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## Department of Education

ANNUAL REPORT

for the year

July 1, 1972 - June 30, 1973



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

ANNUAL REPORT  
for the year  
July 1, 1972 - June 30, 1973

185 West State Street  
Trenton, New Jersey 08625

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Dr. Edward W. Kilpatrick, Acting Commissioner of Education

ADVISORY COUNCIL

Mrs. Anita C. Metzger, Chm.  
Dr. William S. Dix  
Dr. Frank N. Elliott  
Mrs. Helen Ellzey  
Dr. John R. Morrow  
Hon. Charles E. Reid  
Hon. Frederick J. Scholz

ADMINISTRATIVE OFFICES

Roger H. McDonough, Director & State Librarian  
David C. Palmer, Assistant Director  
John E. Fredericks, Jr., Administrative Assistant\*

ARCHIVES & HISTORY BUREAU

Kenneth W. Richards, Head  
Mrs. Rebecca B. Colesar, Archives & Genealogy  
David C. Munn, History  
Mary Alice Quigley, Educational Services  
James M. Birch, Records Management\*\*

LAW, LEGISLATIVE & GENERAL REFERENCE BUREAU

Dr. Herta Prager, Head\*\*\*  
Mrs. Marjorie E. Garwig, Law Library  
Joseph T. Pizzullo, Bill Room  
Susan B. Roumfort, Governmental Reference  
Oliver P. Gillock, Interlibrary Reference & Loan  
Beverly Railsback, U. S. Documents  
Mrs. Elizabeth D. Strapp, N. J. Documents

LIBRARY DEVELOPMENT BUREAU

Henry J. Michniewski, Head  
Anne E. Voss, School & College Media Services  
Josephine Chirico, Public Library Services  
Mrs. Doreitha Madden, Library Outreach Services  
William Forman, Institutional Library Services  
Hugo Knezevich, Statistical Services

LIBRARY FOR THE BLIND & HANDICAPPED

Steven Herman, Head\*\*\*\*

TECHNICAL SERVICES SECTION

Marguerite Jennison, Head

NEW JERSEY HISTORICAL COMMISSION

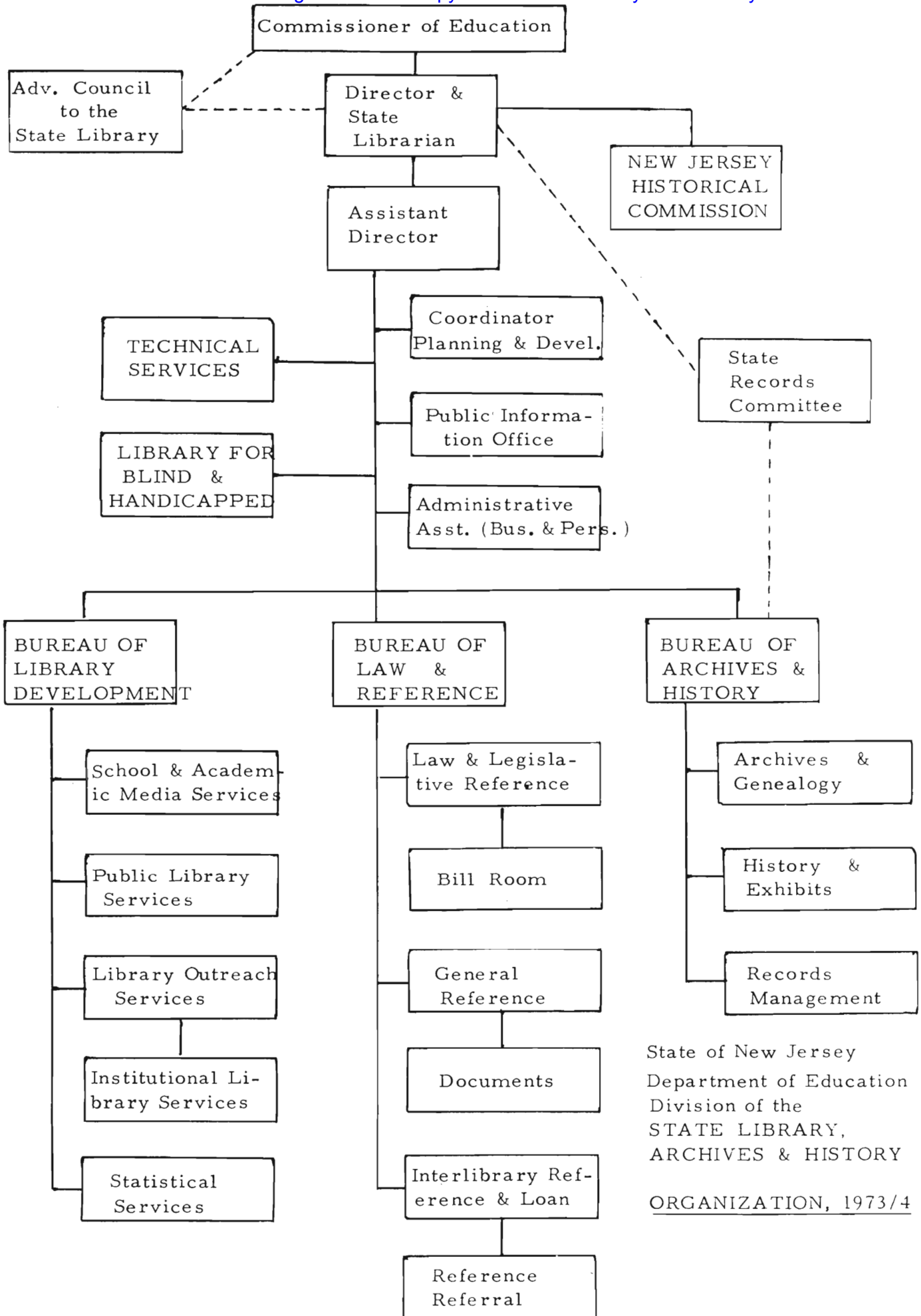
Bernard Bush, Executive Director  
Dr. William C. Wright, Associate Director

\*joined staff July, 1973

\*\*retired November, 1973

\*\*\*retired December, 1973

\*\*\*\*resigned December, 1973



State of New Jersey  
Department of Education  
Division of the  
STATE LIBRARY,  
ARCHIVES & HISTORY  
ORGANIZATION, 1973/4

NEW JERSEY STATE LIBRARY

GENERAL GOALS & OBJECTIVES

For the last several years, the annual budget submission of the State Library has contained statements of objectives which are presented here with brief comments on activities which may illustrate the degree to which they were attained during the 1972-73 Year. The reports of the various Bureaus of the State Library, which follow, further amplify these broad objectives.

OBJECTIVE NO. 1 To collect, organize, and maintain library resources over a broad range of subjects which affect the educational, intellectual, cultural, economic, and political life of the State, and to provide information and other library services to State Government, to all types of libraries in New Jersey, to blind and handicapped citizens, and to the public generally. More specifically, it is the objective of the Library to acquire and make useful:

- a. upwards of 25 to 30 percent of the book title production of the United States (i.e., 10,000 to 12,000 titles per year), carefully selected and appropriately duplicated as to their usefulness to the various publics the Library serves.

The average price per title cited in The Bowker Annual of Library and Book Trade Information, 1973 (for 1972) was \$12.99. If price increases are stabilized by the ceiling imposed by Federal Government, an estimated price per title in 1973 would be \$13.70. (+5 1/2%). An average between these two, or \$13.35 is used to adjust to the fiscal rather than the calendar year. At this rate, the Library's \$169,685 book budget would buy 12,710 of the total production of 38,053 titles. This represents 33% of the hardcover production of new titles, new editions, and reprints. The ability to exceed this objective was made possible by special permission to use an extra \$54,000 from salary balances for book purchases.

- b. a cross-section of periodicals eventually to number about 5,000 current and retrospective titles in areas of specific concern to State Government, and as a general resource support for the library system of the State.

By 1973 the Library held approximately 2,300 periodical titles of which about 1,000 are retrospective. The average cost of periodicals advanced 13% between 1971 and 1972 to a new high of \$13.23. With no adjustment of this cost for the first half of 1973, the Library could only purchase 1,485 titles (on the average) with its \$19,653 periodicals budget. To meet its objective (i.e., 3,500 current and 1,500 retrospective titles), the periodicals budget would have to be more than doubled.

- c. copies of all New Jersey documents and publications for official depository preservation and information retrieval as well as for distribution to the network of designated State Documents Depository Libraries.

Law requires all State agencies to provide the State Library with 75 copies of their publications, but getting them to do so requires constant bird-dogging. In addition, attempts to reduce State expenditures for printing and distribution has resulted, in many cases, with insufficient copies for the State Library allotment. Despite these "lucunae", the Library received 88,780 documents for distribution -- a 21% increase over the 1971-72 year. Staff shortages and delay in documents cataloging, however, caused a 17% drop in the number actually distributed.

- d. a balanced selection of U. S. documents, and representative publications of other states.

The Library receives about 47% of the federal documents titles available to depositories, limiting its selection to subjects most needed by State Government, and keeping a careful eye on storage limitations. A slight increase in this proportion might be anticipated. While it receives a few documents from each of the fifty states, the Library collects heavily from New York, Pennsylvania, Ohio, and California -- states with which New Jersey is most often compared.

- e. archival and historical materials which document the history of New Jersey and the transactions of government.

While this objective is more nearly met than others by virtue of the Library being the State Archives, there is great need for additional records storage space. An appropriation for this purpose was carried forward in the 1972-73 year, but construction of a new facility was blocked by legal action involving bidding procedures. Finally settled by the N. J. Supreme Court ruling in December, 1973, the way is now cleared for solution to the Library's massive storage problem by 1975. With regard to historical materials, the Library has limited to no funds with which to purchase Jerseyana, maps, manuscripts, and rare items as they come on the market.

- f. demonstration collections of audio-visual materials in addition to special collections for the blind and handicapped.

With the exception of the collections for the blind and handicapped, which now number about 100,000 volumes, State Library holdings of AV materials are very limited -- consisting mainly of films in the area of library science and some limited demonstration materials for the School Media Services Section. With the recent transfer of the Audio-Visual Services Offices of the Department of Education to quarters within the State Library, these holdings should be expanded. Microform holdings, how-

ever, are growing, especially of back runs of periodicals, and will be increasingly important for space conservation.

OBJECTIVE NO. 2. To promote the development of 334 public, more than 2,000 school, 80 college and university, 30 State institutional, and 175 special libraries into systems and subsystems forming an articulated network of library services for the State, through advisory, training, informational, and other services by means of the following:

- a. direct contact through field visit consultation, in-service training, workshops, seminars and conferences for librarians, trustees, school and college administrators, municipal officers, and the lay public.

Despite the fact that the public library consultant staff of the Library operated at half strength throughout the year, and the school media consultant staff only reached full strength at the beginning of the next fiscal year, output of the Library Development Bureau was increased markedly. 976 field trips were made (an increase of 22%); 819 conferences were attended (+18%); 18 major studies were completed involving research and detailed reports (only 3 had been made in the 1971-72 year); and 53 workshops were conducted with a total attendance of 1,643 public librarians, trustees, and public officials, with an additional 16 workshops for school media people.

- b. telephone and correspondence contact on specific problems of library management, finance, collection building, program development, physical facilities, library network relationships, etc.

Library Development Bureau correspondence increased by 5% to 9,249 items. Statistics as to telephone consultation were not initiated until the next fiscal year. Telephone contact is substantial.

- c. development of standards of service, guidelines, instructional manuals, statistical data, and other informational materials designed to improve and coordinate library services of all types throughout the State.

More than 9,600 items were distributed by the Library Development Bureau, including annual statistics and directories. The development of standards consisted mainly of a detailed review of the criteria which govern state aid grants. The progress of public libraries in meeting the criteria and in earning more state aid was carefully monitored throughout the year, and special attention was given libraries and their appropriating bodies where tax receipts were below the 1/3 mill on assessed valuation as required by law. In addition, the primary work on drafting a statewide interlibrary loan code for review by the professional associations of the State and other interested parties was accomplished in 1972-73. State Library staff were

active in the work of the New Jersey Library Association Library Development Committee in evaluating the State Plan for Library Development and staking out new goals and objectives.

OBJECTIVE NO. 3 To promote an interest in, and appreciation of New Jersey history; to maintain the official New Jersey Archives, historical and genealogical materials; and to provide access and information retrieval for these materials and identification of other resources in the State, by means of:

- a. judicious acquisition of materials and quality information retrieval service;
- b. promotion, research, and information programs in New Jersey history;
- c. training sessions, seminars, and other public programs for the benefit of librarians, historians, genealogists, students, and the general public;
- d. leadership in programs for observing the Bicentennial of the American Revolution and other commemorative occasions.

While many of these objectives overlap between the Bureau of Archives and History and the New Jersey Historical Commission, in practice the functions of these agencies are distinct and complementary. The Bureau is engaged in collecting and servicing historical materials, and in assisting librarians in these broad activities. The Historical Commission (which is attached to the State Library for administrative purposes) is primarily concerned with promotion, with public information, and with stimulation of historical research through grants. Both are interested in programs of publication, with the Bureau seeking to publish and interpret materials held in the State Archives, and the Commission sponsoring publication of original works in New Jersey history wherever the source material is to be found. The Bureau and the Commission cooperate on preservation projects, funding jointly such activities as the newspaper microfilming project. Accomplishments are best seen in the reports which follow.

OBJECTIVE NO. 4 To maintain a records management program for the State, county, and local governments by means of:

- a. the establishment and enforcement of retention and disposal schedules;
- b. microfilming programs for compact storage and preservation of essential records;
- c. maintenance of records storage facilities for lesser used records and maximum protection items;
- d. advisory services with regard to proper records management practices.

Records storage problems have already been cited, and are detailed later on. A special appropriation was made in the 1972 Budget to strengthen the records management program in line with recommendations of the Governor's Management Commission, but the Library was unable to secure a qualified records manager during the 1972-73 year. Basically the State Library's records program is sound, well designed, and effective. For years, however, it has been understaffed and under-budgeted. Despite these problems, renewed efforts were made to identify departmental holdings and to effect transfer of records to the State Library for appropriate action. In 1972-73, almost 23,000 cubic feet of State records and 32,700 cubic feet of municipal records were processed (i.e., microfilmed, stored, or disposed of).

## NEW JERSEY STATE LIBRARY

### ADVISORY GROUPS

#### ADVISORY COUNCIL TO THE STATE LIBRARY:

Under the terms of Title 18A, Chapter 73, of the New Jersey Statutes, the Advisory Council of the Division of the State Library, Archives and History consists of eight members, including the Commissioner of Education ex officio. The membership is appointed for staggered terms of five years by the Governor with the advice and consent of the Senate, and advises the State Librarian and the Commissioner of Education with respect to State Library policy, operations, budget, state and federal aid programs, minimum standards of service, planning, and programming.

#### Membership:

Mrs. Anita C. Metzger, Chairman

Educator; founder of the Anita C. Metzger Schools of Early Learning; introduced the Initial Teaching Alphabet to the U. S.; recipient of the Trustee of the Year Award of the New Jersey Library Association in 1968.

