

CHAPTER 21

STATE LIBRARY AID AND GRANTS

Authority

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R.2000 d.145, effective March 10, 2000.
See: 32 N.J.R. 174(a), 32 N.J.R. 1244(b).

Executive Order No. 66 (1978) Expiration Date

Chapter 21, State Library Aid and Grants, expires on March 10, 2005.

Chapter Historical Note

Chapter 21, State Library Aid and Grants, was originally codified in Title 6 as Chapter 68, State Library Assistance Programs. Chapter 68 was filed and became effective prior to September 1, 1969.

Subchapter 2 was adopted as R.1970 d.127, effective October 21, 1970. See: 2 N.J.R. 71(b), 2 N.J.R. 90(a).

Subchapter 3 was adopted as R.1972 d.186, effective September 22, 1972. See: 4 N.J.R. 155(a), 4 N.J.R. 262(b).

Subchapter 4 was adopted as R.1974 d.175, effective July 1, 1974. See: 6 N.J.R. 223(a), 6 N.J.R. 302(a).

Pursuant to Executive Order No. 66(1978), Subchapter 2 was re-adopted as R.1985 d.207, effective April 12, 1985. See: 17 N.J.R. 346(a), 17 N.J.R. 1078(a).

Subchapter 5 was adopted as R.1986 d.278, effective July 21, 1986. See: 18 N.J.R. 595(b), 18 N.J.R. 1459(a).

Subchapter 7 was adopted as R.1987 d.183, effective April 20, 1987. See: 19 N.J.R. 6(a), 19 N.J.R. 634(a).

Subchapter 8 was adopted as R.1987 d.182, effective April 20, 1987. See: 19 N.J.R. 7(a), 19 N.J.R. 635(a).

Subchapter 9 was adopted as R.1987 d.181, effective April 20, 1987. See: 19 N.J.R. 8(a), 19 N.J.R. 635(b).

Pursuant to Executive Order No. 66(1978), Chapter 68, State Library Assistance Programs, was readopted as Chapter 68, State Library Aid and Grants, by R.1990 d.179, effective February 26, 1990, and Subchapter 1, General Provisions, Subchapter 3, Incentive Grant Program, Subchapter 7, Institutional Library Services, and Subchapter 8, Municipal Branch Library Services, were adopted, former Subchapter 1 was recodified as Subchapter 2, State Library Aid, former Subchapter 3 was recodified as Subchapter 4, Emergency Aid, former Subchapter 4 was recodified as Subchapter 5, Library Construction Incentive Program, former Subchapter 5 was recodified as Subchapter 6, Audio-Visual Public Library Services, former Subchapter 8 was recodified as Subchapter 9, Collection Evaluation and Development, and former Subchapter 9 was recodified as Subchapter 10, Maintenance of Library Collections, and former Subchapters 2, 6 and 7 were repealed by R.1990 d.179, effective March 19, 1990. See: 21 N.J.R. 3822(a), 22 N.J.R. 921(c).

Pursuant to Executive Order No. 66(1978), Chapter 68, State Library Aid and Grants, was readopted as R.1995 d.290, effective May 12, 1995, and former Subchapter 3, Incentive Grant Program, was repealed and Subchapter 3, Incentive for Larger Service Units Grant Program, was adopted as new rules by R.1995 d.290, effective June 5, 1995. See: 27 N.J.R. 620(a), 27 N.J.R. 2202(a).

Pursuant to Reorganization Plan No. 002-1996, Chapter 68, State Library Aid and Grants, was recodified as N.J.A.C. 15:21, effective February 18, 1999. See: 28 N.J.R. 2659(a), 31 N.J.R. 776(a).

Pursuant to Executive Order No. 66(1978), Chapter 21, State Library Aid and Grants, was readopted as R.2000 d.145, effective March 10, 2000. See: Source and Effective Date. See, also, section annotations.

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SUBCHAPTER 1. GENERAL PROVISIONS

15:21-1.1 Purpose

The purpose of this chapter is to describe the library grant programs available from State funds and to establish general rules for the application process.

Amended by R.1995 d.290, effective June 5, 1995.
See: 27 N.J.R. 620(a), 27 N.J.R. 2202(a).

15:21-1.2 Definitions

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise:

“Academic library” means a library within a publicly or privately supported institution of higher education.

“Access” means accessibility of materials on site or online, interlibrary loan of materials, citation/location of materials on databases and cataloging of materials.

“Associate librarian” means a person who holds an associate educational media specialist certificate in accordance with N.J.A.C. 6:11-12.22.

“Association library” means a library established pursuant to N.J.S.A. 15A:1-1 et seq. and receiving public funds pursuant to N.J.S.A. 40:54-35.

