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# NEW JERSEY STATE LIBRARY

## Department of Education

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185 W. State Street  
Trenton, N. J.

ANNUAL REPORT  
for the year  
July 1, 1969 - June 30, 1970



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

ANNUAL REPORT  
for the year  
July 1, 1969 - June 30, 1970

185 West State Street  
Trenton, New Jersey 08625  
August, 1970

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

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David C. Palmer, Assistant Director  
Henry J. Michniewski, Coordinator, Library Planning & Development  
Thomas J. Ahern, Administrative Assistant \**

ARCHIVES & HISTORY BUREAU

*Kenneth W. Richards, Head  
Mrs. Rebecca B. Colesar, Archives & Genealogy  
History & Exhibits - vacant  
James M. Birch, Records Management*

LAW & REFERENCE BUREAU

*Dr. Herta Prager, Head  
Mrs. Rebecca S. Lutto, Law Library  
Susan B. Roumfort, Governmental Reference  
Oliver P. Gillock, Interlibrary Reference & Loan  
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Josephine Chirico, Public Library Services  
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Steven Herman, Assistant Head & Institutional Library Services  
William Layng, Library for the Blind & Handicapped*

TECHNICAL SERVICES SECTION

*Marguerite Jennison, Head*

NEW JERSEY HISTORICAL COMMISSION

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

NEW JERSEY STATE LIBRARY

*185 West State Street  
Trenton, New Jersey 08625  
July, 1970*

*\* resigned  
July 10, 1970*

Department of Education  
Division of the  
STATE LIBRARY, ARCHIVES & HISTORY

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The State Library has been undergoing a period of self-analysis, evaluation, and reorganization for the last two years. By the end of Fiscal Year 1970, the first two phases of reorganization were virtually completed.

Phase I - Strengthening the Office of Administration: The establishment of the position of Assistant Director in October, 1969 responded to the pressures placed upon the State Library by growing federal programs and an expanding State Government. The Assistant Director, along with the Coordinator of Library Planning and Development, and the Administrative Assistant, provide the State Librarian with advisory and coordinative assistance, as well as direct administrative help in the management of a highly complex structure which embodies almost all the activities cited in Standards for Library Functions at the State Level<sup>1/</sup>. Only two goals in the area of administrative structure remain: (1) the establishment of an Office of Public Information, and (2) strengthening the Office of Statistical Services now located in the Public and School Library Services Bureau as a central service within the Library for all its subdivisions.

The approval by the Governor on September 9, 1969 of an amended law governing the State Library<sup>2/</sup> provided a sound legal base for the reorganization and clarified the duties of the Library in line with the Standards. New Jersey's law has been cited as a model within the nation and should prove

<sup>1/</sup> Standards for Library Functions at the State Level. Chicago, American Library Association, 1970. 48p.

<sup>2/</sup> R.S. 18A:73-1 et seq. (Chapter 158 of the Laws of 1969)

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flexible enough to accommodate change for decades to come. The greater part of the drafting of the new legislation was done by Dr. Prager, Head of the Bureau of Law and Reference, and Mr. Palmer, Assistant Director.

Phase II - Centralizing Reference and Interlibrary Loan Functions: The emerging role of the State Library as one of the State's four Research Library Centers and the hub of an interlocking, statewide network of library and information services, made centralization and coordination of its collections, reference, and interlibrary loan services mandatory. More particularly, the task of stretching the Library's limited book budget dollars to meet new demands prompted the transfer of the former Lending Services Section from the Public and School Library Services Bureau to the Bureau of Law and Reference, and the creation of a new Interlibrary Reference and Loan Section. This Section embraces the major book and information services the State Library extends to the public, school, college and university, and special libraries throughout the State, and counterbalances the Governmental Reference Section which serves the various arms of State Government. The Law and Legislative Reference Section continues to serve as a "special library" within the State Library, and the only reader services not now concentrated within the one bureau are those offered by the Archives and History Bureau and the Library for the Blind and Handicapped.

Phase III (Projected) - Bureau Status for Technical Services: With the dissolution of the Bureau of Readers Services upon the appointment of its Chief as Assistant Director, the Technical Services Section was attached to the Office of Administration. This centralized service on behalf of all the bureaus of the State Library can be expected to expand in the area of

centralized processing for groups of libraries within the State and in the exploration of appropriate uses of electronic data processing techniques. It is hoped that the Technical Services Section can be given Bureau status within the next two years, and be the subject of intensive study to find the most efficient and effective means of handling its many routines. Centralized ordering, cataloging, and processing of library materials for all State assisted libraries in New Jersey (with few exceptions) is now technically within reach and is highly desirable in the development of a statewide library system.

#### REALLOCATION OF SPACE

A number of minor adjustments in the physical arrangement of offices were accomplished during the year which marks the fifth that the Library has occupied the facility. Several others are pending. Fortunately, the modular design of the building and the removable partitions allow the Library considerable flexibility in adapting floor plans to the needs of shifting program emphases.

First Floor: The General Reading Room had for some time wrestled with the problem of insufficient office space. To alleviate the crowding of staff desks in the reading area and lessen the attendant noise factor especially in connection with telephone use, the Bill Room was transferred to the subbasement and the space it formerly occupied was converted into offices. In addition, the working space for the New Jersey Documents Section was enlarged and more of the special collections were enclosed for protection.

Second Floor: The creation of a periodicals reading and browsing area on the second floor has been enthusiastically received, and has the added advantage of bringing to the floor a professional service desk to assist

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in reader direction and staff supervision. The serials control desk was made part of this area and the microfilm cabinets and readers moved closer for better accessibility and supervision.

Third Floor: Renovations in the School Media Services Section relieved the previously congested quarters, and the installation of a door in the passage-way adjoining the Meeting Room affords more privacy and is in anticipation of further adjustments in this area.

Pending and Projected Changes: A project to move the Business and Personnel Office to the third floor Clerical Pool area has been approved and is expected to take place early in the new Fiscal Year. This shift has several advantages: (1) it will place the personnel function next to the First Aid Room for better supervision; (2) the Office of Business and Personnel can absorb the receptionist activities for the third floor, and will be conveniently found when leaving the main public elevator; (3) orders and invoices generated by the Technical Services Section can be rapidly transferred for action a short distance away; (4) the first floor space released by this move will make it possible to centralize administrative staff and provide space for Statistical Services, as well as the Office of Public Information, when established.

