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DIVISION OF THE STATE LIBRARY, ARCHIVES AND HISTORY

Department of Education

State House Annex

Trenton 25, New Jersey

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

Draft. H.P.
Report

for the period

July 1, 1956 to June 30, 1962

December 19, 1962

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The last full report of this Division was filed in 1956. Since then, six years have gone by which have brought ^{with} comparatively little change in the general character of the Division, a wide expansion of services. The nature of the work of the several bureaus will be discussed hereinafter. However, some major highlights should be mentioned first.

OUTSTANDING EVENTS

Legislation

The Division was most active in furthering the passage of state and federal legislation affecting and benefiting libraries throughout the State. Probably the most important incentive to library development was the enactment of the State Library Aid Act.

State Library Aid Act. Chapter 178, Laws 1959

This legislation was introduced as a result of recommendations outlined in the study, Better Libraries for New Jersey.

It is a State aid bill with accent on the establishment of larger units of service. It provides for (1) minimum aid of either 5¢ per capita or 35¢ per capita (2) equalization aid for smaller municipalities based on a \$1.50 per capita foundation program (3) establishment grants for county libraries, county-wide federations, county-wide joint libraries, county-wide federations, county-wide joint libraries and, since 1962, regional libraries and (4) emergency aid.

Much paperwork was involved in getting the State aid program started. The impact of the new act was soon noticeable in library service throughout the State, however, there were also difficulties to overcome. Local library boards had to be persuaded that State aid would not impair local autonomy; county freeholders had to be educated to the fact that State aid was meant to supplement and not replace county library appropriations. State aid started out with an appropriation of \$400,000, which was increased for the year 1962-1963 to \$600,000, still far short of the \$1,400,000 requested in the budget of the Commissioner of Education.

In addition to State aid, a number of other laws were sponsored by the State Library in pursuance of its policy to further the establishment of larger library units. The Joint Library Law, Chapter 155, Laws, 1953

This new law, replacing the old Joint Library Law, allows greater flexibility for joint library action, enabling municipalities to combine for library service without joining a county library system. Princeton Township and Princeton Borough established a Joint Library System in accordance with this act.

The Federation Law, Chapter 108, L. 1956 as amended by Ch. 179, L. 1959.

The Federation Law made possible the crossing of county lines in the establishment of contractual arrangements between municipalities for cooperative library service. The Commissioner of Education promulgated standards for the establishment of

federations. In accordance with the policy for greater coordination and cooperation between participating libraries, the standards provided for specialization in the selection and retention of materials by individual libraries, centralization of processing, uniformity of administration, etc.

The first federation contract was signed by Paramus, River Edge and Maywood and became effective January 1, 1961.

The Regional Library Law, Chapter 134, Laws 1962

The Regional Library Law just enacted authorizes the establishment of joint library service by two or more counties.

It will enable large areas of New Jersey which presently provide only inadequate or no library service whatsoever to cooperate for effective library service for their residents at reasonable cost. The value of a multi-county set-up was demonstrated by the federal Tri-County project in South Jersey. The regional law would enable these counties to continue the service with county funds.

Another law enacted in fulfillment of recommendations of the Commission to Study Library Services in New Jersey was the act for

Certification of Public Librarians, Ch. 132, Laws 1947 as amended by Laws 1956, Chapter 152, effective July 1, 1957, all persons employed in professional positions in public libraries in New Jersey are required to procure certificates from the State Board of Examiners. To qualify, a prospective librarian must be a graduate of a four-year college and ^{of} an

accredited graduate library school.

The obvious purpose of this law was to guarantee better professional library service to public library patrons throughout the State. The law made trustees and librarians more conscious of the professional aspects of librarianship, the need for higher standards and the need for improved salary and working conditions. A less desirable result was a mounting difficulty in recruiting qualified personnel for libraries. The Head of the Public and School Library Services Bureau is responsible for screening applications for certification. This has added to the burden of work of the Bureau.

The staff of the State Library also cooperated in drafting the revision of laws referring to libraries in the new Title 40A, Municipalities and Counties, and Title 18A, Education, of the New Jersey Revised Statutes.

A federal law of primary importance for the development of libraries throughout the State was the Federal Library Services Act.

June 19, 1956, Ch. 407, 70 Stat. 293, as amended
August 1, 1956, Ch. 852, sec. 2570, 70 Stat. 911
August 31, 1960, P. L. 86-679, 75 Stat. 571

This act authorized the annual expenditure for 5 yeears of \$7,500,000 to develop public library services in rural areas. The law was renewed for another five years in 1960. Under the federal plan, New Jersey received an initial amount of \$40,000 in the budget year of 1956-57, and substantially larger amounts in the following years, until by 1961-62 it qualified for federal aid in the sum of \$102,236,000.

Two state projects were approved for federal grants, both projects planned and supervised by the Public and School Library Services Bureau. Project A., a large demonstration unit known as the Tri-County Library Services Center, encompassed the three southern rural counties, Gloucester, Cumberland and Salem; and Project B., a plan to extend and amplify the State's own consultative, advisory and promotional services was to aid library service in rural areas throughout the State.

Both projects have worked successfully during the period herein reported. The Tri-County unit has demonstrated the value of strong central library service for thinly populated rural communities. It is hoped that by the time ~~the~~ the demonstration ~~unit is discontinued as a federal-state project, in June 1963, enough~~ unit is discontinued as a federal-state project, in June 1963, enough local support will have been forthcoming to enable the unit to stand on its own feet as a locally supported regional library.

National Defense Education Act of 1958, P. L. 85-864,

Title III, VI, September 2, 1958, 72 Stat. 1588, as amended,

P. L. 87-344, Title II, October 3, 1961, 75 Stat. 760

School libraries benefited from federal grants for the study of science, mathematics and foreign languages.

BUILDING PROGRAM

lc In 1960, legislation was enacted enabling the Teachers' Pension Fund to ~~lend the State of New Jersey the~~ ^{finance the construction} necessary capital for the erection of the new cultural center in Trenton. Plans for the center called for a new home for the Division of State Library, Archives and History, a building

designed to house all the bureaus of the division under one roof. Even before the new center was officially approved, the staff of the Division embarked on a study of space needs in the light of present activities and future reorganization. The Report on the Program and Building Requirements of the New Jersey State Library of March 8, 1961 was the result. The detailed report was well received by State authorities and architects, who used it as a basis for their planning. As the work of the architects went along, the plans were scrutinized and discussed in detail with the staff of the Division. Suggestions by staff members were incorporated and layouts made.

At the same time, committees were set up to plan a simplified, more functional administration of the Division in the new quarters. Because the bureaus had been separated in many instances for many years, there was now a special need to reappraise all present functions and to combine or integrate them to produce working arrangements which will lead to maximum efficiency and economy.