“Audio-visual” means communications resources which rely on a device for transmission, reproduction, or enlargement to be effectively utilized or understood. Also included are other non-print resources such as art works and objects.

“Branch library” means an auxiliary public library (county or municipal) which has all of the following, but which is administered from a central unit:

1. Separate quarters from the central unit;
2. A permanent basic collection of library materials;
3. A permanent paid staff; and
4. A regular schedule for opening to the public.

“Central library” means the main library building of a municipality, county or other type of public library or those facilities which house the administrative headquarters of a public library system, including system-wide services provided from a single location.

“Collection” means library materials in any format.

“Collection development” means activities relating to the development of a library collection, including but not limited to the determination and coordination of selection policies, assessment of needs of users and potential users, collection use studies, collection evaluation, identification of collection needs, selection of materials, planning for resource sharing, collection maintenance and weeding, and purchase of library materials in any format.

“Collection evaluation” means the process of assessing a library collection in terms of specific objectives or in terms of the needs of the patrons of the particular collection.

“Collection maintenance” means activities to preserve the materials in a collection, including care and handling, binding, mending, repairing, marking and shelving.

“Collection of historical or special interest” means all or part of a group of materials with permanent significance to New Jersey’s documentary heritage or with general research value and uniqueness.

“Coordinated collection development plan” means an agreement extended by a group of libraries to take responsibility for building and maintaining collections in specific subject areas to increase the resource sharing capabilities of the libraries.

“County library” means a public library established pursuant to N.J.S.A. 40:33-1 to 13 and 40:33-15 to 23.

“Evening hours” means any two hours the library is open after 6:00 P.M.

“Expanded programs of library services” means new services, changes in or expansion of services already offered.

15:21-7.9 Reports and audits

(a) On or before March 1 in each year, each institutional library receiving institutional library services per capita State aid grants according to this subchapter shall prepare and transmit a report to the State Librarian of such information, as the State Librarian shall require, based upon the records and statistics of the preceding calendar year.

(b) On or before August 1 in each year, each institutional library receiving institutional library services developmental or institutional library services incentive State aid according to this subchapter shall prepare and transmit a report to the State Librarian of such information, as the State Librarian shall require, based upon the records and statistics of the preceding fiscal year.

(c) Grant recipients shall be required to submit other reports and financial audits as specified by the State Librarian in the grant announcement.

SUBCHAPTER 8. MUNICIPAL BRANCH LIBRARY SERVICES
15:21-8.1 Purpose

The rules in this subchapter provide for the maintenance, operation and improvement of municipal branch libraries to meet community needs, pursuant to the provisions of the State Library Development Aid Law (P.L. 1985, c.297, N.J.S.A. 18A:74-3.2 through 3.4).

Amended by R.1995 d.290, effective June 5, 1995.
See: 27 N.J.R. 620(a), 27 N.J.R. 2202(a).

15:21-8.2 Eligibility

Any municipal public library which receives State aid pursuant to N.J.S.A. 52:27D-178 et seq. and maintains one or more branch libraries is eligible to participate in the program.

Amended by R.1995 d.290, effective June 5, 1995.
See: 27 N.J.R. 620(a), 27 N.J.R. 2202(a).

15:21-8.3 Categories in award of grants

(a) Each approvable application shall be assigned to one of the two categories as follows:

1. Municipal branch library assistance for planning; or
2. Municipal branch library assistance for operations and improvements.

(b) The priority of categories and the percentage of funds allocated to each category shall be established each year by the State Librarian.

Amended by R.1995 d.290, effective June 5, 1995.

See: 27 N.J.R. 620(a), 27 N.J.R. 2202(a).

SUBCHAPTER 9. COLLECTION EVALUATION AND DEVELOPMENT
15:21-9.1 Purpose

The rules in this subchapter provide for assistance to any public library for the evaluation and development of collections, pursuant to the Library Development Aid Law, (Chapter 292, Laws of 1985), N.J.S.A. 18A:74-3.2.

15:21-9.2 Eligible projects

(a) Grants will be made to public libraries to support individual or coordinated collection evaluations and/or user studies.

(b) Grants will be made to public libraries to purchase library materials, either individually or as part of a group of libraries sharing a coordinated collection development plan.

Amended by R.1995 d.290, effective June 5, 1995.

See: 27 N.J.R. 620(a), 27 N.J.R. 2202(a).

Amended by R.2000 d.145, effective April 3, 2000.

See: 32 N.J.R. 174(a), 32 N.J.R. 1244(b).

In (b), substituted "purchase library materials" for "develop collection subject specialties" following "libraries to".