Also pending is the shift of the Professional Library--Meeting Room to an area on the third floor currently used for distribution materials. This will allow the enlargement of the Public Library Services Section, the assignment of clericals closer to the professionals they serve, and the eventual creation of separate professional offices to lessen noise and afford privacy for consultation.

Also approved and awaiting action is the removal of a partition in the

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Archives Search Room to allow more reading space on the basement level. At the Library for the Blind and Handicapped, however, the Calhoun Street facilities pose recurring and almost insolvable problems which will undoubtedly necessitate new quarters. The building is now too small for the various activities it houses; ventilation and temperature control make working conditions uncomfortable and impair patron service; mechanical and structural failure of the building continue to plague the Bureau with flooding, smoke damage, electrical problems, and wind breakage of large plate glass windows. It is hoped that steps can be taken in Fiscal 1971 to relocate this Bureau in a better neighborhood, on a bus line, and in quarters adequate to its functions.

Further comments on the main building, particularly on the pressing need for a separate records storage center, are found in the report of the Bureau of Archives and History.

#### PERSONNEL

Personnel turnover among full-time positions reached a high of thirty-seven percent during the fiscal year with seven professionals and thirty-nine clericals leaving for various reasons. Among these were two key staff members: Mrs. Frances Smith, who retired in December, 1969 from the position of Coordinator, Public Library Services; and Mr. Thomas Ahern, who transferred from the position of Administrative Assistant to the Personnel Office of the Department, at the end of the fiscal year.

During the same period thirty persons joined the staff (five professionals and twenty-five clericals), some for a short period and who are represented in the terminations cited above. The net loss of sixteen, however, reflects in part the "freeze" in filling vacancies imposed by the Administration early in the year. Added to positions already frozen for fiscal reasons, and to

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long-standing vacancies among Field Consultant positions due to problems of recruitment, a severe staff shortage developed and was felt in almost every area of the Library.

Particularly noticeable was the shortage of clerical staff to maintain the day-to-day filing, shelving, typing, and other routines so necessary to maintenance of basic reader services. The situation took its toll in the uneconomic use of professional time, in staff morale, and in the accessibility of library materials owned but unlocatable.

The outlook for 1971, however, seems brighter, especially from the standpoint of more competitive salaries established under the Hay Commission Report, and the abatement of hiring restrictions. Of note are the following gains:

1. The beginning professional salary (Librarian III) was raised to \$8,530-11,092
2. All Field Consultant positions are authorized at the Librarian I level and the salary range raised to \$12,003-15,603
3. The Library Assistant Title (beginning level in this sub-professional series) was raised to \$4,750-6,178
4. Most other clerical salaries were adjusted upward significantly

It is hoped that the improved salary structure, especially for indispensable clerical assistance, will assist in recruitment and retention, and reduce the burden of in-service training and the performance of nonprofessional tasks which the professional staff has had to bear.

#### PROFESSIONAL ACTIVITIES

The State Library staff continued its active participation in a number of local, State and national associations. The range of these activities can be seen from the following partial listing for Fiscal 1970:

Director: Mr. McDonough, as immediate Past President, served on the Executive Board of the American Library Association.

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Assistant Director: Mr. Palmer served as Project Director and General Editor of the National Plan for Library Statistics, a project of the American Library Association under contract with the National Center for Educational Statistics; was appointed Field Reader for review of research projects in library statistics submitted to the U. S. Office of Education; and accepted the Chairmanship (pro tem) of the Mercer County Community College Library Technical Assistant Advisory Commission.

Head, Archives & History: Mr. Richards attended the annual meeting of the Society of American Archivists, the monthly meetings of the New Jersey Chapter of the American Records Management Association, and the quarterly meetings of the League of New Jersey Historical Societies.

Supervisor of Microfilm Services: Mr. Birch attended the various local meetings of the National Microfilm Association.

Section Head, Archives & Genealogy: Mrs. Colesar attended the World Conference on Records, held at Salt Lake City, Utah.

Educational Services Archives Technician: Miss Quigley attended the Winterthur Conference on the Delaware River Region in the 18th Century.

Head, Law & Reference: Dr. Prager attended the National Legislative Conference in St. Louis, Mo.

Law Library Assistant: Mrs. Garwig served as Secretary of the Trenton-Princeton Chapter of the Special Libraries Association, and attended the Princeton University Conference on Environment and Public Policy and the Institute on the Aspen Computer.

Law Library Assistant: Miss Hunter was awarded a West & Company scholarship to attend the American Association of Law Libraries annual convention in Houston, Texas. She also completed a six-weeks course in Law Librarianship at Columbia University.

Supervisor, Interlibrary Reference & Loan: Mr. Gillock attended the three-day Library of Congress and American Library Association's MARC Institute (Machine Readable Catalog), held in Boston.

Head, Public & School Library Services: Mrs. McKinlay served on the Committee on the Relationship of State Library Agencies and Statewide Library Trustee Organizations of the American Library Trustee Association, and the American Association of State Libraries. Her Advisory Council memberships include those of the Graduate School of Library Service, Rutgers, The State University, and the New Book Presentation and Exhibit held annually in New York. She represents the State Library on the Board of the Service Center for Women's Organizations.

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Adult Services Consultant: Miss Cassell was elected Vice President of the Nutrition Council, President of the Adult Services Section of the New Jersey Library Association, and a member of the Executive Council of the N. J. Association for Adult Education.

Coordinator, School Media Services: Miss Voss has continued to serve on certification teams for the Office of Teacher Education and Certification and on licensure visits to two-year colleges for the Department of Higher Education. She attends all Executive Board meetings of the New Jersey School Media Association and participates in many committee activities.

School Media Services Consultant: Mrs. Harris is a member of the Special Committee of the Afro-American Contributions to New Jersey of the New Jersey Historical Society

Head, Special Services: Miss Franzel continues to serve as a member of the President's Committee on Employment of the Handicapped and the New Jersey Library for the Blind and Handicapped was given national recognition for the hiring of the handicapped.