It was determined that book collections of the now separated bureaus would be integrated into a core collection and catalogs combined; that a new technical services section would handle ordering, cataloging, and book preparation for the whole division; that archives would take over some of the duties of the present reference section, especially in the field of genealogy. An inventory of present furnishings was taken to determine what could be profitably transferred to the new building. It was found that most of the furniture and machinery now in use was in good shape and would be usable in the new building. Budget

requests for new furniture concerned mostly book stacks, the new reading room and the new archives exhibit area.

While the preliminary work has taken much time and concerted thinking, it is obvious that much planning remains to be done, before the final move in 1964. However, it is hoped that once the move is completed, the new center will become a model and serve as an example for the State at large.

PUBLICATIONS.

Publications

In the course of its ~~work~~ work, the Division published a number of reports, guides, bibliographies and statistics. A list of the publications from 1956 to 1962 is attached. This bibliography does not take into account the many confidential reports and research memoranda prepared by the legislative analysts, the committee reports prepared by the analysts in their capacity as secretaries of committees, legislative histories and indexes prepared by the reference librarians, proceedings and reports prepared by the Bureau of Public and School Library Services ~~Research~~ under the auspices and the name of professional library and other associations.

Surveys

Three major surveys of the Division were made or begun in this period. A Civil Service Classification Survey was started in 1960 and completed in October 1961. This survey was conducted at the request of the Department of Education because the division had experienced difficulty in recruiting and retaining qualified employees for both the professional and clerical positions. Professional positions had remained unfilled

for long periods, while there seemed to be excessive turnover in the clerical positions. The survey resulted in a reorganization of professional librarian titles. Nineteen professional librarian ~~titl~~ positions classified under nine different titles at six different salary levels with wide variations in education and experience requirements, were classified under three different titles at three different levels and the salary ranges raised. Among the clerical positions, the survey found a shortage of supervisory positions and promotional opportunities and recommended a number of reclassifications to the "Senior" and "Principal" level. The benefit of the reorganization following the survey was soon evident. Most of the vacant positions were filled and in-office promotions helped maintain a good clerical staff.

A second survey on an entirely different level was the State Libraries Survey conducted by Professor Phillip Mongpenry for the American State Library Survey and Standards Committee of the American Library Association. This nation wide study was planned in order to establish standards for state libraries. The answering of the long elaborate questionnaire took time and digging into financial and other records. The results of this survey have not been published to date.

The third survey is only in its beginning stage. Itx is a survey of all library facilities in the State of New Jerseyx Under the auspices of the New Jersey Library Association. A special committee has been nominated to report on the State Library.

Tercentenary Celebration

The Director of the Division was appointed Secretary to ~~the~~ the New Jersey Tercentenary Commission. Several of the ~~projects~~ projects of the Commission closely concern the State Library. The Tercentenary was a main incentive for the planning of the new cultural center in Trenton. It is expected that the Archives Exhibit room will become a showplace for the most important New Jersey historical documents. The new quarters of the Archives Bureau will make possible the collecting and organizing of New Jersey historical records in one place. It is hoped that these ~~new facilities~~ facilities will encourage students of New Jersey history in their research.

The staff of the Division has helped in creating the historymobile, and the reference staff is collaborating in collecting data for several of the monograph studies on New Jersey history now under way under the auspices of the Commission.

One of the projects of the Tercentenary Commission is the revival of the New Jersey Archives. A new position of historical editor in the Archives Bureau was authorized in order to further this project and plans were initiated for the publication of a definitive edition of the colonial laws of New Jersey.

Reports of Bureau Activities

Administrative Services

The administrative unit assists the Director of the Division in the technical management and coordination of the four bureaus, provides secretarial service for the Director, keeps personnel and financial records for submission to the Central

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Personnel and Business Divisions of the Department, acts as liaison ~~liaison~~ agency with other executive agencies such as Budget and Accounting, Purchase and Property, Pensions, Buildings and Grounds.

Personnel

In the period between 1956 and 1962, the staff of the division grew from 48 to 59 persons. This increase was accompanied by an even greater turnover of personnel, keeping the administrative section busy setting up and changing records.

The Administrative Assistant compiled job descriptive and other materials for the survey of the Division by the Civil Service Department, and helped in the reorganization of the Division after the survey.

Financial Records

The Administrative Assistant inspects all bills and vouchers and sets them up in the correct form for the approval of the Director. Around 1958, a new system of contract bidding for all supplies was initiated by the Treasury Department. This system, although applicable to a part of the division's purchases, had to be modified for the special materials required by the Law and Reference Libraries. These special materials cannot be acquired from commercial sources. The price of many of the publications requested is in no proportion to the cost of ordering and handling the material. A new modified system of budgeting these orders was worked out by the Administrative Assistant in cooperation with the Division of Purchase and Property.

The Administrative unit prepared and substantiated all budget requests and assisted the Director at budget hearings. In the last year this involved not only the scheduling of needs in the normal course of business, but also a detailed estimates of personnel and property requirements in connection with the move to the new building.

Starting in 1957 special accounts were kept for the federal library project under the Library Services Act. As receipt of federal funds was made dependent on proportionate expenditures of State funds, substantiating data had to be compiled and submitted for the yearly federal audit report.

BUREAU OF ARCHIVES AND HISTORY

The Bureau of Archives and History is responsible for the acquisition and preservation of official records bearing on the history of the government and the people of New Jersey. It also exercises general supervision over all public records at the State, county and local levels; issues authorizations for the destruction of obsolete public records; operates records storage centers for semi-current State records and conducts a microfilm program for all State agencies. The Bureau of Archives and History works in conjunction with the State Records Committee which promulgates rules and regulations for retention and destruction of records.

From 1956 until his death in 1961, the Bureau was headed by Mr. Thomas Amelia. Since then, Mr. Kenneth W. Richards, Archival Examiner, has been managing the Bureau. The Archives section suffered even more than other bureaus of the Division

from lack of adequate space and from difficulties due to lack, illness and death of personnel. It is the more to be acknowledged that great steps were taken in these years towards consolidation and indexing of archival material and toward establishing of a sound records program for New Jersey.

Archives

In 1957, a plan was inaugurated to review and properly index all archival documents under the jurisdiction of the Bureau. In the course of this procedure, valuable documents were located and made accessible to the public. Concurrently with this program, a list of New Jersey documents presently in other hands was begun, with the hope that at one time these may be returned to the State.

Some important archival material was newly acquired, as for instance, the Lease of Dame Carteret to the First Twelve Proprietors of East New Jersey, 1681; the New Jersey copy of the original copy of the Article of Confederation; the original Agreement between New Jersey and New York as to the boundary lines of Staten Island. Other valuable materials were transferred from the Judiciary, the Department of State and other sources and were cataloged and stored.

