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RESUME OF ANNUAL REPORT

DIVISION OF THE STATE LIBRARY, ARCHIVES AND HISTORY
DEPARTMENT OF EDUCATION

AUG 27 1965

collection and adequate quarters. 1950-1951 approximately 300 public libraries in this State a high percentage are so small, poorly organized, and

Elementary that they are unable to furnish efficient library service to their

One of the intimate points of contact between the State Library and our local communities is the work carried on in assisting the school libraries of the State. Governor Driscoll has stated that the "library is the heart of the university." To an ever increasing degree this is true of the secondary school library also. The appointment of a School Library Supervisor has made possible the implementation of plans long projected to improve our secondary and elementary school libraries. Through class visits, by meetings with school superintendents, helping teachers and classroom teachers, our Supervisor has been able to assist many schools throughout the State to improve the quality of their book collections and physical facilities. While much has been accomplished much remains to be done, and many schools in the state lack library facilities of any kind. To assist these the State Library lends traveling library collections ranging from 50 to 200 books to supplement meagre local resources and provides aid to school libraries through a matching fund arrangement. Requests for reference materials beyond the scope of the average school library are forwarded to the Bureau of Library Services in Trenton and, if available, the material is supplied from the Bureau's collections. When the materials are not available in the State Library, every effort is made to borrow them from other libraries to relend to the requesting institution.

Problems Confronting Public Libraries in New Jersey

A public library becomes truly effective only when it is adequately staffed by highly trained professional librarians and when it has a good book

collection and adequate quarters. Of the approximately 300 public libraries in this State a high percentage are so small, poorly organized, and inadequately financed that they are unable to furnish efficient library service to their respective communities. Many of them suffer from lack of professional leadership and the shortage of trained librarians in New Jersey appears to be a serious problem at the present time. In July 1950 Commissioner Boschart appointed a special committee to consider the problem of the professional education and training of librarians in New Jersey. The committee suggests that regional libraries be created within the State, that better salary scales be provided for professional library personnel and that provision be made for a program of graduate library school training in the State. Specifically, the committee recommends that a co-educational graduate library school be established at Rutgers University, the State University in New Brunswick. It further recommends that a training program be instituted consisting of workshops, short courses and institutes, to be offered for librarians in service who are unable to undertake a full academic program. The committee estimates that it will cost approximately \$30,000 a year to carry on such a program of professional library education. It was unanimous in feeling, however, that "this expenditure is highly worthwhile in terms of the positive value which would accrue to the libraries of the State."

Records Disposal Program

In 1920 a public records statute was enacted setting forth certain standards and regulations for controlling the records of all state offices as well as those of counties and municipalities. Under this act, no public record in New Jersey may be destroyed without the specific approval of the Archives and adjacent to the State House or in the immediate vicinity thereof. The building

should also contain some other very important documents which would be effectively History Bureau, the successor agency to the former Public Record Office. To help State agencies control their great quantities of records, a microfilm unit was established in the Bureau of Archives and History in 1949. Since then, millions of records have been microfilmed and many additional millions destroyed without microfilming after a careful survey had determined that they were of no further use to the State. One particular phase of this activity deserves special mention. Early in 1951 Governor Driscoll ordered that all essential state records be microfilmed to guard against disaster, whether of a military or civil nature. An immediate survey was conducted by the Bureau of Archives and History and a series of conferences was held with representatives from each executive department to establish priorities. For five intensive months the microfilm unit concentrated its activities upon photographing those records "which would be needed to get us back in business the morning after disaster strikes." Payroll records, civil service personnel records, pension records and other similar data affecting the rights of individuals were placed on microfilm and copies stored in a safe place away from the Trenton area. While this special project cut seriously into the normal activities of the microfilm unit the result more than justified the interruption of the regular program. It is a highly satisfactory feeling for State officials to know that the basic records of their department are microfilmed and placed in permanent safe storage.

Archives Building Needed

It becomes increasingly apparent that an archives building especially devoted to the preservation of basic state records is needed in New Jersey. This building could be relatively small in size but should be constructed either adjacent to the State House or in the immediate vicinity thereof. The building

should also contain rooms where more important documents could be effectively displayed in a manner worthy of the great history and tradition of the State. A simple dignified building similar to the Hall of Records in Maryland or Delaware would serve our needs and provide a fitting repository for New Jersey's historic records.

The Bureau of the Law Library

The Library's services to the Courts, the Legislature and the Executive Department have been measurably increased during the past year with the appointment of a trained lawyer-librarian as Head of the Bureau of Law Library. The appointment of a trained lawyer-librarian as Head of the Law Library Bureau has wrought significant changes in the short span of twelve months. Service to the Courts has been improved, significant research has been performed for some of the most important committees of the Legislature and close cooperation has been developed between the library and the executive departments. These improvements have been made with a staff that is woefully inadequate for the tasks it has been assigned. It is not generally realized that, in addition to the research mentioned heretofore the library compiles a detailed up-to-date record of the proceeding of the Legislature, maintains a complete file of legislative bills and journals, and assists the Court by mailing Court Reports to all members of the Judiciary. It remains open at all hours when the State Legislature is in session. This clerical work is voluminous and, since it must be accurately performed, is time consuming in its very nature.

Additional Staff Needed

Another one grave defect is in the catalog. Over a period of years the library has acquired a splendid collection of law books and related materials,

perhaps the finest in New Jersey. Unfortunately, the catalog of the Law Library does not adequately reflect these rich resources. A full time cataloger-bibliographer is needed if our present book resources are to be fully exploited and if the library is to keep pace with the tremendous volume of new materials in the legal field. In the legislative reference bureau, also, additional research specialists and clerical assistants should be provided. The library staff is further handicapped in the performance of its duties by the physical limitations of the present quarters. The "monumental" character of the reading room makes it inefficient to administer and it is difficult to re-arrange furniture in a manner that is made possible when a modular plan is used. It is suggested that a survey be made of the present State Library quarters to determine whether a more modern and useful arrangement can be made.

Summary and Recommendations

To sum up, the Library Division has made important advances in four separate and distinct areas. Through its strengthening of the public and school libraries, the Division has materially assisted the Department of Education in its goal of providing the best possible education for all the children of the State. Through its work in the field of records administration, it has performed significant service in microfilming vital state records and destroying millions of other records to create needed space. Through its service to the Bench and Bar, the Library is helping to improve the quality of briefs submitted to the Courts. Through its work in providing legislative research, it is helping to improve the quality of the legislation being written for the people of the State.

REPORT OF ANNUAL REPORT

BUREAU OF THE STATE LIBRARY, ARCHIVES AND HISTORY
DEPARTMENT OF EDUCATION

The following recommendations are offered as a means of improving the State Library's operating efficiency and of assisting all New Jersey libraries by supplying additional trained staff and facilities for book storage:

A. Improvements to State Library

1. Construction of State Archives and Records Building. This is true of the
2. Appointment of State Archivist. Assistant of a School Library Supervisor
3. Additional research staff for Law and Legislative Reference. provide
4. Architectural survey to explore possibilities of modernizing present quarters. ing with present quarters.

B. Assistance to New Jersey Libraries

1. Establishment of graduate library school at Rutgers University. has
2. Provision of funds to operate "storage library". in the state Jack
3. State grants-in-aid to promote regional library service. local travelling library collections ranging from 50 to 200 books to supplement

Respectfully submitted,

Roger H. McDonough
Director

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