Dr. William S. Dix

Librarian of Princeton University; former President of the American Library Association.

Dr. Frank Elliott (sworn in Dec. 19, 1972)

President of Rider College; has published widely in the area of state and local history.

Mrs. Helen Ellzey (sworn in Feb. 14, 1973)

Former helping teacher; aided in formation of Tri-County Library Services Center in 1957; active in Cumberland County community affairs.

Dr. John H. Morrow

Chairman of Department of Foreign Languages, Rutgers, the State University; first U. S. Ambassador Extraordinary and Plenipotentiary to the Republic of Guinea, West Africa.

Hon. Charles E. Reid

Member of the General Assembly and Mayor of Paramus; former President of New Jersey Library Trustees Association and American Library Trustees Association.

Hon. Frederick J. Scholz

President, Midland Bank & Trust Company of Englewood; former State Senator from Camden County; former member of Cherry Hill Library Board of Trustees.

Activities: The Advisory Council met four times during the 1972-73 year: August 8, December 19, February 14, and May 14. Among the many important items it considered were: an analysis of the effect of the State Aid regulations; regional film collections; applications and revised criteria for Incentive Grants; revenue sharing and libraries; threatened federal funds and alternative programs.

JOINT LEGISLATIVE COMMITTEE ON THE STATE LIBRARY: A law dating back more than 100 years, and confirmed in 1969 under Title 18A, Chapter 73 of the New Jersey Statutes, calls for a joint committee of the Legislature to "examine and review the library and its programs...[and] make recommendations for their development and improvement..."

Membership: (1973)

Senate Members

John F. Brown, Chairman  
Jerome M. Epstein  
Edward J. Hughes, Jr.  
Wynona M. Lipman  
William E. Schluter

Assembly Members

John N. Dennis, Chairman  
Franklin H. Berry, Jr.  
William J. Hamilton, Jr.  
Steven P. Perskie  
Charles E. Reid

Activities: During the budget cycle, the Library appealed to the Joint Legislative Committee for additional funds for staff

in the Law and Reference Bureau and for the book budget which stood at only \$110,000 for the 72-73 Year. The data which appears on page 8 and the charts immediately following in the State Library's Annual Report for the Year July 1, 1971-June 30, 1972, was presented to the Committee at its meeting November 16, 1972 and through its good offices the Library was authorized two positions in the spring, two more in the 1974 Budget, and permission to use salary balances for books. As a result, expenditures for library materials was increased by \$54,000.

These additional funds also enabled the Library to flesh out its periodicals holdings with several back runs on micro-film. One of the points made was that the State Library, like the State Colleges, needed special "enrichment funds" to assist in bringing the collections up to a reasonable standard. As with institutions of higher education, it was experiencing greater "enrollment" (i.e., expanded Legislature, Judiciary and Executive offices). While the Joint Legislative Committee seldom meets more than once a year, it affords an excellent liaison with the Legislature (the appropriating body) and the opportunity to focus attention on library issues which are often lost sight of in the massive bureaucracy which constitutes State Government.

STATE RECORDS COMMITTEE: Among the duties of the State Library's Bureau of Archives and History is that of administering a records management program on behalf of the State, county and local municipal governments. Assisting the Bureau in policy matters, and particularly in the establishment of schedules for retention and disposition of public records, is the State Records Committee which consists of the State Treasurer, the Attorney General, the State Auditor, the Director of the Division of Local Government and the Head of the Bureau of Archives and History, or their designates. All regulations governing public records are promulgated by the State Records Committee.

Membership:

Gordon Golum  
Deputy Attorney General

John P. Callahan  
Assistant State Auditor

Frank L. Gazzillo, Chairman  
Chief Accountant, Department of the Treasury

Anthony W. Angelini  
Chief, Bureau of Financial Regulation Assistance  
Division of Local Government, Department of  
Community Affairs

Kenneth W. Richards  
Head, Bureau of Archives & History  
New Jersey State Library

Activities: The State Records Committee met February 8, 1973 to conduct its regular business and to review the status of the new State records building which is covered later in this Report. Fifteen new or revised record retention schedules were approved.

OTHER ADVISORY BODIES: The State Library is also assisted by five other advisory committees for special programs. The federal Library Services and Construction Act regulations call for an Advisory Council representative of all the various types of library services -- public, school, community college, college, special, institutional, and blind and handicapped. The LSCA Advisory Council consists of twenty members and met May 16, 1973.

While not required by regulation, the State Library has found it highly beneficial to continue the LSCA Title II Construction Advisory Board of three persons who have been most effective in improving library design in federally aided projects in New Jersey. (While no Title II funds were received for the year following that of this Report, the passage of the "Reid Bill", A-1135, "Library Construction Incentive Act", on November 29, 1973, would indicate that this, or a similar committee, will be continued.)

When the various separate advisory committees for each title of LSCA were merged, the former Title IV-B Committee on Library Services to the Blind and Handicapped was disbanded. It is anticipated that such a committee will be reactivated to assist in developing long-range plans and providing more user input to this fast-growing service.

Federal regulations require the existence of a Title II Elementary and Secondary Education Act Advisory Committee. Despite its great size, fifty-five members, necessitated by representation of County Superintendents, District Superintendents, Building Principals, High School Teachers, Elementary School Teachers, County Helping Teachers, Special Groups, Library Education, Audiovisual Specialists, Public Librarians, Non-Public Schools, and Student Representatives, this group has been demonstrably effective in assisting New Jersey to avoid the legal pitfalls which have plagued other states in equitably improving library services for parochial and private school children. This Advisory Committee met June 15 to review the actions of the national ESEA-II conference, May 31-June 2, held in Washington, and to chart the course of Title II grants for the future.

While it did not meet during the Fiscal Year, pending the development of a draft "New Jersey Interlibrary Loan Code" and "State Library Interlibrary Loan Procedures Manual", the

New Jersey Library Resources Committee deserves mention. Formed originally to guide the state-aided programs of the four Research Centers (the State Library, the university libraries of Princeton and Rutgers, and the Newark Public Library), the Resources Committee has brought to bear unusual expertise on a number of library issues of state-wide importance. Since its inception in 1966, the Committee has assisted with the adoption of a master plan for Federal Documents Depositories; policies governing book selection and collections growth of the State Library; interlibrary loan policies and procedures for the New Jersey Library Network; and the Development of MAC (Micro-Automated Catalog) program under which the catalogs of the State Library and the Newark Public have been reproduced and distributed at strategic points throughout the State. In addition to representation of the various kinds of library services, the Resources Committee's membership has sought inter-state coordination with the Deans of Graduate Library Schools of Columbia and Drexel Universities as members, as well as the directors of the Pennsylvania Union Catalogue and METRO, the New York bibliographic service. The Committee has also reviewed, on a continuing basis, the progress of CAPTAIN, the computer aided cataloging system developed for the State Colleges and under the aegis of the Department of Higher Education, with a view as to its implications for the statewide library network. With growing interest in computerized data bases, the Resources Committee can be expected to be active during the 1973-73 year. In the interest of space, the memberships of these last five groups have not been listed. The State Library staff extends to all members of its formal and informal advisory bodies sincere gratitude for their unstinting and unremunerated services, without which it would be most difficult to administer programs for a state with such diversity.

It should also be noted that the State Board of Education constitutes an active board of review of all State Library programs, and especially of its distribution of state-aid funds. All regulations formulated by the State Library are, by law, promulgated by the State Board of Education. Its intelligent review and commendable concern in the whole area of library development is a great asset to all New Jersey libraries and is deeply appreciated.

#### PERSONNEL

Despite some relaxation in the "job freeze" under which detailed justifications were required for Budget Office review and possible approval, by June 30, 1973, the State Library had a vacant positions rate of almost 13%. The following chart indicates filled and vacant positions by professional and non-professional

categories, with comparable totals for the 1971-72 year.

Positions Filled & Vacant  
Professional & Non-Professional  
(as of June 30, 1973)

| STATE LIBRARY                     | PROFESSIONAL POSITIONS |           | NON-PROFESSIONAL POSITIONS |           | TOTAL      |
|-----------------------------------|------------------------|-----------|----------------------------|-----------|------------|
|                                   | Filled                 | Vacant    | Filled                     | Vacant    |            |
| Administration                    |                        |           |                            |           |            |
| State                             | 3                      | 0         | 9                          | 2         | 20         |
| Federal                           | 2                      | 0         | 3                          | 1         |            |
| Law & Reference                   |                        |           |                            |           |            |
| State                             | 14                     | 0         | 13                         | 4         | 39         |
| Federal                           | 3                      | 1         | 4                          | 0         |            |
| Library Development               |                        |           |                            |           |            |
| State                             | 11                     | 5         | 8                          | 1         | 34         |
| Federal                           | 2                      | 1         | 6                          | 0         |            |
| Archives & History                |                        |           |                            |           |            |
| State                             | 5                      | 1         | 9                          | 0         | 15         |
| Federal                           | 0                      | 0         | 0                          | 0         |            |
| Library for Blind                 |                        |           |                            |           |            |
| State                             | 1                      | 2         | 12                         | 2         | 23         |
| Federal                           | 0                      | 1         | 5                          | 0         |            |
| Technical Services                |                        |           |                            |           |            |
| State                             | 2                      | 1         | 5                          | 2         | 19         |
| Federal                           | 3                      | 0         | 5                          | 1         |            |
| Historical Commission             |                        |           |                            |           |            |
| State                             | 4                      | 0         | 2                          | 1         | 7          |
| Federal                           | 0                      | 0         | 0                          | 0         |            |
| <b>TOTALS</b>                     | <b>50</b>              | <b>12</b> | <b>81</b>                  | <b>14</b> | <b>157</b> |
| Comparison with<br>1971-72 Totals | 48                     | 10        | 86                         | 14        | 152        |

While the staff complement showed five more positions, it had two more professional and six more non-professional vacancies than the years before. Two factors accounted for this net loss in manpower. First, federal funding was uncertain (with a Presidential budget of \$0.00 for library programs) and the State Library as well as the prospective employee was hesitant to fill federally funded positions as they became vacant. Second, lists of certified eligibles were extremely difficult to obtain from Civil Service. By spring, the staffing situation had become so critical in manning service desks in the Law and Reference Bureau, and in keeping backlogs of shelving and filing within reason, that a special appeal was made through the Joint Legislative Committee on the State Library to the Budget Office. A Law Librarian position and a Documents Clerk were granted under salary balances and two more positions were authorized for the 1973-74 year. Efforts to obtain Public Library Consultants were vigorously pursued but totally unsuccessful, and that force remained all year at half strength. An Administrative Assistant was obtained at the beginning of the Fiscal Year and within six months had experienced and was coping with most of the problems which face that complex post. Hired pending Civil Service examination, he was "bumped" at the end of June by virtue of a certified list containing several disabled veterans. That the Library was able to absorb the heaviest workload in its history is testimony to a dedicated, patient, and exceedingly able staff.

#### FINANCES

In all, the State Library disbursed \$12,105,824 in State and Federal funds during the 1972-73 Year. A little more than \$9 million, or 2/3rds the total expenditures, were State funds. Federal funds ran just under \$3 million. State Library operating expenditures, detailed in the chart below, constituted 14% of the total disbursements. The remaining 86%, or \$10,887,355, was distributed in grants to public and school libraries in New Jersey. Detail as to the grant programs will be found in the report of the Library Development Bureau.

TOTAL OPERATING BUDGET, 1972-73  
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 NEW JERSEY STATE LIBRARY, BY SOURCE

|                                     | State Budgeted<br>Operating Funds | State Aid Admin. &<br>Research Funds | Federal LSCA<br>Title I Funds | Federal ESEA<br>Title II Funds | Totals             |
|-------------------------------------|-----------------------------------|--------------------------------------|-------------------------------|--------------------------------|--------------------|
| <u>PERSONNEL COSTS</u>              |                                   |                                      |                               |                                |                    |
| Salaries & Wages                    | \$858,253                         | \$104,898                            | \$279,774                     | \$62,500                       | \$1,305,425        |
| Fringe Benefits                     | a/                                | a/                                   | 38,403                        | 1,000                          | 39,403             |
| Subtotal                            | \$858,253                         | \$104,898                            | \$318,177                     | \$63,500                       | \$1,344,828        |
| <u>LIBRARY MATERIALS</u>            |                                   |                                      |                               |                                |                    |
| Books & AV                          | 164,149                           | 1,536                                | 0                             | 4,000                          | 169,685            |
| Binding                             | 12,000                            | 0                                    | 0                             | 0                              | 12,000             |
| Periodicals                         | 15,599                            | 4,054                                | 0                             | 0                              | 19,653             |
| Subtotal                            | \$191,748                         | \$5,590                              | 0                             | \$4,000                        | \$201,338          |
| <u>OTHER OPERATING EXPENDITURES</u> |                                   |                                      |                               |                                |                    |
| Printing & Office Suppl.            | 29,788                            | 2,648                                | 0                             | 8,854                          | 41,290             |
| Travel                              | 4,997                             | 4,567                                | 717                           | 4,000                          | 14,281             |
| Telephone                           | 17,400                            | 9,000                                | 500                           | 1,000                          | 27,900             |
| Insurance                           | 2,268                             | 0                                    | 0                             | 0                              | 2,268              |
| Household & Security                | 3,738                             | 0                                    | 0                             | 0                              | 3,738              |
| Postage                             | 16,000                            | 1,000                                | 500                           | 2,000                          | 19,500             |
| Rent, Vehicles                      | 5,000                             | 0                                    | 0                             | 500                            | 5,500              |
| Rent, Other                         | 3,528                             | 0                                    | 0                             | 1,500                          | 5,028              |
| Education (Workshops, etc)          | 4,000                             | 12,000                               | 0                             | 0                              | 16,000             |
| Staff Training                      | 190                               | 986                                  | 0                             | 500                            | 1,676              |
| Office Equip., Maintenance          | 774                               | 525                                  | 1,100                         | 1,000                          | 3,399              |
| New Equip., Furniture               | 0                                 | 5,066                                | 914                           | 3,000                          | 8,980              |
| Other                               | 1,164                             | 1,000                                | 1,275                         | 1,000                          | 4,439              |
| Subtotal                            | \$88,847                          | \$36,792                             | \$5,006                       | \$23,354                       | \$153,999          |
| <b>TOTAL OPERATING EXPEND.</b>      | <b>\$1,138,848</b>                | <b>\$147,280</b>                     | <b>\$323,183</b>              | <b>\$90,854</b>                | <b>\$1,700,165</b> |

a/ absorbed in General State Budget: not charged to Library

NEW JERSEY STATE LIBRARY  
LIBRARY DEVELOPMENT BUREAU

The Library Development Bureau is organized in four Sections: School and College Media Services; Library Outreach Services; Public Library Services; and Statistical Services. Their major accomplishments during the 1972-73 year can be summarized as follows:

School Media Section: For the first time in many years, the School Media Section approached a full professional complement with the addition of Mr. George Biggs in January, 1973. Just after the close of this reporting year, Mrs. Johanna Nagel joined the staff, bringing the total number of professionals to four full-time and one part-time. Full staffing will enable a return to regional assignments of consultants and the development of closer relations between county and local library organizations and groups.

