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Division of State Library
Archives and History,
Trenton, N. J.

ANNUAL REPORT

OF THE

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

1955-1956

TRENTON, N. J.

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

This Annual Report of the New Jersey State Library
covers the activities of the Division for the period July 1, 1955
to June 30, 1956.

Roger H. McDonough
Director and State Librarian

S T A F F M E M B E R S

Roger H. McDonough	Director
Joseph A. Tafs	Assistant to the Director

PUBLIC AND SCHOOL LIBRARY SERVICES BUREAU

Mrs. Janet Z. McKinlay	Head
Mrs. Jane Hobson	School Library Consultant
Robert M. Malone	Lending Services Librarian
Miss Helen Clark	Adult Services Librarian
Miss Marguerite Jennison	Field Librarian
Mrs. Catherine Wetterling	Technical Services Librarian
Mrs. Doreitha Madden	Reference Librarian

LAW AND LEGISLATIVE REFERENCE BUREAU
(Including General Reference Library)

Miss Margaret E. Coonan	Head
Samuel A. Alito	Legislative Research Analyst
Jay G. Deardorff, Jr.	Legislative Research Analyst
Mrs. Herta Prager	Legislative Research Librarian
Joseph T. Pizzullo	Legislative Reference Assistant
Kenneth W. Richards	Senior Librarian
Miss Marian L. Clark	Senior Librarian
Richard Nevius	Senior Librarian
Miss Rebecca Schlam	Cataloger

ARCHIVES AND HISTORY BUREAU

Thomas Amelia	Head
James M. Birch	Supervisor of Microfilm Services

The outstanding library event of 1956 was the publication of the report, Better Libraries for New Jersey, which brought to completion the year-long work of the Commission to Study Library Services in New Jersey. This report, which emphasized the educational role of the public library and paid tribute to the fine work being done by many of the 258 free public libraries in the state, called attention to the following grave weaknesses in the present public library structure of the state:

1. More than 200,000 people in New Jersey lack free public library service of any kind.
2. More than one-half of the people in New Jersey have available only inadequate library service supported from public funds at a level lower than \$1.50 per capita annually, the standard established by the American Library Association in 1948 for limited or minimum service.
3. There are not enough books and other library materials available to the people of New Jersey.
4. Most of our present library units are too small to render adequate service.
5. There is a wide variation in the level of additional support required to bring the present library units up to a minimum level of service.
6. Many libraries in New Jersey are staffed by persons with inadequate professional training and experience.
7. Facilities for training in professional librarianship are now available but low salaries handicap recruitment.
8. Many of our library buildings are outmoded, too small for present populations and inefficient in light of present-day standards.

To remedy this situation, the Commission called for joint, vigorous action by the municipalities, counties and the state aimed at achieving minimum library services through (1) a closely integrated program for the improvement of library services for all our people, (2) increased financial assistance for our county and local libraries, (3) a strengthened state library extension service, (4) improved standards for professional librarians, and (5) adequate support for the training of professional librarians in our State University. At the present time approximately \$7,000,000 is spent annually for public library services in New Jersey while \$11,000,000 is needed if the service is to reach an acceptable minimum in all counties and municipalities. The commission recommended that county and local expenditures be increased by approximately \$2,000,000 and that the state contribute up to \$2,000,000 annually for the improvement of local libraries.

A state aid bill based upon the recommendations of the commission's study was introduced by the New Jersey Library Association for "study purposes". In brief, the bill called for a 5¢ per capita allotment to each municipality maintaining a free public library and a much larger allotment, 35¢ per capita, to each municipality which makes a reasonable effort to maintain adequate library facilities and which spends \$50,000 or more annually for library services or belongs to a regional library system. Further help, in the form of equalization aid, would be available to certain municipalities whose local fair share and 35¢-per-capita state aid did not amount to \$1.50 per capita. Other recommendations of the commission included:

1. \$20,000 annual grants for a period of three years to each county establishing a county library for the first time and to each unified and federated system of libraries serving an entire county.
2. An emergency fund of \$50,000 to be administered by the Commissioner of Education with the approval of the State Board of Education to alleviate unusual financial problems and to help ensure a minimum level of service in all areas.
3. The library law be amended to require, in the future, that all libraries serving areas of 10,000 population or more employ in professional positions only librarians certified by the State Board of Education.
4. The annual budget of the Graduate School of Library Service at Rutgers University be increased to permit it to fill its faculty positions.
5. An additional \$90,000 be appropriated annually to the Bureau of Public and School Library Services to provide additional field personnel and more books for loan to the county and municipal libraries.
6. The establishment of a state deposit and exchange library and the construction of the proposed building to house such a library together with the Bureau of Public and School Library Services.