The staff, generally, continues its close association with and participation in major professional organizations in New Jersey: the New Jersey Library Association; New Jersey School Media Association, New Jersey Education Association, and others.

ARCHIVES AND HISTORY BUREAU

I. GENERAL

While the Archives and History Bureau has been able to perform most of its basic functions during the past fiscal year, serious inadequacies exist. As pointed out by Ernst Posner in his chapter on New Jersey in American State Archives in 1963 prior to our move to the new building, "although the Bureau will have good accommodations, it will need a sizable expansion of its staff in order to assimilate the greatly increased number of accessions, to implement the records management program, and to carry out its responsibilities with regard to the records of the sub-divisions of the State." Since 1963, only three professional positions have been added to the Bureau. In the meantime, however, new programs have been added as a direct result of our new building.

The increased work load of the Archives and History Bureau is illustrated in Chart No I, and has been the basis for requests for additional personnel. It should be remembered that direct reader services preempt other work which can be postponed, such as indexing and the development of descriptive guides. The backlog in this work is now noticeable and is a deterrent to quality of service. Two positions did accrue to the Bureau with the establishment of the New Jersey Historical Commission: the clerical position has been filled, but the Librarian III position remains vacant. Intensive efforts are being made to recruit a person with a history background.

Understaffing will, however, continue to be a problem facing New Jersey's program. Of the seventeen states reporting both archival and records management programs, New Jersey ranks fifteenth in total funds allocated for these purposes. Its program is probably only surpassed by

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North Carolina and Maryland, traditional leaders in the field. Yet New Jersey's staff for archives and records management totals fourteen, as compared to North Carolina's fifty-one and Maryland's twenty-five. Understaffing has placed considerable strain upon the Bureau's personnel and contributes to backlogs in many facets of work.

The desirability of obtaining a modern records storage center becomes evermore apparent. With the accessioning of over 400 cubic feet of Governor Hughes' papers, the archives area is now full. A major effort will have to be made during the year to secure a records storage center in order to realize the economies afforded by such a facility and in order to provide space in our archives facility so that we may continue to accession permanent State records.

## II. ARCHIVES SECTION

General: In almost all activities of the Archives Section, new highs have been recorded for the year and have resulted in a backlog of correspondence. During the year more than 2,600 persons visited the search room. The visitors came from twenty-six states, Washington, D.C., and Alberta, Canada.

Accessions: Over 400 cubic feet of records of Governor Hughes and the Counsel to the Governor have been accessioned. The Counsel records date from 1954 to 1969 and over the administrations of Governor Meyner and Governor Hughes. In addition, 30 cubic feet of enrolled laws were accessioned from the Secretary of State's office.

Reference: During the past year 2,600 patrons consulted materials in our Archives Search Room. More than 14,730 separate record items were requested and over 2,640 letters requesting information were received and answered.

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Arranging, Describing, and Indexing: Due to the increased work load in reference, little progress was made during the year on our descriptive guide to the overall holdings of the Bureau. A major task during the coming year will be labeling and inventorying Governor Hughes' papers. It is anticipated that when we are able to fill the Librarian III vacancy, time will be available for important inventory work.

### III. HISTORY AND EXHIBITS SECTION

Publications: Slight progress was made during the year with plans for the publishing of "The Colonial Laws of New Jersey, 1703-1775." Apparently, Rutgers University Press has expressed an interest in publishing the laws and some funds may be forthcoming from the New Jersey Historical Commission.

Cooperative Activities: Through a grant from the New Jersey Historical Commission, and an equal amount of funds from Title II, LSCA, the Bureau has initiated a newspaper microfilming preservation program. This year two libraries participated in the project. The Jersey City Free Public Library will microfilm the Jersey Journal from 1941 to 1950, and the Trenton Free Public Library will microfilm the Trenton State Gazette from 1800 to 1942. Applications will be made available in the coming year for other public libraries which may wish to participate.

Exhibits: Total number of visitors to the Archives Exhibit Room amounted to 14,827. Detailed lectures and tours were given to 4,917 students. The programmed film showings on weekends continued and attracted 2,019 people. In the main corridor, six special exhibits were prepared and displayed. One exhibit--the "1969 New Jersey Author Awards" was made available as a loan exhibit and has been displayed in four public libraries and one school library.

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It is scheduled for two college libraries and a private school during the summer of 1970.

Distribution Items: The following publications were prepared and produced by the History Section:

- "Some Famous Jerseymen" (Revision)
- "Heritage of Splendor" (Exhibition guide and bibliography)
- "Some 20th Century Jerseymen" (Revision)
- "The Story of the Great Seal" (Revision)
- "History of the State Colors and the State Flag" (Revision)
- "Exploration and Colonization"
- "1969 New Jersey Author Awards" (Exhibition catalog)
- "18th Century New Jersey Printing" (Exhibition catalog)

#### IV. RECORDS MANAGEMENT

General: New Jersey's records management program has continued to produce substantial savings of funds to both State and local agencies. The amount of records disposed of totaled almost 45,000 cubic feet, or the equivalent of 4,500 five-drawer file cabinets. This amount of cabinets would cost approximately \$315,000. Further savings could be realized if an additional full-time staff member could be obtained to vigorously push this program.

State Records Committee: During the past fiscal year the State Records Committee held two meetings and approved seven new schedules and seventeen additions or revisions to present schedules.

Disposal of Records: During the past year 349 requests for the disposal of over 44,000 cubic feet of records were received and approved.

Microfilming: During the past year our Microfilm Unit provided its usual reliable microfilm service to all levels of government. At the State level, the Microfilm Unit completed thirteen projects for seven State agencies, and well over 1,590,000 images were recorded. Also, whenever possible,

technical assistance and advice was made available to State and local agencies.

Through a cooperative agreement with the Genealogical Society at Salt Lake City, all county records of genealogical importance are being placed on microfilm. The Society has completed filming in Monmouth, Hunterdon, and Mercer counties. A positive copy of all film produced is being supplied free of charge to the Archives and History Bureau.

MAC--Special Project: During the year the Bureau prepared and indexed copies of the copies of the State Library's catalog on microfilm for distribution to the libraries participating in the MAC Project. In addition, the Bureau Head visited, installed the catalog, and instructed staff members of the participating libraries. In April, the first supplement was microfilmed, prepared and indexed and sent to the eight libraries.