Of particular note in the ESEA Title II program is the continuation of the demonstration program with changes in nine of the participating media centers and an allocation of funds to benefit financially poorer districts.

This Section was also engaged in two activities outside its general functions: distribution of New Jersey Historical Society materials, and the cataloging of 10,000 juvenile titles described later.

Library Outreach Section: When the functions of the Library Services to the Disadvantaged were augmented to include library service to institutions, the Section was renamed the Library Outreach Section. As described later, this was a year of considerable improvement of services to inmates of correctional institutions.

It was hoped that the grant program to support services to the disadvantaged population of New Jersey might again be funded at the 1971-72 level of \$500,000. Reduction in federal funds, however, required a reduction in this year's grant program by almost one-half. Only continuing, previously supported programs were funded under this reduced allocation.

Public Library Section: Of the nine professional positions in this Section, only five were filled with full-time personnel. In view of the 44% vacancy level, the accomplishments of this Section can only be considered prodigious. Unfortunately, efforts had to be concentrated on grants management functions to the detriment of consultative activity unrelated to grant programs.

Change of focus and increased rationalization of the state aid programs can be seen in the revision of regulations re-

lating to the emergency grant and incentive grant programs. A financial and program review of the whole state aid program was initiated by the Office of Financial Affairs of the Legislative Services Agency. This audit should be completed by the Fall of 1973.

A major new program initiated during the year was the establishment of three film centers to serve New Jersey public libraries.

A greatly increased program of workshops and other training opportunities was undertaken. It is planned that Area Libraries will be given greater responsibility for training non-professionals, and the Basic Procedures and Reference workshops were directed toward this end. This would allow the Public Libraries Section to emphasize programs directed at professional librarians and trustees.

Statistical Services Section: A revision of the statistics measuring the Bureau's activities will be undertaken in Fiscal 1974; one of the objects being to identify all types of advisory services (field visits, office visits, telephone correspondence) and to specify the number and category of persons contacted. Statistics regarding meetings, workshops, and conferences will be further refined to identify those which are attended, those which are planned or executed by Bureau staff, and those in which staff members participate as speakers, exhibitors, etc. Other refinements, hopefully, will present a clearer and more descriptive picture of the Bureau's activities.

#### Recurring Problems of 1972-73

The overwhelming problem faced by this Bureau has been its inability to fill the four professional vacancies in the Public Libraries Section, with attendant overloading of the staff on hand, as well as reduced ability to influence the development of public library services in New Jersey.

The decrease in Federal funds meant that many projects of benefit to the citizens of the State could not be undertaken. From a management viewpoint, the lack of information about the federal funding level within a reasonable time frame subverts intelligent decision making. The Federal funds were allocated by quarters and represented "continuing authorizations": no actual appropriation of funds was ever made.

Further complicating the administration of these funds, the Library does not receive up-to-date, accurate financial statements of expenditures and balances at the time they are needed for planning and budgeting. Accounting problems continue despite the recent introduction of computerized record-keeping.

During the year, all personnel actions proceeded with a slowness and delay that is difficult to believe. For example, in the late Fall of 1972, a request was made to hold an examination for Librarian I, Public Library Services, in order to fill the long-standing vacancies mentioned. The examination (consisting of an evaluation of education and experience) was announced in February; the results were announced in May; but the State Library was not informed about the names on the Civil Service certified list until the middle of July. This is not atypical. The reclassification of a senior staff member took well over a year and a half, and as yet all details have not been completed.

SCHOOL AND COLLEGE MEDIA SERVICES SECTION

Staff: The staff of three media specialists assisted by a part-time consultant (the coordinator of Title II ESEA Demonstration Programs) was increased in January with the addition of a consultant to work with secondary schools. Approximately 25 part-time clerical and professional staff have been employed to process applications for Title II ESEA funds. In addition, this staff has compiled a directory of public and private school media specialists; continued with the processing and cataloging of materials from the Book Selection Room; prepared statistical reports; and assisted in the weeding and inventorying of the State Library collections.

Visits to Schools: The running account of consultants' visits to schools indicated that there is an increase in requests for both elementary and secondary consultative services.

| <u>School Visit</u> | <u>1971-72</u> | <u>1972-73</u> |
|---------------------|----------------|----------------|
| Elementary          | 82             | 92             |
| Secondary           | 30             | 50             |
| Higher Education    | 10             | 7              |
| N-12                | <u>8</u>       | <u>2</u>       |
| Totals              | 130            | 151            |

This summary of visits in response to specific individualized requests does not reflect other work with schools -- office conferences, and working with county state and regional groups. In addition to consultative services on specific problems of program, staffing, collections, and facilities, consultants also conduct and participate in special group projects. Examples during the 1972-73 year as listed below:

| <u>Workshops for Librarians</u>   | <u>Subject</u> |
|-----------------------------------|----------------|
| Bloomfield Public & School Librns |                |
| Clifton School Librarians         |                |
| Sussex County Librarians          |                |

| <u>Workshops for Librarians (Cont'd)</u>       | <u>Subject</u> |
|--|----------------|
| New Brunswick Elementary Librns.               | (services      |
| Salem County Elementary Librns.                | (services      |
| Ocean County Elementary Librns.                | (services      |
| Middle Township Media Services                 |                |
| Hunterdon County Librarians                    | (organizing &  |
| Salem County Librarians                        | (cataloging    |
| Cape May County Librarians                     | (non-print     |
| Hudson County Librarians                       | (materials     |
| Fall Institute, Morristown (discussion leader) |                |
| Book Evaluation Group                          |                |

Other Meetings and Workshops

Morris Township P.T.A.  
Franklin Township (Gloucester County) Teachers  
Point Pleasant Beach Teachers

Attendance and/or membership in ten national organizations and agencies; seventeen State organizations; nineteen inter-departmental committees; twelve county associations; and eight other conferences, training sessions, etc., also afforded the Media Services staff extended contact, opportunity for further consultation, in-service training, and a chance to keep abreast of current trends.

Certification: Representatives of the N. J. Library Association, N. J. School Media Association, N. J. Association of Curriculum Development, N. J. Audio Visual Association, and the N. J. Association for Educational Technology held a series of meetings to draw up a media certificate which would reflect competencies needed by librarians and audio visual specialists. Also included in this group are representatives of Temple University, Rutgers Graduate School of Library Services, Montclair State College, Newark State College, and Seton Hall University. The State Department of Education has representatives from the Division of Field Services, Bureau of Academic Credentials and Certification and the State Library. A representative from the State Department of Higher Education also attended one meeting.

Some of the areas which the group is exploring are: 1) could the new certificate replace the present librarian certificate? 2) what are the competencies needed to administer a modern school media center? The year has been spent defining terms and searching for agreement on basic competencies. Hopefully, next year a proposal will be ready for review by the State Board of Examiners.

Administration of Title II, ESEA: Allocations for Fiscal 1973 were made on the basis of continuing resolution, and it was April 30, 1973 before it was known that the total allocation would be \$3,057,083. Applications for Title II grants had been distributed in the fall of 1972. A summary of the grants, distributed on a basis of educational need, and on behalf of the children and teachers of the State, follows:

| <u>Applications Processed</u> | <u>FY 1972</u> | <u>FY 1973</u> |
|-------------------------------|----------------|----------------|
| Public School Districts       | 551            | 554            |
| Private Schools               | 668            | 658            |
| Institutions and Agencies     | 21             | 24             |

FUNDS APPROVED FOR LOCAL DISTRICTS

| <u>Public Schools</u> | <u>FY 1972</u>     | <u>FY 1973</u>     |
|-----------------------|--------------------|--------------------|
| Books                 | \$ 665,140         | \$ 524,302         |
| Periodicals           | 32,984             | 31,393             |
| AV (software)         | 1,465,073          | 1,152,255          |
| Processing            | 36,820             | 25,259             |
|                       | <u>\$2,199,981</u> | <u>\$1,733,209</u> |

| <u>Private Schools</u> |                   |                   |
|------------------------|-------------------|-------------------|
| Books                  | \$ 147,345        | \$ 203,121        |
| Periodicals            | 10,519            | 7,901             |
| AV (software)          | 306,182           | 94,960            |
| Processing             | 10,389            | 11,489            |
|                        | <u>\$ 474,435</u> | <u>\$ 317,471</u> |

| <u>Institutions and Agencies</u> |                 |                 |
|----------------------------------|-----------------|-----------------|
| <u>Educational Facilities</u>    |                 |                 |
| Books                            | \$ 4,422        | \$ 4,951        |
| Periodicals                      | 719             | 1,090           |
| AV (Software)                    | 2,770           | 2,118           |
| Processing                       | 6               | 113             |
|                                  | <u>\$ 7,917</u> | <u>\$ 8,272</u> |

|                             | <u>FY 1972</u> | <u>FY 1973</u> |
|-----------------------------|----------------|----------------|
| <u>Total Funds Approved</u> | \$2,682,333    | \$2,058,952    |

In September of 1973, there will be a balance of uncommitted funds which will be distributed to Demonstration Centers and to districts unable to meet educational needs because of insufficient local tax ratables. This distribution will be reflected in next year's report.

Demonstration Program: The Advisory Committee of ESEA Title II recommended the continuation of the Demonstration Programs. For the school year 1972-73, the programs were given special grants from uncommitted funds of 1971-72.

Of the original 27 schools which participated in the program, 18 agreed to continue for a second year. Nine schools were dropped for a variety of reasons: lack of maintenance of

effort (5 schools); failure to move towards a unified media program (3 schools); and change in personnel (1 school).

Nine schools were added in September 1972: 3 high schools; 1 middle school; and 5 elementary schools. Each was visited and evaluated, and conferences were held with the librarian, principal and/or superintendent to assure local support of the program. Each school received a grant of \$10,000.

A meeting was held in the State Library in October for the media specialists and administrators of the new schools added to the program, at which time the following items were reviewed:

- the development and purpose of the program
- the criteria for selection of the schools
- the concept of the unified media program
- organizing materials
- the schools' responsibility to visitors.

The final report, ESEA Title II and The Right to Read: Special Purpose Grants, September 1972, covering the Demonstration Program of the 1971-72 year, was distributed, and may be obtained from the State Library.

Program Planning and Budgeting for School Library/Media Centers: Title II ESEA administrative funds were used to bring Dr. James Liesner of the School of Library and Information Services of the University of Maryland to the Continuing Education Program at the Rutgers Graduate School of Library Service for a one-day workshop on PPB for media centers. Approximately forty librarians attended, and the workshop proved so successful that the University is hoping to repeat the presentation and offer an advanced session on program planning next year. Harold bills from the Division of Administration and Finance, Department of Education, participated as a consultant.

Distribution of New Jersey Historical Society Materials: As part of the renovation of its Newark building, the N. J. Historical Society decided to distribute sets of the 47 volume Archives of the State of New Jersey, 1631-1817, and the Proceedings of the New Jersey Historical Society, 1845-1970, approximately 80 volumes. The State Library agreed to act as a distribution center and, as of June, 1973, 81 public libraries, 23 colleges, 48 schools, 31 historical societies, and 11 institutions and individuals, had availed themselves of these materials. The supply of the Proceedings has been exhausted, but there remain some incomplete sets of the Archives available from the Bureau of Archives and History.

Book Selection Room: Since February of 1972, 10,000 juvenile titles acquired for the Book Selection Room have been cataloged and processed for the State Library's collections by part-time employees under Title II ESEA funds. A system has not been established to catalog the new titles received as publishers' gifts as they arrive and thus prevent further backlog of unprocessed juvenile books. Over 3,000 titles are received annually.

PUBLIC LIBRARY SERVICES SECTION

The staffing problem in the Public Library Services Section has already been mentioned. A welcome note, however, was the addition to the staff of Mr. William Roehrenbeck, retired Director of the Jersey City Public Library, on a part-time basis. Mr. Roehrenbeck's activities are specifically directed to certain problem areas -- determination of area library program costs, federations, and the betterment of public library services in Atlantic County.

State Aid to Public Libraries

State aid allocations for Fiscal 1973 were as follows:

|                                  |               |
|----------------------------------|---------------|
| Per Capita Aid (Local Libraries) | \$5,725,454   |
| Area Libraries                   | 1,715,090     |
| Research Libraries               | 313,867       |
| Emergency/Incentive Grants       | 156,933       |
| Allocation for Administration    | <u>79,113</u> |

Total State Aid Funds, 1972-73           \$7,990,457

Per Capita Aid to Public Libraries: The major goal for the Public Libraries Section in Fiscal 1973 was working with libraries not meeting state aid criteria to find ways to assist and encourage them to reach these minimum standards, and thus gain larger State grants. Procedures established the preceding year were followed again for verifying adherence to the regulations, and the review process indicated that a 22% improvement occurred since the regulations went into effect, January, 1972.

Pursuing a somewhat different tangent, Mr. Gers undertook to work with those municipal libraries which were not receiving the minimum 1/3 mill on assessed valuation as required by law. Twenty-one libraries were contacted and to date, eleven have indicated that they have taken, or will take steps to comply with the law. Two municipalities have increased the library appropriations, though not to the level required.

State Aid Hearings: A series of four public hearings to discuss the state aid regulations were held in June and July, 1973 at the following localities in the State: Newark Public Library, New Jersey State Library, Cape May County Library, and Bernardsville Public Library. For the most part, the hearings were not well-attended, and the libraries that did send representatives did so to gain information rather than to register complaints or make suggestions for revision. Comments centered around the State Aid Law generally. One of the conclusions reached was that the regulations were, as a whole, accepted and are being used as goals for those libraries which as yet are not complying with them fully.

Area Libraries: Three additional Area Libraries were designated in Fiscal 1973: Camden County Library (to serve Camden and Gloucester counties), Phillipsburg Public Library (to serve Warren County), and Wayne Public Library (to serve portions of Passaic and Bergen counties).

Grants to Area Libraries were as follows:

| <u>Area Library</u> | <u>Grant, Calendar 1973</u> |
|---------------------|-----------------------------|
| Bloomfield          | \$ 66,053                   |
| Burlington          | 75,723                      |
| Camden              | 126,127                     |
| Cape May            | 36,808                      |
| Cumberland          | 53,463                      |
| East Orange         | 75,265                      |
| Elizabeth           | 61,447                      |
| Hackensack          | 119,645                     |
| Hunterdon           | 38,402                      |
| Jersey City         | 114,796                     |
| Linden              | 46,196                      |
| Monmouth            | 99,287                      |
| Morris              | 86,477                      |
| Newark              | 101,686                     |
| Ocean               | 60,177                      |
| Paterson            | 75,597                      |
| Phillipsburg        | 39,069                      |
| Plainfield          | 78,779                      |
| Ridgewood           | 73,225                      |
| Somerset            | 50,053                      |
| Sussex              | 39,629                      |
| Trenton             | 78,286                      |
| Wayne               | 51,637                      |
| Woodbridge          | 67,223                      |
|                     | <u>\$1,715,090</u>          |

The determination of costs of Area Library services (i.e., what services are being rendered, and where does the Area grant go) has been of concern to the State Library and is very difficult to measure. Mr. Roehrenbeck took this matter on as a special assignment. From data accumulated in his study of three Area Libraries, a trial formula has been devised and will be pursued next year. Very possibly a cost analysis of a fourth Area Library will be needed to validate this approach.

