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NEW JERSEY STATE LIBRARY

Department of Education

ANNUAL REPORT

for the year

July 1, 1970 - June 30, 1971



New Jersey State Department of Education

DIVISION OF THE STATE LIBRARY

ARCHIVES AND HISTORY

ANNUAL REPORT

for the year

July 1, 1970 - June 30, 1971

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

NEW JERSEY STATE DEPARTMENT OF EDUCATION
DIVISION OF THE STATE LIBRARY, ARCHIVES & HISTORY

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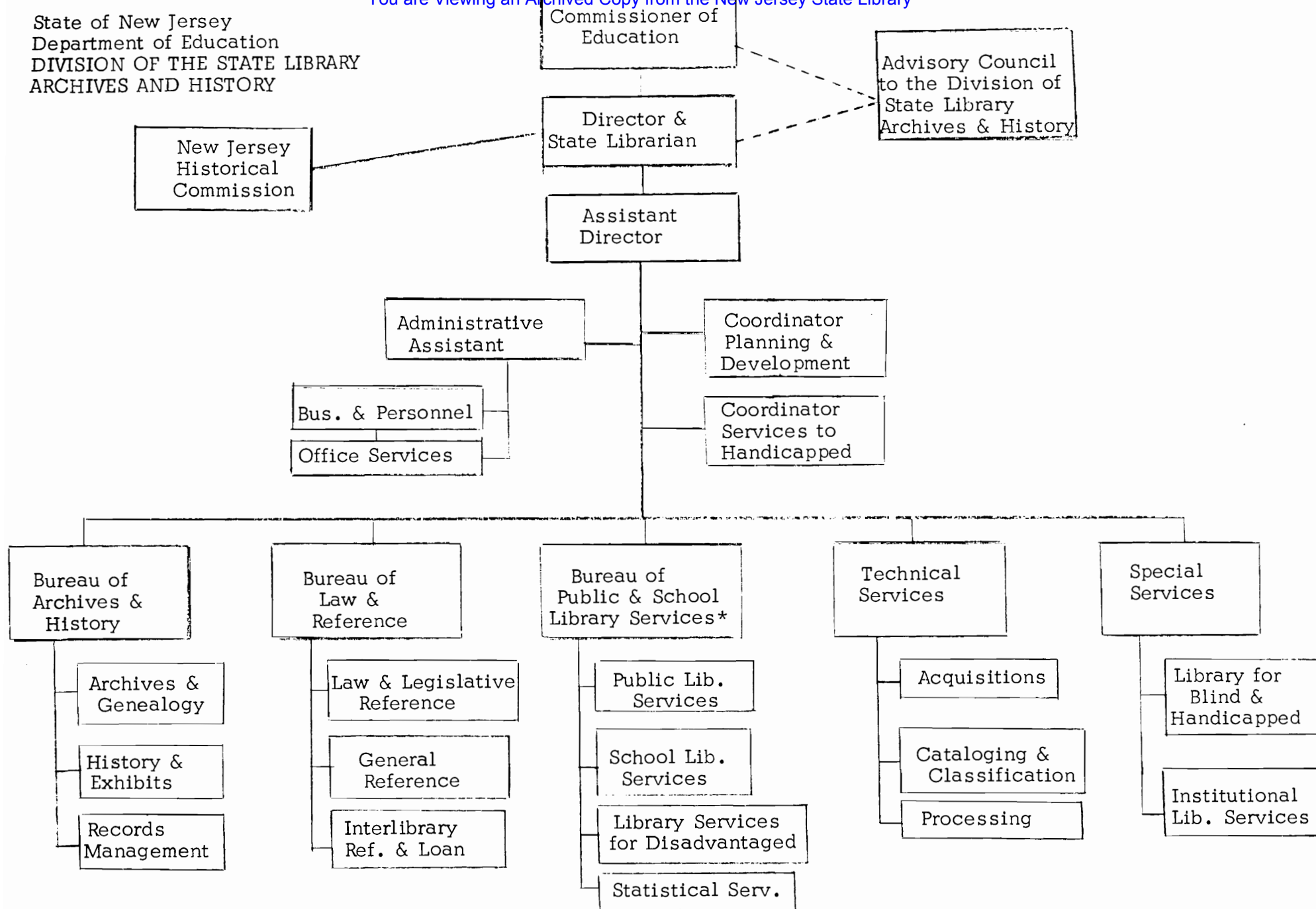
Trenton, New Jersey 08625

February, 1972

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



*Name changed to
Library Development Bureau
October, 1971

ORGANIZATION BY FUNCTION
June 30, 1971

ADMINISTRATIVE SERVICES

While the previous year had been characterized as one of "self-analysis, evaluation, and reorganization"^{1/}, 1970-71 constituted one of outside surveys and study commissions. Within State Government, the Governor's Management Commission Report ^{2/}, issued in November, 1970, touched upon some State Library operations and made specific recommendations with regard to its records management program and the place of the Library within the Department of Education. The Hay ^{3/} and Vieser ^{4/} reports reordered the salary structure, and the CAPTAIN project ^{5/} of the Department of Higher Education, proposed a computerized ordering, cataloging, and circulation system for college libraries with far-reaching implications for the State Library.

In addition, several outside studies were initiated during the year. The "Goldstein Report" ^{6/} on statewide film services was published in March, 1971, but the "Duchac Report" ^{7/}

- ^{1/} see Annual Report for the year July 1, 1969-1970, New Jersey State Department of Education, Division of the State Library, Archives and History, August, 1970. (p. 1)
- ^{2/} Survey Report and Recommendations. New Jersey Governor's Management Commission, November 9, 1970.
- ^{3/} Report Concerning State Employees' Compensation, Benefits, Perquisites and Working Conditions; and Productivity. Hay (Edward N.) and Associates, Philadelphia, 1970.
- ^{4/} Report. New Jersey Commission on State Administration and Professional Compensation. (Milford A. Vieser, Chairman). Newark, 1969.
- ^{5/} An Introduction to CAPTAIN: A Computer Aided Processing Terminal Access Information Network for New Jersey Libraries. New Jersey State Department of Higher Education, November, 1970.
- ^{6/} Expanded Film Services for New Jersey, Harold Goldstein, Tallahassee, Florida, March, 1971.
- ^{7/} Progress and Prospects: Library Service in New Jersey, Kenneth Duchac, Brooklyn, N.Y., 1971.

(evaluation of the State plan), the "Rothines Study" ^{8/} (relating to centralized processing), and the county library study ^{9/} of the Rutgers Library School Bureau of Library and Information Science Research, were not issued until after the close of the Fiscal Year. These studies and their follow-up will be discussed in the 1971-72 Annual Report.

The State Library, backed by the Commissioner of Education, successfully opposed the recommendation of the Governor's Management Commission that records management be removed from the Library and reassigned to a new Department of Administration, but found support in its analysis of the need for additional staff and adequate storage facilities. The Budget for 1972 included a line item to enable the Library to seek a suitable records storage building and establish a position of Records Manager along with supporting clerical staff.

Again, with the support of the Department, the Library was able to avert the Commission's proposed reorganization which would place it and the State Museum under a new Division of Field Services. In the reorganization of the Department, the State Librarian continues to report directly to the Commissioner of Education. Recommendations regarding technical processing, inventory of the collections, and dependence upon professionals for clerical tasks have been under careful study and reflect problems the Library has been striving to solve for some time.

In general, the salary studies (Hay and Vieser reports) recommended higher salary levels for both professional and clerical positions in the Library, bringing them into better alignment with State Government and with salaries offered in comparable library positions in New Jersey and neighboring states. In a few instances, inequities were cited and will be appealed in the next Fiscal Year. While the beginning professional salary (\$9,044 for

^{8/} Statewide Technical Processing Study. Rothines Associates. (report not yet published).

^{9/} The County Library Problem: a Position Paper (Confidential Memorandum). Graduate School of Library Service, Rutgers, the State University, Bureau of Library and Information Science Research. New Brunswick, N. J., October, 1971.

Librarian III) will represent a step forward, it does not break the \$10,000 mark which has been recommended nationally in recent years. The adjusted salary scales were implemented in July of the 1971-72 year.

CAPTAIN (see footnote 5/) is envisioned as providing "technical processing, information retrieval, and inter-library communication to a number of academic and public libraries" and grows out of the N. J. Board of Higher Education's Goals for Higher Education in New Jersey.^{10/} Seen in conjunction with special State appropriations for enrichment of college library collections, and with the State Library's Micro-automated Catalog (MAC) project, it promises much in the way of adequate bibliographical control and improvement of resources for the State's growing academic community.

REALLOCATION OF SPACE

Continuing the effort begun the preceding Fiscal Year to adjust space arrangements following five years occupancy of the new State Library building, a thorough survey was made of the Third Floor and of the Administrative Offices. In the absence of an Administrative Assistant, Mr. Oliver Gillock, Head, Interlibrary Reference and Loan, coordinated the project, drawing floor plans and detailed specifications, and relating the proposed changes to a realignment of the telephone system. Plans were virtually complete by the end of the year, but paperwork delay precluded actual shifting of partitions, stacks and equipment. Once accomplished, the office arrangements will accommodate the many programs the Library has initiated since 1965, particularly under the federal and state aid programs.

PERSONNEL

The post of Administrative Assistant was left vacant at the end of the 1970 year with the resignation of Mr. Thomas Ahern who transferred to the central Personnel Office of the Department of Education. Filled in September, the position was again vacated in February, 1971, and the detailed and demanding duties connected with finance and personnel fell upon Mrs. Loretta Minelli, Head Clerk, and the Assistant Director. Their task was made more difficult by the imposition of an austerity budget and a total job freeze.

^{10/} Goals for Higher Education in New Jersey.
N. J. Board of Higher Education, January, 1970.

By the end of the year, there were 12 professional and 16 clerical vacancies of which 8 represented federally funded positions. Personnel turnover was again high (31 full-time employees left during 1970-71 for various reasons; only 5 were hired). In addition, at the end of the year, the Library was notified by two of its top personnel of their impending retirement: Mrs. Janet Z. McKinlay, Head, Bureau of Public and School Library Services, announced that she would retire effective October 1, 1971, and Mrs. Rebecca Schlam Lutto, Head, Law Library Section, resigned effective June 25, 1971. The reports of their activities, summarized in succeeding pages, are testimony to irreplaceable experience and unusual dedication. In addition, the Library suffered another loss with the resignation of Kay Ann Cassell, Adult Services Consultant, to join the Peace Corps in Morocco.

ARCHIVES AND HISTORY BUREAU

The following statistics of services of the Archives and History Bureau tend to conceal, rather than reveal, the increase in demand which was evidenced in the 1970-71 year. It must be remembered that the users of these services constitute a highly specialized group -- historians, title seachers, genealogists, and persons doing individual research for publications. To measure service by the number of different types of items requested is somewhat like ascribing more value to ten pennies than to one dime. Evidence of increased use is seen in a 12% increase in the number of persons using the Search Room, the 22% increase in correspondence, and the 12% increase in telephone requests.

Statistical Comparison, 1969-70, 1970-71

<u>Use of Materials</u>	<u>1969-70</u>	<u>1970-71</u>	<u>%change</u>
books	10,812	9,135	-15%
microforms	2,220	2,024	- 8%
manuscripts	14,782	10,060	-32%
<u>Reference Services</u>			
in person	765	548	-28%
telephone	559	641	12%
correspondence	2,620	3,386	22%
<u>Photo Copies Furnished</u>			
free	2,265	2,742	
pay	<u>6,493</u>	<u>8,256</u>	
Total	8,758	11,998	27%
Attendance	2,599	2,824	12%

The 32% drop in use of manuscripts (deeds, wills, etc.) deserves a word of explanation and reflects a change in policy. The figures represent the number of items refilled after use. When it was found that some patrons requested fifty or more items at a time, many of which were not actually used during the visit, the number which could be requested at one time was limited to five in order to decrease workload and spare unnecessary handling of the manuscripts. This policy was inaugurated during the 1970-71 year.

Archives Section

The more than 2,800 visitors to the Archives Search Room represents a new high and includes persons from 32 states, Washington, D. C., Canada, England, and Djakarta, Indonesia.

With the filling of the Librarian III vacancy, work on arranging, describing, and indexing materials was possible, despite the maternity leave of the Archivist I. A revised inventory of the manuscript collection was prepared and a group of miscellaneous wills and Sussex County probate records were arranged and indexed. By the end of the year, most of the records of Governor Hughes had been arranged and labeled, and work had begun in arranging the records of the Governor's Counsel. All of the minutes of the Assembly and Senate were boxed and labeled and the Salem County Justices of the Peace dockets were arranged and inventoried.

The major project during the year was the inventorying of the Revolutionary War Documents. Seven volunteers from the D.A.R. performed this work, under supervision, and inventoried 3,500 items. This project is now 95% complete and awaits typing. The completed inventory will make more than 12,000 documents relating to the Revolutionary War available to scholars and the public.

Newspaper Preservation Program: Twelve libraries were awarded financial assistance to microfilm important collections of New Jersey newspapers under a joint program of the Archives and History Bureau and the New Jersey Historical Commission. The program is administered by the Bureau with the advice of a special committee of the History and Bibliography Section of the New Jersey Library Association, and is funded cooperatively: \$5,000 from LSCA Title III funds; \$5,000 from the Historical Commission; and \$5,000 from the participating

libraries. Grant recipients were as follows:

<u>Library</u>	<u>Newspaper</u>
1. Belleville P.L.	Belleville Times-News (1951-65)
2. Berlin, Fleche Mem. L.	Berlin Breeze (1925-61)
3. Bounton His. Soc.	Jerseyman (1853-1929)
4. Collingswood P.L.	Weekly Retrospect (1904-71)
5. Denville P.L.	Denville Citizen (1946-71) Denville Herald (1930-57)
6. Glen Ridge P.L.	Glen Ridge Paper (1935-71)
7. Haddonfield P.L.	Haddon Gazette (1939-48; 1958-64) Town Crier-Herald (1940-48; 1958-68)
8. Metuchen P.L.	Recorder (1958-70)
9. New Brunswick P.L.	New Brunswick Daily Times (1872-1916)
10. Springfield Free P.L.	Springfield Sun (1929-34; 1939-70) Leader (1929-34; 1939-70)
11. Sussex County Lib.	Sussex Independent (1873-1952) Sussex Register (1814-1943)
12. Wycoff P.L.	Wycoff News (1938-71)

History and Exhibits Section

The New Jersey Historical Commission has twice appropriated a sum of \$5,000 toward publication of The Colonial Laws of New Jersey, 1703-1775, but, in the absence of other enabling funds, the Laws remain unpublished. To rectify this situation, the Bureau drafted a bill which would establish a New Jersey Archives Publications Fund. The bill was introduced by Assemblymen Schluter, Weidel, Foran, and Turner, just before recess of the Legislature, but no action was taken.