Field Trips: During the year the Head of the Bureau made thirty-one field trips. Included in these were visits to the County Clerks of Burlington, Salem, Essex, Morris and Monmouth. In addition, he spoke before the Gloucester County Association of School Business Officials, the Medford Historical Society, the New Jersey Historical Commission Seminar, and the World Conference on Records held at Salt Lake City, Utah. The Supervisor of Microfilm Services made forty-nine field trips to State and local offices. In connection with the MAC Project the Head of the Bureau visited and installed MAC at the Burlington, Cumberland, Monmouth, Ocean, Somerset and Sussex county libraries, and the Newark and Trenton public libraries.

CHART I

BUREAU OF ARCHIVES AND HISTORY

Direct Reader Services  
 Three-Year Growth

	<u>1967-68</u>	<u>1968-69</u>	<u>1969-70</u>	<u>Year</u>
<u>CIRCULATION</u> (Items pulled from shelves on request, used on premises)				1955-
Books	9,166	11,005	10,812	1956-
Microforms	1,901	1,881	2,220	1957-
Manuscripts	9,771	11,640	14,782	1958-
				1959-
<u>REFERENCE SERVICES</u>				1960-
In Person	--	133 (3 mos.)	765	1961-
Telephone	262	507	559	1963-
Correspondence	1,997	2,402	2,620	1964-
<u>PATRONS VISITING SEARCH ROOM</u>				1965-
	2,600	2,712	2,599	1966-
<u>PHOTOCOPIES FURNISHED IN LIEU OF CIRCULATION</u>				1967-
Free	2,702	1,103	2,265	1968-
Fee	6,980	6,166	6,493	1969-

The following Chart shows the number of requests for disposal of records and the cubic footage involved over a fourteen-year span. Steady growth of this service will be noted, representing increasing economies at both the local and State levels of government as older files are weeded and obsolete materials discarded. In combination with the program for micro-filming of data of permanent value, and the economic storage of essential records, New Jersey's records management program can be one of the best in the nation.

CHART II

BUREAU OF ARCHIVES AND HISTORY

REQUEST AND AUTHORIZATION FOR DISPOSAL OF RECORDS

<u>Year</u>	<u>No. of Requests</u>	<u>State (Cu.Ft.)</u>	<u>Municipal (Cu.Ft.)</u>	<u>Total Vols. (Cu.Ft.)</u>
1955-56	157	8,235	8,914	17,149
1956-57	221	16,089	22,685	38,774
1957-58	137	45,241	24,659	69,900
1958-59	203	55,719	21,442	77,161
1959-60	428	45,231	18,552	63,783
1960-61	257	41,388	24,595	66,483
1961-62	270	47,388	50,638	98,006
1963-64	224	32,571	21,967	54,538
1964-65	328	29,416	23,987	53,403
1965-66	285	32,793	24,356	57,149
1966-67	328	34,384	39,290	73,674
1967-68	313	21,411	27,939	49,350
1968-69	347	23,771	26,676	50,447
1969-70	349	20,048	24,388	44,436

LAW AND REFERENCE BUREAU

I. GENERAL

The reorganization, mentioned previously, which formed a new Section of Interlibrary Reference and Loan within the Bureau, was accompanied by an intensive study of book fund allocation procedures among the various subjects and special collections which comprise the Library's holdings. A Collections Policy Committee was formed and met weekly to determine the objectives toward which the collections should be built and the book selection procedures to be used

A number of factors affecting policy in the development of the State Library's resources to meet its several publics were reviewed in detail, and centered around the following questions:

1. What resources are needed to serve the State Library's role as a Research Library Center under the statewide library development program?
2. In what way can the development of these resources be coordinated with the acquisitions policies of the other three Research Library Centers--the libraries of Princeton and Rutgers Universities, and the Newark Public Library, in order to minimize duplication, but assure statewide accessibility?
3. How will the development of the Newark Public Library, as a Northern Metropolitan Regional Library, serving nine Area Libraries in the three Standard Metropolitan Areas surrounding Newark, affect the State Library's acquisition policies?
4. As Area Libraries develop backstop strength and depth of collections with the considerable financial assistance made available

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under the Library Aid Act, what impact can be anticipated upon the State Library's policies? In what areas should it seek not to duplicate Area Library resources? What kinds of material should the State, in turn, be buying to backstop the Area Libraries?

5. What level of resources must the State Library maintain to serve local libraries in areas where no Area Library has been designated?

6. If its general collections must pass through a transitional stage pending the full operation and viability of statewide network of library systems, what eventual disposition should be anticipated for materials for which there will be declining demand? Also, what limitations does this transitional period impose upon the development of research resources which will be needed when this phase of development has passed?

7. If the State Library cannot "be all things to all men," and continues to receive a book budget less than one-third that of the Newark Public Library, and less than one-tenth that of the two University libraries, what areas of purchase can be eliminated?

8. What is the optimum size of the State Library's collections of books, of periodicals? How do these benchmarks relate to its physical facilities?

9. In what areas have the State Library's collections already achieved "research" status? In what areas are they notably weak?

It is obvious that some of these factors are in opposition to each other, and in combination with limited resources, a compromise set of policies must be achieved. By the end of the Fiscal Year, the Collections

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Policy Committee had drafted policy statements for review by the Bureau Heads and the administrative officers, thus culminating efforts which had been begun four years ago. A very pragmatic outcome of this exercise is a formula by which the book funds can be allocated among subject areas, and among the various special collections the Library must maintain. Along with the formula, however, comes the inescapable conclusion that the State Library's book budget is still seriously deficient, despite significant budgetary gains in the last two years. The \$105,000 in book funds for the 1971 Fiscal Year would permit purchase of only approximately twenty-five percent (25%) of the annual American book production. The need for some duplicate titles, for books published abroad, and for non-book materials will diminish this percentage significantly.

Collections Space:

Shifting of staff meant also shifting of collections. The law collection was moved around to serve the law reference staff in their new office; the New Jersey documents collection and Jerseyana were moved into the enclosure; reference materials from the third floor were integrated with the collection on the first floor; older law periodicals were moved to the subbasement.