Emergency Grants: Guidelines for the Emergency Grant Program were approved by the State Board of Education in September, 1972, and were used as the basis for awarding two emergency grants in Fiscal 1973: Pemberton Public Library, \$1,709, and the Collingswood Public Library, \$3,800.

Incentive Grants: New guidelines for the Incentive Grant program were formulated by a State Library staff committee, reviewed by the Advisory Council of the State Library, and approved by the State Board of Education in April, 1973. The new Guidelines identify three major programs for funding: A. Formation of joint libraries; B. Formation of County Library branches; C. Mini-Grants. The deadline for submitting applications for incentive grants under the new Guidelines was June 1, 1973. A total of 55 applications were received, indicating positive acceptance of the Guidelines, and especially of the Mini-Grant Program.

The Incentive Grants awarded in Fiscal 1973 were made on the basis of the former guidelines, and were approved by the State Board of Education on January 3, as follows:

|   |               |
|---|---------------|
| Atlantic City, Atlantic County, Cape May County<br>Union Reference                  | \$7,415       |
| Atlantic City/Cape May County<br>Cable TV   | 8,000         |
| Bloomfield Area Union Catalog   | 14,920        |
| Elizabeth Public/Union City Public Libraries<br>Local History Project (Second Year) | 8,064         |
| Monmouth County<br>Municipal Reference Service                                      | 19,815        |
| Morris/Union Federation A-V Project   | 7,120         |
| Morris/Union Federation (Third Year)  | 7,000         |
| Pascack Valley Library Group (Third Year)   | 2,900         |
| Plai-Morr Video Tape Project  | 49,000        |
| South Middlesex Cooperative Group<br>(Third Year)                                   | 11,588        |
| South Jersey Storytelling Project   | 2,538         |
| Upper Saddle River, Franklin Lakes, Allendale<br>Children's Librarian Project       | <u>12,000</u> |
|   | \$151,320     |

Library Services and Construction Act

No appropriation was made for LSCA and the program had to operate under a "continuing resolution" which allowed expenditures at the level recommended in the President's budget.

Quarterly payments were received totalling \$875,874 for Title I, Services; \$0.000 for Title II, Construction; and \$61,218 for Title III, Interlibrary Cooperation.

Title I, Services

The \$600,000 cutback in funds placed considerable constraint on the programs funded under Title I. Allocations to projects were: \$52,500 for Developmental Libraries; \$161,000 for the Northern New Jersey Metropolitan Regional Library; \$250,000 for Library Services to the Disadvantaged; and \$39,508 for Institutional Library Services.

Funds from accrued federal balances made possible the continuation of the Scholarship Program, up to \$15,000, and the establishment of three regional film centers with \$300,000.

Developmental Library Program: With the designation of three new Area Libraries, only part of Salem County, Southern Middlesex County, and Atlantic County are now without Area services. Developmental grants were continued to the Salem City Library and to the Atlantic City Public Library to permit time to explore ways of providing a firmer base for Area services. A special continuation grant was made to the Woodbury Public Library to act as a local outlet for the Camden County Library, and "phasing-out" grants of \$7,500 each were awarded to the Phillipsburg Public Library and the New Brunswick Public Library.

Scholarships: Again, the primary objective of the scholarships was to aid minority group students, and those recipients who would agree to work in a community with a high concentration of urban or rural poor. In addition to full scholarships, partial scholarships were awarded this year to students who needed funds to supplement a part-time job, and to those who could not attend school on a full-time basis. For the first time, Rutgers graciously waived tuition payments from scholarship recipients this year. Scholarship winners for the 1972-73 year were:

Full Scholarships

Hilary Iris Levine  
James L. Peters, Jr.  
Peter W. Staats  
Susan Bardwell Strubel

Partial Scholarships

Debra Brown  
Ivonne Colon  
Louis Donhauser  
Joyce Garrett  
Charleen Greer  
Romaine King  
Margaret McAllister  
Colberta Owen  
Jo Anne Smith

Film Services: Policies, regulations, and contracts were developed for a regional film center program. Three libraries received grants to serve in this capacity: East Orange Public

Library, \$75,000, to serve Essex and Hudson counties; Hackensack Public Library, \$75,000, to serve Bergen and Passaic counties; and the Camden Regional Film Library, \$150,000, to serve the remaining 17 counties in the State. The film centers are being built up to expand the resources available to public libraries and their patrons. The program represents a compromise among the alternative plans discussed over the past several years, including the "Goldstein Report".

Northern New Jersey Metropolitan Regional Library: As the regional library for northern New Jersey, the Newark Public Library continues to extend interlibrary loan and delivery services to its specified area. The catalog of the Newark Public is now on microfilm cassettes, is indexed according to the "MAC" system, and has been deposited with all the Area Libraries in the metropolitan Region. As part of the assessment of the Newark interlibrary loan program, a sampling and analysis of unfilled loan requests has been undertaken with the help of the Rutgers Bureau of Library and Information Science Research. In addition, a title availability survey will be made to determine the accuracy of the Newark catalog and its shelf list.

#### Title II, Construction

No funds were allocated by the Federal Government for Title II, Construction, in Fiscal 1973. In anticipation of funds, however, public libraries were asked to submit applications, and returns were received from Hazlet Township; Hamilton Township; East Brunswick Township; Moorestown Township; and Bernards Township. The applications were reviewed by the Title II Advisory Board which communicated its suggestions for improving the proposed buildings to the applicants.

#### Title III, Interlibrary Cooperation

Most of the \$61,208 allocated under Title III was committed to planning activities. Balances from Fiscal 1972 made a total of \$99,559 available for the following projects:

1. Bureau of Library and Information Science Research, Rutgers Graduate School of Library Service to continue the contractual arrangement under which the Bureau functions as a research arm of the State Library. \$20,000
2. Union Catalog of Pennsylvania: to continue the subscription held by the State Library for location services on behalf of the interlibrary referral system. 1,500
3. METRO (New York Metropolitan Reference and Research Library Agency): to continue membership of the Newark Public Library in METRO workshops, cooperative purchasing, and other activities. Newark shares the benefits of its membership with New Jersey libraries. 1,000

|  |               |
|--|---------------|
| 4. <u>Newspaper Preservation Project</u> : in cooperation with the New Jersey Historical Commission, the State Library Bureau of Archives and History provides matching funds for microfilming early New Jersey newspapers and making them available for loan. | 5,210         |
| 5. <u>Newark Public Library MAC Supplement</u> : supports filming on MAC cartridges the first supplement to Newark's card catalog for distribution to area libraries in Newark's region.   | 4,650         |
| 6. <u>MAC Equipment</u> : three newly-designated area libraries (Phillipsburg, Wayne, Camden County) were furnished reader-printers along with copies of the State Library or Newark MAC catalog.  | 8,507         |
| 7. <u>New Jersey Library Association, Library Development Committee</u> : grant for study of the New Jersey plan for library development, commissioned from the Rutgers Research Bureau.   | 25,000        |
| 8. <u>Cable TV Workshop</u> : for the purchase of materials for a workshop held at Rutgers in February, 1973.  | 1,000         |
| 9. <u>Telefacsimile Pilot Project</u> : to continue to test the feasibility of telefacsimile interlibrary loan request transmission within the MAC network.  | <u>9,800</u>  |
|  | \$76,667      |
| Committed, but not funded in the Fiscal Year was a tenth project, <u>Needs Assessment Study</u> , representing a projected opinion poll to assess the lay public's view of public library needs in the State.  | <u>22,892</u> |
| TOTAL  | \$99,559      |

Continuing Education Program

Prominent among State Library objectives is the provision of a program of workshops and seminars for librarians, trustees, and others, in order to communicate the goals of library development and to increase skills in service to the public. These opportunities for continuing education are also instrumental in maintaining awareness of current trends in the library world and of the network of interrelationships in the State's emerging system of library services. Particular emphasis was given in-service training during Fiscal 1973, as the following list of activities indicates:

| <u>Title, Dates and Locations</u>                                      | <u>Instructor</u>   | <u>Total Attendance</u> |
|--|---|-------------------------|
| Library Administration Seminar 11/30/72 & 12/1/72 Rutgers (J. Chirico) | Peter Muniz, Consultant Management & Organization Development | 25                      |

| <u>Title, Dates and Locations</u>   | <u>Instructor</u>  | <u>Total Attendance</u> |
|---|--|-------------------------|
| Libraries on the Go<br>April 10 & 11, 1973<br>New Jersey State<br>Museum (J. Chircio)   | Frederick Glazer, Director<br>West Virginia Library<br>Commission<br><br>Irwin Sexton, Director<br>San Antonio Public Lib.<br><br>Richard Spottswood, Ext.<br>Libn. Montgomery County,<br>Maryland<br><br>Michael Connel, Community<br>Coord. Jersey City<br>Public Library  | 95                      |
| Trustee Information<br>Programs (TIP)<br>9/27/72 Centerton, N.J.<br>10/4/72 Saddle Brook<br>10/11/72 Morristown<br>(S.P. Kessler) | Speakers:<br>Joel L. Shain, Mayor<br>Orange, N.J.<br><br>Patricia Q. Sheehan, Mayor<br>New Brunswick, N.J.<br><br>Mary E. Hanie, Freeholder<br>Atlantic County, N.J.<br><br>Edward Powers, Trustee<br>Upper Saddle River Public Lib.<br><br>Ivan Sherman, Trustee<br>Bridgeton Public Library<br><br>Doris Beck, Trustee<br>Livingston Public Library<br><br>Henry J. Michniewski, Head<br>Library Development Bureau<br>New Jersey State Library<br><br>Josephine Chirico, Coordinator<br>Public Library Services<br>Library Development Bureau | 303                     |
| Orientation for New<br>Library Directors<br>Dec. 1, 1973, New<br>Jersey State Library<br>(S. P. Kessler)                          | Speakers:<br>Mrs. Elizabeth Budell, Pres.<br>N. J. Library Assn.<br><br>William G. Scheur,<br>Asst. Dir. of Examinations<br>N. J. State Department<br>of Civil Service   | 35                      |

| <u>Title, Dates and Locations</u>   | <u>Instructor</u>   | <u>Total Attendance</u> |
|---|---|-------------------------|
| Orientation for New Lib. Directors (continued)  | Robert Criss, Confidential Aide, Division of Pensions<br>N. J. State Department of the Treasury   |                         |
|   | Messrs. Joseph Scrivo and James A. O'Connor, Asst. Chief Auditors<br>Division of Local Govt.<br>N. J. State Department of Community Affairs |                         |
|   | Roger H. McDonough, Director<br>N. J. State Library   |                         |
|   | David Palmer, Asst. Director<br>N. J. State Library   |                         |
|   | Henry J. Michniewski, Head Library Development Bureau<br>N. J. State Library  |                         |
| Basic Procedures for Small Public Libraries<br>May 9, 16, 23 & 30, 1973<br>simultaneously at:<br>Bergenfield, Hunterdon Co., Woodbridge (Fords) | Instructors:<br>Gladys Bewley, Asst. Director<br>Walter Haber, Director<br>Baldwin New York Library   | 107                     |
| May 10, 17, 24 & 31<br>Camden County<br>(S.P. Kessler)  | Ruth Rockwood, Director<br>Livingston Public Library<br>Schuyler Mott, Director<br>Ocean County Library                                     |                         |
| Share & Tell<br>Nov. 3, 1972<br>Wayne Public Lib.<br>(M. Hunsicker)   | Janet Burness<br>Bergenfield Public Lib.<br>Dorothy Stanaitis<br>Gloucester City Public Lib.  | 200                     |
| Writing Book Evaluations<br>Oct. 12, 1972<br>(M. Hunsicker)   | Kit Breckenridge, Coordinator<br>Children's Book Selection<br>Philadelphia Free Public Lib.   | 60                      |
| Yes, You Can!<br>Mar. 6 & 9, 1973<br>Woodbridge Public Lib.<br>(M. Hunsicker)   | Mrs. Elinor Winstanley<br>Woodbridge Public Library   | 180                     |
| Stuff Show, A Workshop on Toys and Games in Public Libraries<br>May 15 & 16, 1973<br>Bergenfield & Cherry Hill<br>(M. Hunsicker)                | Peggy Abramo, Childrens' Libn.<br>Fairfield Woods Library<br>Fairfield, Conn.   | 190                     |

| <u>Title, Dates and Locations</u>  | <u>Instructor</u>  | <u>Total Attendance</u> |
|--|--|-------------------------|
| Follow Me Now: A Story-telling Festival<br>June 18, 1973<br>N. S. State Museum<br>(M. Hunsicker)   | Barbara Wolfson<br>Prince George Co. Lib.<br>Maryland  | 250                     |
| Reference Workshops<br>(Basic Resources, Non-prof. Libns.)<br>Nov. 1,8,15,22, 29 &<br>Dec. 6 simultaneously<br>at: Livingston & Cape<br>May Co.<br>(E. Helfand ) | Gladys Bewley, Asst. Dir.<br>Haddonfield Public Lib.<br><br>Elizabeth D. Lincoln, Head<br>Tech. Svs.-Livingston Publ. Lib. | 25/30                   |
| Language of Film<br>Seminars Nov. 22-29,<br>Dec. 6,13 - Cherry<br>Hill<br>Jan. 17, 24, Feb.7, 14<br>Woodbridge (Fords)<br>(E. Helfand)                           | Fred Goldman & Linda Burnett<br>Middle Atlantic Film Board   | 20/35                   |
| YAP RAP<br>Feb. 5 & 6, 1973<br>Princeton & Ft. Lee<br>(E. Helfand)   | Regina Minudri<br>Alameda Co. Library System<br>California   | 98                      |

In-Service Training of Consultant Staff: Equally important, is that the State Library consultants refresh their knowledges and skills, especially since they are separated from day-to-day library management. Consultants participated in the following educational opportunities:

- Middle-Management Seminar (Civil Service)
- Pre-Conference on Books-by-Mail (ALA)
- Young Adult Materials Course (Rutgers)
- Cable TV Institute (U.S. Office of Education)
- Supervision and Management Course (Civil Service)

In addition, staff members continued active membership in numerous committees of the New Jersey Library Association, the American Library Association, and on a number of other boards and agencies.

#### LIBRARY OUTREACH SECTION

As stated in its Five-Year Plan, it is a goal of the State Library to help ensure "attainment of excellence in educational opportunities, improved literacy levels, and greater employment potential through the dissemination of information and materials needed by an informed public of all ages, races, and economic levels." The activities of the Library Outreach Section are action steps in implementing the State Library's

first priority -- "accessibility of library services to the handicapped and institutionalized, and the rural and urban poor".

Institutional Library Services: In August, 1972, the Library Development Bureau assumed responsibility for institutional library services with the transfer of these activities and staff from the former "Special Services Bureau". Reinforcing the concept that the boundaries of the "disadvantaged" are broad, and that libraries must "reach out" in many directions, the Library Services to the Disadvantaged Section was re-named Library Outreach Section. Emphasis in institutional library service shifted from day-to-day problems to concentrated consultative services directed toward more effective and comprehensive library services for nearly 25,000 residents of State institutions and thousands more in county and local institutions.