Exhibits: During the year, 11,000 persons visited the Archives Exhibit Room, including 1,000 students for whom detailed lectures and tours were provided. These numbers represent a decline over the preceding year, reflecting the increased use of the room for meetings and receptions. In the main corridor, the following special exhibits were displayed:

New Jersey State Symbols
The 1970 New Jersey Author Awards
Salute to New Jersey's 4-H Club
Teen Arts Festival
175th Anniversary of the N.J. State Library

Records Management: As noted previously, the Governor's Management Commission Report contains a number of specific comments regarding the records management program of the State Library. Although they reflect certain misconceptions as to why the program had not been more aggressively conducted, they highlight the need for more staff and storage space, and bring attention to a function which has been under-budgeted for many years. As a result, interest was renewed in the standing request for an additional records storage facility and a special line item was included in the 1972 Budget to acquire appropriate space, shelving, and additional staff.

The State Records Committee held four meetings during the year and approved 22 new schedules for retention and disposition and revised 29 of the existing schedules. A statistical summary showing a fourteen year growth of the activity of this program was included in the 1969-70 Annual Report. The following figures show that this increase in the number of requests, and cubic footage of records authorized for disposal, has continued:

	<u>1969-70</u>	<u>1970-71</u>
Number of requests	349	417
State records (cubic feet)	20,048	25,652
Municipal records (cubic feet)	24,388	24,913
Total Records authorized for disposal (cubic feet)	44,436	50,565

Vital Records: With the backing of the Governor, the vital records program was reactivated and a relocation site was established at Rutgers in New Brunswick. All State Departments were requested to identify their vital records, and, as of June, 11 had replied. Arrangements will be worked out to provide duplicate or microfilm copies of such vital records at the relocation centers.

MAC - Special Project: During the year, the second cumulative supplement to the State Library's catalog was micro-filmed, indexed, and distributed in cartridge form to the participating libraries. In addition, the Bureau Head and Micro-film Supervisor advised and consulted with the Newark Public Library with regard to microfilming its catalog as part of an extended MAC program for its surrounding areas. Implementation of the Newark MAC is anticipated in the next fiscal year.

LAW AND REFERENCE BUREAU

Despite the fact that the State Library is perhaps better known and more visible throughout New Jersey in terms of its library development activities, consultative services, and administration of State and Federal aid programs, these services are comparatively recent additions to its essential and historical role as a special library for the Judicial, Legislative, and Executive Branches of State Government. Emphasis in developing subject collections and special reference skills is placed first upon the needs of State Government, and is reflected in the areas of law, social and political science, and current affairs, and in special collections of State and Federal documents, legislative bills, archives, and materials relating to New Jersey and its history.

As noted in the 1969-70 Annual Report, the Law and Reference Bureau was expanded with the addition of a major Section for Interlibrary Reference and Loan. Thus, the Bureau's responsibilities now also embrace those of a "library's library" in extending book and information services to public, school, college/university, and special libraries throughout New Jersey. These activities are treated separately below: Services to State Government, however, are not generally known and are therefore described here in some detail.

The Bureau of Law and Reference constitutes a merger of Law and Legislative Reference Services, and General (Governmental) Reference Services. These two activities have for many years shared one reading room, used a combined catalog, and been administered by one Bureau Head whose qualifications include graduation from an accredited law school as well as from a graduate school of library service. This close association takes advantage of inter-dependent resources, staff skills, and facilities, providing information on the law as illustrated and interpreted by documentation from the social sciences. The librarians are thus able to specialize in terms of subject area and type of library material: at the same time, they offset limitations which such specialization fosters with respect for, and referral to, each other's area of expertise. Proximity and close cooperation permit economies in staff and resources; they do not cancel out the practical hardships of staff shortage and attempting to man service desks for law, general reference, telephone reference, periodicals, N. J. documents, and Federal documents, and to maintain evening, Saturday, and holiday hours. Each of the services listed below is circumscribed by lack of professional and supporting clerical staff, and the pressure upon the Bureau is increased with each new activity

of State Government and with each change of emphasis. New programs in environmental protection, drug abuse, service to the disadvantaged, and the dramatic enlargement of the Attorney General's Department, for example, are immediately reflected in service demands placed upon the Law and Reference Bureau.

Law and Legislative Reference

- 1) Maintain a law collection adequate for legal research of all state agencies, the courts, the Bar, and the public at large;
- 2) Maintain diverse materials and information sources for legislative reference;
- 3) Provide legal reference service to State Government, the Judiciary, the Bar, and the public at large;
- 4) Assist Law Revision and Legislative Services in providing reference and research services to the Legislature;
- 5) Prepare legislative histories; compile and publish bibliographies, synopses of law, research aides, book lists, etc. as needed;
- 6) Provide a clearing house for information and materials on New Jersey legislation; index all bills; provide distribution copies of all bills; maintain status ledgers, etc.;
- 7) Advise and assist State departmental libraries, County law libraries, and all libraries in New Jersey in the acquisition, organization, and use of law materials;
- 8) Maintain cooperative relationships with legal bibliographic centers and major law libraries outside New Jersey; expedite interlibrary reference and loan.

General Reference

This service currently serves three publics: State governmental agencies; libraries in New Jersey via interlibrary reference, referral, and loan; and the general public. Historically, service to State Government takes precedence and most State moneys are expended on materials and staff to satisfy reference and research needs in this area.

- 1) Maintain an official and complete file of N. J. documents;

- 2) Maintain a judicious selection of Federal and local documents, pamphlets, periodicals, reference tools, and subject works on current issues to supply, and if possible, anticipate the needs of all branches of State Government;
- 3) Perform quick reference searches for specific information requests (statistics, book or periodical citations, biographies, addresses, etc.) and detailed research and preparation of bibliographies on topics requested by the Legislature and by administrative agencies;
- 4) Advise and assist State departmental libraries, providing back-up reference services, developing cooperative periodical holdings programs and other forms of mutual self-help;
- 5) Maintain reference referral and interlibrary reference and loan services to tap outside resources as required;
- 6) Compile and publish Checklist of Official N. J. Documents, periodical holdings, booklists, etc.;
- 7) Maintain newsclipping files and other ephemera concerning New Jersey problems and programs and topics of current interest.

Collections

Positive action was taken during the year to rectify years of neglect of the Library's collections. Under the general direction of the Collections Policy Committee, programs were undertaken and completed to weed the Juvenile and Depoist and Exchange collections; abolish the Young Adults Parents Book Shelf, and American Heritage collections and to transfer the foreign languages collection to the Newark Public Library.

Statewide lending of foreign language materials, bulk loans as well as single titles, will now be handled exclusively by the Newark Public Library. About 10,000 volumes were transferred and will be integrated into Newark's own, much larger, foreign language collection using funds made available from Title I of the Library Services and Construction Act. This action was taken in accordance with decisions reached by the New Jersey Library Resources Committee which advises the State Library on its research library center program.

In addition, the creation of the position of Bibliographer and funds made available as part of an LSCA grant, permitted comprehensive review of the various holdings, purchase of volumes to complete many broken sets, replacement of hundreds of missing titles, and filling in of gaps in the collection.

Collections Policy Committee: The work of the Collections Policy Committee brought forth "A Policy Statement on the State Library's Book Collection", the first modern statement of the book selection policy in general terms for the use of selectors and other libraries. More work must be done in 1971-72 to establish in detail the depth and breadth of the collections policy in each field of book selection, with sufficient consideration given to the needs of smaller libraries served by the State Library, those of expanding State Government, and logical expansion of those collections the State Library should be expected to hold as one of the four Research Library Centers.

Shifting of Collections: The growth of the Reference and New Jersey Documents collections forced a reorganization of the first floor reading room, and the U. S. Documents and periodicals collections outgrew their allotted space on the second floor. These problems were given consideration in the space reallocation project mentioned previously, and in the future, the entire general collection will be housed on the second floor and lesser used law and U. S. Documents materials will be stored in secondary storage areas. While awaiting the implementation of this plan, it has been necessary to re-shelve thousands of volumes and to consolidate a number of collections. In addition, the Library must accommodate policy changes in State government: for example, that of instituting legislative hearings and reports for all bills starting in January, 1972. The increased volume of materials anticipated under this procedure will cause further strain and must be taken into account in space allocation and planning.

Deposit and Exchange Collections: The D. & E. collection was carefully screened with useful items (some 1,000 of them titles not already represented in the collections) set aside for acquisition; items of no particular value discarded and the rest made available to libraries throughout the State. Lack of staff had precluded consistent work on this project for a number of years with the result that more than 60,000 volumes had accumulated which were totally unorganized - some occupying much needed shelving, many still in boxes crowding the aisles and pre-empting floor space in the sub-basement.

With the able assistance and book knowledge of Mrs. Elisabeth Davidson (Librarian I - Bibliographer) and Miss Gertrude Munro (a retired former employee of the Public and School Library Services Bureau), more than 41,000 volumes were discarded. The remaining 22,000 volumes were arranged

alphabetically by author and checked against the State Library's holdings. Shortly after the close of the fiscal year, libraries responded to the invitation to take from this remaining collection such items as they might find useful. As a postlude to this annual report, it might be noted that the following libraries availed themselves of this opportunity:

Glassboro State College Library;
Ocean County College Library;
Parochial school libraries in Princeton,
Trenton, Richland, Hamilton Twp.,
Wildwood, Newark, and New Monmouth;
Public libraries in Absecon, Madison Twp.,
Edison;
Hunterdon County Library
Newark Public Library
N. J. Dept. of Labor and Industry library;
N. J. Neuropsychiatric Clinic library;
Morris Hall Home for the Aged library.

The Law Library

The increase in law reference requests during the year had many sources:

- 1) Orientation sessions making more state employees aware of library services.
- 2) MAC catalog generating more interlibrary loan requests for law materials.
- 3) More students, both undergraduate and law students, visiting the library.
- 4) More law questions coming from the Reference Referral network.
- 5) Legislative action on subjects of great interest to the public: Abortion, Divorce, Environment, Lottery, Narcotics, Women's rights, etc.
- 6) Increased awareness of Aspen computer research services.
- 7) Constantly increasing awareness by laymen of their legal rights, both individual (can our school refuse to admit my child?) and collective (can we petition our city government on this issue?).

8) Orientation session for judges' clerks, given at N. J. Judicial Conference, made them aware of services available.

9) The satisfaction of the patrons themselves with the services. Once they receive satisfactory service, they everafter think of the Library first.

Projects: The day-to-day reference work-load is reflected in statistics. However, statistics cannot reflect the broad scope and the depth of state problems dealt with by the staff. Example: The 18-year old vote. After the U. S. Congress and Supreme Court acted, we had to foresee its effect on New Jersey. In addition to special indexing and acquisitions on the subject, law library staff initiated a computer search of all statutes in New Jersey which might be affected by a lowering of the legal age.

This material gathered in advance by the Law Library, in turn influenced the thinking of Legislators, who had not been aware of the major consequences new legislation on legal age would entail.

Similar gathering of information had to be done in depth and in advance for such subjects as: Public employee labor relations; Sovereign immunity; Environment; Women's rights and many others.

1970-71 also saw the compilation of an index to the Governor's Executive Orders 1941-1969 and an updated directory of the New Jersey county law libraries.

Legislative Histories: Subjects of particular urgency in New Jersey were also reflected in the major long legislative histories compiled. The previous histories of civil rights and narcotics legislation were revised and updated to include newer enactments. Major new histories of 1970 legislation included: Wetlands; Environment; Aid to Parochial Schools and Anti-crime legislation. Routine compilation of histories of all new enactments continued. All 1969 enactments were completed, as well as Chapters 1 through 200 of 1970. Staff continued to extract and xerox and/or index all legislative materials in all New Jersey periodicals and reports and hearings. Also, Assemblyman Dickey has, since January 1971, been sending the Law Library the lobbyists' correspondence he receives. These materials, along with newspaper clippings filed in the Reference Section, form a basic dossier on each bill, available as soon as the bill is signed. Staff made increasing use (for the judiciary only) of Governors' Counsels' files, which are housed in the Archives Bureau.

New Jersey Administrative Code: The still-unpublished New Jersey Administrative Code became a thornier problem than ever to the staff. Judges and attorneys throughout the state are aware of it, find citations to it, need regulations from it, but are confused as to its status and call the Law Library for help. In addition, laymen ask questions which require searches in the regulations, particularly in the fields of education, labor, health and institutions. While awaiting for this oft-postponed publication, the Law Library has built up a temporary "shelf list" from the monthly New Jersey Register. This system becomes more unsatisfactory with every passing month; it was never meant as a permanent arrangement.

Court Briefs and Records: Crisis conditions prevail in the indexing of court briefs and records. Clerical staff shortages and the changeover from bound volumes to microfilm created a huge indexing backlog. Much valuable professional staff time was spent in searching for cases as yet un-indexed. The Bureau Head and Section Head conferred frequently with court personnel on the cooperative techniques necessitated by the shift to microfilm. Summer clerical help is urgently needed to break this indexing logjam.

New Jersey Penal Code: The staff worked closely with the New Jersey Criminal Law Revision Commission, which is drafting the New Jersey Penal Code. All extra copies of materials prepared by the Commission are deposited with the Law Library, which then handles the nationwide distribution. For the earliest draft of the Penal Code, staff prepared a table of contents, which makes the draft more useful to researchers.

