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New Jersey State Library Information Center's Newsletter for State Employees

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Civil Service Test Books

Is there a New Jersey Department of Personnel Civil Service test coming up that you need to prepare for? If your answer is yes, then the State Library has Test Preparation Guides that can help you get ready. There are guides for a wide range of job titles, from Accountant to X-Ray Technician. There are also some general guides that cover topics like Civil Service Grammar and Usage.

We are often asked if the Test Preparation Guides are samples of New Jersey Civil Service tests that have already been given. The answer is no: each guide contains examples of questions and answers that are representative of Civil Service tests throughout the country for a specific title.

How do you know which guide you should use? Choosing the right one is not much of a problem when the job title and the test book title match. Occupational Therapist, Computer Operator, and Senior Legal Stenographer are examples of this. It can be trickier, though, when there is no test guide with the same title as the job title. If you need help, call the Reference Desk at 609-292-6220 and a librarian will help you figure out the best Test Preparation Guide to use.

At the State Library the Test Preparation Guides are on Level 4. They are arranged in alphabetically: Clerk is with the Cs and Senior Clerk is with the Ss.

If you can't get to the library at 185 W. State Street in Trenton, call us and we will send the appropriate test book to your office through interoffice mail. The Test Preparation Guides are not available online as electronic books. To use the online catalog to find out the titles of the test books available, go to the [State Library web site](http://www.njstatelib.org) and click on [library catalog](#).

Tips:

- Choose Advanced Search. Under Limits, scroll down to Test Books and highlight this
- In the General Keyword box, type the most important words from the job title.
- If you get no results, try to think of other words that might be used to describe the job.
- When a test is announced there is a high demand for all copies of test books. If you know that eventually a test will come up for a position in which you are interested, take the test preparation guide out now.
- A test guide can be checked out for two weeks and renewed if no one else has asked for it. You can put a reserve on a test guide; this means that when the guide you want is returned it will be held for you.

Have your statutes emailed

State employees often need to review the New Jersey laws that guide them at work. If you need to review the text of a law but cannot physically travel to the law library, help is on the way. Contact the law reference desk at (609) 292-6230 or reflaw@njstatelib.org and tell us what you need. We will search the LEXIS database to find the statutes and regulations you want. Then we will download the information into a MS Word document and email it to your state government email address. So you will have the convenience of searching the LEXIS database at one of our public access computers in the library. Look for a notice in the next newsletter or call Law Reference at 609-292-6230 for the start date of LEXIS patron access at the library.

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For U.S. and N.J. news Try Newsbank

Interested in locating that newspaper article you remember seeing a few weeks ago? Want to find an obituary? Try [Newsbank](#), a national newspaper database that contains over 500 U.S. newspapers, including 17 New Jersey newspapers.

Look for Research Tools and click on "Databases by Title." Select "M-N" and click on the link for [Newsbank](#). Type the barcode number found on the back of your NJSL library card in the space provided and log in.

The first screen has a blue button titled "Start Search." Click this button to get to the next screen containing a map of the United States. Click "NJ" to search New Jersey newspapers. At the next screen, check in the box before the name of the newspapers. You don't have to check any boxes to search all the New Jersey newspapers at one time.

A few tips to help you search:

- Use quotes for names, i.e., "Bill Clinton"
- Use quotes for phrases, i.e., "global warming"
- Decide if you want "Most recent matches first" or "Best matches first" and choose from the drop down menu;
- Narrow your search by timeframe or choose an exact date by checking the custom date box and entering the date;
- Choose a specific newspaper or several newspapers by clicking "Create Custom List" on the top left side of the web page. This will lead you to a list of newspapers by state;
- Choose "Advanced Search" if your search is too broad or too narrow. Advanced search lets you search in the headline, the lead paragraph, by author's byline, by page and by section.

We've got statistics

When you need statistics we recommend three excellent resources.

For demographic or economic data about New Jersey, the first place to look is [New Jersey Labor Market Information](#). This resource provides current, historic and projected data on people, housing, income, and employment.

If you need data about businesses, areas outside the state, or just expanded detail, the next place to look is the U.S. Census Bureau's [American FactFinder](#). Direct access is available to data sets from the decennial census, the American Community Survey, population estimates, economic censuses and surveys, as well as tools for quick access to profiles for communities. The "Fact Sheet" tool has profiles for states, counties, towns, and zip codes of age, education, income, race, housing, and businesses. It can also be searched by address to retrieve specific data from a census tract.

If these two free Internet resources don't have what you need, try [Statistical Universe](#), a subscription service purchased by the State Library for state employees. This database has statistics from federal, state, intergovernmental, university, commercial, and international agencies.

The "Search Tables" feature provides direct access to more than 130,000 tables. Searching is by keyword and may be limited by geography, demographics, economic factors, or frequency of data, and date. The tables appear in .gif or MSExcel format. Each table is linked to an abstract that connects to the complete document.

If you need to expand your search beyond the tables, try "Search Abstracts." This feature searches additional statistical reports and allows you to refine your search for more targeted results. For example searching for motor vehicle fatalities in "Search Tables" provides tables on fatalities nationally, specific factors related to fatalities, and mortality data. Searching for motor vehicle and fatalities and jersey in "Search Abstracts" provides access to a variety of reports targeted to New Jersey data from commercial, federal, and state resources.

The New Jersey State Library Information Center

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