In anticipation of its operations in the new library and archives building, the Bureau has started on a project of acquiring the basic core of permanent non-current records now on file at other State agencies. It hopes to arrange, describe and house this material prior to moving into the new quarters.

Here again difficulties of space hamper the work.

The collection of pictures of prominent New Jersey citizens, has been catalogued and removed to the Bureau's vault.

An average of 2,000 reference requests a year were handled by the staff of this unit. These requests range from demand for professional help in historical and genealogical research to routine requests for documents in storage files.

The Bureau also arranged exhibits for historical celebrations and visits of professional groups, gave advice and assistance in the preparation of the Historymobile, collaborated with the Tercentenary Commission in the planning of their program. The Archival Examiner serves as a member of the Historical Advisory Committee of this Commission.

Records Management

The most notable advance of this section was made in the field of record management. Record retention committees were established in many state agencies, and with the help of the staff of the Bureau, retention schedules were set up. These schedules were then discussed with and approved by the State Records Committee. General retention schedules were drafted for a number of county and municipal officers. Whenever an agency sends requests for records disposal for records listed under a general retention schedule, the approval of the State Records Committee is not required, however, the Bureau passes on the correctness of each individual request. Collaboration between the local agencies and the Bureau was insured through many

field visits by the bureau staff.

A list of the present status of scheduling for State, county and municipal agencies is hereto attached.

The Bureau, with the help of the State Records Committee, has been working on a new State Records Manual and a Local Records Manual. They also drafted a new Preservation of Essential Records Act, which is presently being studied by the Governor's Counsel.

Record centers Numbers 1 and 2 presently house over 11,000 cubic feet of semi-current records material. A conservative estimate of the number of individual documents stored amounts to about 17 million. As most of the space in the Record Centers is occupied or committed, the Bureau has had to turn down large requests for space from certain State agencies. This space problem will not be eliminated by the erection of the new library-archives building. The archives building, which is expensive storage, should be used for permanent records only. Serious consideration should be given toward obtaining additional records storage space in an adequate facility and location.

Another phase of the records program was the granting of requests for disposal of records. The importance of this function of the bureau cannot be overstressed. Considerable amounts of money are saved by the State, counties and municipalities through elimination of bulk of useless records. In the last year alone, 270 requests were granted which disposed of approximately 98,000 cubic feet of records. Figures showing the disposal of records for the last seven years are attached.

Microfilming

The microfilm unit conducts a centralized microfilm program for the State. Within this program it performs several services: it replaces certain original permanent records by microfilm images; it makes copies of certain other original records for security purposes. In the latter case the original records are not destroyed but the duplicate film is stored in special storage. It copies semi-current, non-permanent records for limited time preservation, whenever the bulk of the material and the type of expected use makes such procedure desirable. In addition, its staff supervises the continuing records-microfilm programs of other State agencies and advises municipalities and counties on their microfilming problems. The work of the microfilm operator cannot be measured by the number of pictures taken. Some records, like cancelled checks, can be fed into the machine at great speed, other records require special setting up and adjustments and must be done with care. Accordingly, the number of pictures taken per year varied from 2,300,000 in one year to a little over 1,000,000 in another.

Administratively, the microfilm unit also manages the records centers mentioned above.

BUREAU OF THE LAW LIBRARY

The Bureau of the Law Library is an agency providing books and reference in Anglo-American Law. Its notable book collection owes much to the foresight of New Jersey men of law in the early days, who acquired the substance of the law, and to modern-day professional librarians who organized it for purposes of ready

use in the courts of law, the legislative chambers and the executive departments. Within the last years the law library added an average of 2,500 books and 10,000 documents yearly to its collection of about 120,000 books.

The true test of any library is its use and the New Jersey State Law Library is being used.

Its circulation figures rose from 25,000 in 1956-57 to over 46,000 in 1961-62. Distribution of reports, bills, etc. rose from 15,000 to 59,000

Reference Work

Patrons of the law library are the Judiciary, the Legislature, the Governor's Office, the executive departments, private lawyers and, to an lesser extent, law students and the general public. A survey taken in 1960 showed that the staffs of the executive departments were the most frequent users of the library. In the course of their work, the legal reference librarians find case and statutory citations, advise on books and other material for legal research, maintain journals, indexes, card files and bibliographies and write legislative histories. Many of the bibliographies and indexes are started at the special request of legislative committees, state agencies, or the judiciary; others are maintained because of general interest of the subject to the State of New Jersey. One of the projects begun by the Legislative Research Librarian was the indexing of all legislative bills as filed, by subject. The index, which was carried back to 1954, has proven of great use in legislative reference

A Legal Research Guide authored by Mr. Henke was widely

distributed and used. The bi-weekly Accessions Lists continues to be popular as shown by steady requests from the lists. The unit keeps for permanent reference a collection of the legislative histories by statute citation. It also maintains a duplicate list of all regulations filed with the Secretary of State. The regulations themselves are collected and kept on file as soon as available. However, due to the haphazard nature of publication of regulations, it is often difficult even to know whether the set is complete. Card indexes on many subjects of current interest are maintained and bibliographies typed as the need arises.

Cataloging and Classification

The reorganization of the law library as an active reference tool had started under Miss Marrie Coonan, who resigned as head of the Bureau early in 1956. She was followed by Mr. Dan F. Henke from 1956 to 1959. Mr. Henke gave impetus to this development by a number of basic organizational changes which were started and completed in a comparatively short time.

A complete inventory of the collection of legal treatises was taken and a shelf list prepared. The collection was classified, and, as far as necessary, recataloged. The lawyer-patrons of the library, who at first seemed a little dismayed at the radical change, soon became used not only to finding all the material on one subject in one place, but also to find more material than they knew existed. A policy of binding and cataloging pamphlet studies formerly relegated to vertical files, enhanced the use of these materials for easy reference.

The catalogs of the law library and of the general reference libraries were combined, thus enabling library patrons to find all materials

on a given subject without the necessity of going to two separate catalogs. The affinity of the two collections made this a most useful move.

Continuations

The fact that legal periodicals articles were being quoted more and more in court decisions made it desirable to strengthen this collection. This was done by new subscriptions and by filling in back holdings. By now about 75% of articles cited in the INDEX TO LEGAL PERIODICALS can be found in the law library. It was also necessary to find some practical modus of keeping track of all the continuations received by the library. The keeping of a serial record on a Cardineer wheel was found to serve this purpose simply and clearly. In order to have up-to-date information, the law library had to subscribe to a number of loose leaf services. The filing of the services proved to be a time-consuming job. A count made in October 1959 showed that about 13 hours per week are spent only on this job.