As shelves get tight on the first and second floors, an overall rethinking of collection space will have to take place. Such plans will require, as a preliminary step, the weeding of certain collections, mainly D. & E. and Juveniles, and consequent determination of available open space. Any major move of this type will also require shelving staff.

Staff: As part of the reorganization, the entire staff of the former Lending Section was taken on by this Bureau, in addition the Bureau was also assigned the supervision of all shelvers (formerly under Administrative Services).

Statistics: In order to determine the overall use of the Library, the practice of taking daily attendance was continued and, as in former years, four weekly surveys provided more detailed statistics. Desk statistics continued, as before. Here, too, new coordinated forms and methods are being discussed with the help of the Library's statistician.

Other Activities: In addition to activities listed previously, the staff cooperated with national and interstate agencies by providing material on New Jersey, for such publications as the Book of the States. Many questionnaires, some involving lengthy research, were completed for out-of-state agencies compiling 50-state information.

The Law and Reference Bureau sponsored a seminar at the State Library for librarians of the various State Departments and conducted two of the monthly programs for the State Library's professional staff. To acquaint new State personnel and others with the resources and services of the Law and Reference Bureau, an Orientation Seminar was held on June 17, 1970, and was attended by sixty-five persons representing almost all State Departments. The invitees included:

Public Relations Directors and others responsible for compiling and distributing reports and other publications;  
Research Directors and personnel involved in research, statistics, and special studies;

Education Directors and those responsible for educational programs;

Legislative Analysts and staff attorneys whose work involves federal, state and local laws and regulations.

It is hoped similar programs can be scheduled regularly twice a year.

## II. LAW AND LEGISLATIVE REFERENCE

Increased complexity of reference questions marked 1969-70. More letters are being directed to the Library by the new Administration than the old one. Citizen and student interest in legal issues (notably, crime, narcotics, abortion, landlord-tenant, consumer and environmental problems) have increased markedly. Reference Referral consults the Law Library on many difficult legal requests.

New State agencies (for example, Division of Narcotic and Drug Abuse Control, Department of Environmental Control, State Lottery Commission) generate many requests. The enlarged staffs of the Division of Legislative Research and the Administrative Office of the Courts make heavy use of the Law Library.

Each year more State agencies are affected by federal legislation. Many State officials come to the Library seeking federal laws, regulations and guidelines. The latter are not always published in the normal sources, and require a difficult search or call to Washington. Also, areas formerly exclusively federal are being entered by the state government: antitrust, housing finance, television regulation (CATV), etc. An intricate web of intergovernmental relationships must be unraveled for each question.

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While these demands require the full attention of the three professionals, there are many "housekeeping" duties which could be handled by skilled paraprofessionals, if such help were available. Such duties include collecting and preparing material for Xeroxing; weeding and moving book collections; supervising loose-leaf service; pocket-part filing; Bill Room maintenance; searching for lost books, etc. Many of these chores are now being performed by professionals at great expense to the State. In former years some of the backlog was worked up by seasonal summer help. This year, with no such help, it will be difficult to maintain an up-to-date orderly service.

Legislative Histories: The enlarged State judiciary requested more legislative history searches than in any previous year. Always requested on a "rush" basis, and usually coinciding with the legislative sessions, much staff cooperation is necessary to complete these searches quickly. Meanwhile, routine duties and other patron requests are delayed.

The pressure of increased reference work takes all staff time, including that of the Legislative History Librarian. During her first summer with the Law Library, she was able to prepare 150 legislative histories in advance of request. This project had to stop in September, due to the increased reference work load. The remaining 150 chapters of 1969 laws and the first 100 chapters of 1970 laws remain to be completed, if summer help is made available.

The Section Head worked with the Archives and History Bureau and representatives of Governors Meyner and Hughes in developing policies and procedures for use of the files of the Governor's Counsel on legislative bills. These will be used on a limited and confidential basis for

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the members of the judiciary. The work of the physical preparation of these files for efficient use cannot be undertaken by present staff. It awaits the addition of a paraprofessional or summer employee.

New Jersey Administrative Code: Urgent priority was given to preparing the Library for the publication of the New Jersey Administrative Code. The Code will create a new field of endeavor for the Law Library. To prepare for it, the Law Library has been collecting New Jersey rules and regulations, drafts of them, hearings on them, etc. This collection will serve in the future as background and legislative history for sections of the Code. Indeed, one search has already been made for a judge for such a legislative history of a regulation.

Aspen Computer Searches: The Law Library coordinated all State agency requests to the Aspen (Computer) Corporation under the State contract. This included advisory assistance in framing the question for the computer. One 50-state search was made (State aid to non-public schools, for the Department of Education).

Pending Legislation--Review: At the request of the Department of Education, the Bureau Head reviewed a number of pending legislative bills for probable effect--legal, financial and otherwise.

Prison Libraries: The Law Library worked with the Section Head for Institutional Libraries on upgrading of the law libraries in the State prisons. A grant of \$2,000 in LSCA, Title IVA, funds was used to purchase a basic law library for the new prison at Leesburg, and to improve the Trenton State Prison law library.

Briefs and Records: In cooperation with the Administrative Office of the Courts, a project to microfilm New Jersey Supreme and Superior

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Court Briefs and Records was furthered. Microfilming will start as of June 30, 1970. The State Library, as well as other law libraries in the State, will contribute to the cost. Microfilming of bulky material will be of help in solving the Law Library's space problem.

Publications, Editing, Indexing:

The staff completed several special projects involving publications and preparation of indexes.

A new edition of New Jersey Narcotics Laws was prepared and published--and proved to be a "best seller." A new edition of New Jersey Library Laws was published.

Subject indexes were prepared for the Governor's Executive Orders, 1962-1969, and the Governor's Vetoes of 1968 and 1969.

The New Jersey Register which began publication in September, 1969 is being indexed on a continuous basis to provide up-to-date information on New Jersey Rules and Regulations.

The Section Head advised the Department of Civil Service on codification of its Personnel Manuals. Increased legislative activity has meant indexing an ever-larger number of legislative bills, now approaching 3,000 per year. Mrs. Radosti, Law Cataloger, has assisted with indexing of bills, the New Jersey Law Journal, and other indexing.