Loose-Leaf Services: Loose-leaf services received particular attention from the staff during 1970-71. In the absence of a paraprofessional, Mrs. Garwig took over their supervision. She devised a system of check-in and filing control. Under her direction, Mrs. Hollis checks materials in and the part-time clerks who man the second and third floors on nights and Saturdays do the filing. The system assures accuracy, promptness and completeness. Mrs. Lutto compiled a union list of loose-leaf services housed in state offices throughout the state.

Subject Index of Bills: Heavy use is made of the Subject Index to Bills on cards. Although indexing is done the morning after each legislative session, even this speed is not expeditious enough. Questions about new bills are received a week or more before they are officially introduced. Information on status of bills is also sought before it can be recorded. The Legislature should computerize soon to cope with the demand for information.

Aspen Computer, Annual Reports: The staff continued to coordinate all state government requests for Aspen Computer searches, to edit annual reports of all state agencies, to cooperate with other states and interstate agencies in the compilation of information.

Bill Room: Demand for copies of legislative bills and for information on their status was at an unprecedented rate. In addition to its clientele of state officials, lobbyists, etc., the bill room receives numerous requests from the lay public. The year saw much legislation of popular interest: divorce reform, hospital licensing, etc. Many patrons do not know how to identify bills correctly and do not understand the legislative process -- a long, patient explanation is given to many callers each day.

The two-year legislature has necessitated a large, involved bill-status book. Clerks must be doubly careful to enter the correct year for each action on each bill. Questions on the status of bills became even more frequent as the publication of the Legislative Index fell further behind than usual during the second year of the session.

Two full-time employees and two half-time students worked under heavier pressure from increased requests. Phones rang incessantly, and much energy was wasted running from files to phones. The addition of one full-time clerk is needed to relieve present staff and increase all-round efficiency of operation. Should the Legislature go on a full-time basis, two clerks will be needed, one of them a Principal.

Two Diebold power files, which have been urgently needed for several years, were installed April 14, 1971. They were put to use immediately to house 1971 bills. The power files have lived up to staff's expectations because:

- 1) More bills can be housed in limited floor space.
- 2) Labor is saved (obviates stooping, walking from cabinet to cabinet, etc.)
- 3) Faster service is possible to patrons who wait for bills or require immediate telephone service.

Three more power files should be purchased to house the remainder of the bills for each 2-year session.

The Bill Room staff also continues to: coordinate binding for Law and Reference Sections; handle 50-state exchange programs; distribute court reports to judges; and perform paging duties for law materials located in sub-basement.

Departmental Libraries, other law libraries: Consultative assistance to state departmental libraries was continued as time allowed. Staff shortages permitted only one visit and survey of departmental libraries: the law libraries in the new Taxation Building in Trenton. Even if this consultative service is transferred to another section as is recommended, the law librarians should continue to give advice on law books. A considerable number of such queries are also received from public and academic libraries. Several college librarians have visited the Law Library for personal consultation and a tour of the collection.

General Reference Section

Special reference service to the Department of Education had to be severely curtailed in November when no additional librarian's position was provided by the Department. Discussions with the Department concerning an Education Research Center have been conducted over several years, but the project has lain dormant since November, for lack of identifiable funds. The intensified acquisition of educational materials, particularly the ERIC microfiche sets, and staff time to service them cannot be accommodated within present budget restrictions.

Anticipated budget cuts and the increase in subscription costs due in part to postage increases may force the Library to cut the number of magazines received. This would be most unfortunate, since many libraries in the state will be forced to do the same, and they are relying on the State Library for materials they cannot afford.

Projects and Publications: All librarians have now been assigned book selection duties in connection with the general book collection. While this is one of the most "professional" jobs in a library, it does cut into the reference librarians' time for performing reference and special collections work. The Reference staff has made a concerted effort to develop subject specialties and to refer requests to the proper subject specialist. The volume of work and the increasing technicality of the questions make such referrals necessary.

The Bureau also began a review of our statistical needs. Standardized definitions and forms were developed. It was also decided to use the results of our four "survey weeks" as the basis of our annual statistical report.

A major new undertaking was the Drug Abuse Material Distribution Program. Mrs. Betty Strapp (Librarian I, Documents) organized the program, ordered the materials, and, with part-time clerical assistance began distributing the materials in mid-May. The response to the Library's news release on the project has been most gratifying.

After two years of labor, the Library published a comprehensive list of the Library's periodical holdings: A mammoth undertaking, entailing hours of inventory work and records maintenance. The shifting of the U. S. documents collection was completed, put in good order, and an inventory of the U. S. serial holdings has been begun. Other projects included shifting the book collection on the second and third floors, reorganization of the microfilm collection, and weeding and shifting of the general vertical file. Standing orders have been a problem for many years. A comprehensive study of the files was undertaken and a master list of materials on order prepared.

Smaller projects included the following:

1. Computer print-outs of 1970 census tape information was made available to State offices by the Library in cooperation with the Office of Business and Economic Statistics. Additional material will be made available as it is released.
2. A bibliography of directories on financial grants was prepared for Civil Service in support of a report being prepared for the Governor on funding training programs for government employees.
3. A comprehensive bibliography on taxation was prepared for the Tax Policy Committee. Several special supplements were prepared for various Task Force groups.
4. A management training bibliography was reviewed and updated for Civil Service. Unfortunately, time did not permit the staff to annotate or compare titles.
5. Three major literature searches were done for the County and Municipal Government Study Commission. The unevaluated citations were the raw material for three future studies.
6. The consolidation and recataloging of the Inter-library Reference and Loan and reference collections was completed.

7. The governmental pamphlet file was weeded and subject headings were updated.
8. The New Jersey Association file was updated.
9. Eleven New Jersey journals plus scattered articles found in general periodicals were indexed.
10. A policy of xeroxing circulating copies of frequently requested New Jersey documents of which the Library has only a depository copy was instituted.

Interlibrary Reference and Loan

The reference arm of the Section, the Reference Referral Office, continued under Mrs. Mary Dolan (Librarian I) to provide effective third-level response to reference questions of New Jersey's libraries. The Reference Referral Office operated under difficult circumstances in 1970-71 because of staff turnover, the job freeze which caused staff shortages and the need to train new reference staff in all internal procedures and those of the other Research libraries.

During the year, Mrs. Dolan was given direct authority for the supervision and evaluation of the reference staff of the Section. In addition, she maintained contact with reference staffs of the local and Area libraries served and, with the Section Head, conducted a reference and inter-library loan workshop for the member libraries of the Burlington and Camden County Libraries. In 1971-72, all other Area libraries in the region served by the State Library will have reference and loan workshops conducted.

Statistics for reference questions received reflect operational changes in 1970-71. Prior to this year, requests for bibliographic locations requested by librarians in the State were answered by Reference Referral staff. As of 1970-71, all location requests of public and school libraries were handled on the third floor by Mrs. Salway, a Senior Library Assistant. Therefore, the decrease of 11% in reference questions received (from 7,525 in 1969-70 to 6,681 in 1970-71) is more than compensated for by the 1,363 location requests provided in 1970-71.

Reference requests received by type of library showed marked changes in 1970-71: Public library requests decreased 36%, reflecting the shift of location requests to the third floor, while reference service to State employees

decreased 15%, consistent with the tightening of responsibilities of Reference Referral in relation to Governmental Reference. Increases occurred in reference requests from Schools, up 140%, Colleges/ Universities, up 83%, and Special libraries, up 23%. The increased use in these categories is due to contacts made in meetings, workshops, and conferences, as well as by word of mouth of the service provided by Reference Referral.

Another trend was continued: a greater amount (+5%) of referring of questions to other Research libraries occurred, while 23% fewer reference requests were answered in-house. As of 1970-71, fully 49% of requests received were referred to other libraries or agencies for answering.

Interlibrary loans continued in 1970-71 as a major service provided by the State Library to the libraries of the region and State. Adopting the ALA Interlibrary Loan Request Form as standard, the State Library was able to forward unfilled requests to Newark (and Princeton and Rutgers if located there) and, at the same time, notifying the original requesting library of the action taken. In general, libraries using the ILL service responded well to the changeover to the ALA Form, although a few libraries objected to its size for filing.

Service was improved, however, by introduction of the form, prompt and efficient work of the three library assistants who work with interlibrary loans, as well as the new locating service and the backup assistance of the reference staff. The great majority of requests received were processed within the same working day and mailed out the following morning. Only requests requiring further searching or bibliographic locations were held over for a second day. (It must be mentioned here that staff was hampered throughout the year by the frequent disruptions in shelving, due to the job freeze.)

Quantity of interlibrary loan requests received from libraries dropped 24%, from 23,372 requests in 1969-70 to 17,780 in 1970-71. This drop of 5,600 requests is attributed to strengthened resources at the Area and local levels and to restrictions placed on interlibrary loaning of best-sellers and other popular titles by the State Library and Newark. Loans to State departments and employees requested by telephone or mail dropped 75%, from 8,563 requests reported received in 1969-70 to 2,133 in 1970-71. The decrease in this category is probably largely due to a change in the reporting system. Overall, interlibrary loans requested by libraries and books requested by State employees decreased from 31,935 to 19,930, a 38% drop. (It is important to note

that the number of interlibrary loan requests received does not reflect actual circulation of books which increased by 6%.)

Decreases in ILL requests received from the types of libraries were very consistent: -24% from public, -23% from school, and -26% from college and university libraries. Of the requests received compared with those of 1969-70, more requests came from public libraries (87 vs. 72%), fewer from State departments and employees (11 vs. 27%), and approximately the same percentage from school, special, and college/university libraries.

Response to the interlibrary loan requests received was favorable in all categories except "filled immediately," which dropped from 77% of the total received in 1969-70 to 62% received in 1970-71. The "filled immediately" category is a measure not of staff speed but of the percentage of all requests received which are held and available on the shelves at the time of request. This negative trend must be viewed in relation to other factors, however, as discussed below.

In cooperation with the Newark Public Library, loan requests for books not held in the collections of the State Library were forwarded to Newark for possible filling whenever the original requesting library was willing to receive books from Newark. (Some libraries were reluctant to receive books from other than the State Library, because of their lack of budget to return materials by mail, or other similar problems.) In 1970-71, fully 11% of all requests received were forwarded to Newark for possible filling, as compared to 1% in 1969-70 (4% at an annual rate, since this program began in April, 1970). This procedure is a temporary one, to be streamlined when a copy of Newark's MAC is deposited at the State Library. Then, all unfilled requests will be checked against Newark's holdings, and MAC print-outs sent for titles owned by Newark. All other requests for titles not held by the State Library and Newark will then be searched for locations.

In 1970-71, locations were provided for 1,363 titles requested but not held by the State Library. This number equals 7% of all ILL requests received, compared with 358 locations provided in the last quarter of 1969-70. In seeking information as to other libraries holding titles requested, all available standard bibliographic finding-tools are searched, including the monumental 610-volume National Union Catalog Pre-1956 Imprints, and the other three Research libraries are telephoned, as well as

libraries thought to hold a particular title, the Pennsylvania Union Catalog at Philadelphia, and if necessary, the National Union Catalog in Washington, D. C. Often verification of a bibliographic entry corrects data given by the requesting library and upon rechecking our card catalog, the needed book is found!

Creation of the new space for book locations will be accomplished in the renovation project and will bring together location tools, MAC reader-printers, and the MAC supplemental card file with order slips interfiled. A new telephone number will identify this service, allowing the present number to serve only circulation-control. With the merging of MAC (Micro-automated Catalog, see below) and the supplemental card file, the author-title catalog can be disbanded.

To return to interlibrary loan statistics: Of further note is a severe increase in titles unavailable at time of request by MAC libraries. In 1970-71, a total of 2,211 MAC requests were in circulation, misshelved, or lost, compared to 466 from March 19 to June 30, 1970. On a full-year basis, the 1969-70 number would have been 1,580, or 5% of the total of ILL's received. 2,211 is 11% of the total for 1970-71, a 40% increase in titles held but unavailable. The cause of this problem is difficult to pin down, but is suspected to be a combination of factors. More books may be in circulation when requested this year than last; many fewer multiple copies of a title were purchased. A greater number of books may have been misshelved than before. Loss through theft may have risen.

On the positive side, the total number of ILL's returned to libraries unfilled decreased from 15 to 6% of the requests received, from 4,929 to 1,178. This is a positive achievement, reflecting staff concern and awareness, cooperation with other Research libraries, especially Newark, and the growing excellence of the collection of the State Library as highlighted by MAC.

MAC: In 1970-71, the Micro-Automated Catalog Project of the State Library achieved success in New Jersey and attracted national interest and recognition as a cheap and effective interlibrary loan expediter. A brief article, entitled "Spreading State Library Riches for Peanuts," appeared in the December 1970 issue of Wilson Library Bulletin and brought numerous inquiries concerning the MAC Project. Subsequently, the Illinois and South Carolina State Libraries, and possibly others, have microfilmed their catalogs for use

by other libraries. In New Jersey, a State Library grant of \$23,324 from LSCA funds to the Newark Public Library facilitated the beginning of Newark-MAC, which will be distributed in December, 1971 to eleven Area libraries and the State Library. (The State Library purchased reader-printers for use by each Area library.)

At the State Library, the seven Area libraries and Newark sent 10,155 MAC requests in 1970-71, a 20% increase in the annual rate received in the portion of 1969-70 that MAC was operational. (From March 19 - June 30, 1970, a total of 2,493 requests were received in 73 working days, an annual rate of 8,500.) A comparative chart follows, showing the number of requests received from each library, the "fill rate", by fiscal year.