Space Problems

Much thinking and planning went into shifting and reshelving of the growing collection in the cramped quarters of the reading room and stacks. This was a constant worry for one of the law librarians, Mr. Pizzullo, whose ingenuity in this respect has helped the library maintain some kind of order until the eventual move to better quarters. The upkeep of the book collection was also helped by a new maintenance man who cleaned every book and every shelf in the library. With interruptions, it took about 2 years to complete the whole circle once.

Legislative Bills

The unit keeps one set of all legislative bills with amendments and veto messages for binding. It also distributes bills to the general public. All legislative bills presently kept in the law library were microfilmed for better preservation. Rutgers University has shown an interest in acquiring a copy of the film. At the same time, consent by the State Records Committee was received to dispose of ^{duplicate} dead legislative bills which had been stored in the State Library for many years. The disposal involves lengthy procedures as each bill is compared with the bound holdings to insure that nothing will be destroyed which is not duplicated in the library. Clerical and temporary help has been working on this project.

One set of federal bills are received and kept for the duration of the congressional term. A notable increase in requests for information on federal legislation at all stages of passage was noted. This was especially true where enactment of federal legislation required state administrative action to implement the provisions on state level.

Cooperation with other libraries

The staff of the law library continued to cooperate through professional associations in establishing valuable exchange and inter-library loan procedures. The head of the bureau and the legislative research librarian began a series of courtesy calls to county law libraries and bar association libraries. These visits pursue the double purpose of collecting information on the present status of law library service throughout the State and of advising those libraries of the services available through the State Library. Thirteen of the 22 law libraries now

existing in the state were surveyed. They range from handsome, well appointed court and association libraries to unattended and rather forlorn collections of law books tucked away in some corner of the county building. However, the interest for ~~in~~ adequate service librarians is noticeable everywhere, and wherever new court buildings are planned, library quarters are included.

BUREAU OF GENERAL REFERENCE

The Bureau of General Reference is closely connected with the Law Library. Both bureaus are located in one reading room, one person serves as head for both sections. The catalog is integrated, the staffs work closely together in all facets of their daily work. As the name indicates, General Reference provides information and materials to the agencies of the State government and to the general public. It serves as official repository for New Jersey state publications and selected U. S. Government publications. It distributes official state documents, maintains an extensive collection on New Jersey history, genealogy and government, and a general ready reference collection with special emphasis on the social sciences. It has a stock of about 122,000 volumes, to which it adds about 450 books and in excess of 15,000 documents a year. The expansion of the collection brought with it a substantial increase in service. Book circulation rose from 14,000 in 1956-57 to 47,000 in 1961-62, distribution from 10,000 to 16,000. One thousand eight hundred fifty-five reference questions were handled in 1956-57; 3,359 in 1961-62.

Personnel

The Reference Bureau shares with the Law Library the services of a professional cataloger and of an order clerk. However, due to historical accident, cataloging of both reference and law holdings became a major respon-

sibility of general reference, while ordering was handled chiefly on the law side.

Until 1962, reference suffered from an administrative handicap. Of the several professionals assigned to this bureau, none was in charge of coordinating services and supervising the manifold duties of the section. The Civil Service Survey of the State Library, completed in 1962, remedied this situation. It created a new supervisory position which has been filled by Miss Susan Roumfort to the great benefit of the service.

The Reference Bureau also had to contend with rapid turnover and with lack of personnel. Except for one year, it never had a full complement of professional staff.

Cataloging and Classification

In one respect, the reference library was most lucky. It had at all times librarians who were deeply interested in good cataloging practices. The reclassification of the important New Jersey depository collection was completed, a new J collection of New Jerseyana initiated, a large group of biographies was reclassified and cultered, others were weeded. The U. S. depository collection was almost completely reclassified in accordance with the system devised by the Government Printing Office. All reclassified and new books received book pockets and charging cards. An intensive binding program for monographs and periodicals was initiated. Presently, although the library has only a half-time cataloger, a new project is under way. Old catalog cards with incomplete or incorrect entries have been pulled from the main catalog. They are being compared to the actual holdings and either re-cataloged, cultered and shelflisted, or the entries discarded. It is hoped that by the time the library moves to the new building the catalog will be in shape to be integrated with the non-fiction catalog of the Public & School Library

Services Bureau.

State Documents

All departments of the State are being circulated at least once a year to insure compliance with the depository law. The depository procedure would be greatly simplified and improved if New Jersey, like other states, had a centralized printing office. Without such centralization, assembling and distribution of official publications is a time-consuming and often incomplete undertaking. It may be hoped that once an Administrative Code is enacted, centralization and standardization of publishing will follow.

Publications

The staff completed and published a 15-year Supplement to the Bibliography of New Jersey Official Reports. The publication was widely distributed.

A Genealogical Research Guide was compiled by Kenneth Richards and Rebecca Schlam; it was received with enthusiasm by historians and genealogists.

Other activities of the Reference section included: editing the annual reports of state agencies, cooperating with the Tercentenary Commission, in providing historic, biographic and geographic data, writing the New Jersey article for Brittanica Book of the Year, Colliers, Statesmen's Yearbook, etc., cooperative cataloging for the Library of Congress, distributing of official publications to other libraries, clipping of newspapers for pertinent topics of current interest, maintaining and weeding the much used vertical files.

Collections

The authorization of a new position of historical editor to the Bureau of Archives has given new impetus to the library's policy of establishing a good historical and map collection. However, as new materials are being

acquired, the need for a larger book budget becomes more evident. Book and subscriptions prices have risen constantly, until it has become difficult to hold the line of present subscriptions. An expanded purchasing program will require an expanded budget.

Departmental Libraries

A program to coordinate State departmental libraries with the State Library has been initiated. This program is still in the preliminary stage due mainly to the fact that many departmental libraries themselves are just now in the process of being created. One step in the program was the compiling of a union catalog of periodicals subscribed to by State departments. Meetings were held with the representatives of departments planning new buildings and library layouts were discussed. Field visits included such agencies as the Police Academy, the Library of the Division of Planning, the Library of the Division of Aging. New librarians from the departments are now coming to the library for advice and research.

It is expected that this program will receive a strong incentive from a survey of state departmental libraries to be undertaken by the U. S. Department of Education and Welfare, Library Services Branch. The answers to the questionnaire to be sent out by the federal agency will be collated and digested by the head of the bureau and will serve as a basis for future planning.

LEGISLATIVE REFERENCE UNIT

The Legislative Reference Unit provides reference and research assistance to the legislators, legislative officers, committees and commissions. This includes preparing memoranda on various legislative problems, statements in support of or in opposition to various proposals, speeches, public

statements, press releases, newspaper articles and bibliographies. In addition, the analysts prepare preliminary drafts of legislative bills and resolutions. Practically all members of the Senate and General Assembly have made use of this service at one time or another.