15:21-9.3 Funding allocation

The State Librarian shall determine annually percentages of the total funding to be assigned to each eligible project area.

SUBCHAPTER 10. MAINTENANCE OF LIBRARY COLLECTIONS
15:21-10.1 Purpose

The rules in this subchapter provide for assistance to libraries to be used for housing, protection, preservation, repair, restoration and maintenance of collections of historical or special interest, pursuant to the provisions of the Library Development Aid Law, (Chapter 297, Laws of 1985), N.J.S.A. 18A:74-3.2(c).

15:21-10.2 Definitions

The following words and terms, when used in this subchapter, shall have the following meanings unless the context clearly indicates otherwise.

"Accessibility" means availability of materials for borrowing, consultation, in-house use or reproduction, depending on the nature and condition of the materials and the collections.

“Comprehensive preservation program” means the organization and operation of all activities associated with maintaining library materials for use.

“Comprehensive preservation program development” means the initial steps taken by a library in planning for the establishment of a comprehensive program for preservation of its materials, including consultant visits, reports, and self-studies.

“Condition survey” means a systematic study of a library collection to ascertain its physical state.

“Conservation treatment” means the direct use of chemical and physical procedures to ensure the preservation of library materials.

“Cooperative preservation planning and programs” means planning or programs carried out by a group of libraries concerned with the care, protection and salvage of their collections.

“Housing” means the provision of equipment, products, supplies and appropriate environmental conditions or their creation and maintenance for the long term storage and maintenance of a collection.

“Identification/inventory” means a descriptive list of items in a collection, giving as a minimum the title, dates, quantity, arrangement, description of significant subject content and estimate of uniqueness, in a format meeting appropriate bibliographic standards.

“Materials” means physical entities of any substance that serve as carriers of information.

“Materials conversion” means the process of converting library materials from one format to another for the purpose of preservation.

“Organization” means the systematic arrangement of the collection to facilitate access.

“Preservation” means the activities and organization associated with maintaining library and archival materials for use, either in their original physical form or in some other permanent and durable format.

“Protection” means any of the various activities, containers and materials which shield library materials from the harmful effects of storage, environmental conditions and use.

“Repair” means the partial rehabilitation of a worn item using high quality, long lasting materials and supplies and accepted, conservationally sound methods.

“Restoration” means any of various processes whereby a deteriorated book or paper document or other library material is returned as nearly as possible to its original condition.

Amended by R.1990 d.179, effective March 19, 1990.
See: 21 N.J.R. 3822(a), 22 N.J.R. 921(c).

Deleted definitions for “collection maintenance”, “collection of historical or special interest”, “library”, “maintenance”, “privately and publicly supported libraries.”

Administrative Correction: Added “used” to introduction.
See: 22 N.J.R. 2359(a).

Amended by R.1995 d.290, effective June 5, 1995.
See: 27 N.J.R. 620(a), 27 N.J.R. 2202(a).

Amended by R.2000 d.145, effective April 3, 2000.
See: 32 N.J.R. 174(a), 32 N.J.R. 1244(b).

Deleted “Disaster recovery” and “Emergency planning”.

15:21-10.3 Eligible projects

(a) Grants will be made to libraries to increase accessibility to historical or special interest collections through projects including identification/inventory, organization and preservation, condition survey, comprehensive preservation program development, protection, housing, materials conversion, repair, conservation treatment and restoration.

(b) Grants will be available for cooperative preservation planning and programs.

(c) The State Librarian may establish annual priorities for the awarding of funds.

Amended by R.1990 d.179, effective March 19, 1990.
See: 21 N.J.R. 3822(a), 22 N.J.R. 921(c).

Added new (c).
Amended by R.1995 d.290, effective June 5, 1995.
See: 27 N.J.R. 620(a), 27 N.J.R. 2202(a).
Amended by R.2000 d.145, effective April 3, 2000.
See: 32 N.J.R. 174(a), 32 N.J.R. 1244(b).

In (a), deleted “emergency planning, disaster recovery,” following “development.”

15:21-10.4 Funding allocation

(a) No less than 75 percent of program funding will be used for grant awards to publicly supported libraries.

(b) No more than 25 percent of program funding will be used for grant awards to privately supported libraries.

(c) When there are insufficient eligible applications from publicly supported libraries to account for 75 percent of program funding, remaining funds may be used for privately supported libraries.

Amended by R.1990 d.179, effective March 19, 1990.
See: 21 N.J.R. 3822(a), 22 N.J.R. 921(c).

Deleted (c).
Amended by R.1995 d.290, effective June 5, 1995.
See: 27 N.J.R. 620(a), 27 N.J.R. 2202(a).