	1969-70 Mar 19 - <u>Jun 30, 1970</u>		<u>1970-71</u>		CUMULATIVE TOTAL Mar 19, 1970- <u>June 30, 1971</u>	
RECEIVED FROM	<u>#MAC's</u>	<u>%</u>	<u>#MAC's</u>	<u>%</u>	<u>#MAC's</u>	<u>%</u>
Newark	219	9%	787	8%	1,006	8%
Burlington Co.	169	7	649	6	818	7
Cumberland Co.	208	8	971	10	1,179	9
Monmouth Co.	854	34	4,236	42	5,090	40
Ocean Co.	231	9	672	6	903	7
Somerset Co.	312	13	1,147	11	1,459	12
Sussex Co.	180	7	761	8	941	7
Trenton	<u>320</u>	<u>13</u>	<u>932</u>	<u>9</u>	<u>1,252</u>	<u>10</u>
TOTAL RECEIVED	2,493	100%	10,155	100%	12,648	100%
per working day	34		41		40	
<u>RESPONSE</u>						
Filled Immediately	2,014	81%	7,857	77%	9,831	78%
Not Available	466	18.5	2,211	22	2,677	21
Non-Circulating	13	0.5	77	1	90	1

It is expected in 1971-72 that copies of the State Library's MAC will be distributed to one or more newly-assigned Area libraries and will be offered for sale to college university and special libraries in the region served directly by the State Library. With the provision of Newark's catalog to its served Area libraries, all second-level libraries will have immediate and direct access to their third-level library. At the State Library, a copy of Newark's catalog will facilitate greater inter-library cooperation with Newark and will be useful in determining areas for shared acquisitions.

Using its Research Library grant funds as seed money, the Rutgers University Library probably will microfilm its union catalog in 1971-72 in order to better serve the Rutgers system of 16 campus libraries, to meet the demand of CAPTAIN (see below) for a retrospective holdings file, and to assist the three other Research libraries.

It is hoped that in 1971-72 the catalog of the Princeton University Library can be published in MAC format. Then, New Jersey will have shared bibliographic control of more than 8,000,000 entries in the card catalogs of the four Research libraries of the State.

Great promise is also seen in telecommunications of MAC requests via telefacsimile. Since MAC print-outs have been transmitted successfully under laboratory conditions, it is anticipated that a pilot program will prove effective in further speeding transmission of MAC requests.

Circulation-Control: Maintenance and staffing of two circulation-control points was continued in 1970-71. At the first-floor desk, books borrowed by State workers and other eligible patrons were charged out. Circulation cards for law and reference material were filed at this desk, with transaction records of materials borrowed from the general collection filed in the third-floor circulation file. There, interlibrary loan circulation records along with the other circulation from the general collection are filed and discharged when books are returned.

A total of four full-time staff manned both circulation desks, with relief help by two other staff. One full-time staff member manned the first-floor control point at all times, requiring the participation of the two other staff members to provide relief and to cover during illness and vacation. On the third floor, three full-time employees maintained the larger circulation files.

While the primary tasks of circulation-control staff are to charge out materials, maintain and file charge (circulation) cards, discharge returned materials, and issue periodic overdue and replacement notices, numerous special projects were undertaken and completed.

1) Circulation cards for 15,000 juvenile books in circulation for more than three years were checked against shelves to verify that these materials had not been returned. Hundreds of books were found on the shelves with either duplicate or no circulation cards. Overdue notices were issued for the most recent charges. Since the juvenile collection is being weeded, material in circulation for five years or more is being given up as lost. With the assistance of summer employees of the School Media Section, these long-overdue juveniles are now being removed from the shelflist and catalog, if last copy.

2) Juvenile material still in circulation and loaned one to two years ago has been arranged by borrowing library and overdue notices sent.

3) Approximately 4000 adult books borrowed five to fifteen years ago have been checked against the shelves twice and purged from the shelflist and the catalog, if last copy.

4) Current circulation records have been systematically double-checked against the shelves prior to the issuance of notice-to-replace letters.

Beyond these special projects which have "worked off" these longstanding backlogs, circulation-control staff have sustained control over current circulation by systematic and prompt issuance of overdue notices within two-three weeks of each book's due date. Further, all material not returned after overdue notices have been sent have been followed up with return-or-replace notices. Patrons have thus been alerted that their responsibility to return borrowed materials is not being forgotten. Circulation-control staff is to be commended for achieving this goal, while serving our borrowers courteously.

It is anticipated that in 1971-72 all backlogs will be eliminated and that first and third floor circulation-control functions can be merged on the first floor by use of photo-charging system. The result will be even better service with, hopefully, reduced staffing requirements. A study of present circulation-control procedures will be undertaken by the Section Head with staff to determine ways to streamline operations and speed service.

Statistics of Circulation reflect use by patrons and libraries, via interlibrary loan, of the total collections of the State Library, except for materials held by the Library for the Blind and Handicapped. All books borrowed self-service or by telephone or mail with staff assistance are reflected in the circulation statistics. They do not include, however, the browsing and reference use of the collections by patrons and staff alike, which is estimated as the difference of books shelved to books circulated.

Circulation is up 6% in 1970-71 over 1969-70. A total of 57,942 books (adult, juvenile, foreign-language, reference, and law), films and filmstrips, periodicals, pamphlets, bills, and papers were borrowed, 3,300 more than last year's 54,603. Each of the three collections shows an increase: General, up 6% (from 45,779 to 48,433); Reference, up 5% (from 5,024 to 5,268); and Law, up 12% (from 3,800 to 4,241).

Of note is a heavy increase in self-service borrowing by State employees of the General Collection. It is estimated that State employees borrowed approximately 14,000 volumes from the General Collection in 1969-70 and 25,800 in 1970-71.

Another point of interest is the resurgence of requests for bulk-loan material. After decreasing from 86 collections totaling 13,682 volumes in 1968-69, to 38 - 5,653 in 1969-70, bulk loans filled increased 58%, to 51 collections of 8,951 items in 1970-71. The increase in this category occurred because of the shortening of the period of loan from one year to three months, causing libraries to more-frequently replenish their collections, and also because librarians of new school libraries and public library projects were willing to come to the State Library to select for themselves the books needed. This self-service provision has been mutually-beneficial in that the time previously taken by our librarians to select collections has been saved.

Research Library Center Grant Programs.

Under the terms of the State Library Aid Act, N.J.S. 18A: 74-5, four libraries receive annual grants prorated to the percentage of actual to full funding of the Act, not to exceed \$100,000 each. The State Library, as one of the four expends the funds received under the Act on a fiscal year (July-June) basis, while the remaining libraries (Newark Public, Princeton and Rutgers Universities), expend their grants on a calendar year basis.

Programs of all the Research Library Centers are tailored to the collections and roles of each of the libraries, but all seek to liberalize access to information and material held to all New Jersey residents.

The Interlibrary Reference and Loan Service and its Reference Referral Office at the State Library and the Interlibrary Service Office at the Newark Public Library are the network switching points for reference questions and interlibrary loan requests from New Jersey public and school libraries, in addition to numerous academic and special libraries. Rutgers and Princeton University Libraries, on referral from Newark or the State Library, answer questions and make loans to all types of libraries. Each library has its own special clientele using the varied collections of the Research Centers.

At the State Library, the salaries of interlibrary reference librarians and related clerks were paid in Fiscal Year 1971 from Research funds, as were other expenses detailed in the Budget Comparison table, which follows. The New Jersey contract with the Pennsylvania Union Catalog at Philadelphia and support of Metro were paid from Research funds. As outlined in the report of the Interlibrary Reference and Loan Service, the program supported by the Research Grant is but a part of the total interlibrary service, which is also funded from the general budget and LSCA funding. Statistics of Research Center input and output may be found in the attached table.

The Newark Public plays a central role in the Statewide plan, as the strongest public library, and received funds not only as a Research Center, but also as the Regional Library for Northern New Jersey and Area Library for the municipalities surrounding Newark. Newark's Research services, like the State Library's, are united with its Regional and Area responsibilities in one section. Reference, loan, and free photocopy (to 20 pages) are provided on referral to all New Jersey libraries. In 1970, the salaries of one supervising librarian and 1 1/2 clerical employees were funded from the Research Grant. Additionally, \$30,500 was expended for books, periodicals, microfilm, and binding. A total of 1,868 reference questions and 16,055 interlibrary loan requests were received in 1970, as were numerous photocopy requests. (No statistics on interlibrary photocopy orders or pages were kept in 1969 or 1970. Main library totals are reported, which include all public and staff photocopying. Future annual reports will contain interlibrary photocopy orders as a statistic.)

Princeton University Library, through its Research Grant funded New Jersey Reference Office, makes its collection of two million volumes as accessible to the residents of the State as is consistent with its prior responsibility to the students and faculty of the University. By referral through channels, or directly by previous agreement, requests for information, loan, and photocopy are received and processed by the staff of two librarians and two non-professionals. In 1970, reference questions received by telephone totaled 2,772, substantially more than the 1,750 in 1969. Similarly, loans increased from 1,023 to 1,495 and photocopies leaped from 706 to 2,360 orders. Interlibrary loaning between Princeton and Rutgers was simplified and speeded by use of the telephone to request material and the bus line linking Princeton with New Brunswick to deliver it. Attention was also given to the acquisition of material specifically enabling the library better to fulfill its function as a Research Center, while strengthening the general collections.

During 1970 the Research Information Office of the Rutgers University Library continued its Grant program with a staff of three and one-half librarians and three clericals. In addition, 1,968 hours of student assistance were required and 165 hours were supplied to branch libraries to help with outside requests. The basic program of reference, loan, and photocopy was supplemented at Rutgers by special projects: notably, the development of a selective dissemination of information system to business using the PANDEX types; maintenance and preparation of Rutgers' periodical holdings lists in science-technology and the humanities-social sciences; the development and upservision of a union list of periodicals in the State colleges and university; and telefacsimile link to the National Agriculture Library from the Library of Science and Medicine. Of the reference requests received, 53% were from special libraries, 26% from the State Library or other State agencies, and 20% from public and academic libraries. Loans of books totaled 1,332, while photocopy orders filled soared from 9,382 in 1969 to 22,040.

Amounts budgeted for expenditure in 1971 (fiscal year 1972 for the State Library) are given in the Budget Comparison table. Growth in funding available from the State Library Aid Act has enabled the Research Libraries to expand the scope and volume of their activities in support of the libraries and citizens of the State.

Please refer to the tables which appear as Appendix A and Appendix B of this report.

PUBLIC AND SCHOOL LIBRARY SERVICES BUREAU

(Library Development Bureau)*

As the library extension agency of the State, the Public and School Library Services Bureau is charged with providing professional advisory and consultative services on all phases of library administration to local governmental agencies, to municipal, county, public and school libraries, institutions of higher education, and to civic, service, and other organizations interested in library development throughout the State. These advisory services span the areas of library administration; methods and standards of operation; construction and renovation of library buildings, including space utilization; budgets; personnel; collections of library and multimedia materials; library law; recruitment; services to special groups (such as the disadvantaged) and the organization of libraries into systems.

In promoting better library service for New Jerseyans, the services of the Bureau also include:

- administration of State and Federal funds along with the formulation and administration of attendant regulations;
- provision of exhibits, working collections guidelines and other printed aids;
- provision of in-service training institutes, workshops, seminars and clinics on subjects of general, specific and current interest;
- publication of newsletters, directories and statistics of New Jersey libraries, and informational and instructional materials pertinent to contemporary library problems.

To carry out these varied responsibilities, the Bureau is organized in four major sections whose individual

*The name of the Bureau was changed subsequently to Library Development Bureau in view of its increasing involvement with academic libraries, library education, and other extension activities.

reports follow. Of a total of 18 professional and 13 clerical positions authorized, 7 professional and 2 clerical vacancies existed at the close of the fiscal year, the greatest shortage being that of field consultants with only 5 of 10 public library consultant positions filled and only 3 of 5 school library consultants. In spite of this critical staff shortage, Bureau staff members made 899 field visits to libraries and attended 1,007 meetings and conferences, logging 79,904 miles. It distributed 14,894 information items and answered 8,635 pieces of correspondence.

Public Libraries Section

Per Capita Aid to Local Public Libraries: Per capita State Aid, amounting to \$4,435,570 was distributed to municipalities in the State during the past year. While 116 libraries were eligible for full per capita aid of \$1.25 per cap., the State Aid appropriation only permitted 72% full funding.

Area Libraries: The increased funding of State Aid permitted the following grants to Area Libraries in fiscal year 1971.

Bloomfield	\$57,260	Newark	\$96,930
Burlington Co.	58,826	Ocean Co.	40,910
Cumberland Co.	47,897	Plainfield	64,351
East Orange	67,798	Ridgewood	58,919
Elizabeth	55,109	Somerset Co.	43,628
Hackensack	101,808	Sussex Co.	44,451
Jersey City	106,110	Trenton	67,900
Linden	40,983	Woodbridge	57,501
Monmouth Co.	73,034		

In addition to the funds available to Area Libraries under the State Aid Program, funds have been allocated for a continuation of the Area Library Coordinator Program. Insufficient funds to renew \$12,000 grants to all Area Libraries required this priority. The Area Libraries Coordinator Program is presently under review and new guidelines for the administration of the program will be developed to implement this program in the coming fiscal year. An eighteenth Area Library, the Paterson Public Library, was designated in fiscal 1971 to serve southern Passaic County. The designation was made as the result of the recommendations of the Duchac Study and the recommendations of the Library Development Committee of the New Jersey Library Association. The Paterson Public Library was granted \$68,989 to act in the capacity of an Area Library for the calendar year January to December, 1971. These funds were allocated from LSCA, Title I, Services.

Developmental Libraries: This program has just ended its fourth year of its five-year time span. Through the year a series of visits to Developmental Libraries to ascertain the progress they had achieved toward Area Library designation were begun. All of these visits will be completed before the end of the fiscal year. Libraries receiving Developmental Grant funds of \$15,000 each were as follows:

Atlantic City	Morris County
Atlantic County	New Brunswick
Camden City	Philipsburg
Cape May County	Salem City
Cherry Hill	Wayne
Hunterdon County	Woodbury
Madison	

Two Developmental Libraries, Cape May County and Hunterdon County, were awarded special "tooling-up" grants of \$10,000 each to enable them to move more rapidly toward meeting Area Library Criteria. Both libraries are in the process of completing new buildings and will achieve Area Library designation upon completion of these new facilities. In the Morris County area there has been much agitation about the designation of an Area Library. To ensure the success of an area program in this section of the State, a series of visits with local libraries to determine the type of services which will be responsive to the needs of the area are being presently conducted and will, hopefully be finished before the end of the summer.