The first task of the Consultant, Mr. William Forman, was to prepare a status report of present library services in New Jersey State Institutions, and to develop recommendations for their improvement, keeping in mind two documents: Library Services in New Jersey State Institutions, 1968 (the Casey Report), and the State Library position paper dated December, 1972, Proposal for Improving Library Services in Correctional Institutions.

On December 18, 1972, Governor Cahill signed into law a bill creating a State School District for Institutions, within the Department of Institutions and Agencies. The District's educational programs are being developed in two phases (Phase I, State Correctional Institutions; Phase II, all other State Institutions), and Dr. Daniel Sullivan, Superintendent, has called extensively upon the State Library for consultative services.

The first breakthrough was the commitment to hire six professional librarians for correctional institutions, positions which were filled by June, 1973. In addition, the School District, with the help of the Institutional Library Consultant, developed a proposal for the State Law Enforcement Planning Agency (SLEPA) calling for funds for improved library services in correctional institutions. Included in the proposal are monies for multi-media materials, equipment, and training programs for inmates performing paraprofessional and technical tasks. The consultant has worked extensively with each of the correctional institutions, helping them to assess needs and request appropriate software and hardware.

The Department of Institutions and Agencies' Bureau of Programs, Division of Corrections and Paroles, also requested State Library assistance in the development of another SLEPA proposal to develop inmate law libraries. Developed in cooperation with the Head, Law and Reference Bureau, and the Attorney General's Office, this proposal, approved in April, 1973, provides law library collections at seven adult correc-

tional institutions, as well as training in legal research for librarians and inmates in these institutions. The State Library's Law and Reference Bureau will continue to provide reference assistance and photocopy services as needed.

Grants totaling \$37,104 were awarded for institutional library development under Title I of the Library Services and Construction Act. The Free Public Library of Woodbridge received \$5,000 to acquire AV and book materials in support of inter-library loan services to the N. J. State Prison at Rahway. The Department of Institutions and Agencies was awarded \$32,104 to hire staff and purchase library materials for at least one institution in the area of mental health and one in the area of mental retardation, as pilot projects on which to base implementation of Phase II of its educational program cited above.

Advisory services provided institutions during 1973 also included development of floor plans for renovation or expansion projects; development of closer cooperation with local, county, and area libraries; and guidance in the development of institutional library policies, procedures, and programs.

Library Services to the Disadvantaged: In spite of threatened or dwindling federal funds to stimulate local initiative and financing, public libraries continued to reach out to the non-institutionalized disadvantaged citizens with creativity and dedication. Fifteen libraries submitted proposals calling for nearly \$500,000 for new or continuing outreach programs. The budget for this grant program, however, was only \$250,000 in Fiscal 1973, about half that of the preceding year. It was decided, with the help of an inter-bureau advisory committee, to give first consideration to projects in progress, and only two new projects (Hackensack and Piscataway Township) were funded.

On site visits and telephone consultations with librarians, boards of trustees, and representatives of community agencies intensified and program revisions were explored. Twelve libraries received funds to serve the disadvantaged, as detailed in the chart on page 31.

With the assistance of the New Jersey Library Association's Committee on Library Services to the Disadvantaged, public libraries had been encouraged to extend their services to include a variety of institutions. Examples of these outreach efforts include:

--Monmouth County Library's help in cataloging materials at the Children's Unit of Ancora State Hospital;

--Vineland Public Library's mobile services to infirmary patients at the New Jersey Memorial Home for Disabled Veterans, and the Vineland Convalescent Center;

--Mercer County Library's purchase of library materials

for the Mercer County Jail and Workhouse;

--Hackensack Public Library's diversified program of services to three Bergen County institutions;

--Newark Public Library's continuation of the Opportunity Room at the Essex County Youth House, as well as its proposed extension of services to other Essex County institutions;

--Burlington County Library's proposed services to the Burlington County Jail.

The Library Outreach Section sponsored two workshops and actively participated in several others in Fiscal 1973. The "Correctional Library Workshop" and the "Swap-Shop" were well received and stimulated requests for many more State Library sponsored programs to assist libraries in better serving the disadvantaged.

Program Participation: The Institutional Library Consultant is an invitee and participant in meetings of Educational Directors, Department of Institutions and Agencies, and represented the State Library at several conferences and workshops sponsored by the American Correctional Association. The professional staff has participated in such activities as:

- New Directors Workshop
- League of Municipalities Conference
- Tutor Training Workshop
- Books and the Preschool Child
- Libraries on the Go
- Mobile Workshop
- Incentive Grant Review Committee
- Incentive Grant Review Committee
- Trustees Information Program
- NJLA Regional Library Institute
- North East State Libraries Conference.

Mrs. Doreitha Madden, the Section Head, was guest lecturer at the Graduate Library Schools of North Carolina Central University and the University of Maryland, in addition to speaking to classes of graduate students at Rutgers and Glassboro State College. She was selected by the U. S. Office of Education to review nationwide proposals for approval of library staff training programs and was asked to evaluate a training project at the St. Louis Public Library. Her essay in What Black Librarians are Saying was published during the year by Scarecrow Press.

In addition to numerous committee assignments with the New Jersey Library Association and the American Library Association, the staff actively participated in the New Jersey Education Association, American Correctional Association, Correctional Education Association, Governor's Committee on Children and Youth, and the Trenton State College Community Advisory Committee.

1972-73 GRANTS FOR SERVICES TO DISADVANTAGED

(Note: The criteria for approval of projects call for written evidence that the library intends to continue the service with local funds as a part of total library programming. Projects are assisted with federal funds for a maximum of three years. Thus, those projects indicated as in the third year of funding will be funded entirely from local funds in future years.)

| <u>Library</u>       | <u>Project Description</u>  | <u>Amount</u> |
|----------------------|---|---------------|
| Cranbury P.L.        | Assists migrant education summer program: 1st year  | \$ 500        |
| Dover P.L.           | Continues bi-lingual program: 3rd yr.   | 10,000        |
| Hackensack P.L.      | Supports library service at 3 county institutions: 1st year                                       | 27,000        |
| Newark P.L.          | Roving Reader project: 3rd year   | 14,471        |
| Newark P.L.          | Essex County Youth House: "Opportunity Room Project": 2nd year                                    | 15,160        |
| Glassboro P.L.       | Continues "Good Start" preschool reading readiness program: 2nd year                              | 29,952        |
| Trenton P.L.         | Operates "Your Place" storefront in Model Cities area; conducts mobile library services: 2nd year | 35,000        |
| Orange P.L.          | Operates "Stimulit Project"; employs Community Services Coordinator: 3rd year                     | 35,000        |
| Mercer Co. Lib.      | Supports library unit in County Community Center: 2nd year  | 12,000        |
| Piscataway Twp. P.L. | Provides mobile services: 1st year  | 12,800        |
| Plainfield P.L.      | Conducts multi-outreach program; media mobile to reach disadvantaged: 2nd year                    | 35,000        |
| Vineland P.L.        | Operates mobile library program to reach variety of disadvantaged publics: 2nd yr.                | <u>32,000</u> |
| TOTAL                |   | \$258,883     |

STATISTICAL SERVICES

The staff of this section gather, process, and publish numerical data on New Jersey public libraries. Primarily used for computation of funding and administration of State Library Aid programs, these data also support research within and without the Bureau. With the help of a part-time clerk during the summer,

a survey of library budgets by category was completed for the current year and proved helpful to many public librarians.

The statistical staff also collects and tabulates data showing professional and clerical activity under a number of categories. This data has been included in the opening section of this Report, entitled "General Goals and Objectives".

#### NEW JERSEY STATE LIBRARY

#### BUREAU OF THE LAW LIBRARY, LEGISLATIVE & GENERAL REFERENCE

Mention has already been made of the Library's success in obtaining additional State funds for books and periodicals, and authorization to create two new positions in January, 1973, from salary balances, with two more in the 1974 Budget. These actions recognized the pressures of increased demand for services, escalating costs of materials, and residual effects of the job freeze which were detailed in the Annual Report for the Year 1971-1972.

Benefits, however, will not be discernible until well into the 1974 Year since it took until June to complete the paper work required to order the materials and hire personnel. The book budgets of \$165,000 for Fiscal 1973 and \$149,000 for 1974 are heartening improvements over former years, but are still far below the level needed to carry out State Library responsibilities realistically. Furthermore, the Bureau must be enabled to maintain its full staff complement despite normal turnover and threatened positions under federal funding or be faced with the necessity to curtail or "ration" services.

In spite of the pressures, the Bureau was able to maintain extended hours of service on Monday and Thursday evenings, and 9:00 to 5:00 service on Saturdays, and to handle the greatest volume of business in its history -- approximately 325 questions per working day, for example, and the provision of close to 130,000 photocopies.

#### THE LAW LIBRARY

Illustrative of increased demand for services are the following changes in the Legislature and Judiciary which directly effect the workload of the Law Library:

--Legislative days increased from 29 in 1971 to 40 in 1972. <sup>1/</sup>

--3,691 bills were introduced in the 1970-1971 biennium: 4,279 had been introduced by June 1, 1972, less than 3/4 through the 1972-1973 biennium.

<sup>1/</sup> The legislature and Judiciary keep calendar rather than fiscal years.

--the authorized number of Superior Court judges increased from 78 in 1966 to 102 in 1972; in 1973, 18 additional Superior Court judges were authorized.

Days the Legislature is in session are always, and quite naturally, the busiest in the Library. More Legislative Aides are present in the reading rooms, and the phones correspondingly ring more frequently. Calendar year 1973 can be expected to show continued increase in Legislative activity.

Each bill introduced means establishing one or more subject headings; indexing and filing index cards; filing 200 copies of each bill along with amendments, fiscal notes, etc., as received; keeping journal entries on each bill as it moves through the Legislature. Last but not least, this means supplying bills and information on the bills to citizens of the State and to government employees.

The same growth factor in the number of Superior Court judges applies to County Court and lesser court judges. The heavy load of work of the Judiciary is reflected in the fact that each Supreme Court Justice now has two law clerks in place of one, and the Chief Justice has three. As usual, more staff means more need for material and information from the State Library.

#### Special Services; Projects:

Prisoners Reference: Reference services to inmates of correctional institutions was severely limited because of the marked increase in prisoners' demands and lack of staff to handle requests. The Bureau Head worked closely with the Institutional Libraries Consultant in the Library Development Bureau, with officials in the Department of Institutions and Agencies and the Attorney General's Office, to prepare lists of law books for State prisons in response to the Supreme Court ruling and a special grant proposal. The SLEPA (State Law Enforcement Planning Agency) grant was approved and the prisons are receiving law books for on-site reference and research. One of the new prison librarians has already been in consultation with the State Library's law librarians. It is expected that as other prison librarians are appointed, the law staff will establish close working relationships in order to ensure that these collections are maintained for maximum use and that adequate training in the use of legal materials is provided.

Statutory Computer Searches: This year was the first following the State's purchase and installation of the New Jersey statute computer tape from the Aspen Systems Corporation. The State Library was designated as the agency to handle all search requests and to maintain contact with the Data Processing Office. The Law Library staff helped to frame more than 30 computer searches for various State agencies.

Bill Room: As indicated above, the Bill Room had to struggle with the vast increase in legislative bills, amendments, notes, and new Senate Committee Reports, as well as prodigious demand from patrons. Receiving and storing bills presented a serious logistical problem, and although two new power files have done much to alleviate the storage problem, an additional full-time clerk is needed to handle the load.

Plans for Storing Lesser Used Materials: In anticipation of the transfer of many lesser used materials to storage space at the Library for the Blind and Handicapped, material to be moved was surveyed, listed, and shelf-place-marked for the new stack area. About 28,000 volumes were involved.

Institute for Legal Materials: A one-day institute for public librarians on legal materials was held in the Cultural Center Auditorium in November, drawing about 200 librarians. The institute was designed by Mrs. Rebecca Lutto, former Law Librarian of the State Library, under the auspices of the New Jersey Library Association. Mrs. Marjorie Garwig, Mrs. Lutto's successor, and Miss Charlotte Kitler, another former law librarian with the State, were two of the principal speakers. Response to the Institute was very gratifying.

Index - New Jersey Register: Work continued on the card index for the New Jersey Register with cross reference tables to the New Jersey Statutes Annotated and the New Jersey Administrative Code. It should be pointed out that the Register is incomplete, since many new rules are incorporated only by reference, and as new rules are incorporated in the Code, old pages are discarded and no permanent record of amended rules is available. Compounding the problem, many so-called "internal" rules and "guidelines" are never printed either in the Register or in the Code. While the card index is a help, the provision of reference service on the State's rules and regulations continues to pose many problems which are not easily solved.

Other ongoing projects of the Law Library include:

- a legislative history project on Court Rules;
- the compilation, indexing and binding of the Governor's Press Releases;
- putting the Governor's files in order after they are transferred to the State archives (continued during summer months);
- indexing of microfilmed briefs throughout the year. This tedious job, involving 7,140 cases should be mechanized and simplified, but no appropriate method has yet been found to accomplish this.

Staff Activities: In addition to the assistance given in establishing the new prison law libraries and participation in the Institute for Legal Materials, the staff consulted with departmental law libraries on organization and holdings; cooperated with the Council of State Governments and other study groups, answering questionnaires and completing directory information, and maintained active participation in the Special Libraries Association.

#### GENERAL REFERENCE

A continually changing staff, resulting from numerous transfers, promotions and turnover, precluded any large scale projects during Fiscal 1973. Weeding of the reference book collection continued, but slowly. The general vertical file was upgraded with increased selection of materials, thanks in large part to the use of an improved form letter. Free materials were requested directly, bypassing the regular ordering process.

The major activity of the year was planning for a reorganization of reference service points and collections, necessitated by lack of space for the New Jersey collection and lack of administrative space. The Reference Staff, particularly on the second floor, has long needed a closed area where routine office work could be carried out without interruption. A plan to move the governmental reference staff and collection to the second floor and to turn over vacated stack and office space on the first floor to the N. J. Documents Staff was presented to the director. After much discussion, the plan was approved, and funds were identified to carry out the basic renovations needed, to buy stacks and effect the move.

In order to obtain the needed space on the second floor, lesser used materials will be transferred to storage space at the Library for the Blind and Handicapped. By late spring, the project moved from the planning stage to one of action, and it is hoped that most of the book shifting can be undertaken during the summer and all renovations completed by late fall, 1973. Reorganization will produce a major change in staff location and service points which should lead to a more efficient utilization of staff and collections. The division of services is by no means ideal, but represents the best that can be improvised under present circumstances.

New Jersey Documents Service: The New Jersey documents service continues to expand. Although the Documents Librarian, Mrs. Elizabeth Strapp, still experiences difficulties in obtaining copies of documents from some State agencies, a high standard is being maintained in the documents depository distribution service. In addition to publishing six Checklists, Mrs. Strapp initiated the distribution of catalog copy to depository libraries, thus making the information quickly available to librarians and their clientele -- a major aim of the program. Problems with the catalog copy

Program were becoming evident at the close of the Fiscal Year due to delay in card reproduction.

As an adjunct to the catalog copy program, a new shortened author entry form more in line with Library of Congress practice was adopted and a summer employee developed the basic authority file from the Library of Congress catalogs. New material is being cataloged in the new form, but revision of old entries has not been undertaken because of staff shortages.