The report has been widely distributed throughout the state in order to call public attention to the very serious situation confronting many of our library units. A filmstrip prepared by the New Jersey Library Association to dramatize the commission's findings and recommendations is now available to various organizations and groups.

It is encouraging to note that two important steps to implement the commission's recommendations were taken before the close of the fiscal year. By action of the Appropriations Committee, and with the approval of the

Governor, a special appropriation of \$50,000 was made to the State Library for the purpose of strengthening the field staff and loan collections of the Bureau of Public and School Library Services. This annual allotment will make possible the addition of a number of extension librarians and the purchase of additional books for loan to counties and municipalities. The passage of the mandatory certification law (L.1956, c.152), which requires municipalities of 10,000 population and more to hire trained librarians for professional positions, is another important forward step in improving personnel standards in New Jersey libraries. The new law will go into effect on July 1, 1957 and it is important to note that it contains a "grandfather clause", which protects all librarians in service who now lack full professional training.

THE BUREAU OF PUBLIC AND SCHOOL LIBRARY SERVICES

Plans to use federal funds for rural library development

Through the efforts of the Head of the Bureau of Public and School Library Services and her staff, a sound plan for the use of federal funds for rural library services was completed. This plan, which reflects the philosophy and findings of the report, Better Libraries for New Jersey, provides for the development of a tri-county regional library services center operating out of Bridgeton, and serving Cumberland, Gloucester and Salem counties. Under the terms of the Library Services Act (P.L. 597), signed by President Eisenhower in June, 1956, an annual allotment of \$7,500,000 among the states for the improvement of rural library services is authorized. Of this, New Jersey would be eligible to receive \$103,374.¹ It is planned to operate the center from rented quarters which would include offices, work rooms and stack space as well as a shipping and garage area for the bookmobile. Much of the administrative, technical and clerical work involved, including the cataloging, would be done at the Trenton headquarters of the Public and School Library Services Bureau. Books and other related materials would be ordered and processed there and then sent to the center for distribution to local libraries. It is planned to use a core collection of books and other materials from the Bureau's existing collections in order to get the service center underway. In addition to supplying new books to libraries in the tri-county area, the center would provide advisory and technical services, encourage local libraries to contract for centralized purchasing, cataloging, and other services, and encourage the establishment of local libraries in communities now lacking them. In turn, the municipalities would be responsible for providing library quarters and staff and for purchasing additional books not provided by the center.

1. Only \$2,050,000 was appropriated for the first year of the program, however, and each state, including New Jersey, will receive only the basic "across-the-board" grant of \$40,000 for the fiscal year 1957.

Institutes, Workshops, Orientation Visits, and Materials-Inservice Training

In cooperation with the Institutes Committee of the New Jersey Library Association, five one-day regional library institutes on "Providing More Effective Service" were held as follows:

October 26, 1955	Toms River, New Jersey, Methodist Church- Burlington, Mercer, Monmouth and Ocean Counties.
November 16, 1955	Millville, Y. M. C. A. -Cape May, Cumberland, Gloucester, and Salem Counties.
February 15, 1956	Teaneck Public Library-Passaic, Bergen and Hudson Counties.
April 18, 1956	Metuchen-Essex, Union and Middlesex Counties.
May 9, 1956	Clinton-Sussex, Morris, Warren and Hunterdon Counties.

At each of these institutes members of the bureau staff participated in the group discussions. In addition, two workshops were held for the small libraries group of Pascack Valley at the Oradell Public Library on November 1, 1955, and February 14, 1956. The first was devoted to the subjects, "Position Classification and Pay Plans" and "Circulation Procedures". The second to "Book Selection and Book Ordering" and "Cataloging Techniques".

American Heritage Project

This was the third and final year for the library-sponsored, discussion group program inaugurated by the American Library Association and financed by a grant from the Adult Education Fund of the Ford Foundation. With a grant of approximately \$1,500 available, two training sessions and one orientation meeting were held at which representatives of the participating libraries received instruction in group discussion methods. A number of the state penal and correctional institutions participated in the program this year for the first time and apparently the book discussion programs appealed to many of the inmates. It is hoped that other groups will be formed in succeeding years.