Incentive Grant Program: \$131,762 was made available this year under the State Aid Program for incentive grants. New guidelines were developed for distribution and 22 applications were received by the deadline date of October 15, 1970. Requests amounting to a total of \$400,00 made selection very difficult. Pending the result of the Goldstein Study on Audio-Visual services in the State, a primary decision was made not to fund any new applications involving film services. The following were the grants which were awarded:

Bloomfield Area Interlibrary Loan Delivery Service -
\$8,350

Thirteen public libraries in the Northwest Essex Area -- Belleville, Bloomfield, Caldwell, Cedar Grove, Essex Falls, Fairfield, Glen Ridge, Montclair, North Caldwell, Nutley, Roseland, Verona and West Caldwell -- received a grant for a second year funding of their daily inter-

library loan delivery service. The first year of the project found the resources of all of the thirteen participating libraries easily and quickly accessible to all residents of the Area and is considered quite successful.

Camden County Film Center - \$28,500

Camden City Public Library and the County Library received a grant for second year funding of their Film Center. This is a first renewal for a project which, in its first year, made new films available to all libraries and residents in Camden County.

Cumberland County-Salem Centralized Acquisitions and Processing Project - \$25,125

Twelve public libraries in South Jersey -- Bridgeton, Cape May County, Cedarville, Cumberland County, Elmer, Glassboro, Hammonton, Millville, Pitman, Salem City, Vineland, and West Deptford -- received a grant to fund the second year of their Centralized Processing Center. The project has grown from an initial five libraries to a total of twelve libraries and has proved highly successful in getting fully cataloged materials to local libraries in the area cheaply and quickly.

Essex County Children's Services - \$1,600

The three Area Libraries in Essex County -- Newark, East Orange, and Bloomfield -- received a grant to publicize and to fund a year-long series of quality programs for children to be held in each of the three libraries.

Morris-Union Federation - \$20,400

Six libraries in Morris and Union Counties -- Berkeley Heights, Chatham, Madison, Morristown, New Providence, and Summit -- received a grant to fund the first year program in a three-year plan leading to formal federation. More than half the money will go toward the purchase of periodicals and periodical indexes in each library's subject specialty.

North Bergen Federation - \$5,400

Ten libraries of the North Bergen Federation -- Allendale, Fair Lawn, Franklin Lakes, Glen Rock, Ho-Ho-Kus, Oakland, Ramsey, Ridgewood, Upper Saddle River, and Waldwick -- received a grant to fund the third year of their Federation activities. This sum will be used to fund up to 20% of Federation expenses for salaries, books, and audio-visual materials.

Pascack Valley Cooperative Union - \$10,000

The Westwood, River Vale, and Park Ridge public libraries received a grant to initiate reciprocal borrowing and subject specialization among their three libraries and to strengthen the research facilities of the Westwood Library.

South Middlesex Federation - \$4,500

Five public libraries in South Middlesex County -- East Brunswick, Highland Park, New Brunswick, North Brunswick, and South Brunswick -- received a grant to fund improved interlibrary loan service, reciprocal borrowing, and regular delivery service. The project's objective is legal federation of the participating libraries.

Woodbridge-Monmouth County Film Center - \$27,887

The Woodbridge Public Library and Monmouth County libraries received a grant for second year funding of their highly successful film center. Funds are to be used for salaries, the purchase of a station wagon for deliveries, and film costs.

It becomes increasingly clear that guidelines for the awarding of incentive grants need to be more explicit and criteria more specific so that the awarding of the incentive grants will further the objectives of the State Plan.

Scholarships: \$15,000 was granted to the Graduate School of Library Service at Rutgers to administer a scholarship program. The recipients of the scholarships were as follows:

Miss Sharon Jane Lawrence, Avon Park, Florida
Miss Olga Melbardis, Valley Stream, New York
Miss Melissa Menthe, Paramus, New Jersey
Mr. Richard Moore, Kearny, New Jersey
Miss Christine Murchio, Pompton Lakes, New Jersey
Miss Diane Shipley, Piscataway, New Jersey

The tightening up of the job market for librarians has resulted in an increasing difficulty of scholarship recipients to secure positions within the State that are offering reasonable salaries. Indications seem to point toward the end of this particular grant program as a recruiting device to attract librarians to New Jersey or to attract new people to the profession. It is possible that the entire program will have to change direction to one for the securing and recruiting of qualified librarians for service to the urban and rural poor. We will be testing this assumption with the scholarship recipients for the coming year selected by a committee to screen applicants for this purpose.

Northern New Jersey Metropolitan Regional Library: The grant to the Newark Public Library to serve in its function as the Northern New Jersey Metropolitan Regional Library was increased in this fiscal year to \$155,000. However, this grant has been funded only for a nine-month period. It is anticipated that in the coming calendar year, that is January 1 through December 31, 1972, all contracts with the Newark Public Library to perform its various functions will be consolidated into one contract. The additional \$5,000 of this year's award has been granted to underwrite the cost of transferring the State Library's foreign collection to the Newark Public Library, and for the Newark Public Library to perform the new function as the Statewide center for the distribution of foreign language books to the entire State.

Consultant Grants: Grants totaling \$10,018 were approved for local public libraries in order to underwrite the services of consultants and for the preparation of services and building studies as follows:

<u>Municipality</u>	<u>Consultant</u>
Collingswood	Harold Roth
Hamilton Twp.	James Bryan
Monroe Twp.	Edwin Beckerman
Pequannock Twp.	James Bryan
West Caldwell	Kenneth McPherson
West Orange	Henry Thomas
Hillsdale	Kenneth McPherson
Morris County	Edwin Beckerman
Glen Rock	James Bryan
Spotswood	Edwin Beckerman
New Milford	Henry Thomas

Public Library Construction

\$175,157 in Title II, LSCA construction funds became available to the State of New Jersey late in the fiscal year. Nine applications were submitted by the following public libraries:

East Orange	Roxbury
Emerson	Washington Twp.
Metuchen	Wayne Twp.
Monroe Twp.	Woodbridge Twp.
North Brunswick	

Of these nine applicants, only two will probably be funded. These are as follows: East Orange - \$100,000, and Wayne Township - \$70,157.

\$ 5,000 was allocated for administrative expenses. Part of the allocation was for the services of the LSCA Advisory Board.

The services of the Library Services and Construction Act Advisory Board for construction were once again appreciated. The LSCA Advisory Board has initiated, in this fiscal year, a new program under which a new member will serve an interim or learning period and will eventually succeed one of the present members. The new member to the Board is Mr. Edward Powers, Trustee of the Upper Saddle River Public Library. Mr. Powers brings to the LSCA Construction Advisory Board his knowledge as a contractor and his experience as a Trustee of a small public library.

County Libraries

The past year has demonstrated very graphically the need to come to grips with the problem of the county library dedicated tax. The Head of the Section was assigned to an in-house Task Force to study the county library problem. As a basis for this study, the Head of the Section prepared a county background paper. From this paper several solutions were developed. However, at this time none of the proposed solutions seem to be legally or politically possible.

State Library Aid Rules and Regulations

With the impending initiation of the implementation of Rules and Regulations for Receipt of State Aid, the Section has begun the preparation and distribution of a series of

memoranda to alert the public libraries of the State to their need to adhere to the new Regulations. Consultants also participated in workshops at various locations in the State to expand and interpret the Regulations. In addition, the Section staff, together with professional staff in the Division, have been holding conferences to determine the most feasible way to administer the State Aid Regulations so as to assure the most equitable distribution of State Aid funds and to provide the necessary leadership in order to achieve minimum adequacy at the local level.

Continuing Education for Librarianship

In the past year, eight workshops were held for the public libraries of the State and one Seminar sponsored to provide the forum for the exchange of ideas between consultants at the Statewide level. The workshops were as follows:

1. October 13 - Newark Public Library - Story-telling is for Special Times

This was a storytelling workshop with emphasis on stories for holidays. 225 people attended. The speakers were Mrs. Augusta Baker, Coordinator of Children's Services, New York Public Library; Mrs. Margaret Bennett, Cranbury, New Jersey; and Beman Lord, Director of Library Sales Promotions for Charles Scribner Sons.

2. October 30 - New Jersey State Library - Orientation for New Directors

This is the second year of an annual program to acquaint new directors in public libraries of this State with the various rules and regulations pertaining to the receipt of grants, the Statewide program of library development, Civil Service Regulations, and information on pensions and budgeting practices. The orientation session was attended by 74 people.

3. December 2 - New Jersey State Library - Planning and Programming with Non-Print Materials in Libraries.

This was a workshop which attracted 125 people and featured Mrs. Joan Clark, Audio-Visual Consultant, Division of Library Development, New York State Library. Its emphasis was on evaluation and selection principles for films and a demonstration of audio-visual hardware.

4. December 3-4 - New Jersey State Library -
Library Service: Patterns, Programs, and Directions
(Northeast Regional Seminar)

This Seminar, which attracted 46 representatives from out-of-state, included a representation of 11 northeastern states. Reception to this first annual Seminar was very well received. Exchange of ideas proved valuable and a second Seminar will be scheduled in Pennsylvania next year.

5. February 23, Holiday Inn and February 25, Maplewood Public Library - Adult Education: A Community Approach

There was a workshop in conjunction with the New Jersey Association for Adult Education and the Adult Services Section of the New Jersey Library Association. It was attended by 100 people and featured the services of the New Jersey Association for Adult Education and local public librarians. This workshop was considered particularly successful since it brought together adult educators and librarians and will provide a basis for cooperation in reaching adult library users.

6. March 29 - Rutgers University, New Brunswick - Young Adult Workshop

This workshop was conducted by Ethel Kahn, Community Development Specialist, Bergen County Extension Service, and five of her trained discussion leaders. 105 attended including representatives from local high schools.

7. April 14 - Holiday Inn, Trenton - Libraries Are for Everyone

This workshop attracted 225 people to Trenton. The featured speakers were Jean Coleman, Library Administrator of the Central Brooklyn Model Cities Bookmobile Service Trust; Mrs. Gertrude Herman, Assistant Professor, University of Wisconsin Library School; and representatives of the Newark and Livingston public libraries as well as the Library for the Blind and Handicapped and included a film program.

8. March 27, Burlington County Library and
June 3, Livingston Public Library - Sex Sterotyping in
Children's Literature

This workshop, aimed at encouraging librarians to take a hard look at children's literature, was well attended with each workshop drawing over 100 people. The principal speaker was Lillian Gerhardt, Executive Editor of School Library Journal Book Review. Members of the Central Jersey Chapter of the National Organization of Women also spoke at each of the two workshops.

Regional Institutes

Three Regional Institutes, sponsored by the Public and School Library Services Bureau of the New Jersey State Library, the New Jersey Library Association, and the Graduate School of Library Service were held September 30 at the Molly Pitcher Motor Inn in Red Bank; October 6 at Perona Farms in Andover; and October 27 at the Centerton Golf Club in Centerton. Featured speakers included Dr. Margaret Monroe, former Director of the University of Wisconsin Library School and Dr. Roger Greer, Dean of the Graduate Library School at Syracuse University. The topic for the Institutes, Librarianship for the Seventies: Updating Skills and Services, drew standing-room crowds of over 200 participants at each location.

Area Library Evaluations

The Section continued visits to various areas of the State to evaluate the services of the Area Libraries. The areas visited in 1970-71 were: Plainfield, Bloomfield, and Cumberland County. The East Orange Area is partially completed, but had to be postponed due to staff illnesses.

1971 saw the fruition of the recommendations of the Kenneth Duchac and Associates study for four public libraries in Passaic County. After a second, less formal extension of the study by a sub-committee of the Library Development Committee, the Paterson Public Library was recommended for designation as an Area Library, and the Wayne Public Library was recommended for a development grant in order to assist it in fulfilling its potential as an Area Library to serve the northern portion of Passaic County.

The Section has been working with the Bureau of Library and Information Science Research of the Graduate School of Library Service at Rutgers to assist it in com-

pleting its study of county libraries. It is hopeful that the study will be completed within the coming fiscal year.

In-Service Training

The staff of this Section continued to work towards the developing of expertise in specialized areas by attendance at the following courses:

1. Introduction to Computers
2. EFLA Workshop on Films for Minorities
3. Cinema - Theory of Films
4. Film Techniques
5. Research Methods Seminar
6. EFLA Film Festival
7. SLA Building Workshop
8. Pre-engineered Structures Workshop
9. Tutorial on Library Automation

Statewide Organizations

The staff of this Section continued to work closely with various committees of the New Jersey Library Association. These were as follows:

1. The Regional Institute Committee
2. Personnel Committee
3. Program Committee
4. Intellectual Freedom Committee
5. Legislative Committee
6. Children and Young People's Section
7. Adult Services Section
8. Membership Committee
9. Trustee Award Committee

The Children's Services Consultant last Fall compiled a list of 125 statewide organizations working with children and sent letters to them offering her services as liaison to public libraries. Responses were received from Boy Scouts of America, New Jersey Association for Children With Learning Disabilities, Easter Seal Society, Council on Adoptable Children and the Cerebral Palsy Rehabilitation Institute.

Some other statewide organizations with which the Section maintained liaison were: The New Jersey Association for Adult Education, The Nutrition Council, Division on Aging, The New Jersey Education Association.

National Library Week

The year's National Library Week was one of the most successful for the State. It featured the services of Jim Bouton as Honorary Chairman. Posters, bookmarks, and flyers produced and sold specifically for New Jersey libraries proved a very successful venture. Once again, grants were distributed by the New Jersey Council on the Arts to encourage libraries to hold programs which would feature local artists. Twenty-seven libraries in the State received grants for this purpose, ranging from \$50 to \$300.

School Media Services Section

A major thrust of the Section this year was participation in the pilot program of needs assessment of local school districts. The Division of Curriculum and Instruction of the Department of Education developed an instrument for self evaluation of elementary schools which includes guidelines for examining the following aspects of the total school:

1. philosophy and goals;
2. the school's community;
3. the children;
4. the school staff;
5. teaching and learning;
6. curriculum planning;
7. instructional resources: a multi-media approach;
8. school site plan and facilities;
9. complying with State law;
10. summary of findings and planning for improvement.

Thirteen districts completed the evaluation and teams of fifteen to twenty-five State Department and local district school personnel visited every classroom in all the schools in the participating districts. The elementary media specialist bore the major burden of visitation, although all school media consultants participated. Participating school districts have been urged to call on team members next year for further consultative service if the district plans to follow through with the recommended changes.