At the request of the Legislature, the documents section now provides copies of public hearings on request to legislators who heretofore received copies of their own. Now they receive a listing of new hearings available and can request those desired.

Periodicals: Expanded use of the periodicals collections and of periodicals location services by such State agencies as the Office of Economic Policy and the Office of Fiscal Affairs has been notable, and has emphasized the need for a computerized listing of serials. Thanks to Mr. Robert Russell in the Education Department, the State Library has all but local New Jersey periodical holdings keypunched, all awaiting printout at Rutgers. Since serials keep changing, no list is ever "complete", but annual or semi-annual computer printouts will provide relatively current lists. The New Jersey serial titles are to be added before the end of 1973, and the Union List of Serials comprising the holdings of Rutgers, the State Library, the State Colleges, the Newark Public, Essex Community College, and Newark College of Engineering should be forthcoming in 1974.

The State Library's periodicals collection policy is being expanded and detailed as information on the collection's use and its deficiencies is studied. Coordinating retention of titles with other agencies, the Library can serve as a central depository for older, little-used journals. The transportation Department, State Museum and Water Resources Division are among those currently cooperating in this project, and other agencies are reporting their journal holdings in order that a current file of all State holdings can be developed.

The State Library is also acquiring back runs of journals from other libraries as they are discarded, as well as buying back runs on microfilm. Most items represented in the loss of a large binding order during the June, 1972 floods have now been replaced on microfilm. A newly acquired Kodak reader-printer was purchased and is producing excellent copy. The old 3M reader-printer is being converted to copy microfiche to handle the many documents and journals available only in that form.

U. S. Documents: This was the year of the Census Tapes, with the receipt of computer printouts of the first four

census counts for New Jersey. Interpretation and use of these materials requires a detailed knowledge of very sophisticated indexes and user guides. Miss Beverly Railsback, the U. S. Documents Librarian, attended several workshops and obtained much on-the-job training, and as a result, is one of the few census experts in State agencies. The Library is the central State resource for these printouts, other State agencies having received selected printouts only. State agencies and individuals are referred to the Library for assistance.

The use of the general document collection is also growing in quantity and complexity of questions processed. The availability of special book funds allowed the Library to purchase several special indexes and services, but full use of these new materials awaits the receipt of appropriate storage cabinets.

A major project was the weeding and color coding of all public hearings. The Library is obliged to retain only five years of hearings. Now that each year has a color, weeding can easily be done by a clerk. Before discarding the hearings, a librarian will pull those worth retaining so they may be coded for permanent retention and filed.

In addition, a shelf by shelf plan showing the location of the documents in the remodeled second floor project was prepared that should provide growth space for five years. Also completed in the summer of 1972 was a classification and check-in system for documents received from other states which can now be processed with clerical assistance.

Consultations and Seminars: Section members provided 25 consultative visits, ten of which involved State agencies attempting to set up new library agencies or improve existing services. Included among these were the Office of Economic Policy; Division of State & Regional Planning; State Museum; Division of Taxation; Division of Water Resources Management; State Technical Service Office; Division of Youth & Family Services; and the Office of Fiscal Affairs. Staff members also consulted with the Mercer County Library concerning a county governmental reference service, and with a number of document depository libraries on proper maintenance of document collections and services available from the Governmental Reference Section.

General orientation seminars were provided for consultants in the Department of Labor's State Technical Service and for summer internes in the Curriculum and Instruction Division of the Department of Education. Three additional seminars were for public librarians: a New Jersey and United States documents workshop for Ocean County Area librarians; an orientation session on State Library services for Area Reference librarians; and a workshop on organization and maintenance of clipping and vertical files for the Burlington County Area librarians.

Other Meetings; Staff Activities: Various staff members attended a total of 56 professional meetings sponsored by the State Library, the American Library Association, Special Libraries Association, New Jersey Library Association, and a number of State agencies. Miss Railsback was active in the American Library Association's Government Documents Roundtable and the New Jersey Library Association's Scholarship Committee. Mrs. Goldsmith was a member of the Program Committee of the Princeton-Trenton Chapter of the Special Libraries Association. Miss Roumfort served as President of the Princeton-Trenton Chapter of SLA and represented the Chapter at two meetings of the Association and several NJLA and Rutgers Library School Advisory Board meetings. In addition, she represented New Jersey at a Program Committee meeting of the Reference and Adult Services Committee of ALA.

#### INTERLIBRARY REFERENCE AND LOAN

In addition to considerable staff turnover, the Interlibrary Reference and Loan Section lost, through retirement at the end of 1972, the services of its first Bibliographer, Mrs. Elizabeth Davidson, an extremely knowledgeable and able librarian who worked tirelessly to build, evaluate, and round out the collections. Vacated positions remained vacant, for the most part, although the Section did benefit from the addition of two Librarian III's in September, Harold Dunn, a former cataloger with the Virginia Commonwealth University, and Robert Lupp, a recent graduate of the Rutgers Graduate School of Library Service.

Reference Referral: During the year, most location requests were shifted to the newly established location unit, but the Reference Referral staff continued to process location requests from special libraries and those from other types of libraries which required professional attention. The Section is continuing to study, tighten, and redefine the responsibilities of reference librarians and loan-location clerical assistants. Specific job-flow descriptions were drafted for the use of the staff and as the basis of an Interlibrary Loan, Photocopy and Reference Procedures Manual to be published and issued early in the next Fiscal Year for the benefit of the library network.

In order to improve reference and loan services and to make local and Area librarians aware of both procedures and potential, Oliver Gillock, Section Head, and Mary Dolan, Reference Referral Librarian, met with many Area library groups to explain the system. Mrs. Dolan was also co-covener of the Area Libraries Reference Librarians Group, which met to discuss mutual problems and ways to improve the network.

The following Table which compares interlibrary reference statistics of 1971-72 with 1972-73 shows an interesting

trend in this service. While the volume remains fairly constant (dropping only 1%), there is a noticeable shift in use from public and school libraries to college and special libraries, and thus to more sophisticated and complex inquiries. This trend possibly indicates that the middle level in the network, the Area Libraries, is assuming more of the burden, and that the deposit copies of the State Library's catalog on "MAC" are helping to refine the requests. In addition, the school libraries have been considerably strengthened under Title II grants of the Elementary and Secondary Education Act.

INTERLIBRARY REFERENCE STATISTICS  
COMPARISON - 1971-72, 1972-73

| <u>RECEIVED FROM</u>            | <u>1971-72</u> | <u>1972-73</u> | <u>PERCENT CHANGE</u> |
|---------------------------------|----------------|----------------|-----------------------|
| Public Libraries                | 4,398 (51%)    | 3,966 (47%)    | - 10%                 |
| School Libraries                | 317 (4%)       | 117 (1%)       | - 63%                 |
| College/University<br>Libraries | 2,076 (24%)    | 2,517 (30%)    | + 21%                 |
| Special Libraries               | 1,382 (16%)    | 1,618 (19%)    | + 17%                 |
| State Depts./Workers            | 304 (4%)       | 179 (2%)       | - 41%                 |
| Other                           | <u>74</u> (1%) | <u>74</u> (1%) | <u>---</u>            |
| TOTAL                           | 8,551          | 8,471          | - 1%                  |
| per month                       | 713            | 707            |                       |

Interlibrary Loans, Locations: The volume of interlibrary loan activity also remained stable, with 22,464 requests received. As with reference requests, the largest growth came from college and special libraries, with a 1% drop in requests from public libraries and a 17% decline from school libraries. Interestingly, the MAC requests received from the Area Libraries increased somewhat and again represented roughly half of all loan-location requests received.

State Library performance in filling these requests also remained constant, with slight variation:

1. Almost 60% of all loan-location requests were either "filled immediately" or had "reserve placed". The fill rate dropped 2% and the reserve rate increased 2%.

2. In 1971-72, 10% of all loan-location requests were located, and 13% referred to Newark for possible filling. This year, the percentages dropped to 9% and 11%, respectively.

3. Less MAC book requests were reported "not available", a drop from 8% to 6%. This may be due in part to better staff shelving or searching.

4. The largest area of concern, however, is the increase in "unfilled" requests (10% to 15%). This continues an upward trend, possible reasons for which are:

- libraries are asking for titles that should have been purchased locally;
- the State Library's book budget has been inadequate to meet demand;
- pressure on book budgets at the local and Area levels is increasing;
- the need may not be serious enough to pursue the request through the locating service.

A recent study by Phillip Clark of the Rutgers Bureau of Library and Information Science Research, Unfilled Inter-library Loan Requests of the Newark Public Library (July, 1973), examined the nature of unfilled requests. It is hoped that this study can be repeated at the State Library in order to analyze the type of request the State Library is not filling and provide feedback to individual book selectors. The two studies, then, would form a base from which to draw conclusions as to possible ways in which to improve the quality of the network interlibrary loan activities.

INTERLIBRARY LOAN STATISTICS  
COMPARISON - 1971-72, 1972-73

| <u>Received From</u>               | <u>1971-72</u>                 | <u>1972-73</u>                 | <u>Percentage Change</u> |
|------------------------------------|--------------------------------|--------------------------------|--------------------------|
| Public Libraries<br>(MAC Requests) | 20,138 (90%)<br>(10,816) [48%] | 19,852 (88%)<br>(10,935) [49%] | - 1%<br>+ 1%             |
| School Libraries                   | 70 (-)                         | 58 (-)                         | - 17%                    |
| College/University Librs.          | 651 (3%)                       | 937 (4%)                       | + 43%                    |
| Special Libraries                  | 120 (-)                        | 125 (1%)                       | + 4%                     |
| State Dept./Workers                | 1,496 (7%)                     | 1,487 (7%)                     | -0.6%                    |
| Other                              | - (-)                          | 5 (-)                          | 0%                       |
| TOTAL                              | <u>22,475</u>                  | <u>22,464</u>                  | <u>-0.5%</u>             |
| <hr/>                              |                                |                                |                          |
| Filled Immediately                 | 12,262 (57%)                   | 11,893 (55%)                   | - 3%                     |
| Reserve Placed                     | 530 (2%)                       | 924 (4%)                       | + 74%                    |
| Location Provided                  | 2,134 (10%)                    | 1,877 (9%)                     | - 12%                    |
| Referred to Newark                 | 2,787 (13%)                    | 2,535 (11%)                    | - 9%                     |
| Ordered                            | 2 (-)                          | 3 (-)                          | + 50%                    |
| MAC, Not Available                 | 1,616 (8%)                     | 1,212 (6%)                     | - 25%                    |
| MAC, Non-Circulation               | 72 (-)                         | 67 (-)                         | - 7%                     |
| Unvilled                           | 2,132 (10%)                    | 3,159 (15%)                    | + 48%                    |

MAC (Micro-Automated Catalog): The Micro-Automated Catalog of the State Library entered its fourth year in the spring of 1973, by which time copies had also been deposited at the new Area libraries, Camden County and Phillipsburg. Almost 11,000 MAC loan requests were received at the State Library from the 11 Area Libraries and the Newark Public Regional Library. The system continues to permit rapid service by saving catalog-searching time, and in general, requests are filled on the date of receipt and prepared for shipment.

Use of Newark Public Library's MAC of its own card catalog continued to grow with the addition of the Wayne Public Library as an Area Library. Copies of Newark's MAC were sold to the Essex Community College, Bergen Community College, and the Rutgers University-Newark Dana Library. The first annual supplement to the Newark MAC (up to August, 1972) was issued in January, 1973.

Preliminary planning for a second edition of the State Library MAC has begun, the supplemental file now exceeding 20% of the size of the main catalog when it was filmed in July, 1969. The fiction catalog is in process of being weeded and inventoried and the cards will be interfiled before refilming for the new edition.

With the help of federal funds and the supervision of Marya Hunsicker, Public Libraries Consultant, the juvenile collection was thoroughly weeded and its separate dictionary catalog revised. Many Area Libraries have requested that this file also be microfilmed and a part of the MAC service.

The preparation of MAC, 2nd Edition, will depend upon the availability of federal or other funds, but it will be offered for sale to college and special libraries and others willing to abide by established loan channels in forwarding MAC requests.

INTERLIBRARY LOAN USE OF THE  
MICRO-AUTOMATED CATALOG BY  
LIBRARIES HOLDING THE STATE LIBRARY MAC

Received From

|                     | <u>March 19, 1970-<br/>June 30, 1972</u> |           | <u>1972-73</u> |           | <u>Cumulative Total<br/>March 19, 1970-<br/>June 30, 1973</u> |           |
|---------------------|--|-----------|----------------|-----------|---|-----------|
|                     | <u>#MAC's</u>                            | <u>%</u>  | <u>#MAC's</u>  | <u>%</u>  | <u>#MAC's</u>   | <u>%</u>  |
| Burlington County   | 1,388                                    | 6%        | 527            | 5%        | 1,915   | 6%        |
| Camden County       | -  | -         | 410            | 4%        | 410   | 1%        |
| Cape May County     | 93                                       | -         | 669            | 6%        | 762   | 2%        |
| Cumberland County   | 2,131                                    | 9%        | 933            | 8%        | 3,064   | 9%        |
| Hunterdon County    | 46                                       | -         | 267            | 2%        | 313   | 1%        |
| Monmouth County     | 9,177                                    | 39%       | 3,317          | 30%       | 12,494  | 36%       |
| Newark Public       | 2,404                                    | 10%       | 1,389          | 13%       | 3,793   | 11%       |
| Ocean County        | 1,640                                    | 7%        | 838            | 8%        | 2,478   | 7%        |
| Phillipsburg Public | -  | -         | 133            | 1%        | 133   | -         |
| Somerset County     | 2,534                                    | 11%       | 771            | 7%        | 3,305   | 10%       |
| Sussex County       | 1,978                                    | 9%        | 746            | 7%        | 2,724   | 8%        |
| Trenton Public      | <u>2,073</u>                             | <u>9%</u> | <u>935</u>     | <u>9%</u> | <u>3,008</u>  | <u>9%</u> |
| TOTAL RECEIVED      | 23,464                                   | 100%      | 10,935         | 100%      | 34,399  | 100%      |
| <u>Response</u>     | <u>#MAC's</u>                            | <u>%</u>  | <u>#MAC's</u>  | <u>%</u>  | <u>#MAC's</u>   | <u>%</u>  |
| Filled Immediately  | 19,009                                   | 81%       | 9,656          | 88%       | 28,665  | 83%       |
| Not Available       | 4,293                                    | 18%       | 1,212          | 11%       | 5,505   | 16%       |
| Non-Circulating     | 162                                      | 1%        | 67             | 1%        | 229   | 1%        |

FAX (Telefacsimile Transmission Project): At the end of August, 1972, a three-month FAX pilot project was initiated using Magnavox four-six minute transceivers (transmitter-receivers) and normal voice-grade telephone lines. The purpose of the pilot was to test whether interlibrary loan-location and MAC requests could be transmitted rapidly from borrowing to lending library to save time in filling requests. Participating

libraries were: Newark Public, Princeton University, Rutgers University (Science-Medicine Library), New Jersey College of Medicine and Dentistry at Newark (and second location at Jersey City), Cumberland, Monmouth (Freehold), and Morris counties, and the State Library. During the pilot, which cost \$2,050, the following points emerged:

- MAC printouts, dark gray printing on light gray background, were especially difficult from the FAX machinery to "read."
- Four-minute speed was inadequate. Six-minute speed resolution was better, but too slow and costly in tolls.
- The Magnafax equipment array installed presented many difficulties, chief of which was lack of "handshake" between sending and receiving machines (the sending machine would be sending, but the message would not be received).
- Statistical reporting procedures were too time consuming.
- FAX transmission was seen to be a viable alternative to teletype, which requires reformatting of all requests, and a special operator.
- The FAX User-Group liked the concept of rapid transmission, but decided it had to have better equipment to make the project work.