School Library Services

The tremendous growth of school building facilities in New Jersey is reflected in the work of the School Library Consultant, who has had an increasing number of calls from school districts for assistance in planning new or improved school library facilities. The requests for information and guidance to improve, extend and stimulate library service for children and young people

have been greater than in any previous year since the consultant position was first established in 1949. These requests have been met through field visits, conferences, reports, correspondence and talks to groups. Some of the continuing problems with which the school librarians have to deal are the use of the school library as a study hall, lack of sufficient reader space, and the lack of sufficient professional and clerical help. Fortunately, there is a growing awareness of the importance of the school library as a key element in the total school program and it is believed that great improvements may be expected in our school libraries in the next few years. This is particularly true of the elementary school library field, which has witnessed a remarkable expansion in recent years but which is only in its infancy when compared with the secondary school libraries. Many local PTA groups have shown excellent leadership in getting elementary school libraries started and the Consultant has given advice and assistance in helping these groups to get underway.

Publications

As part of its service to librarians, trustees and interested citizens, the bureau published and distributed a number of useful publications. At the present time the following publications are available:

1. Library Laws of New Jersey.
2. A Guide for Discussion Group Members.
3. Manual of Cataloging Procedures Using Wilson Cards for Public Libraries and School Libraries, 1956 edition.
4. Manual of Cataloging Procedures Using Typed Cards for Public Libraries and School Libraries.
5. Library Schools in the New Jersey Area. A Directory.
6. A. L. A. Library Bill of Rights.
7. School Library Bill of Rights.
8. The Library's Pay Plan - A Statement of Principles.
9. Report on the Use of Public School Buildings as Branch Libraries (of Public Libraries).
10. Suggested Bylaws for Library Boards.
11. The Trustee Looks at Himself.
12. Materials for the New Board Member.
13. Bylaws of the Board of Trustees, Free Public Library, Linden, New Jersey.

14. Placement Information Form 18.
15. Short Form Appraisal for Public Libraries.
16. Suggestions for Minimal Elementary School Library Facilities in New Jersey. (Draft)
17. Short Form Appraisal for School Libraries.

Copies of any of these items may be obtained free by writing to the Bureau of Public and School Library Services, Switlik Building, Lalor and Jersey Streets, Trenton 10, New Jersey.

BUREAU OF LAW AND LEGISLATIVE REFERENCE

The Law and Legislative Reference Bureau made a number of important gains during the fiscal year 1955-1956: the legislative research unit was strengthened by the addition of another analyst; an increased book budget made it possible to add a number of important items to the law and general reference collections; the stacks and book alcoves were weeded and rearranged to promote greater efficiency; and a new position of documents librarian was established for the first time. These advances, most of which were made possible by an increased budget, served to indicate that the library is fulfilling its role as an information and research center for the state and that its efforts to serve the three branches of government are duly recognized. This friendly recognition was especially marked when the head of the bureau resigned (as of June 1, 1956) to accept the position of law librarian of the University of Maryland. The Senate and General Assembly, by formal resolution, paid tribute to her efforts in helping to develop an effective legislative reference and research service during her five years in the New Jersey State Library. The Senate citation, similar to the Assembly resolution, read in part:

"... WHEREAS, Miss [Margaret E.] Coonan has rendered exemplary reference and research assistance to the individual members of the Legislature and to its committees and commissions with impartiality and confidentiality; and

"WHEREAS, She has helped immeasurably in developing the Law and Legislative Reference Bureau, Division of the State Library, Department of Education, into one of the leading legislative reference agencies in the country; and

"WHEREAS She has at all times performed these duties conscientiously and cheerfully above and beyond the ordinary call of duty; now, therefore,

"BE IT RESOLVED, That the members of the Senate extend their congratulations to Miss Coonan for continued success in the future..."

Since the requirements for the position of bureau head include both law and library training, it is likely that the Department of Civil Service will advertise nationally in order to attract the best qualified candidates for this important post.