Visits to schools: Despite the fact that the number of school media consultants remained at three, with two vacancies, the number of visits to schools was increased during the 1970-71 year to 123, a rise of more than 78% over the preceding year.

All consultants participated in some in-depth district wide studies of curriculum in special subject areas, such as language arts and reading. Local administrators responded to citizen pressure by inviting teams of qualified subject specialists from the Department, from local districts, and the State Colleges to survey existing curricula and make recommendations for improvement.

The move toward unified programs has resulted in recognition of space problems in many of the older schools, particularly at the secondary level as housing and using equipment in a center requires a considerably larger area than does use of an all print collection.

Elementary book collections in many schools have now passed the earlier 10 books per student standard and the classroom-size library no longer serves the needs of even the smallest school. Consultants increasingly were called on to survey existing buildings and to make recommendations for relocation enlarging or remodeling. Superintendents, architects and librarians also requested help in planning new centers to provide for unified programs of service.

The selection, cataloging and organizing of non-print materials continues to be a concern of many traditional librarians who are now developing media programs. They were helped individually and through in-service workshops for librarians in the district such as the two sessions held in Pennsville.

Other concerns involved scheduling vs. open centers, individualized instruction and work with teachers in promoting use of all media.

Services to schools this year confirm that the elementary media center has become an established educational innovation. The earlier requests for guidelines for establishing a new library program have become requests for more sophisticated ways to improve services to children and teachers.

Book Selection Room: The staff continued the management of the print collection on exhibit and worked toward developing a wider selection of audio-visual materials. During the year, the elementary media specialist participated in the pilot Book Evaluation Group of Central New Jersey which uses collections of books from the room for reviewing. Each book is reviewed by at least two reviewers.

The collection was used during the year by groups of teachers and librarians and by individuals interested in examination of new materials. Hunterdon and Cape May County Library Associations held meetings in the room and allowed members time for book examination.

Elementary & Secondary Education Act of 1965 - Title II: The School Media Services Section continued to administer ESEA, Title II. A general summary follows:

<u>Applications Processed</u>	<u>FY 1970</u>	<u>FY 1971</u>
Public School Districts	546	541
Private Schools	653	661
Institutions and Agencies	0	21

Although all school districts were contacted, twenty-nine did not apply. Some stated the forms were too difficult and not worth the effort; others did not want federal funds; and two were unable to maintain local effort. Single school districts generally needed assistance from their county offices in preparing the application forms.

A total of \$1,775,016 of ESEA Title II funds was distributed in 1970-71 as against \$1,454,471 in 1969-70, and was allotted as follows:

<u>Public Schools</u>	<u>1970</u>	<u>1971</u>
Books	\$ 532,431	\$ 620,002
Periodicals	23,310	25,009
AV (software)	606,200	752,903
Processing	17,220	20,850
	<u>\$ 1,179,161</u>	<u>\$ 1,418,764</u>
<u>Private Schools</u>		
Books	163,000	195,546
Periodicals	4,300	10,298
AV	103,500	133,451
Processing	<u>4,510</u>	<u>7,946</u>
	<u>\$ 275,310</u>	<u>\$ 347,241</u>

In addition, \$9,009 was distributed to educational facilities in New Jersey institutions and agencies. The balance of \$600,000 was approved for special demonstration programs in twenty-three special School Media Program Demonstration Centers during the 1972 year.

Statistical Surveys, ESEA Title II: Two interesting studies were developed at the Rutgers University Graduate School of Library Service using the data bank supplied by the Title II applications:

1. Dr. Ellen Altman determined that based upon statistical information concerning book collections, given 10 high school libraries in a region, there would be at least 40% of each collection which would represent unique titles. The implications for interlibrary loan are clear.
2. Charles Curran, Doctoral candidate, using some of Dr. Altman's methodology was able to identify effective media centers in New Jersey schools which were the basis for the report of the New Jersey School Media Association Library Development Committee, entitled, Identification of Effective Media Centers in New Jersey Schools, April, 1971.

The statistical and directory information compiled from the private school applications for Title II has continued to offer unique service to the State. The ESEA Title III office used the directory and some of the application forms in developing a testing program for private schools.

The newly funded program of state aid to private schools was able to begin contacts through the Title II ESEA directors.

The office of School Media Services Section has the most complete bank of data on private schools in New Jersey. This data is used frequently by educators in planning programs.

College and University Service: The section has participated in the licensure visitations to Community Colleges. This year Brookdale College and Burlington County College were given approval. Consultative visits to Union County and Camden County Vocational and Technical Institutes were made. There is a real need to set up a state wide committee on library technician programs.

LIBRARY SERVICES TO THE DISADVANTAGED

Since the Office of Library Services to the Disadvantaged had been established a bare eighteen months, it is far too early to determine whether lasting changes in public library services to New Jersey's Disadvantaged have occurred. It does seem, however, that libraries are aware of and are willing to try different patterns of service; that there are varying approaches to staffing in order to reach the alienated; that more communication and coordination is occurring between libraries and Model Cities Agencies, libraries and Community Action Agencies, libraries and Head Start Centers. The ripple of change in New Jersey libraries is encouraging although embryonic. The review, which follows of this section's activities, during this past year, are indicative of the "ripples of change" taking place in some of the state's libraries and agencies.

Cooperative Efforts - Libraries and Other Community Agencies: A springboard to assist in establishing meaningful communication and service cooperation between libraries and Model City Agencies has been provided through the Coordinator's membership on and participation in the Department of Education's Model Cities Coordinating Council. Working with the field staff deployed to the Model Cities and the local Public Library Directors, an awareness of the potential of library services has been developed and positive lines of communication have been established. Of the eight federally designated Model Cities in New Jersey, five (East Orange, Jersey City, Newark, Plainfield, Trenton) have designed public library programs for serving the Disadvantaged. All but one of these projects have been funded, the project application not funded has recently been received. In the other three cities (Perth Amboy, Hoboken, Paterson), there is evidence that Model City Staff and Public Library Staff are talking together about potential cooperative service directions.

Further evidence of cooperative change is demonstrated by the responses received from a recent invitation to several agencies, (Libraries, CAP, Model Cities, Head Start Centers, Reading Specialists, Department of Education Staff) to participate in a Right to Read Workshop, at the Federal Building in New York. The one day workshop sponsored by the Public and School Library Services Bureau, New Jersey State Library and the Division of Library Development, New York State Library addressed itself to the imperatives of reading readiness for the preschool and early elementary child in Model City and Disadvantaged areas.

Acceptances were received from many Model City Agencies, Head Start Centers, Community Action Agencies as well as from numerous public and school libraries. Many

representatives of libraries and other agencies telephoned to indicate that though already set schedules prevented attendance at this meeting, information and feed back were desired as well as specifics for any future workshops which would cover this same subject area.

Grant Program: The following chart summarizes projects designed to extend library services to New Jersey's disadvantaged and illustrates the varied approaches which are being attempted. In fiscal year 1971, public libraries in fifteen communities submitted proposals amounting to \$407,219. Six libraries requested funds to initiate programs of services: nine requested renewal funds to continue projects in progress. Two public libraries (Monmouth and Carteret) have received approval for the third and final year of State funding and have indicated that these "outreach" programs will be absorbed into local library programming when grant funds are discontinued. Other projects are pending.

SUMMARY - PROJECTS FOR EXTENDING SERVICES TO THE DISADVANTAGED

Library	Amount	Brief Project Description	FY Last Funded	Stage of Funding	Expect Renewal Request ?
Camden Public Library	21,331	Provided Bookmobile Services to Disadvantaged citizens.	1971	2nd yr.	Yes
Cape May County Library	5,293	Supports library unit in Martin Luther King Recreation Center, Whitesboro, New Jersey.	1970	2nd yr.	No
Carteret Public Library	12,500	Supports "storefront" Library in urban redevelopment area of City.	1971	3rd yr.	No
Dover Public Library	15,000	Provides library outlet in Spanish O.E.O. Center; Assists in preparation and publication of Community Information Newspaper LA VOZ; conducts bi-lingual classes in the Main Library	1971	1st yr.	Yes

Library	Amount	Brief Project Description	FY Last Funded	Stage of Funding	Expect Renewal Request?
*East Orange Public Library	5,400	Provides in Model City Neighborhoods "Book Wagon" of varied informational services during summer, conducts story-hours, intends to further identify needs and service points for better Library Services to the Disadvantaged.	1971	1st yr.	
Franklin Twp. Public Library	21,328	Continues Black History Library in O.E.O. outlet, support Drug Information Program, Extend services to Child Care Center.	1971	2nd yr.	Yes
Glassboro Public Library	10,160	Established Satellite Library in Elsmere Housing Development, offer College training to Program Coordinator.	1971	2nd yr.	Yes
Orange Public Library	10,840	Stimu Lit - Black Heritage Library unit at Friendship House, the local community center.	1970	1st yr.	Yes
* Plainfield Public Library	34,750	Hire community Coordinator to summarize needs and develop programs, assist two community centers with educational programs directed to Disadvantaged.	Pending	1st Pending	
Salem Public Library	15,005	Offer decentralized services to Housing Developments, Nursing Homes, Child Care Centers, Migrant Camps	1971	1st yr.	Yes
Woodbridge Public Library	12,145	Supports services to Rahway State Prison.	1971	1st yr.	
*Trenton Public Library	50,000	Provide a variety of services via a mini-bus to residents of Model City Neighborhoods. Establish an Advisory Council for this program. Establish a Teen Center in Model Cities Area.	1971	1st yr.	

Library	Amount	Brief Project Description	FY Last Funded	Stage of Funding	Expect Renewal Request?
Atlantic City Public Library	15,338	Supports Library Satellite in local Community Agency	1970	2nd yr.	Yes
Atlantic County Library	same as Atlantic City		1970		
*					
Jersey City Public Library	53,150	Provided "Mini'mobile" sidewalk service, provides outlet for creative talents of Disadvantaged in library branches and centers in process of establishing Spanish info. center.	1971	2nd yr.	Yes
Lakewood Public Library	25,775	Decentralized services in County Community Action Agency and in two housing developments.	1971	1st yr.	
Monmouth County Library	45,000	Multi-faceted Program of Decentralized book and film services Via the "story-mobile".	1971	3rd yr.	No
*					
Newark Public Library	36,000	Add community Coordinating staff to Extension Staff to assess needs of Disadvantaged and Develop Program.	1971	1st Pending	
*					
Newark Public Library	37,500	Initiate "Opportunity Room" in Essex County Youth House, utilizing multi-media approach to support education program of institution.		1st Pending	

* Federally designated Model Cities

SPECIAL SERVICES BUREAU

Library for the Blind and Handicapped

The Special Services Bureau, which embraces the State Library's services to the blind and handicapped and to the institutionalized, is located in separate quarters about one mile north of the Main Library, at 1700 Calhoun Street. Although these quarters, a former used car display building, were adaptable and were made attractive, structural and mechanical problems have continued to plague the operation. A leaking roof, faulty and inadequate wiring, inadequate heating and air-conditioning, and a host of other physical problems contributed to work delays, harassment, and poor morale. Further inadequate shelf space in the face of steadily growing programs of the Library of Congress, Division for the Blind and Physically Handicapped, of which the New Jersey operation is a Regional Library, has necessitated discarding some 1,400 useful items. Dead storage space for others is being considered. Larger, better quarters are urgently needed for this service.

Administrative problems, rapid personnel turnover, a high percentage of handicapped employees, and vacant positions caught in the "job freeze" necessitated a thorough evaluation of this operation and resulted in reorganization. A position of Coordinator of Programs for the Handicapped and Institutionalized was created and attached to the office of the Assistant Director; and Mr. Steven Herman was designated Acting Head of the Library for the Blind and Handicapped at the Supervising Librarian level, thus separating the day-to-day administration from program planning and public relations.

Among the major procedural changes was the reassignment of readers to selectors in order to achieve a more personal and consistent service pattern. In the past, although each selector was assigned a certain number of readers, the requests were often rotated so that a reader might be served by three or four selectors. Further, regardless of who was serving a specific individual, when that person called, he was automatically referred to one of the librarians. Under the new system, each selector maintains the same group of readers and is responsible for handling all routine personal contact and correspondence with his group. This has led to a much closer understanding between selector and patron and more knowledgeable selection of materials.

Greater efficiency was obtained by extensive revision of the circulation system. Previously, readers' records were arranged alphabetically and selectors were required to address mailing labels. A new numerical system, utilizing the Library's addressograph machine for preaddressing, has freed the selectors from this time consuming task and placed it more properly with the central shipping and printing operation of the main Library. As a consequence, effective time for selection of materials in response to reader's requests has been substantially increased.

Statistics: Rather than build upon somewhat vague and questionable statistics from previous years, completely new and more accurate records on all aspects of the operations were instituted and now provide a good base for evaluation of future progress. Comparison with previous years, however, is difficult and misleading.

ACTIVE READERS, BY TYPE

	<u>1970</u>	<u>1971</u>
Adult Blind	7,185	4,014
Juvenile Blind	972	695
Adult Physically Handicapped	1,064	1,516
Juvenile Physically Handicapped	<u>257</u>	<u>1,954</u>
TOTALS	9,478	8,159

CIRCULATION TO INDIVIDUALS

	<u>1970</u>	<u>1971</u>
Talking Books	141,566	145,832
Braille	6,764	6,252
Open reel tape	24,922	23,339
Cassettes	636	6,508
Large type	<u>1,027</u>	<u>791</u>
TOTALS	174,915	182,722

Deposit Collections: In an effort to make the service better known and more available, the library has developed a number of deposit collections in nursing homes, hospitals, and other locations where small rotating collections might encourage eligible patrons to register for ongoing service as well as provide stopgap service. Use of these collections is greatly dependent upon the interest shown by the person in charge, and in many instances these collections cannot be manned. While an attempt is made to document use, record-keeping is often, understandably, sketchy. Such reports as are received indicate an annual circulation of between 15,000 and 20,000 and a readership of 4,640 persons. Where the deposit collection is managed by a local library, better use can be observed. On the other hand, the deposits are perhaps an even more meaningful outreach at locations not often contacted by a library and where the residents are confined.

