problem, the conference delegates adopted resolutions embodying the following:

1. Minimum beginning salary of \$2100 for professional librarians
2. Recommendation that every board of trustees adopt an adequate salary scale
3. In order that accurate comparative data be available, every board was urged to file a copy of its budget and salary schedule with the Bureau in Trenton

In addition to these steps, the Personnel Committee of the New Jersey Library Association is drawing up a manual of personnel procedures which will include demonstrations of job classifications and pay plans. It is considered that the manual will be of

considerable benefit to boards of trustees, particularly in the smaller communities of the state, in helping them to establish adequate job classification and pay plans for their employees.

Storage Library

One of the most interesting developments in the library field in the past several years has been the growing interest in the project to erect a storage library for little-used books. The idea for such a storage library, which would relieve the overcrowded shelves of our public libraries, was first proposed in New Jersey in 1936 by a committee of the State Association and has received increasing emphasis with every passing year as book collections have continued to grow. The desperate situation of many of our public libraries at the present time has given added impetus to the demand for some kind of relief through cooperative effort. At the spring meeting of the librarians and trustees held in Trenton on April 16th, 1948, it was voted that a joint committee of the two associations be appointed to study and inquire into the possibilities of erecting a central storage warehouse. The proposal has been enthusiastically received by librarians and trustees alike who recognize it as a logical and practical solution to a problem which grows more serious with each passing year. It is anticipated that a report supporting the proposal will be submitted to the meeting of the joint associations which is to be held in October 1948 and that, subsequently, a bill will be introduced into the 1949 Legislature asking for funds to acquire and maintain a central storage library for all the libraries of the state.