Book Collections

Both the law and general reference collections benefited from the increased book budget. The collection of laws was enlarged; duplicate sets of much-used New York and New Jersey materials were acquired; and the sets of Shepard's references were completed for all the states. In addition, a number of new subscriptions were entered for law periodicals and bar association journals. These acquisitions have materially strengthened an already fine collection of law materials.

For the first time in many years, the General Reference Library was able to acquire all of the essential reference items published during the year and the increase in the book budget made it possible to acquire many needed back items that had been previously neglected because of insufficient funds. The collections in the fields of social science, political science, and New Jersey history and genealogy were strengthened, and it is hoped that sufficient funds will be made available to enable the library to continue purchasing necessary valuable items in these categories in succeeding years.

Under the guidance of the new documents librarian, the New Jersey documents were assembled in one section of the stacks for easy reference and the process of rearranging and weeding the collection of United States Documents was begun. Lists of federal documents, as well as checklists of other states were screened carefully to discover materials of interest to New Jersey which were then acquired for the library's collections. The library's bi-monthly acquisitions list proved to be increasingly popular and was widely distributed among the legislators and judiciary and officials and employees of the executive agencies.

Technical Services

When it is considered that one person is responsible for all the cataloging for the Law and Legislative Reference Bureau, it is especially creditable that so many new projects were undertaken and old ones pursued. The library, for example, joined the Cooperative Cataloging Project of the Library of Congress, under which it agreed to supply cataloging copy for all New Jersey documents. This work is time-consuming and painstaking but, in view of the benefits derived by all participating libraries, it is a decidedly worthwhile undertaking. In addition, an inventory and shelf list was made of all the law text books and genealogies; an index was prepared to the Governor's message of 1955; a cumulative subject index to bills introduced in the Legislature was prepared in cooperation with the staff of the Law Revision and Legislative Services Commission, and a loose leaf guide to genealogical research sources was prepared and made available to patrons interested in this subject.

Stacks and Reading Room

A beginning was made on the renovation of the reading room. The large, flat exhibit cases which, for many years, had been used to display archival materials were removed and turned over to the State Museum. The space in the center of the reading room formerly occupied by these cases was made available for general use. To provide some sort of work area for the cataloger, one alcove at the north end of the reading room was converted into an office. This is far from an ideal solution to our space problem because it decreases the amount of free space available to patrons of the library and does not eliminate the noise created by the typing done in the catalog unit. Nevertheless, the new arrangement represents an improvement over the former one and is a step forward in the program to modernize the entire reading-room area. The key step that must be taken in this connection is to remove the present chandeliers, which now provide only 5 or 6 candlepowers at the reading level, and replace them with modern fixtures that will give adequate light for patrons and staff.

A major project completed during the past year was the rearrangement of books in the north stacks to permit expansion. In order to safeguard the New Jersey documents, a steel door was installed blocking off the New Jersey section. An extensive rearrangement of the law stacks was also accomplished. All New Jersey materials were brought together in one location, a desirable arrangement that took a great deal of physical labor to accomplish.

LEGISLATIVE REFERENCE UNIT

During 1954-1955 a request for an additional legislative research analyst and for additional clerical help was approved, effective July 1, 1955. These additions helped materially in reducing the undesirably long intervals between legislative requests and bureau responses that had on occasion been unavoidable during the past year. They also made possible more extensive studies of the legislative problems referred to the bureau. In addition to the increased number of inquiries from the Legislature, the bureau received a large number of requests for reference and research assistance from the Supreme and Superior Courts, the Governor's office, the various executive departments, the Council of State Governments, other state legislative reference agencies and other organizations and individuals from within and outside the state.

Two procedures which were begun experimentally last year were continued: (1) the maintenance of a docket of all major requests for research submitted by legislators and other state officials and (2) the preparation of all responses in the form of general memoranda, one copy of each being deposited in the Reference Library. Both of these procedures included safeguards to insure necessary and desirable confidentiality.

The policy of maintaining a library representative in the legislative chambers during all sessions of the Legislature was continued. This practice,

coupled with the general increased awareness on the part of the individual legislators of the valuable research facilities available to them, has led to an increasing volume of assignments to the bureau staff.