Cassette Program: The newest project on behalf of the Library of Congress Division for the Blind and Physically Handicapped is the cassette program which will eventually replace the open end reels currently in use. Several hundred new titles appeared during the year and appropriate machines were issued free of charge. In keeping with this trend, the Library for the Blind which previously had its volunteers recording on 7" reel tape, now instructs them in the use of 5" reels which are pre-timed so that they will easily fit onto a cassette. With fast developing technology in the cassette field, there will be much growth in this program in the years to come.

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. Limitations of staff and facilities have restricted optimum use of such services by the library, but during the past year, a concerted effort was made to develop a network of contacts to help meet demonstrable needs. While it is not feasible to list all the persons who have contributed to the program, the following sample is illustrative of the kinds of projects made possible through volunteers.

Ocean County Volunteers for the Blind
Project: brailleing 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 Jerseyanna. (Mrs. Oppe, Braille Chairman)

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

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

Rider College Faculty Wives Club

Project: taping reel-to-reel of selective book titles.

Highland Park Conservative Temple Sisterhood

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

Mr. Allen Spira, Yardley, Pennsylvania

Project: taping requested book titles.

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. Fourteen individuals contributed a total of \$326.00; an optical reading aid valued at \$200.00 was received, as were gifts of books valued at approximately \$185.00.

During the year, all collections were inventoried and new base figures established for evaluating the growth of the collection. Staff and space shortages necessitated lowering the standing order with the Library of Congress for the number of copies received of each title.

Items	Titles Added 70-71	Total titles held end of year	Items added 70-71	Total items held end of year
Talking books	947	1,623	12,524	51,673
Braille	439	2,292	945	4,728
Cassettes	161	400	720	1,200
Commercial Cassettes	56	106	56	156
Tapes	218	4,001	454	20,000
Commercial Records	211	648	279	648
Large type	191	839	473	2,220
TOTALS	2,167	9,909	15,395	80,625

Summary: In the past year despite ever present problems, the Library for the Blind and Handicapped has attempted to "sit down" and reevaluate many of its goals and programs. Much was done in the past by habit and often programs and procedures which worked well when the program was small are chaotic with the current collection and readership. Those areas in which problems were uncovered have been explored toward solving them and in many cases this has been done. More efficiency in reader-selector relationships, circulation systems, volunteer coordination and planning and public relations have all been in evidence and further refinement will be made in the future.

The Future: Projects under way which should be completed this year include catalogs of tapes, cassettes and large type, a massive revision of the card catalog, reshuffling of staff along with new responsibilities, and increased readership and circulation. Much of this lies in where and if we will be relocated in a workable setting where we can increase our holdings and services rather than have to "go backwards" because of all the limitations imposed upon us by our current facilities. Here it should be noted that the Library of Congress is starting a new program of producing more titles and more copies of each title in the talking book field as of January, 1972, a development which will further increase pressures to obtain adequate facilities.

Institutional Library Services

The fiscal year ending June 30, 1971, was an active one for institutional library service. A total of 93 visits were made to 21 of the 24 major institutions for mental health, mental retardation, and corrections. The purposes for these visits were many and varied. Some institutions had received ESEA or LSCA grants, and required assistance in spending the funds wisely. Others needed assistance in reorganizing the library facilities, while still others sought advice as to how they might be able to establish a library. Many institutions do not have professionally-trained librarians, and needed assistance in the training of staff assigned to the library. With capital construction under way at six institutions, assistance was required in the setting up of new library facilities.

During fiscal 1971, assistance was given to eleven institutions that had received funds from federal grants. The grants for six of these institutions had been

carried over from fiscal 1970, while the other five were awarded during fiscal 1971. The grants worked on are as follows:

<u>Institution</u>	<u>Source of Funds</u>	<u>Amount</u>
Menlo Park	ESEA II (FY 1970)	\$6,000.00
Greystone Park	ESEA II (FY 1970)	3,000.00
Hunterdon	ESEA II (FY 1970)	4,000.00
Jamesburg	LSCA IVA (FY 1970)	1,000.00
Skillman	ESEA II (FY 1970)	4,000.00
Home for Girls	LSCA IVA (FY 1970)	1,000.00
Bordentown	LSCA IVA (FY 1971)	4,000.00
State Hospital, Trenton	ESEA II (FY 1971)	3,014.00
Skillman	ESEA II (FY 1971)	3,000.00
New Lisbon	ESEA II (FY 1971)	3,000.00
Rahway	LSCA (I) (FY 1971)	12,145.96

These grants were specifically awarded for the purchase of books and non-print materials for the librarians. In some cases, the purchase of equipment was permitted, but only where drastically needed.

One of the most interesting grant programs was that of \$12,146 awarded to the Free Public Library of Woodbridge to further library service to the inmates of the Rahway State Prison. Made available through LSCA Title I funds (Library Service to the Disadvantaged), this grant provided for the hiring of a full-time supervising library assistant; the purchase of books in Spanish, and paperbacks, records, turntables; and a reading improvement program. By the close of the fiscal year, half of the Spanish books had been ordered, received, and processed, and the Supervising Library Assistant had been hired and trained. The remainder of the Spanish books were to be ordered early in the next Fiscal Year, once the impact and use of the first order had been evaluated. The lack of space delayed the purchase of the audio-visual materials, and a question arose as to the advantage of paperbacks over hard cover books, thereby delaying the placement of the purchase order. While the latter problem was resolved, the former was still being worked on at the close of the year.

Plans had also been drawn up to provide additional space, but no formal action was taken.

By the start of fiscal 1971, capital construction had been completed at the New Jersey Diagnostic Center at Menlo Park, and construction had been started at the following institutions:

1. New Jersey Psychiatric Hospital, Trenton
2. New Jersey Reformatory for Women, Clinton
3. New Jersey State Prison, Leesburg
4. New Jersey State Prison, Trenton
5. Arthur Brisbane Child Treatment Center, Farmingdale

Assistance has been offered each of these institutions in planning the library facilities, and detailed floor plans were provided to three of them. Books have been recommended and ordered for the Diagnostic Center and the Children's Hospital at the N. J. Psychiatric Hospital, Trenton: as funds become available, further assistance will be given in the selection of materials and equipment.

Only six institutions have trained librarians at present. They are:

1. New Jersey Psychiatric Hospital, Ancora
2. New Jersey Training School for Boys, Jamesburg
3. New Jersey Neuro-Psychiatric Institute, Princeton
4. New Jersey State Prison, Rahway
5. New Jersey Training School for Boys, Skillman
6. New Jersey Training School for Girls, Trenton

During the past fiscal year, the Section has worked closely with these librarians to advise them in selection of materials, library organization and program development. A far greater effort, however, has been made to assist those institutions without trained library staff.

The following five institutions have assigned

teachers to operate their libraries on a part time basis:

1. New Jersey Youth Correctional Institution, Annandale
2. New Jersey Youth Correctional Institution, Bordentown
3. New Jersey State Colony, New Lisbon
4. New Jersey Psychiatric Hospital, Trenton
5. New Jersey Youth Reception and Correction Center, Yardville

These institutions have been frequently visited to assist those assigned in developing library skills, and to offer advice in book selection and in organizing the library to insure best use.

The remaining institutions have limited collections, some centralized, and others scattered in various locations at the institution. The importance of assigning someone to be in charge of library services on a regular basis is consistently stressed so that optimum use of existing materials can be achieved, and where the collection is scattered, the benefits of a centralized collection are made known.

Some success is perceived in demonstrating to administrators that libraries can and do play an important role in the education and rehabilitation of residents in the institutions. In any event, administrators have shown a willingness to make an attempt, regardless of how small, to bring at least some library service to their institution.

By the close of the fiscal year, the problem facing institutional library service was not so much the need to demonstrate to administrators the value of a library in an institutional setting, as it was that of totally inadequate funding. This is reflected in inadequate space, untrained staff for library control, and the inability of the library to become a viable partner in the various institutional programs.

Libraries in many institutions are in cramped quarters as at the Training School for Girls in Trenton, Reformatory for Women in Clinton, or are located in noisy places as at the Youth Correctional Institution at Bordentown or the State Prisons in Trenton and Leesburg.

Conditions at those institutions undergoing capital construction are, of course, promising since more space will be available. However, more construction, including new library facilities, or expansion of present quarters is urgently needed. Institutions such as the State Prison at Rahway, the Training School for Girls in Trenton, and the Youth Correctional Institution at Bordentown have made valiant efforts to expand or improve present library facilities with the assistance of this Section, with limited success, but have a long way to go.

In most of the institutions, as might be expected, staffing is poor. Of the institutions with professional staff, excellent people are handling library service at Skillman, Jamesburg, and Rahway. Library programs at those institutions which depend upon assigned teachers or other staff members, have proven to be ineffective, in most cases, since these individuals are not given adequate time to devote to library duties. Only two institutions have been able to assign people to their libraries on a full time basis, and only at one of these is a serious effort being made to give good service.

To repeat, the primary problem is clearly that of inadequate financial support of library service in the institutional budgets. Salaries for most of the people handling library service in the institutions has come from federal grants. This has been the case at Skillman, at the Training School for Girls, at Rahway, and Jamesburg. In addition, very limited funds have been made available for library materials and supplies. The presence of these supplemental funds may well have discouraged realistic State support for institutional library service, since it must compete with such obvious needs on the priority scale. In many cases better library budgets have been included in the submission of both the institution and the Department of Institutions and Agencies, only to be turned down. The presence of Federal funds, even in their limited amounts, and the practice of acquiring books through inmate or patient welfare funds, and donations from public, school and college libraries and from private individuals have led to tokenism and poor collections. A vicious circle can be seen in which poor services prevent adequate recognition, and where the library continues to be thought of as a place to bring residents to, rather than an important element in the education and rehabilitation programs of the institutions.

Pilot Projects

New Jersey Training School for Girls, Trenton: A total of \$8,000 has been awarded this institution since the Casey Study of 1968*. The vast majority of the books in this institution are the result of this grant, or came from donations made to the institution. Very limited sums of budgeted funds have been made available at the training school. The salary of the librarian during fiscal 1971, as in previous years, has come from federal funds, which had been cut during the year. As a result, the Training School will be without a librarian for July and August, 1971.

The library has been painted and reorganized, but the quarters continue to be cramped. Few library programs, if any, were planned for the girls, and only class services were offered.

New Jersey Training School for Boys, Jamesburg: This training school has been the most successful of the pilot projects. A total of at least \$12,000 has been awarded the institution since the Casey Study under LSCA IVA. In addition, the Supervisor of Educational Programs has successfully earmarked substantial funds for the library from their budget and from ESEA grants. As a result, the library is the best among correctional institutions in New Jersey.

The staff has been more than willing to accept the library as an important part of their education and rehabilitation program, and have worked closely with the librarian to ensure the best possible library service.

The collection is well organized and balanced. The librarian has been more than willing to work with this office to improve even more an already good library facility.

New Jersey State Prison, Rahway: Since the Casey Study, well over \$40,000 has been put into this library from the LSCA Titles I and IVA, but the annual budget for library books and supplies has been minimal in relation to the support they have been given. About \$1,000 was budgeted for the library during fiscal 1971: no state funds were budgeted for the part time librarian.

*Genevieve M. Casey. Library Services in New Jersey State Institutions: A Survey with Recommendations. New Jersey State Library and the Graduate School of Library Service, Rutgers University. 1968.

Interlibrary loan between the Free Public Library of Woodbridge and the Prison has been working well during fiscal 1971, with each month showing a slight increase of this service.

The primary problem facing the institution during fiscal 1971, was that of a lack of budgeted funds for a librarian, and inadequate funds for the book collection. Efforts need to be made to impress upon, not only those at the institution, but at the state level, the intent that the Federal funds be seed money to demonstrate the value of improved library services. This pilot program can be seen to have had only limited success. Without adequate budgeted State funds, the library will fail in the near future.

Special Projects: There were two major special projects during fiscal 1971, both bringing many books to the institutions in the State. Between October, 1970, and March, 1971, 7,013 duplicate copies from the Juvenile and Young Adult Collections at the State Library were weeded and distributed to twenty-four institutions. The breakdown of distribution of these books is appended to this report.

A book drive was also sponsored by the Community Services Bureau at Rutgers, the State University. A total of 2,109 volumes were received and sorted by the Institutional Library Services Section. Unfortunately, only 587 of these volumes were either in good enough condition, or current enough to be distributed to the correctional institutions.

The State Prison at Rahway reported receiving about 1,300 volumes collected at Montclair State College as a result of this book drive, and were sent directly to the Prison rather than to this office for distribution. Of these volumes, about one-third could be used by that institution. The rest were either distributed to other institutions or discarded.

In addition to these two windfalls, some college and public libraries began sending their better discards to institutions. For example, this office received about 300 volumes from the South Orange Public Library for institutions. The New Jersey Reformatory for Women at Clinton has been receiving good discards, as well as other services from the Somerset Library Association. The Atlantic County Community College has sent some good titles to the State Prison at

Leesburg, and it has been reported that other public and college libraries have been doing the same.

Another project undertaken during fiscal 1971, was to assist the State Prison at Leesburg in cataloging their collection. By the close of the fiscal year, the Prison had been provided with master cards to process about one-quarter of their collection of about 1,550 titles. Further cataloging must await extensive weeding of the collection.

DISTRIBUTION OF BOOKS TO INSTITUTIONS

Correctional:

N. J. Reformatory, Annandale	358	
N. J. Reformatory, Bordentown	269	
Youth Reception & Correction Center, Yardville	471	
N. J. State Home for Boys, Jamesburg	258	
N. J. State Home for Girls, Trenton	514	
N. J. Reformatory for Women, Clinton	561	
N. J. Training School for Boys, Skillman	424	
N. J. State Prison, Trenton	168	
N. J. State Prison, Leesburg	216	
N. J. State Prison, Rahway	<u>198</u>	3,437

Retardation:

Edward R. Johnstone Training & Research Center, Bordentown	242	
North Jersey Training School, Totowa	110	
State Colony, New Lisbon	273	
State Colony, Woodbine	112	
State School, Vineland	186	
State School, Woodbridge	248	
Hunterdon State School	<u>287</u>	1,458

Health

N. J. State Hospital, Ancora	315	
N. J. State Hospital, Greystone Park	315	
N. J. State Hospital, Marlboro	245	
N. J. State Hospital, Trenton	269	
N. J. Neuro-Psychiatric Institute, Princeton	250	
Arthur Brisbane Child Treatment Center, Farmingdale	255	
N. J. Diagnostic Center, Menlo Park	<u>469</u>	2,118

TOTAL 7,013

TECHNICAL SERVICES SECTION

The Technical Services Section was given special attention in the Governor's Management Commission Report which recommended: "reduce the cataloging organization in the Technical Services Section by 75%".