The unit is staffed by a Chief Legislative Research Analyst, a second Legislative Research Analyst, and two secretaries. Legislative Reference was originally incorporated in the Bureau of the Law Library; however, in view of the special nature of its work, the unit was taken out of the law library and the Chief Legislative Research Analyst became directly responsible to the Director of the division.

Activities for Legislature

On legislative days, both analysts are present in the legislative chambers ready to give assistance and to observe the proceedings. Although the number of referrals is no index for the actual work done by the analysts, it is interesting to note that, with no increase in staff, they handled 275 requests in 1956-57 and 3,359 in 1961-62.

On a number of occasions, the information supplied to the legislature by the legislative reference unit was instrumental in the introduction, passage or in the defeat of proposed legislation. The unit does not make recommendations unless specifically requested to do so. At times, the unit has declined, because of its small staff, to undertake major assignments suggested by the legislature. The unit accepted as its primary duty, instead, the day-by-day requests of individual legislators.

Activities for Commissions and Committees.

The legislative research analysts served as secretaries or research assistants to various legislative committees and commissions (enumerate?)

In these roles they made arrangements for, and assisted in, conducting public hearings, collected and analyzed pertinent information, prepared research memoranda and wrote commission reports of findings and recommendations. (examples?)

Among the major endeavors of the unit were a series of memoranda on legislative reapportionment prepared at the request of several legislators. In addition to these, the Chief Legislative Research Analyst~~s~~ drafted constitutional amendments on the same subject, arranged for public hearings and, most recently, assisted the Attorney General in preparing briefs in legislative apportionment cases.

Activities for other agencies

In addition to its work for the Legislature, the unit assists in answering queries concerning the legislative process from other New Jersey State officials, from out-of-state legislative reference agencies and from non-governmental organizations and individuals.

They provided information for the Governor's research and press assistants, bibliographies and summaries of court decisions for the Dept. of Education, assistance to Counsel in Law Revision and Legislative Services.

The Chief Legislative Research Analyst was also instrumental in drafting the State Library Aid Act and other library legislation. Since passage of the Library Aid Act, he assisted in preliminary work necessary to the administration of the act, estimated ~~at~~ the amount of State Aid accruing to each to each municipality, drafted regulations of the Commissioner and State Board of Education and certification forms. He has since calculated every year the amount of State Library Aid payable, and made estimates for the following year for State budget purposes.

This office also assisted the Director in preparing various memoranda and in answering correspondence relating to library aid and library legislation.

The work of the unit was impeded by cramped quarters and by the fact that its small staff at times was unable to handle adequately the increasing volume of referrals channeled to it. During the last legislative year a second legislative research analyst was authorized. The position has not been filled to date. It is hoped that with the addition of a new staff member uncompleted assignments can be completed soon and new assignments handled more thoroughly and expeditiously.

PUBLIC AND SCHOOL LIBRARY SERVICES BUREAU.

This bureau is the State Library Extension Agency, and, as the title indicates, its services are rendered for the benefit of public and school libraries, county libraries, state institutional libraries and state college libraries. It also offers direct interlibrary loan service to individuals who reside in municipalities without local libraries. In addition to its role as an extension agency, the bureau is an advisory agency helping in the establishment, operation, maintenance and improvement of public and school libraries.

The Public and School Library Services Bureau actively furthered a wide legislative program destined to facilitate the creation and expansion of libraries throughout the State. Once the laws were enacted, the bureau was in the forefront publicizing and implementing the program thereby insuring that the legislation become more than a dead letter on the books.

Under the leadership of the head of the bureau, the staff concentrated on stressing cooperation among libraries and the creation of

of library service in rural counties not served by libraries so far. This program was strengthened by the availability of federal funds for demonstration projects and travelling book collections. Within the last year, much of the head and staff time was devoted to planning the new building. Administration of this bureau was hampered by difficulties of recruiting and by the cramped and unsatisfactory quarters of this agency. By the end of fiscal 1962, the recruiting problem was partially solved. The bureau, for the first time in its history had a full complement of professional librarians. The new building, it is hoped, will solve the space problem by 1964. It is also hoped that the meeting rooms and other facilities in the new building will encourage groups to come to the State Library for discussion and will alleviate some of the traveling chores of the Public and School Library Services staff. It is one of the difficulties of this service that the staff has to travel all over the state, and that more often than not, they have to talk with local boards and trustees at meetingsx after business hours. This means working evenings and driving back home late at night.

Public Libraries Section

The function of the Public Library Section is to promote and develop better public library service covering all areas in all parts of the State. The means used toward attaining this goal include advisory services provided via field trips, conferences and correspondence, the preparation and distribution of materials on all aspects of library service; the provision of exhibits for state-wide organizations; participation at workshops and institutes; close cooperation with the N. J. L. A., the Library Trustees Assn. of New Jersey, and the Graduate School of Library Service, Rutgers

University; and the constant review of basic library philosophies and techniques.

Advisory Services

Requests for advice cover a wide range of problems, such as: standards for new buildings, catalogs, book selection standards and aids, weeding, children's hours, organization of library associations and Friends of Library groups, position classification and pay plans. At times, field librarians are requested to make complete surveys of local libraries. There is also evidence of an increasing concern of local citizens groups for the establishment of local libraries, where none existed in the past. As a result of this interest, and collaboration of the staff with local communities, a number of referenda were passed to establish new municipal libraries. In some cases, requests have come from communities serviced by county libraries. Since few county libraries have field workers on their staff, the Public Library Section has provided information on how to establish a library within a county system.

It has been the policy of the State Library to further cooperation among library units throughout the State. These efforts, helped along by new legislation, have started to bear fruit. A joint library system and a federation of libraries have been created and other libraries are exploring establishing federated or regional cooperative units. In all these cases advice and assistance was requested and forthcoming from the Bureau. The more receptive attitude toward cooperation is also evident in the fact that groups of librarians in adjoining communities meet several times a year to discuss common problems.

State Aid Act, 1959

The signing of the State Aid Act in 1959 had an immediate impact

on the work of the Public Library Section. The Public and School Library Services Bureau embarked on a state-wide educational campaign to advise local libraries on the workings of the act and on the prerequisites for qualifying for state aid. Standards for procedure had to be devised, explanatory material prepared, annual reports collected, many individual problems discussed.

Five clinics on State Aid were held in the Spring of 1960. By the end of June of the same year, all 567 municipalities had been informed of the new law and had certification and application forms in hand. Based on the returned reports and on appropriated State funds, computation tables for State Aid were worked out with the help of the Chief Legislative Research Analyst.