A decision was made to install Graphic Sciences, Inc., (GSI) three-minute speed "dex 180" transmitter-receivers in all libraries and "dex 3000" automatic receivers in the chief receiving libraries. Since GSI machinery is AM-based, thereby allowing "handshake," it also required special telephone data-access arrangements for the dex 3000's.

The pilot installations were expanded in the GSI pilot, to include the main library at Rutgers (180 and 3000), and the eastern branch library at Monmouth County (180). Equipment was upgraded in all other libraries. Stockton State College Library paid for its own FAX equipment and was added to the project. The Cumberland County Library paid for slower FAX transceivers for the largest four public libraries it serves as an Area Library: Bridgeton, Millville, Salem City, and Vineland. (The Cumberland County FAX equipment has allowed rapid horizontal searching within the Area).

The GSI pilot began on May 1, 1973, for a five-month period. Each participating library received a grant for equipment rental, special telephones and supplies from Title III, Interlibrary Cooperation, LSCA. To date, the

second FAX project has been successful, although there have been "bugs" to work out. The FAX libraries like the project and the speed of filling requests has improved, as reported by the participating libraries. Still to be fully developed is the possibility of reference-data and photocopy-article transmission.

In 1973-74, possible expansion of the FAX project to all Area libraries and other interested public, school, college and special libraries will need to be discussed and decisions made. In final analysis, a policy question will have to be answered. In view of limited funds and competing projects, how much priority should be given to speeding up interlibrary lending?

Circulation Control: Circulation of materials from all collections of the State Library (except from the Library for the Blind and Handicapped) increased 5% from 1971-72 levels (books, films, filmstrips, periodicals, pamphlets, papers, and bills). Each individual collection had increased use. In addition, both in-building use and "circulation" by provision of photocopies continued to increase.

Of special interest is the heavier circulation of juvenile materials in bulk. In 1972-73, a total of 34 collections averaging 122 volumes each were circulated and constituted nearly 10% of total circulation. Most of the collections loaned were "self-service" requests, where teachers and librarians came to pick out materials to bolster their collections for temporary loan of up to 3 months. The newly inventoried and cataloged collections made this self-service easier and more efficient. The balance of requests represented subject collections of up to 25 books.

Thousands of books borrowed by libraries and state employees alike were recalled. Second and third follow-up notices were often required. A total of 323 state employees were barred from using State Library materials until the 707 items that they had borrowed were returned.

Libraries and state employees together paid a total of \$544 to the General Treasury for the replacement value of 101 lost items. (Those funds were reapplied to the State Library book budget). Libraries also sent replacement copies of 40 titles lost in circulation to their patrons.

In addition to these routine but demanding and time-consuming tasks, the circulation-control staff undertook the following projects:

1. To assist the juvenile collection inventory project (reported elsewhere), thousands of juvenile books loaned out in bulk prior to 1970 were again recalled. Many came back, but the remainder were removed from the shelflist or reordered by the inventory staff and book selector.

2. With the Bibliographer's assistance, all remaining circulation-control cards for non-juvenile books loaned prior to 1970 were pulled, looked up in Books in Print, and reordered or sent to Technical Services for removal from the shelflist.

Projects: The first professionally-executed brochure on the New Jersey Library Network was planned and published. Titled Where To Go When You Want More: New Jersey Library Network, the brochure was planned by the Newark Public Library and the State Library in consultation with Miss Alice Norton, a professional librarian and public relations expert. Three-hundred-thousand copies of the brochure were printed and distributed to all New Jersey libraries.

Oliver Gillock redrafted the New Jersey Interlibrary Loan Code, using the ALA Interlibrary Loan Procedure Manual and the State Library's first Interlibrary Loan Code draft as a basis. By the end of the year, the New Jersey State Library Procedures Manual, mentioned previously, was also substantially completed.

The ILL Code will be sent to Area and Research libraries for discussion and comment, and for eventual adoption by the New Jersey Library Association. The Procedures Manual will be sent out in final form as soon in the next Fiscal Year as possible. Both will be the subject of future workshops throughout the State at which the documents can be discussed with the working librarians.

The NJLA Library Development Committee's work in evaluating the State Plan for library development has meant that past performance and trends needed to be studied. To this end, State Library interlibrary loan log sheets for the past three years are now being machine-processed to provide for the first time a listing by type of request, name of library, as well as type, Area and Region of library requesting. It is hoped that a simple program can be established to allow easy logging, reporting of action taken by type of request, and monthly reports.

Staff Activity: In November, Mr. Kenneth Richards, Head, Archives and History Bureau, and the "inventor" of MAC, and Mr. Gillock were invited to address the 50-member Rochester Regional Research Library Council concerning the Micro-Automated Catalog. Other speakers were from the Illinois State Library and Pennsylvania State University Library. During the year, they also assisted the Nassau County (N.Y.) Library System in evaluating MAC for possible implementation.

The professional staff was also involved in a total of 74 consultations with other libraries, committee meetings, institutes, workshops and conferences, to publicize services, educate our clientele, and gain knowledge of new trends and developments.

BUREAU OF THE LAW LIBRARY  
LEGISLATIVE & GENERAL REFERENCE

OUTPUT DATA  
(Comparison - FY'72, FY'73)

| <u>Reference Data</u><br>(actual count)           | <u>1971-72</u> | <u>1972-73</u>        | <u>percent</u><br><u>change</u> |
|---|----------------|-----------------------|---------------------------------|
| <u>Total Reference Questions</u>                  | 43,530         | 46,719                | + 7%                            |
| Spot Reference                                    | 24,694         | 30,133                | +22%                            |
| Law   | 11,396         | 15,505                | +36%                            |
| General Reference                                 | 13,298         | 14,628                | +10%                            |
| Searches  | 18,836         | 16,586                | -12%                            |
| Law   | 5,225          | 3,391                 | -35%                            |
| General Reference                                 | 5,007          | 4,994                 | -0.2%                           |
| <hr/>   |                |                       |                                 |
| <u>Other Data (actual count)</u>                  |                |                       |                                 |
| Locations   | 2,134          | 1,877                 | -12%                            |
| Legislative Histories                             | 119            | 89                    | -25%                            |
| Computer Searches                                 | 5              | 30                    | +500%                           |
| Seminars Held                                     | 26             | 5                     | -81%                            |
| Persons Attending Seminars                        | 360            | 300                   | -17%                            |
| Consultations with Libraries                      | 82             | 74                    | -10%                            |
| Books Shifted                                     | 37,000 ft.+    | 3,600 ft.             | -90%                            |
| <hr/>   |                |                       |                                 |
| <u>Use Survey (weekly average)</u>                |                |                       |                                 |
| Persons Coming to Library                         | 729            | 655                   | -10%                            |
| Persons Coming at Night                           | -              | 73                    |                                 |
| Reference Questions                               | 1,549          | 1,657                 | - 7%                            |
| Spot Reference                                    | 926            | 1,042                 | +12.5%                          |
| Searches  | 623            | 613                   | -1.6%                           |
| Books & Periodicals Shelved                       | 5,104          | 5,834                 | +14%                            |
| <hr/>   |                |                       |                                 |
| <u>Use Survey (yearly projection)</u>             |                |                       |                                 |
| Persons Coming to Library                         | 37,597         | 34,111                | - 9%                            |
| Persons Coming at Night                           | 3,924          | 3,803                 | - 3%                            |
| Reference Questions                               | 80,509         | 86,177                | + 7%                            |
| Spot Reference                                    | 48,126         | 54,405                | +13%                            |
| Searches  | 32,383         | 31,772                | - 2%                            |
| Books & Periodicals Shelved                       | 265,408        | 303,368               | +14%                            |
| <hr/>   |                |                       |                                 |
| <u>Distribution</u>                               |                |                       |                                 |
| Library Materials circulated                      | 50,518         | 53,256                | + 5%                            |
| Loan Requests received                            | 22,475         | 22,464                |                                 |
| Loan Requests filled <sup>a/</sup>                | 18,254         | 17,636                |                                 |
| Xerox pages provided                              | 72,728         | 128,747               | +77%                            |
| Legislative bills, laws,<br>Court Briefs provided | 117,546        | 86,121                | -27%                            |
| State documents distributed                       | 91,121         | 75,529                | -17%                            |
| Drug materials distributed                        | 553 pks        | 320 pks               | -42%                            |
| Documents received for<br>distribution            | 73,336         | 88,780                | +21%                            |
| Legislative bills received<br>for distribution    | 600,000+       | 291,500 <sup>b/</sup> |                                 |
| Vertical file items added                         | 20,302         | 25,634                | +26%                            |

a/ representing sum of "filled immediately", "reserve placed", "location provided", "referred to Newark", "ordered".

b/ this was the second year of a 2-year legislative session.

NEW JERSEY STATE LIBRARY  
BUREAU OF ARCHIVES & HISTORY

For the second consecutive year, the Archives and History Bureau retained its full complement of staff members without turnover of personnel, thereby enabling the Bureau to perform most of its basic functions. Statistically, the work load remained about the same as during the previous year, although records management and microfilming statistics showed a slight increase in Fiscal 1973.

At the beginning of the year, optimism was high over the anticipated construction of a new records storage facility adjacent to the State Distribution Center on Stuyvesant Avenue. In cooperation with the Division of Buildings and Construction, Department of the Treasury, preliminary plans and specifications for the center were prepared and bids were solicited for construction on State property through a lease-purchase agreement. As mentioned elsewhere, the bidding procedure was contested and the matter remained in the Courts at the end of the Fiscal Year.

ARCHIVES SECTION

The Archives Search Room was rearranged and expanded in order to gain more book and seating capacity. These changes reflected increasing numbers of patrons over the years, and were in time to accommodate the greatest number yet -- 3,092 visitors, including those from 31 other states and Canada.

It had been anticipated that more than 4,000 square feet of space would become available for permanent records when lesser used materials were transferred to the new records storage center. Lacking that space, accessions of permanent archives were once again held to a minimum. Materials already held, however, were made accessible through arranging, describing and indexing. All the original legislative minutes were boxed and labeled, and in addition, a start was made on inventorying, boxing and labeling the new county materials accessioned over the past few years.

HISTORY & EXHIBITS SECTION

The New Jersey Archives Publication Fund bill was passed by the Legislature and at the end of the Fiscal Year was awaiting the Governor's signature. In view of this, funds were allocated by the Historical Commission to hire a typist to prepare the Colonial Laws in typescript form, thereby reducing composition costs. In order to further expedite the new archives series, Mrs. Constance Greiff, historian and author, has been added to the staff as a part-time consultant.

Dr. David Bernstein, Associate Professor of History at the California State University at Long Beach, who holds a Ph.D. from Rutgers and has long held an interest in New Jersey

History, submitted his manuscript of the Privy Council Minutes for possible inclusion in the archives series. His work was assisted with a grant from the New Jersey Historical Commission. Consideration is now being given to publishing the Council Minutes before the Colonial Laws.

Newspaper Microfilming Preservation Program: This project was continued with grants from the New Jersey Historical Commission and from Title II funds of the Library Services and Construction Act. Local funds go to make up the total cost of the individual projects which are listed below.

| <u>Sponsoring Library &amp; Newspaper(s)</u><br><u>to be microfilmed (with dates)</u>   | <u>Total</u><br><u>Project</u><br><u>Cost</u> | <u>Grant</u><br><u>Request</u> |
|---|---|--------------------------------|
| Woodbridge Public Library<br><u>Woodbridge Leader</u> 1900-1936<br><u>Woodbridge Independent</u> 1917-1936<br><u>Independent Leader</u> 1936<br><u>Leader Press</u> 1937-1970 | \$2,400                                       | \$1,600                        |
| Ocean County Library<br><u>Ocean Emblem</u> 1856-1866<br><u>New Jersey Courier</u>  | 2,947   | 1,965                          |
| Cherry Hill Free Public Library<br><u>Cherry Hill News</u> 1966-1971  | 465   | 310                            |
| Moorestown Free Library<br><u>Moorestown News</u> 1930-1946<br><u>News Chronicle</u> 1946-1952  | 600   | 400                            |
| New Jersey Historical Society<br><u>New Jersey Freie Zeitung</u> 1892-1924  | 5,675   | 3,783                          |
| Newark Public Library<br><u>Jewish Chronicle</u> 1921-1941  | 517   | 342                            |
| Burlington County Library<br><u>Mount Holly Herald</u> 1850-1860<br><u>Burlington Gazette</u> 1835-1899<br><u>N. J. Silk &amp; Agriculture</u><br><u>Register</u> 1840-1845   | 650   | 435                            |
| Hightstown - East Windsor Historical Society<br><u>Village Record</u> 1849-1861<br><u>Gazette</u> 1861-1937   | 900   | 600                            |
| Boonton Historical Society<br><u>Jerseyman</u> *  | 2,502   | 988                            |

\*This grant supplements a previous one of \$680. Due to the poor copy of the original, a single page exposure was necessary rather than a double page, causing an increased total cost.

Exhibits: The new major exhibition "Transportation and New Jersey" was finished and installed in the exhibit room under the direction of Mrs. Sandra Doughty. A formal opening was held on October 5, 1972, with Dr. Carl Marburger, Commissioner of Education, and John C. Kohl, Commissioner of Transportation as guests of honor.

In the main corridor six special exhibitions were prepared and installed. The special exhibits were:

1. "New Jersey Department of Transportation"
2. "Women's Suffrage in New Jersey and New Jersey Women in Books"
3. "Fourth Annual Symposium of the New Jersey Historical Commission"
4. "25th Anniversary of the New Jersey State Constitution"
5. "To Honor Copernicus"
6. "New Jersey Teen Arts"
7. "A Generation Ago - 1943"

Exhibit catalogs and bibliographies were prepared for the Copernicus and 1943 exhibit.

More than 9,000 individuals visited the archives exhibit room. In addition, school groups accounted for an additional 2,000 visitors and meeting attendance totaled 7,000. Three special programs were held in the exhibit room on the occasion of the opening of the Transportation and the Copernicus exhibits and the 25th anniversary celebration of the State Constitution.

Publications: The following items were reprinted for distribution to school groups:

"New Jersey in the 17th Century"

"The New Jersey State Flag and Colors"

"Sources of Material on the Leni-Lenape Indians"

In addition, we continued to publish "New Jersey Days", a monthly, with over 1,200 copies mailed out to schools, libraries, radio stations and newspapers.

Records Management: New Jersey's records management program continues to produce savings for both State and local governments. Under the program, more than 55,000 cubic feet of useless records were disposed of. Such an amount would require 5,500 five-drawer file cabinets to house them.