The staff continued to edit the annual reports of various State agencies, and assisted many departments in the up-dating of their laws by compiling and Xeroxing for them all enactments since their previous editions. Other State agencies were advised on their indexing, codification, publishing, library and book problems.

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### III. BILL ROOM

The demand for copies of bills and slip laws increased sharply, both from State agencies and the public. The increasing interest of individuals, citizen groups, church groups, etc., in government results in requests for lists of 30, 40 or even 100 separate bills. State agencies who formerly used the Bill Room in the State House find the service better in the Library and are making increasing requests.

Two full-time staff members and one half-time student coped with crowded conditions and heavier demand. Crowding in the filing cabinets has resulted from the 2-year legislative session, and the fact that all bills are "current" for two years rather than one. This has necessitated an "overflow" file on open shelves, and the need to often search for a bill in both the filing cabinets and the overflow shelves.

Bids have been solicited on two power files. When these are purchased, they will ease access to the files of bills, and floor space requirements will be reduced. However, the actual need is for four such files.

Much of the small staff's time is taken by the routine labor of maintaining the files of bills. The addition of at least one full-time clerk is urgently needed to assist present staff in these time-consuming duties.

Bill Room staff continued the coordination of binding for both the Law and Reference Sections.

Current status books for all bills are maintained.

The staff handles the 50-state exchange program for New Jersey for court reports, session laws, minutes and journals and the Legislative Manual.

Court reports are also distributed to all New Jersey judges, and the mailing list of judges kept current.

Beginning with the 1970-71 legislative session, a second set of bills will be bound for permanent use. This file was begun.

The Bill Room also continued to send a copy of each bill to Council of State Governments and a copy of each bill receiving legislative action to Aspen Corporation for the Automated Statutory Reporter.

#### IV. GOVERNMENTAL REFERENCE

Personnel: This Section was placed under considerable strain by the number of staff changes occurring during the year, with subsequent demand upon the Supervising Librarian's time in training staff in reference techniques and manning a reference desk. One librarian, after having gone through a training period in federal government documents work, transferred to the Reference Referral Office, and a new librarian had to be given on-the-job training in desk reference as well as specialization in federal documents work. The periodicals reference librarian accepted a promotional opportunity within the Public and School Library Services Bureau. This position was filled with the specialist in educational materials who had to continue her increasing work in that area. A returned Navy librarian, formerly with the Lending Services Section, rejoined the staff as a reference librarian and was assigned the supervision of the second floor shelving staff. Training and orientation was again in order.

In this regard, it should be pointed out that supervision of shelving maintenance is more properly a job for a responsible non-professional with authority to direct the work of pages throughout the building.

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Unshelved and misshelved materials reached emergency proportions during the year due to staff turnover, and vacancies which were "frozen." On four holidays--Columbus Day, Veterans Day, Lincoln's Birthday, and Washington's Birthday--shelf-reading sessions were held and both clericals and professionals pitched in to keep the collections in operating condition.

Reference Services: The consolidation of all reference services in one Bureau holds exciting prospects for the future. Even in the few months the reorganization has been in effect, substantial progress has been made in integrating services and materials. The division between General Reference and Interlibrary Reference along lines of public served and specialization of staff, avoids unnecessary duplication, and assures a more competent service.

The consolidation of the reference collection on one floor and the expanded space for New Jersey collections has made access to material easier for all librarians.

In addition, the reference staff, for the first time, acquired office space, which means a measure of privacy for phone calls or research work.

While the additional work area was needed, it also presents problems. Four service points now have to be manned by five librarians and a student interne, creating too tight a schedule for necessary work off the desk. If the Reference Section is to develop its collection and tools, it must have additional librarians. Too many projects have been put off too long. Vertical files are out-dated, New Jersey clipping files need organizing for permanent record, a New Jersey statistical sources project never grew beyond the planning stage.

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New Jersey Documents: The addition of a full-time documents clerk has alleviated the pressure in handling documents requests and depository shipments, and great progress has been made in reducing the cataloging backlog. The increased size of the Legislature and the attendant increase in the number of public hearings, however, has produced an unprecedented quantity of State documents and is precipitating a storage problem. Present space allocated for documents will have been exhausted by the end of 1970. Of serious concern are the printing and distribution policies of the Administration which have severely curtailed the number of copies of State documents available for distribution to depository libraries in New Jersey pursuant to N.J.S. 52:14-25.1.

Periodicals: The growing periodicals collection is now attractively housed on the second floor and its organization and service has improved measurably. During the year, new titles were selected, lending and photocopying policies were established, locating and borrowing procedures worked out, and inventory and binding systems initiated. A complete listing of serials held by the State Library is in preparation and should be ready for distribution early in the 1971 Fiscal Year.

Education Services: As pointed out before, the Serials Librarian also serves as a specialist in Education resources. At the request of the Department's Division of Research, Planning and Evaluation, a study was made of the Library's capability to support educational research, and gaps, particularly in holdings of ERIC Microfiche, came to light. Partial holdings of ERIC were transferred to the Library from the Department, and in combination with resources already held, stimulated a significant increase in use by the Department of Education. That use

now represents 15.4% of total use by State Departments, by far the greatest proportion. Plans are now under way to intensify this service, tailor it to the needs of the research and other arms of the Department, and strengthen it with a special budget for library materials along with additional staff. It is hoped this Section can grow into a true Education Information Center, of service not only to the Department but to local school districts as well. If eventually tied into central computer services, the Center could be a significant asset to the State.

Statistical Survey: Chart III which follows, was compiled from work slips representing phone requests received during the period January-March, 1970, and excludes questions of a purely directional nature (such as names and addresses of Congressmen and Legislators). In-person requests are not tallied, but would probably show a similar distribution.

