

# **Annual Report**

## **1963 - 1964**



**The State Board of Education  
and the  
Commissioner of Education  
to the  
Legislature of the State of New Jersey**

## G. MUSEUM COOPERATION AND PARTICIPATION

Participation, cooperation, advisory services, etc., by members of the Museum staff were continued with numerous State committees, community organizations, agencies, etc., such as the Museums Council of New Jersey; Batsto Restoration; Historic Sites Evaluation; Roebling-Boehm Art Scholarships; Tercentenary committees on the Historymobile and the Fine Arts; Greater Trenton Science Fair; New Jersey Academy of Sciences; and the United Nations Week Program of Mercer County.

The Geological Society of New Jersey, the Archeological Society of New Jersey, and the Eastern States Archeological Federation have their headquarters at the Museum with staff members serving on the Executive Board of these organizations.

## H. PUBLIC RELATIONS

The Museum enjoyed excellent press relations evidenced by many feature stories on our new buildings, new staff, etc. Routine releases for press, radio, and TV were prepared for all special events and released through the Department of Education. The Director, as well as other Museum personnel, was interviewed on tape for radio use.

The public submitted approximately 475 archeological and geological specimens to us for identification and many other queries were handled by the Museum staff.

The Director traveled widely throughout the State speaking, on request, to about 25 school groups, and County Superintendents Roundtable meetings and civic meetings.

## DIVISION OF THE STATE LIBRARY, ARCHIVES AND HISTORY

### *General*

1. Completion of the new State Library building was set for September 30, 1964. Equipment and furniture were ordered, and detailed preparations for the move were made by all bureaus of the Library. The expected date of occupancy was set at about November 1.
2. The amount of State aid to libraries was increased from \$600,000 to \$800,000.
3. The State Plan for State-wide library service neared completion. The task of developing such a plan was begun in 1962 in close cooperation with the New Jersey Library Association Library Development Committee. The plan provides for a three-level interdependent library system, making the total library resources of the State available to all.

Local libraries, area libraries and research libraries—including the State Library—comprise the three levels.

4. A study was initiated of the Library's reference capabilities in connection with a Statewide reference network to be inaugurated under the Federal Library Services and Construction Act.
5. In preparation for the move to the new State Library building, a large-scale reorganization of the book collections was undertaken. Books were reclassified for assignment to the reference collection, a new archival collection, an enlarged collection of New Jerseyana, and a consolidated core collection of books for circulation.
6. The Staff assisted in the preparation of the new *Library of Congress List of Subject Headings in Law*. It also collaborated with the Index Committee of the American Association of Law Libraries in compiling the subject list of the *Index to Legal Periodicals*.
7. The State Library cooperated with the Governor's Office in a study of automated information retrieval of New Jersey legal materials.
8. The Archives and History Bureau approved the disposal of more than 52,000 cubic feet of records and microfilmed over 852,000 pages. In addition, the Bureau supervised the microfilming of over 6,000,000 images by other agencies. Over 3,000 reference requests were processed at the records storage centers.
9. New records retention schedules for 40 State agencies containing over 800 separate items were completed and approved during the year.
10. Major historical records series formerly on file in the Secretary of State's Office were transferred to the State Archives. The records include over 120 volumes of deeds and commissions for both East and West Jersey, dating from 1664 to the middle of the 19th century.
11. The Division worked closely with the Tercentenary Commission and the Division of Historic Sites in numerous projects pertaining to New Jersey history.
12. The termination of the Tri-County Library Demonstration Project in June resulted in the creation of the Cumberland County Library.
13. To improve the quality of general reference services available in rural areas, the Public and School Library Services Bureau conducted a series of five workshops in different parts of the State. Each of the 169 participating libraries was allowed to select \$100 worth of reference books.
14. Under the Library Services and Construction Act, which provides for a two-year program beginning in fiscal 1965, New Jersey will receive

approximately \$1,690,000. Earmarked for the construction of public library buildings is \$940,000; \$750,000 is planned for public library services. Tentative plans were made to allocate a major portion of the services funds to the area libraries and criteria for the use of the construction funds were prepared.

15. The School Library staff conducted a workshop for the County Helping Teachers on the role of the Helping Teacher in developing elementary school libraries.
16. A library was set up for the Department of Education as a demonstration program under the supervision of an intern assigned from the State Library.
17. Revision of "Minimal Suggestions for Secondary School Libraries" was completed.
18. The School Library staff met with the county library organizations and helping teachers in seven counties, and participated in several workshops and conferences of the New Jersey School Library Association and the School Library Councils Association.
19. Cooperation with the Library Trustees Association of New Jersey included planning for a two-day seminar for public library trustees in Bridgeton and assistance rendered to the committee which prepared rating sheets for self-evaluation of local public libraries.
20. Major publications of this year included:
  - Public Library Statistics and Directory, 1963
  - Guide to County Archives in the Bureau of Archives and History
  - Minimal Suggestions for Secondary School Libraries, 1963 ed.

### **NEW JERSEY SCHOOL FOR THE DEAF**

1. Screened 252 applicants for admission; 69 were evaluated as candidates, and 22 probables, on a trial basis.
2. Provided a constructive program for 442 girls and boys, the largest enrollment in the history of the school.
3. Twenty-five teachers pursued further study and five graduate student-teachers and one staff teacher completed their special training to teach the deaf.
4. Screening, testing and reporting for the first year of a three-year national research study pertaining to communication for the deaf was completed.
5. The staff participated in national, State and local educational activities, and provided speakers for national and regional meetings.