As mentioned, the lack of a records storage facility proved to be a severe handicap. Numerous requests from State agencies for storage service had to be declined. Only 628 cubic feet of new material was accessioned. Semicurrent records in storage continued to be referred to, with 1,381 reference requests for material and about 3,000 telephone calls for information retrieval from stored items.

Comparative statistics for disposal of records were as follows:

| <u>Disposal of Records</u>    | <u>1971-72</u> | <u>1972-73</u> | <u>% change</u> |
|-------------------------------|----------------|----------------|-----------------|
| No. of requests               | 468            | 479            | +2%             |
| State records (cubic ft.)     | 23,393         | 22,901         | -2%             |
| Municipal Records (cubic ft.) | 30,012         | 32,759         | +9%             |
| Total (cubic ft.)             | 53,405         | 55,660         | +4%             |

Micro-Automated Catalog: The Microfilming unit of the Bureau has produced all of the copies of the State Library card catalog and its supplements for the MAC interlibrary loan system. During the 1973 year, the fifth cumulative supplement was produced, indexed, and distributed to the participating libraries, and two additional complete sets were prepared for the newly designated Area Libraries -- the Camden County Library and the Phillipsburg Public Library.

Field Trips; Professional Activities: During the year, the Bureau Head, Kenneth Richards, made 24 field trips, including consultation visits to the County Clerks of Bergen, Burlington, Camden, Hunterdon, and Mercer counties. The Supervisor of Microfilm Services made 60 field trips to State and local offices.

New Jersey was represented at the annual meeting of the Society of American Archivists in Columbus Ohio, October 31 to November 3, 1972, by Mr. Richards, who also attended meetings of the New Jersey Chapter of the American Records Management Association and the annual conference of the New Jersey Historical Society. On June 4, 1973, he addressed the opening session of the Annual Conference of the Association of Records Executives and Administrators in Cherry Hill. In November, Mr. Richard and Mr. Gillock, Head of Interlibrary Reference and Loan, were invited to address the 50-member Rochester Regional Research Library Council concerning the Micro-Automated Catalog. During the year, they also assisted the Nassau County (New York) Library System in evaluating MAC for possible implementation. Local meetings and the annual convention of the National Microfilm Association were attended by James Birch, Supervisor of Microfilm Services.

ARCHIVES & HISTORY BUREAU  
OUTPUT STATISTICS  
COMPARING 1971/72 WITH 1972/73

|   | <u>1971/72</u> | <u>1972/73</u> | <u>% change</u> |
|---|----------------|----------------|-----------------|
| <u>Use of Materials</u> <sup>a/</sup>   |                |                |                 |
| Books                                   | 16,303         | 15,413         | - 6%            |
| Microforms                              | 2,354          | 2,610          | +10%            |
| Manuscripts                             | 11,367         | 11,210         | - 1%            |
| <u>Reference Services</u>               |                |                |                 |
| In Person                               | 837            | 890            | + 6%            |
| Telephone                               | 852            | 824            | - 3%            |
| Correspondence                          | 4,364          | 3,859          | -11%            |
| <u>Photocopies Furnished</u>            |                |                |                 |
| Free                                    | 5,106          | 6,603          | +29%            |
| Paid                                    | <u>9,408</u>   | <u>11,735</u>  | <u>+23%</u>     |
| TOTAL                                   | 14,514         | 18,338         | +26%            |
| <u>Attendance, Archives Search Room</u> | 2,676          | 3,092          | +15%            |

<sup>a/</sup> The collections of the Archives and History Bureau do not circulate.  
 Use of materials is measured by the number of items reshelved.

NEW JERSEY STATE LIBRARY

LIBRARY FOR THE BLIND & HANDICAPPED

Fiscal 1973 was an important year for the Library for the Blind and Handicapped. Following years of problems with the physical facilities at 1700 Calhoun Street, the agency moved to spacious, safer, and more comfortable quarters at 1676 North Olden Avenue, Trenton. Recently vacated by a furniture establishment, the rental quarters afford substantial public, office, and stack areas, as well as loading facilities and excellent parking. A large storage area at the rear of the building has enabled the State Library to relieve congestion at the main building by storing lesser-used law books and other materials.

A great deal of time had to be devoted to planning for the move and for best utilization of the building. It soon became evident that some of the niceties which the building afforded -- a large meeting room area, and staff lounge, had to be sacrificed to accommodate other offices within the Department of Education where space is at a premium. In addition, partly partitioned furniture display rooms could not be entirely dismantled without considerable cost and delay. Work flow, accommodation of special collections, logical grouping of work locations had to be thought out in advance.

Anticipating the move, an aggressive weeding program was undertaken and more than 10,000 talking books were withdrawn and made available to other regional libraries. The complexities of collection inventorying, erection of new shelving, and other activities attendant to the move, required an almost total shutdown of services for over a month, but the improved working conditions, coupled with greater accessibility of materials, should improve services greatly.

The personal approach to service instituted during the preceding year was continued, and on the basis of both staff reaction and responses from the field, seems to have proven itself. The reduction in the number of items which each selector sends under the new system is compensated for by the fact that the items sent are carefully chosen. The volume of registered borrowers, and of materials, however, has reached a point of diminishing return from a manual system. Investigation of a computerized system which could handle circulation, registration, inventory, bookkeeping, and mailing label production, began in the Fiscal Year and will be continued. In comparison with the costs to the State of additional personnel, with attendant fringe benefits approaching 20% of salaries, data processing equipment and programming may prove well worth the investment, and speed up services significantly.

The fact is inescapable that service continued to be hindered by the lack of new positions and the freezing of existing ones when a vacancy occurred. Despite the fact that the workload of the New Jersey Library for the Blind and Handicapped has increased to the point where, as of 1973, it constituted the second largest operation in the country, no new positions have been allotted and funds for new equipment have been non-existent.

Cassettes: The cassette program continues to grow rapidly and the Library of Congress anticipates a gradual increase in cassette production with a corresponding decrease in production of recorded discs, with complete replacement of records by cassettes within ten years. A high speed cassette duplicator and blank cassettes are priority items in the Library's budget request for 1974.

Rapidly evolving technology has also posed problems in the cassette field with the advent of half-speed cassettes. Up to this point, any reader possessing a standard player could use Library for the Blind materials, but the half-speed cassettes require special players. The Library of Congress has limited funds for annual production of these specially adapted players, and thus long waiting lists are developing.

During 1972, the Library of Congress announced that beginning some time late in 1973, all material produced either on cassette or disc would be accompanied with a pre-timed reel-to-reel tape. This should reduce the delay in receiving desired titles for anyone with the specially adapted cassette player, since copies can be made and erased according to demand. In the immediate future, the shortage of two-speed cassette players will limit the use of this program, but within a few years, the system should greatly enhance services to the blind and handicapped.

Again, related to the move, but also in anticipation of the resignation of both of the professional librarians assisting the Section Head, a very close look was taken at each deposit collection to determine those which could be eliminated. As a result, the number of deposit collections has been substantially reduced and only the really active ones are now maintained. If professional vacancies can be filled, priority should be assigned in 1974 to field work with institutions and organizations in order to establish new, active collections, and to improve the quality and scope of those already established .

Volunteer Program: The number of individuals and groups doing volunteer recording and brailleing for the Library has continued to increase, and a listing of all of them here would be unweildy. Without them, however, the program of locally produced material to meet specific needs of New Jersey

residents would not exist and great gaps in the collection would be evident. Sincere appreciation is extended all these dedicated workers who give countless hours of their time without compensation. More than thirty titles were done in tape or braille last year.

Appreciation is also due for the many small cash gifts received during the year. The equipment and supplies purchased from these funds improves service to all the blind and handicapped of the State.

LIBRARY FOR THE BLIND & HANDICAPPED

COMPARATIVE READERSHIP, 1971/2-1972/3

| <u>Active Individual Readers</u> | <u>FY'72</u> | <u>FY'73</u> | <u>%change</u> |
|----------------------------------|--------------|--------------|----------------|
| Adult Blind                      | 4,852        | 6,095        | +25%           |
| Juvenile Blind                   | 437          | 750          | +69%           |
| Adult Physically Handicapped     | 652          | 1,225        | +87%           |
| Juvenile Physically Handicapped  | <u>144</u>   | <u>361</u>   | +150%          |
| TOTAL                            | 6,085        | 8,431        | +38%           |

Active Readers  
Deposit Collections

|                                 |            |            |      |
|---------------------------------|------------|------------|------|
| Adult Blind                     | 4,879      | 2,670      | -45% |
| Juvenile Blind                  | 1,093      | 610        | -44% |
| Adult Physically Handicapped    | 2,227      | 1,213      | - 1% |
| Juvenile Physically Handicapped | <u>610</u> | <u>840</u> | +37% |
| TOTAL                           | 9,809      | 5,333      | -38% |

COLLECTIONS

| <u>Collection</u>  | <u>Titles Added</u> | <u>Titles Held</u> | <u>Items Added</u> | <u>Items Held</u> |
|--------------------|---------------------|--------------------|--------------------|-------------------|
| Talking books      | 738                 | 3,040              | -373*              | 60,743            |
| Braille            | 360                 | 3,051              | 997                | 6,913             |
| Cassettes          | 356                 | 1,187              | 1,546              | 4,253             |
| Tapes              | 37                  | 4,158              | 37                 | 20,277            |
| Commercial Records | 5                   | 655                | 7                  | 660               |
| Large Type         | <u>126</u>          | <u>1,137</u>       | <u>136</u>         | <u>2,948</u>      |
| TOTAL              | 1,622               | 13,228             | 2,350              | 95,794            |

\* More than 10,000 talking books withdrawn in Fiscal '73

CIRCULATION TO INDIVIDUALS  
COMPARISON, FY'72, FY'73

| <u>Media Circulated</u> | <u>FY'72</u> | <u>FY'73</u> |
|-------------------------|--------------|--------------|
| Talking Books           | 143,304      | 140,869 *    |
| Braille                 | 3,157        | 3,848        |
| Open Reel Tape          | 17,761       | 6,269        |
| Cassettes               | 8,136        | 15,161       |
| Large Type              | <u>672</u>   | <u>729</u>   |
| TOTAL                   | 173,030      | 166,876 *    |

\* Drop in circulation attributed to:

- 1) During period of move to new quarters, very small circulation for more than a month.
- 2) More magazines are going directly from the publisher to the reader. Last year, New Jersey readers received 61,505 braille, recorded, and taped magazines this way.

Sub-Regionalization: Sub-regionalization has been catching on rapidly throughout the country and seems to be the way services to the blind and handicapped will be going in the future. Briefly, sub-regionalization entails the active involvement of local, county, and area libraries in providing such services as:

direct consultation and aid in all aspects of service to eligible residents;  
 maintenance and circulation of all materials produced during the past two years, with dependence upon a central facility for older materials;  
 planning and execution of programs for the blind and physically handicapped in libraries which are more accessible to them.

While most librarians feel this is a good idea, the classic problems of staff shortages and space limitations have led many to decline involvement at this time, or to postpone involvement until special grant funds are available. The New Jersey Library for the Blind and Handicapped will watch these developments with interest, and it is hoped that workshops with librarians can be held on sub-regionalization at an early date.

NEW JERSEY STATE LIBRARY

NEW JERSEY HISTORICAL COMMISSION

The New Jersey Historical Commission, although substantially an independent body, is attached to the State Library for administrative purposes. It is housed in the Library, and its business and personnel affairs are channeled through the Administrative Offices of the Library to the central offices of the Department of Education. The State Librarian is a member of the Commission.

This arrangement fosters close coordination with the historical resources, reference, and publications programs of the State Library centered in its Archives and History Bureau. The Executive Director, Mr. Bernard Bush, meets with the Library Director and Bureau Heads in regular sessions.

Membership: Created under the Laws of 1965, the Commission's membership was subsequently expanded from eight to twelve, to include two members of the General Assembly and two members of the Senate. In addition to the State Librarian and the Supervisor of Historic Sites, there are six citizens of the State known for their expertise in New Jersey history, their academic achievements and professional affiliations. The 1973 membership was as follows:

John G. Cunningham, Chairman, Florham Park, N. J.  
Prof. Henry N. Drewry, Princeton University  
Hon. Alfred E. Driscoll, former Governor and  
Chairman, N. J. Turnpike Authority  
Kenneth C. Jennings, New Brunswick, N. J.  
Assemblyman Thomas H. Kean, Livingston, N. J.  
Prof. Richard P. McCormick, Rutgers University  
Roger H. McDonough, State Librarian  
Senator Joseph P. Merlino, Trenton, N. J.  
Assemblyman Ronald Owens, Newark, N. J.  
David N. Poinsett, Supervisor of Historic Sites  
Senator William E. Schluter, Trenton, N. J.  
Mrs. Maurice P. Schuman, Secretary, Hightstown, N. J.

Activities, 1973: Reports of the Commission's activities are made separately from those of the State Library but the following list of grants-in-aid made to individuals and agencies illustrates the wide range of its activities.

New Jersey Historical Commission  
Grants-in-Aid, 1972-73

| <u>Recipient</u>  | <u>Amount</u> |
|---|---------------|
| 1. Professor Larry R. Gerlach, University of Utah --<br>toward publication of a manuscript on New Jersey<br>in the Revolution | \$ 250.00     |

| <u>Recipient</u>  | <u>Amount</u> |
|---|---------------|
| 2. Old Barracks Association, Trenton -- to assist its annual colonial drill program   | \$ 200.00     |
| 3. Center for Transportation Studies, Rutgers, the State University -- for student research project on the Delaware-Raritan Canal   | 500.00        |
| 4. Professor Milton M. Klein, University of Tennessee-- for prospectus on a project to publish the papers of Governor William Livingston  | 116.00        |
| 5. New Jersey Historical Society -- for annual professional conference for teachers and librarians (the Commission's contribution as a co-sponsor)  | 300.00        |
| 6. Seton Hall University -- for annual history conference for teachers (the Commission's contribution as a co-sponsor)  | 250.00        |
| 7. Grant-in-Aid Program for Research in New Jersey History--twenty-one recipients   | 6,000.00      |
| 8. Research Grant Review Committee (three members)  | 300.00        |
| 9. Frederick Ramsey, Jr. of Stockton, N. J. -- research survey on New Jersey social/cultural history (half of total grant; remaining half to be paid in fiscal 1974)                      | 1,800.00      |
| 10. Professor Zara M. Cohan, Newark State College -- for editorial work on manuscript history of New Jersey State House   | 500.00        |
| 11. Webster J. Van De Mark of Bell Laboratories -- toward production of a documentary film on the Morris Canal  | 500.00        |
| 12. Monmouth County Historical Association -- toward publication of the catalogue of an exhibition on New Jersey cultural history   | 500.00        |
| 13. Archives and History Bureau, State Library -- toward preparation for publication of "The Colonial Laws of New Jersey" (The Commission's total commitment to this project is \$5,000)  | 817.00        |
| 14. Constance M. Greiff of Princeton -- for project to write and publish a guide to Revolutionary War sites in New Jersey (half of total grant; remaining half to be paid in fiscal 1974) | 1,500.00      |