CHART III -TYPES OF USERS  
 (Telephone Requests - Jan.-Mar., 1970)

	<u>Total Calls</u>	<u>Percent</u>
Governor's Office	22	2.4%
Legislature	48	5.3%
Judiciary	7	- 1%
Departments		
Agriculture	9	- 1%
Banking	3	- 1%
Civil Service	6	- 1%
Community Affairs	60	6.6%
Division of Planning	(14	1.5%)
Conservation (Environmental Affairs)	8	- 1%
Defense	1	- 1%
Education	140	15.4%
Museum	(44	4.8%)
Health	18	1.9%
Health-Agriculture Library	19	2.0%
Higher Education	27	2.9%
Institutions & Agencies	18	1.9%
Labor and Industry	34	3.7%
Law and Public Safety	20	2.3%

(continued on next page)

State	6	- 1%
Transportation	27	2.9%
Treasury	19	2.5%
Taxation	(14	1.5%)
State Library Staff	49	5.4%
N.J. Commissions, Authorities, etc.	58	6.4%
Lawyers	9	- 1%
Associations	21	2.3%
Libraries	63	6.9%
General Public	102	11.2%
(Requestor unidentified on work slip; majority most likely State employees.)	<u>107</u>	<u>11.8%</u>
	905	100%

#### V. INTERLIBRARY REFERENCE AND LOAN

The reorganization which resulted in the creation of the new Interlibrary Reference and Loan Section of the Bureau of Law and Reference, was undertaken to combine reference staffs and collections, streamline interlibrary loan, and to forcefully administer the Micro-Automated Catalog Project, better known as "MAC". The mission was to study existing programs and procedures, reorganize for better service, eliminate backlogs, and implement new procedures and programs to effect better service to the libraries of New Jersey. Incorporated as a sub-unit of the Section, is the Reference Referral Center and service, thus, all readers services to the more than two thousand libraries in the State are now consolidated.

The objectives and activities of the Section follow:

To provide supporting and supplemental reference service to libraries in the State as coordinating agency for the statewide reference network.

To provide interlibrary loan service to libraries in the State.

To provide book loan services to State employees from General Collection.

The following are the activities in support of these objectives:

Provide reference service to the libraries of the State as one of the Research Centers in the State's reference network.

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Coordinate reference and referral services as the central coordinating agency of the State's reference network.

Provide interlibrary loan and photocopy service to all libraries and citizens of the State, in cooperation with the Newark Public Library in its Regional role.

Coordinate interlibrary loan procedures of local, Area and Research libraries.

Select and maintain a general book collection in support of this program of interlibrary loan and of service to State employees.

In cooperation with General Reference, select and maintain a general reference collection to support interlibrary reference.

Select and maintain a collection of books, periodicals, pamphlets, etc., for support of the library's professional staff.

Coordinate all book selection for the State Library.

Provide a book-locating service for material not held by the State Library, by liaison with other Research Centers, Philadelphia Union Catalogue, Library of Congress, and other special-resource libraries.

Control circulation of all materials loaned from the State Library.

Administer Research Library Grants.

Administer MAC Program.

Develop statewide capability for more efficient interlibrary reference and loan, by extending MAC Program to other libraries, installing teletype, and planning interlibrary delivery service.

Maintain Deposit and Exchange Collection.

Consult with libraries in the State on book selection, weeding of collections, circulation control, interlibrary loans, etc.

Newark as Regional Library: Prior to the creation of the Interlibrary Reference and Loan Section, the Newark Public Library's role as the Northern New Jersey Metropolitan Regional Library Center was intensified and formalized on April 1, 1969. The region coincides with the three Standard Metropolitan Areas surrounding Newark and embraces the greater proportions of both the State population and the public and school libraries in New Jersey. The Newark Public Library, through this arrangement, serves as an effective arm of the State Library for North Jersey, and during 1969 loaned 3,786 books to libraries within the region. Comparisons between the region served by Newark and the rest of the State served directly by the State served directly by the State Library follow as Chart IV.

CHART IV- NEWARK PUBLIC AND STATE LIBRARY REGIONS

<u>SERVE</u>	<u>NEWARK</u>		<u>STATE LIBRARY</u>	
Citizens	4,000,000	55%	3,283,000	45%
Counties	6.5 <sup>a/</sup>	31%	14.5 <sup>a/</sup>	69%
Square Miles	1,180	16%	6,329	84%
Municipalities	180	31%	387	69%
Area, Development Libraries	14 <sup>b/</sup>	45%	17	55%
Local Public Libraries	159 <sup>b/</sup>	49%	165	51%
Local School Libraries	<u>1,586<sup>c/</sup></u>	<u>54%</u>	<u>1,331<sup>c/</sup></u>	<u>46%</u>
All Public & School Libraries	1,760 <sup>b/</sup>	54%	1,513	46%

<sup>a/</sup> Middlesex County split.

<sup>b/</sup> Includes Newark as Area Library. (Also serves as local library)

<sup>c/</sup> Estimated number. Includes public and private elementary and secondary schools with libraries.

Channeling of Interlibrary Loan Requests: On September 1, 1969, all local libraries were required to forward interlibrary loan requests to their respective Area Libraries (or to Developmental Libraries in Newark's region). This change in procedure (i.e., not tapping the State Library

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directly) is consistent with the Area Library concept enunciated in Libraries for the People of New Jersey and recognizes the Area Library as a growing reference and interlibrary loan center.

Because of Newark's Regional designation and Area-Library channeling, State Library interlibrary loan requests decreased by 34% and circulation dropped 21% in 1968-69. This sharp change is not viewed with alarm, but as the outcome of improved service patterns for interlibrary loan in New Jersey.

From July through November, 1969, the Lending Services received a reported 14,952 interlibrary loan requests (of which it filled all but 2,533) and 1,181 reference questions ("subject" requests, author-title requests requiring reference work, letters, and telephone calls). During the same period, the Reference Referral Office received 1,870 questions (reference questions, book locations, rush author-title requests). Further discussion of interlibrary reference and loan statistics is made later.

Interlibrary Reference: The combined reference staff of Lending and Reference Referral has responded well to changes in operation due to the reorganization. The added reference librarians have greatly assisted Reference Referral in fielding telephone reference questions. Rotation of third floor staff into the first floor offices began in March, after the new Reference Offices were completed. The interlibrary reference staff now consists of a Librarian I, a Librarian II, three Librarian III's and a Library Intern.