The first year of State Aid was one of much enthusiasm and much confusion, but it brought also increased understanding and interest in the benefits of the act. Administration of the act continues to occupy a major part of the time of the Public Library Section staff.

Institutes

In cooperation with the N. J. L. A., the practice of holding regional institutes was continued. The attendance at the institutes was good throughout. It is interesting to note that some libraries rotate their staff members so that some may attend one meeting and some another. The regional library institutes covered such subjects as: Cooperative Service of the Public and School Library; Reading and Literature for Children; Reference Services in the Small Library; Cooperative Act/for Libraries; Practical application.

Library Trustee Seminars

A new project, sponsored by the bureau with the assistance of the

Library Trustees Assn. of New Jersey, the Graduate Library School At Rutgers and the N. J. L. A., was initiated in 1960-61. Trustee Seminars for library trustees of several counties were offered. Each seminar met for two hours on five evenings. Legal and financial aspects, responsibilities of trustees and of the library staff, cooperative service and public relations were discussed. The results of the seminars were immediately apparent as trustees became increasingly aware of their part in the maintenance of a successful library system.

State-wide Organizations

The Adult Services Librarian worked with State organizations like the Congress of Parents and Teachers, the N. J. Assn. for Adult Education, the N. J. Farm Bureau, labor organizations, etc., in providing exhibits at meetings and workshops. The librarian also gave talks acquainting the groups with library service and the use of the library in preparing their own programs. Exhibits were prepared for citizens' groups planning to establish new libraries. The exhibit program was, at times, impaired by lack of staff, however, a full staff is now again on the job.

National Library Week

National Library Week, established in 1958, was the first concerted effort on a national basis to make the public aware of libraries. The Bureau's Public Library staff assisted in this effort by providing publicity to newspapers, serving as State coordinator to the Committee, participating in rallies stressing the use of libraries in all communities and preparing surveys of the activities of the week throughout the State.

As a feature of National Library Week, using federal funds,

You are viewing an archived copy from the New Jersey State Library
the State Library made available to any library serving less than 10,000
population a teen shelf of 25 books each for display during the week and for
use by teen-age borrowers in the succeeding months.

School Libraries Section

The School Library Section assists in the establishment,
improvement and expansion of school libraries. Consultative services are
given by means of field visits, correspondence, participation in programs.
Services to the public schools of New Jersey cover the grades from kindergarten
through the college. The staff of this section works closely with the
Department of Education, Curriculum Division and with the New Jersey School
Library Association.

Secondary Schools

All secondary schools are expected to have a library and a
librarian in order to get State approval. The Department of Education sends
out visiting teams to inspect all secondary schools, visit classrooms,
examine records, courses of study and building facilities. A librarian of
the School Library Section is a part of the team, whenever possible. She
visits classes, evaluates the library, talks to the librarian and often
returns for further consultation on the development of the library program.
The necessity for publicizing and advancing the high school library program
is evidenced by the fact that book collections of many high school libraries
are quite inadequate. A study made in 1959 showed that a collection of
10,000 books was very unusual, many high schools had collections of 5,000
books for 1,000 to 1,500 students. The American Library Association standards
recommend 6 to 10 volumes per student for schools of 200 to 1,000 students,
10 volumes for schools of 1,000 and over. The 1961 New Jersey Library Fact
Sheet shows an average of 3.4 books per high school pupil. The insufficiency

of school library collections explains in part the tremendous pressure of high school students on the facilities of public libraries. Not much more favorable was the ratio of librarians to schools. The 1961 Fact Sheet showed 399 librarians serving 362 secondary schools. One secondary librarian for 1,071 pupils. ALA standards recommend one librarian for every ~~xxx~~ 300 students up to 900.

Elementary Schools

Elementary schools are served on a request basis. The school librarians stimulated the development of elementary school library services through field work with local superintendents, school boards and volunteer groups contributing service to school libraries. An expansion of the elementary school library program during this period was noticeable, even though as indicated from the 1961 New Jersey School Library Fact Sheet, this program has yet far to go to come near the standards set up by ALA. Requests for aid covered a wide field of problems, from the establishment of new libraries to training of volunteer aides. Numerous conferences were held with administration personnel and architects concerning new buildings and programs. It is interesting to note that in the planning for new elementary school buildings, the provisions for libraries rose from 33% in 1955-56 to 56% in 1960-61. The school consultant and field librarian also gave numerous talks to PTA and other interested groups, explaining the place of elementary school libraries in the educational process.

Colleges

On the college level, the school consultant served on a committee which recommended standards for a library service minor in teacher colleges.

Demonstration school libraries were shown and discussed at teachers' colleges. The library schools, both graduate and undergraduate, used the services of the library consultant as discussion leaders and advisors.

In 1961-62 the School Library Section worked on a special project with the School Library Development Committee of the New Jersey School Library Association. The Committee presented a demonstration class of Mahwah Senior High School students, using a library not previously known to them. Seventy-five students of Montclair witnessed the demonstration. The demonstration showed that well trained students can use any library and that such use in connection with study programs is best insured if teachers and librarians plan the courses together.

Traveling Libraries

Traveling libraries form a special service to schools. Both the Field Librarian and the Consultant assist the Lending Librarian in selecting books for these collections. The value of this service could be determined from the number of schools which began to purchase their own collections after using traveling libraries.

Surveys

A real effort was made to gather information concerning school libraries. Questionnaires were distributed with the assistance of county superintendents. The returns from 1,617 schools were analyzed and the reports distributed to school superintendents, school libraries and public libraries. This statistical survey should be repeated every two years to serve as a guide line for future planning.

Lending Services

The Lending Services Section is responsible for maintaining

the interlibrary loan system which supplements the book collection of libraries throughout the State. Requests are filled for specific titles, books are selected to answer subject requests, ready reference is supplied by telephone and more complicated questions are researched as needed. Books are supplied from the State Library's own collection or, if not presently available, are secured from cooperating libraries. In addition to the short-term interlibrary loan, collections of books for an extended period are loaned to schools and public libraries.

The traveling collections are planned and put together to meet special needs. The Lending Services Librarian ~~does most~~ of the book selecting. Her intimate knowledge of the collection aids her in supplying the right kind of book to the right kind of customer.

Some publishers send advance copies of publications to the State Library for evaluation. Librarians from libraries throughout the State inspect these books before deciding on their own selection.

In the period covered by this report, a wide use of the Bureau's resources was noted. Circulation figures for books went up from 35,000 in 1956-57 to about 60,000 in 1961-62. Demands for traveling libraries fluctuated (169 in 1956-57; 402 in 1959-60, 318 in 1960-61) but the overall number of titles sent out with these collections increased steadily (12,895 in 1956-57; 24,982 in 1959-60; 26,520 in 1960-61). Federal Library Service Act funds were used to supplement traveling book collections for smaller libraries. Analysis of the requests reveals that demand for non-fiction exceeded demand for fiction by a ratio of about 5 to 1.