While the recommendation is viewed as drastic, this operation has been, and will continue to be, scrutinized carefully for such economies and efficiencies as can be realized. Mr. Michniewski, Coordinator of Planning and Development, acting in the capacity of a systems analyst, was requested to review the organization and major routines of the Section and make recommendations. His report, submitted July 1, 1971, will be discussed, tested, and insofar as feasible, implemented during the next Fiscal Year.

Every library faces potential criticism of its technical services since, on the surface, they more nearly parallel quantifiable operations successfully streamlined by business and industry by means of assembly lines, inventory control, and other recognized management techniques. This operation at the State Library has not been analysed thoroughly since the collections were merged and technical services centralized for all Bureaus following occupancy of the new building. In short, the operation was a vulnerable target for criticism by an outside, business-oriented, consultant firm.

The Michniewski report reveals a number of problems: some unique to the State Library as a special library for State Government and as one of the four Research Library Centers under the State Plan; others related to difficulties inherent in operating within a massive governmental structure; and still others where lack of definition and overdue decisions should be coped with, and processes revamped, improved, and brought into line with recent developments in the field.

More detail will be necessary to effectively reorganize and streamline the work of this Section, but the following illustrate the kinds of problems to be resolved:

1. Of the titles acquired, about 3/4th go into the general collection, and for the most part, require minimal cataloging beyond commercial cards available. The remaining 1/4th, however, are highly specialized reference, law, genealogical and historical works, which require original cataloging and consume the great preponderance of all professional cataloging man-hours.

2. An inventory of the collections was commenced a few years ago but had to be discontinued due to sustained staff shortages, with resultant snags which slow down the operation.

3. With two out of six professional positions vacant throughout the year, inevitable backlogs develop, and add to arrearages inherited from years back.

4. The advent of MAC (the micro-automated catalog project) necessitated inauguration of yet another massive filing system in order to produce cumulative supplements promptly, but brought with it no new staff.

5. By the end of the year, clerical vacancies, caught in the job freeze, amounted to 1/4th the total clerical staff. In addition, a high absence rate (including five maternity leaves) further decimated available staff time.

Back in 1966, the Library commissioned the late Esther Piercy and Mr. Joseph Becker, both nationally known authorities in the field, to recommend whether the time had come to reclassify the collections from Dewey to the Library of Congress system. Both strongly advised that arrearages and lack of inventory made such a decision impossible and unwise, and urged that the collections first be brought into good order. Such a project would also have to precede any consideration of use of data-processing techniques to expedite technical services within the Library as well as any involved in future centralized services to other library agencies.

Budget, staffing, and other problems have made it impossible to achieve this first step. The direct commentary of the Governor's Management Commission lends added incentive to make positive strides in this area over the next several years.

The following selected gross statistics are testimony to the diligence of the Technical Services Staff which, despite the improvements which might be envisioned in this area, continues on a highly pragmatic basis to render an essential service.

	1970-71
<u>Titles</u>	
ordered	11,826
cataloged	8,895
re-cataloged	601
<u>Periodicals, Continuations</u>	
checked in	19,792
<u>Catalog Cards</u>	
produced by Xerox	82,927*
sorted, filed, and edited	157,937
withdrawn	10,742
<u>Volumes</u>	
total added	16,418
withdrawn	49,660

*including 1,889 for other State Departmental Libraries

PROFESSIONAL ACTIVITIES

The State Library staff continued its active participation in a number of local, State, and national associations. The range of these activities can be seen from the following partial listing for Fiscal 1971:

Director: Mr. McDonough maintained active association with numerous organizations as member, participant, and/or trustee. Among these, the Conference on Federal Information Resources; the World Conference on Reading; N. J. Historical Society, Princeton University Library Advisory Council; Rutgers Library School Advisory Board; Rutgers University Press; ALA; NJLA; NJLTA; and other state and national professional associations.

Assistant Director: Mr. Palmer served as a member of the ALA Standards Committee; ALA Reference Services Division Interlibrary Loan Committee; NJLA Planning for Action Committee; Chairman on the Mercer County Community College Library Technical Assistant Advisory Commission; and as consultant to the National Center for Educational Statistics. The volume, Planning for a Nationwide System of Library Statistics, was issued by the U. S. Office of Education under his name as editor and project director in May, 1971. Mr. Palmer was also guest lecturer at the Columbia University and Drexel University library schools on the role of state libraries.

Head, Archives and History: Mr. Richards attended the annual conferences of the Society of American Archivists and the American Records Management Association.

Supervisor, Microfilm Services: Mr. Birch attended the annual convention of the National Microfilm Association as well as its local meetings.

Supervisor, Law Library Section: Mrs. Lutto attended a four-day conference on Computer Applications to the Legislative Process sponsored by the Council of State Governments.

Law Library Assistant: Mrs. Garwig attended the annual meeting of the American Association of Law Librarians, and served on the hospitality committee of the Princeton-Trenton Chapter of the Special Libraries Association.

Supervisor, Governmental Reference: As Vice-President, President-Elect of the Princeton-Trenton Chapter of the Special Libraries Association, Miss Rounfort attended many SLA meetings, including the annual conference in San Francisco. She was guest lecturer at the Rutgers Library School on population and housing Census figures, as well as before the Department of Education Model Cities staff. She also spoke on Jerseyanna materials in the State Library before the Hudson County Library Association.

Head, Public and School Library Services: Mrs. McKinlay served as an invitee to the Executive Boards of NJLA, NJLTA, and Friends of New Jersey Libraries, and on the Advisory Councils of the Rutgers Library School and the New Books Committee and Exhibit. She represented the State Library on the Board of the Service Center for Women's Organizations, and held membership in the Library Development National Library Week, and Legislation Committees of NJLA. She also served on the Committee on the Relationship of State Library Agencies and Statewide Library Trustee Organizations of ALA.

Coordinator, Library Service to the Disadvantaged: Mrs. Madden was chosen as a delegate to the White House Conference on Children and was appointed to the Governor's Committee on Children and Youth. In addition, she addressed students at the Rutgers, Paterson and Drexel library schools and spoke before the Cooperating Social Agencies Conference of Delaware Valley, the American Association of University Women, Rutgers University Community Assistants, Alpha Kappa Alpha Career Clinic, National Conference of Christians and Jews, and others. She also attended the Library Education for the Disadvantaged Workshop held at Wayne State University, Detroit, Michigan.

Head, School Media Section: Miss Voss served as a member of the American Association of School Librarians Nominating Committee; the ALA Children's Services Division Foreign Books Committee; Library Administration Division Planning School Library Quarters Committee; and the NJLA Education for Librarianship Committee.

School Media Services Consultant: Mrs. Harris served on the NJLA Hospitality Committee and the N. J. Historical Society Special Committee on Afro-American Contributions to the Culture and History of New Jersey.

School Media Services Consultant: Mrs. Rohrbacher served on the NJLA Recruitment Committee and the New Jersey Curriculum Work Conference Program Committee.

Coordinator, Library Services to the Handicapped and Institutionalized: Miss Franzel continued to serve on the President's Committee on Employment of the Handicapped and was active in ALA; the American Association of Workers with the Blind; Association for the Education of the Visually Handicapped; International Society for Rehabilitation of the Disabled, National Rehabilitation Association; National Accreditation Council for Agencies Serving Blind and Visually Handicapped; National Association for the Visually Handicapped; NJLA; NEA, and others.

Acting Head, Special Services Bureau: Mr. Herman was guest speaker at a meeting of the State of Pennsylvania Advisory Committee for Institutional Library Services; visited the regional libraries for the blind and handicapped in Cleveland and Pittsburgh, as well as the Library of Congress Division for the Blind and Physically Handicapped; attended the National Braille Ass'n Convention in Chicago.

RESEARCH LIBRARY PROGRAM
INPUT-OUTPUT STATISTICS
1969-1970

APPENDIX A

I. NUMBER OF REFERENCE QUESTIONS RECEIVED, BY TYPE OF LIBRARY

RESEARCH LIBRARY	Public/School		College/Univ		State Library or other State Agency		Special		Total ^a	
	1969	1970	1969	1970	1969	1970	1969	1970	1969	1970
State Library	3,712	3,083	528	1,376	488	625	887	936	5,700	6,082
Newark	743	1,344	378	185	140	144	142	198	1,403 ^d	1,868
Princeton	57	68	56	62	802	1,531	783	1,111	1,810 ^e	2,835 ^e
Rutgers	239	221	132	321	326	733	892	1,484	1,643	2,759
TOTAL	4,751	4,716	1,094	1,944	1,756	3,033	2,704	3,729	10,556	13,544

II. NUMBER OF INTERLIBRARY LOANS RECEIVED OR FILLED, BY TYPE OF LIBRARY

											Not Filled Total	
	1969	1970	1969	1970	1969	1970	1969	1970	1969	1970	1969	1970
State Library ^b	32,438	18,108	318	188	9,193	5,245	117	68	42,066	23,618	7,321	2,342
Newark ^b	n.d.	n.d.	n.d.	n.d.	n.d.	n.d.	n.d.	n.d.	9,054	16,055	5,268	10,013
Princeton ^c	334	470	461	724	77	76	151	225	1,023	1,495	n.d.	n.d.
Rutgers ^c	305	301	176	265	-	12	617	754	1,098	1,332	1,896	1,800
TOTAL	inc.	inc.	inc.	inc.	inc.	inc.	inc.	inc.	53,241	42,500	inc.	inc.

III. SUPPLIED PHOTOCOPIES ORDERS (PAGES)

State Library	n.d.	n.d.	n.d.	n.d.	n.d.	n.d.	n.d.	n.d.	888(5372)	749(3821)
Newark	n.d.	n.d.	n.d.	n.d.	n.d.	n.d.	n.d.	n.d.	n.d.(103,953) ^f	n.d.(130,423) ^f
Princeton	n.d.	n.d.	n.d.	n.d.	n.d.	n.d.	n.d.	n.d.	1,249(n.d.)	2,360(n.d.)
Rutgers	736	171	704	1,286	-	-	5,201	9,157	6,641(n.d.)	10,614(n.d.)
TOTAL	inc.	inc.	inc.	inc.	inc.	inc.	inc.	inc.	inc.	inc.

a By-type-of-library numbers may not add across to totals, because of miscellaneous not reported here.

b State Library and Newark interlibrary loan statistics are for total requests received.

c Princeton and Rutgers interlibrary loan statistics are for total requests filled.

d Newark kept only total received (402) for first 4 months of 1969. Total of 1,001 questions received for balance of year were counted by type of library. For this table, the 402 questions were broken down in the same percentages as the 1,001 requests.

e Only telephoned requests totaling 2,772 in 1970 (1750-1969) analysed by type of library. Total of 63 extra (60-1969) questions received by letter or in person.

f Newark photocopy statistic is total number of pages photocopied in the main library by public and staff.

BUDGET COMPARISONS
RESEARCH LIBRARY GRANTS, 1969, 1970, 1971
(1969 and 1970 AUDITED EXPENSES; 1971 BUDGET ESTIMATES)

	STATE LIBRARY*		NEWARK PUBLIC		PRINCETON UNIV.		RUTGERS UNIV.		4 RESEARCH LIBRARIES	
Personnel Costs ^a	1970	\$41,278	1969	\$14,291	1969	\$18,965	1969	\$34,026	1969	\$108,560
	1971	54,826	1970	19,547	1970	31,963	1970	47,991	1970	154,327
	1972	66,485	1971	30,866	1971	40,898	1971	60,100	1971	198,349
Telephone, Xeroxing, Supplies	1970	1,000	1969	290	1969	1,630	1969	3,896	1969	6,816
	1971	1,200	1970	2,003 ^b	1970	3,425	1970	5,235	1970	11,863
	1972	1,200	1971	1,678 ^b	1971	3,150	1971	7,800	1971	13,828
Equipment	1970	6,480	1969	534	1969	860	1969	-	1969	7,874
	1971	1,813	1970	3,453	1970	-	1970	1,512	1970	6,778
	1972	-	1971	1,000	1971	-	1971	1,659	1971	2,659
Travel	1970	-	1969	-	1969	41	1969	458	1969	499
	1971	-	1970	-	1970	172	1970	502	1970	674
	1972	-	1971	-	1971	250	1971	1,275	1971	1,525
Books & Other Materials, Binding	1970	12,912	1969	16,011	1969	5,521	1969	-	1969	34,444
	1971	14,432	1970	30,500	1970	12,509	1970	-	1970	57,441
	1972	5,750	1971	31,500	1971	26,974	1971	-	1971	64,224
Administration & Overhead	1970	-	1969	-	1969	-	1969	300	1969	300
	1971	-	1970	6,167	1970	-	1970	400	1970	6,567
	1972	-	1971	7,227	1971	1,000	1971	1,438	1971	9,665
Balance Unexpended (Overexpended)	1970	-	1969	3,874	1969	7,983	1969	(3,690)	1969	8,177
	1971	-	1970	-	1970	13,601	1970	6,030	1970	19,631
	1972	-	1971	-	1971	-	1971	-	1971	-
TOTAL	1970	\$61,670	1969	\$35,000	1969	\$35,000	1969	\$35,000	1969	\$166,670
	1971	\$72,271	1970	\$61,670	1970	\$61,670	1970	\$61,670	1970	\$257,281
	1972	\$73,435	1971	\$72,271	1971	\$72,272	1971	\$72,272	1971	\$290,250

* Amounts for following fiscal years: 1969=FY 1970, etc.

^a Salaries and benefits included for Newark and Princeton. Benefits to State Library and Rutgers employees come from the general budgets.

^b Includes travel.