BUREAU OF ARCHIVES AND HISTORY

The long delay in appointing a head of the Bureau of Archives and History necessarily slowed the tempo of work in this important bureau. Pending the holding of a civil service examination for the post and the subsequent promulgation of a list of candidates, the Director of the division assumed the task of running the affairs of the bureau in addition to his other duties. In February, 1956, a new head of the bureau was appointed with a background of broad experience in the records field for the City of Philadelphia and the State of Pennsylvania. Under his supervision and direction, the work of the bureau again has begun to move forward at an effective pace. During the year, approximately 200 authorizations to destroy or otherwise dispose of public records were processed for municipal, county and State offices. It is estimated that more than 30,000 cubic feet of records were destroyed throughout the state as a result of this disposal program. It is emphasized that this is a conservative estimate and the actual figure is probably much larger. In addition, approximately 2,500,000 documents were microfilmed under the direction of the Supervisor of Microfilming. This continuing program, involving, among others, the Department of Health and the Secretary of State's office, has preserved many documents from destruction or loss and has made it possible to dispose of a great many original files of materials after they had been filmed.

New Records Storage Building Needed

The need for a permanent, cheap-construction storage building to house little-used state records has been amply demonstrated through the experience obtained in operating the pilot records storage project in the Switlik Building. This unit has been filled to capacity for some time and a number of state agencies have been waiting for space in which to house their records in a safe, low-cost area. The primary purpose of a new records center would be to house non-current records that need not be retained in prime space in the State House and surrounding buildings but which cannot be destroyed for a number of years.

This center would accomplish these purposes: (1) it would provide controlled storage under the supervision of a trained staff; (2) it would save money by removing records from valuable prime space and costly steel filing containers to cheaper space with the records filed in cardboard boxes; (3) it would provide an underground disaster-proof microfilm vault for the safe preservation of records that have been placed on film; (4) it would provide for the orderly disposal of records when the end of the retention period is reached; (5) it would facilitate the reference use of inactive records by placing them under the custody and supervision of a trained staff.

The records management program of the State Library has demonstrated the wisdom of maintaining continuing effective control of public records from the time they are created to the point where they are no longer useful to the state. It is estimated that through microfilming, by systematic methods of disposal, by using the benefits of low-cost storage (80 cents per cubic foot in the Switlik Building as against \$3.50 in the State House), the state has saved several hundred thousand dollars since 1949. By removing records from present offices in Trenton, Newark and elsewhere to the proposed records center, it is quite possible that the new building would pay for itself within a few years. In addition, it would provide controlled safe storage and effective management of the records during their useful life. The use of storage buildings has proven quite effective in the Federal Government and in such large corporations as Bethlehem Steel and Lockheed Aircraft. There is no doubt that it would provide a practical solution to the problem of taking care of New Jersey's records in an efficient manner. The fact that 17 separate state agencies are now receiving reference service on the records they store in the Switlik Building indicate that this storage - reference system can be efficiently conducted.

Need for additional staff

In spite of the increasing workload of the Bureau of Archives and History, no additional personnel has been provided for a number of years. As a result, it remains the weakest bureau in the division. At the present time for example, the bureau has only two professional staff members, the bureau head, who directs the overall archives and records management program, and the Supervisor of Microfilming. Two additional archivists are needed to organize the historical records of the state and to survey the current records of state agencies for the purpose of disposing of records no longer needed. It is our intention to conduct a complete inventory of the records of all state agencies in the coming year and then to follow up this inventory with a continuing program of visits to these agencies to assist them in improving their records management. These additional assistants will be needed if this work is to be carried out. In terms of savings in space and gains in efficiency in handling records, it is believed that the addition of these archival specialists would be a good investment for the state.

Exhibit Space Needed for Archives Display

As noted earlier in this report, the pressure for additional reader and staff work space made it necessary to remove the exhibit cases from the library reading room. As a result, a bad situation has become worse. We now have no exhibit space to enable us to display our fine collection of early, priceless documents relating to New Jersey and American history. The original copy of the Federal Bill of Rights for example, which has been termed one of the finest in existence, is now languishing in a vault because of the lack of suitable exhibit area in which to place it on public view. In addition, we lack suitable stack space to house these valuable early records together in one place under safe, controlled conditions. New Jersey need bow to no other state in the contributions it has made to our national history. On the other hand, few states

have done so poorly in making their people and those of the country at large aware of the extent of their contribution. It is hoped that this situation can be materially remedied in the near future so that New Jersey will be able to lift its head with some measure of pride at the documents it is able to place on public view to educate and inspire our citizens.

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