There was more activity on the part of large service units (county libraries) than the smaller units (municipal and association libraries).

It was gratifying to note that schools in general showed greater awareness of the resources available from the State Library. The demands for traveling collections indicate a tendency to supplement present school library holdings. Some new high schools borrowed supplementary collections for a year until their own collections were built up. Model collections were also sent to demonstrate the best material available for school purposes. Requests came in for general selections appropriate for certain school grades, but also for subject collections in special fields of instruction. Individual title and subject requests from school teachers were also received.

The largest increase in circulation was noted in service to the various state departments. As the administrative apparatus of the State grows, more departmental libraries are being established. It is expected that Lending Services will be called upon not only to supply individual requests but to supplement these small research collections with the basic collection of the State Library.

Lending procedures were materially simplified by the introduction of notched request cards on which routine information is indicated by appropriate grooving. The mailing was streamlined as libraries received code numbers.

Lending was also responsible for mimeographing, compiling and mailing a variety of materials. These materials range from memoranda explaining new legislation to publicity for institutes, exhibits, meetings, newsletters, etc. A total of 9,118 such packets and newsletters were mailed during 1960-61, 71,074 items.

Technical Services

The Technical Services Section orders, catalogs and processes all books for the Public and School Library Services Bureau, maintains the

card catalogs and keeps records of balances allocated to the several sections from the Bureau budget. Following the approval of the Tri-County plan by the Federal Government, the processing of books for the new center became an additional responsibility. At the outset of the project about 4,500 titles were selected as a basic initial collection. The Ordering of these books and catalog cards, the processing of shipments received and the checking of invoices within a span of about five weeks was a major undertaking which was successfully achieved with the aid of additional summer help. Aside from preparing the books for shipment to the Center, this section maintained a separate catalog for the Tri-County collection.

The assignment to Technical Services of two professionals paid with federal funds, freed other members of the staff for much needed house-keeping work: a large part of the collection which had never been cataloged correctly was recataloged, worn books were rebound and the whole collection weeded. The deposit and exchange collection also underwent a critical examination.

In anticipation of the move to the new building and the planned integration of the catalogs of the Library Services Bureau and the Bureaus of Law and General Reference, all cards for juvenile and young adult books were pulled from the catalog and a new juvenile catalog started.

Another project connected with the move and presently in process is the preparation of a new author-title catalog for all nonfiction titles. It is anticipated that such a catalog will be needed as a working tool in the new Technical Services quarters, which will be two floors

removed from the main catalog. Eventually, all fiction titles will be pulled and will form a separate catalog.

Matching Book Fund

One of the responsibilities of the Technical Services staff is to administer the matching book plan for State institutions. Under this plan, the State allocates \$100 per institution for book purchases. By 1961-62, eleven of the thirteen institutions to which funds had been allocated had made use of their ear-marked funds. The institution libraries are partly professional and partly inmate libraries; they are the responsibility of the Education Directors of the institutions. In order to help the staffs with their book selection problems, the matching fund plan was combined with workshops on ordering, which enjoyed good participation.

Tri-County Library Center

The plans for a regional library service center under the Federal Library Services Act were completed and sent to Washington in December 1956. Approval was granted and money received in early 1957. This project was designed to demonstrate and promote the best of public library services and effective cooperative practices in Cumberland, Gloucester and Salem counties in South Jersey. Initial field visits to 21 local libraries had shown starvation budgets, meager book resources, poor facilities and lack of professional staff. However, they had also indicated enthusiastic anticipation for the experiment and willingness to cooperate. The new center was to work in two different ways. It was to supply books and advice to local libraries and it was to bring direct library service by bookmobile to outlying places not

presently serviced by a library. The year 1957-58 was spent with staffing the center, establishing routes for the bookmobile, working with existing libraries and undertaking a public relations program to promote local understanding of the benefits to be expected from a larger unit of service for the area. At the same time the regional and the bookmobile librarians tried to collect pertinent information and advice concerning the area they would serve. The book collection was developed on a pattern of 65% adult reading, 25% juvenile and 10% young adult books. By June 1958, the collection held approximately 6,000 titles. (By June 1961, the book stock totaled 13,230 titles and 34,277 volumes.)

Once the bookmobile service went into full swing, a two week circuit with 33 stops was maintained. In the beginning, bookmobile service required the full range of the center's collection. The extent of the book turnover may be judged from the fact that in 1959, when the Regional Librarian wrote her report, 49% of the collection was out on loan. Bookmobile service found immediate response. At times attendance was so heavy that doors had to be closed in order to serve patrons in turn; it became soon necessary to send a third staff person along on certain routes to help as readers' guides. Local newspapers gave publicity to the project and on every stop of the bookmobile local help was found to promote and assist in organizing the service. At times the circuit of the bookmobile was hampered by mechanical failure of the bookmobile, and by weather problems.

Relations with the local libraries developed most cordially. They were maintained through staff visits, many of them on request. Assistance was given on such problems as book selection, shelf lists, catalogs, promotional publicity, readers' services and weeding.

Traveling collections were loaned from the center and explained to reader groups.

Individual requests to local libraries which first had been forwarded to Trenton were later also handled by the center. The development of local libraries during this period was encouraging. Libraries reported higher circulation figures, modest increases in financial support, more open hours. New library buildings were authorized and discussed. Communities which were bookmobile stops sought the help of the center in exploring the possibility of local outlets.

A great amount of staff time at the administrative office in Trenton as well as at the center had to be devoted to paper work. Federal forms, budgets, audits, statistics and reports had to be prepared, in order to keep an up-to-date account of the development of the project and the use of the funds.

As the center became more and more an integral part of the library system of the three counties, mounting public concern about the future of the center was evident. The center had been financed entirely by federal aid funds. The State had made it clear that it could not go on indefinitely to devote most of the funds received under the Library Services Act to this project. A terminal date for the demonstration project was set for June 1963, at which time it was hoped that the project could be taken over as a locally administered and financed library service agency.

As a step in facilitating a take-over, the Regional Library Bill was drafted enabling several counties to cooperate in maintaining a library system. The law was signed in July 1962.

As of this writing, discussions and meetings are going on between the freeholders of the respective counties and representatives of the State Library in order to find a satisfactory solution to this problem.

Goals 601962-63

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1. It has been more than 10 years since the last general survey of library personnel* was made and there are growing indications that a current reappraisal is needed. It is suggested that a group similar to the 1951 group be appointed by the Commissioner and that a technical consultant be provided to survey all aspects of librarianship in this State, including supply and demand, library education, compensation, certification, recruitment and pensions. It is further suggested that the Governor and the Legislature be asked to make available for this purpose the unexpended emergency funds appropriated under the State Library Aid Act.

change

2. The Tri-County Library Services Center at Bridgeton, now serving the Salem, Cumberland and Gloucester area with the assistance of Federal funds, should be terminated as soon as practicable and replaced by a locally-supported public library system.

3. Plans should be formulated for future library demonstrations in other parts of the State with Federal Library Services Act funds once the Bridgeton center is terminated.

4. In cooperation with the architect, the School Building Services Bureau and the Bureau of Architecture, complete plans and specifications for the new State Library building, and for the additional furniture and equipment needed

when the new building is occupied.

5. Continue to study how the services of the Division can best be reorganized and integrated when the four bureaus are combined in the new library building.

6. In cooperation with the New Jersey Library Association and the County and Municipal Law Revision Commission, continue the study of the revision of the Library law to promote the expansion and improvement of public library services throughout the State.

7. Review the formula for the distribution of State aid to local libraries and recommend any changes considered desirable.

8. In cooperation with the State Library Association, promote regional seminars for library trustees in the southern part of the State and sponsor regional institutes for librarians, trustees and others on recruitment and reference services.

9. Cooperate with the State Library Association in its survey of library resources in the State.

10. Prepare a Local Records Management Manual and revise the current Records Management Program Rules and Regulations.

11. Begin to collect and arrange historic documents to be displayed in the archives exhibit area in the new building.

* The Professional Education and Training of Library Personnel in New Jersey, A Report to the Commissioner of Education, 1951.

of

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STATUS OF SCHEDULING UNDER NEW JERSEY'S RECORDS MANAGEMENT PROGRAM

June, 1962

State Executive Departments

Department of Agriculture

Scheduled:

All Divisions and Bureaus scheduled.

Department of Banking and Insurance

Scheduled:

Commissioner's Office
Actuarial Bureau
Bureau of Banking
Bureau of Savings and Loan Associations
Bureau of Insurance --
 License Division
 Rating Division
 Compensation Rating and Inspection Bureau

Not Scheduled:

Fiscal and Personnel Division
Bureau of Insurance --
 Examination Division
 Administrative Staff
Division of New Jersey Real Estate Commission

Department of Civil Service

Not Scheduled

Department of Conservation & Economic Development

Not Scheduled

Department of Defense

Not Scheduled

Department of Education

Scheduled:

Division of Business and Finance --
 Bureau of Business Services
Division of Academic Credentials and Teacher Certification
Division of Vocational Education
Division of Curriculum and Instruction - Secondary Education
Division of the State Library

Not Scheduled:

- Division of Administration
- Division of Higher Education
- Division of Controversies and Disputes and Personnel Office
- Division of Curriculum and Instruction - Elementary Education
 - Health Safety and Physical Education
 - Audio Visual Education
- Division Against Discrimination
- Division of Adult Education
- Division of the State Museum

Department of Health

Scheduled:

- Commissioner's Office
- Division of Environmental Sanitation
- Division of Chronic Illness Control
- Division of Constructive Health
- Division of Local Health Services
- Division of Vital Statistics and Administration

Not Scheduled:

- Division of Laboratories
- Division of Preventable Diseases

State Highway Department

Scheduled:

- Division of Administrative Services
- Office of Personnel
- Division of Planning, Research, soils and tests --
 - Bureau of Testing and Materials
 - Bureau of Planning and Traffic
- Division of Road Design and Construction
- Division of State Aid and Federal Aid Secondary Roads
- Division of Maintenance and Operations
- Division of Bridges
- New Jersey Highway Authority

Not Scheduled:

- Division of Right of Way, Acquisition and Titles
- Division of Planning, Research, soils and tests --
 - Bureau of Engineering Research
 - Bureau of Soils and Subdrainage
- New Jersey Turnpike Authority

Department of Institutions and Agencies

Scheduled:

- Business Operations Records for all Institutions
- Division of Mental Hygiene and Hospitals
- State Prison --
 - Classification Section

Bureau of Assistance
Commission for the Blind
Bureau of State Use
Board of Child Welfare

Not Scheduled:

Division of Administration and Accounts
Division of Correction and Parole Supervision

Department of Labor and Industry

Scheduled:

Division of Labor --
Migrant Labor Bureau
Mechanical Engineering Bureau
Engineering and Safety Bureau
Wage and Hour Bureau
Division of Employment Security --
Administrative Services
Office of the Director
Board of Review
Disability Insurance Service
New Jersey State Employment Service
State Rehabilitation Commission

Not Scheduled:

Division of Labor --
Administration Bureau
Statistics and Records Bureau
Division of Workmen's Compensation

Department of Law and Public Safety

Scheduled:

Division of State Police
Division of Professional Boards --
Board of Medical Examiners
Board of Nursing
Board of Pharmacy

Not Scheduled:

Division of Administration
Division of Law
Division of Alcoholic Beverage Control
Division of Weights and Measures
Bureau of Traffic Safety
Division of Motor Vehicles
Division of Professional Boards --
All Boards except 3

Department of Public Utilities

Not Scheduled

Secretary of State

Scheduled:

Legalized Games of Chance Control Commission

Not Scheduled:

Office of the Secretary of State --

Corporations

Elections

Commissions

Office of the State Athletic Commissioner

Department of Treasury

Scheduled:

Administrative and Executive Division

Division of Pensions

Division of Budget and Accounting

Division of Taxation

Division of Local Government

Division of New Jersey Racing Commission

Division of Purchase and Property

Not Scheduled:

Division of Investment

MUNICIPAL GOVERNMENTS

General

Scheduled:

All municipalities under MC-1 Records Retention Schedule for
Municipal and County Officers.

Municipal Courts of New Jersey

New Jersey Police Departments

Newark

Scheduled:

Department of Revenue

Division of Assessments

Division of Licenses

Division of Tax Collections --

Tax Accounting

Office of Cashier

Department of Fire

Department of Police

Department of Administration --

Division of Central Purchase

Department of Health and Welfare --

Division of Welfare

Office of Accounts and Finance

Burlington

Scheduled:

Treasurer's Office
Public Works Department
Sewer Department
Assessor's Office
Zoning Board
Welfare Department
City Clerk's Office
Tax Collector
Vital Statistics
City Engineer

COUNTY GOVERNMENTS

General

Scheduled:

All county offices under MC-1 Records Retention Schedule for
Municipal and County Officers.
County Clerks and Register of Deeds and Mortgages under
Chapter 269, Laws of 1953.
Probation Offices
County Hospitals
Essex County Sanatorium
County Park Commissions