The following projects on behalf of improving the State Library's services to libraries were undertaken during the year:

- a. Statewide Reference Network Procedures: This document was

developed in draft form by the Bureau Head and the Reference Referral Librarian, working with their counterparts at the other Research Libraries. They affect local, Area and Research Libraries, and are consistent with Area and Research Library responsibilities. They were used as a basis for formulation of the Interlibrary Loan Manual of Procedures cited below.

b. Integration of Collections: One of the first actions taken by the new Section was the integration of the third floor Reference Collection into the General Reference Collection. More than 1,000 titles were reviewed for possible inclusion in the General Reference Collection: 321 were added, having an estimated value of \$3,000. The balance, mostly duplicates, will be given to institutional and other needy libraries. The project was completed on January 28.

c. Periodical Requests: In order to streamline service for requesting libraries, the Reference Referral Office assumed, on March 9, the processing of periodical requests and the location of all periodicals requested but not held by the State Library.

d. Manual of Procedures: An outline draft Manual of Procedures was prepared by April 1, to guide the interlibrary reference librarians through the maze of interconnections with other sections, agencies, libraries, and procedures.

e. New Jersey Interlibrary Loan "Code": Working with a committee of Area Library Directors, the Section Head prepared a draft statement, The New Jersey Interlibrary Loan Network; Levels of Responsibility, and Procedures. Major points of this "Code" are:

Network maintained: Local, Area, Regional/Research.

School-Public Library cooperation requested where possible.

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Local level responsible for maintaining good basic collections;  
Area and Research Libraries supplement local efforts.

ALA Interlibrary Loan Request Form standardized in use.

Period of loan to library, four-weeks; patron guaranteed two weeks' use.

Forty-eight hour service on all ILL requests at Area and Research levels.

Telephone override encouraged for rush requests.

Locations supplied by Newark and the State Library.

Free photocopy (20-page maximum) from Research Libraries.

This statement was approved as revised by the Area Directors on March 20, and was agreed upon by the Research Librarians on April 22. (The statement is now being prepared for printing.) This "Code" was accepted by the Director and implemented by the Interlibrary Loan staff as of March 20.

f. Micro-Automated Catalog: The MAC Project was conceived the previous year by Mr. Kenneth W. Richards, Head of the Archives and History Bureau (see Annual Report, 1968-69, p. 18). Briefly, it consists of the State Library's author-title-subject card catalog, fully indexed by guide cards, and reproduced on microfilm; high-speed reader-printers which can locate the desired entry and produce a hard copy within two to three minutes; and nine cooperating libraries serving as pilot units for testing the system before further distribution.

On March 19 the first interlibrary loan requests on MAC print-outs arrived at the State Library and were filled on the same day. MAC film and Procedures had been delivered to the participating libraries

during the week of March 9-13. The Procedures for MAC reflected decisions reached in the "Code" cited previously.

MAC requests are filled, if available from the shelves, within four hours of receipt and are taken to the mail room; all interlibrary loans are packed and mailed daily. Books are picked up by the State House Post Office and mailed early the next morning. (A goal is twice-daily parcel pick-up by the Post Office).

Since March 19, MAC requests totaling 2,493 (34 per day) were received in 73 working days:

Newark	219	Cumberland County	208
Burlington County	169	Monmouth County	854
Ocean County	231	Sussex County	180
Somerset County	312	Trenton	320

Of these requests, 81% (2,014) were filled immediately; 0.5% (13) were non-circulating; 18.5% (466) were not immediately available; and 4.9% (122) of this last category were later returned for "reserve."

It is anticipated that the percentage of requests filled immediately in 1970-71 will increase dramatically as circulation control is improved and books circulated at a faster rate. Pressure will continue for rapid and accurate discharging, reshelving, and retrieval of State Library materials.

MAC's demands and the increasing use of the State Library by State employees required a major change in circulation-control policies. On March 19, MAC libraries were uniformly limited to four-weeks' use of State Library materials. This change was extended to all libraries on May 27, 1970. At the same time, all libraries were requested to return, by July 1, any books borrowed prior to April 1. The response has been gratifying; the purpose is to purge the circulation files in anticipation of issuance of weekly overdue notices to libraries and State employees.

The final step to complete the new circulation-control system was made on June 22, when all books charged began having the due date stamped in them (four weeks for libraries; two weeks for State employees; no renewals). New circulation files were set up with all books charged in a week in a separate alphabet. This will allow the prompt issuance of overdue notices on a weekly basis. The success of the first floor circulation-control operation led to this change.

g. Interlibrary Loan Referral to Newark: Another new service of Interlibrary Loan is the referral of selected unfilled (not owned) requests to the Newark Public Library. Since April, 302 McPee and AIA requests have been forwarded for possible filling. Newark fills (or reserves) what it can, returning those still unfilled to the original requesting library. Further development of this service will occur in 1970-71 with the filming of Newark's card catalog as a "MAC" for distribution to the Area Libraries served by Newark and the State Library.

h. Bulk Loan Policy: A revised Bulk Loan Policy for Juvenile Books was prepared and sent to public and school libraries on May 26, 1970. The new Bulk Loan Policy limits loans to a maximum of twenty-five to thirty books, but allows a library to request various specific subjects at a given time. The loan period for such loans is restricted to three months. It is anticipated that school and public libraries will make good use of this modified service.

Between November 24 and January 15, the staff reorganized the circulation-control files for the 19,000 books loaned in bulk to school and public libraries in 1968 and 1969, and reorganized the file for books loaned prior to 1968 by call number. Previously, cards were kept in packs

was by requesting library, which caused havoc when books were returned  
without return address or when boxes were opened (and books mixed)  
in the mail room.

The new file, by author and title, has speeded tremendously  
the discharging of returning Juvenile books this summer.

Simultaneously, the circulation-control staff (and others in the  
Section) assisted in shelf-reading on November 4 and 11, February 12  
and 23. On the latter two days, all Juvenile charge cards of books  
charged prior to 1968 were checked against the Juvenile shelves, which  
had just been "read." A total of 1,675 books were found on the shelves,  
with duplicate, handwritten, or no book cards. All of these books were  
still formally charged out to libraries.

1. Lost and Found: Of major concern to the Section are those  
interlibrary loan requests for books which are listed in the catalog but  
which are not found on the shelves or known to be circulating. Such re-  
quests are reported as "unfilled" in the circulation statistics. Behind  
each request of this nature is a library patron unserved because of State  
Library error (improper or haphazard searching or misshelving) or theft  
(lost books are stolen, usually).

The new Library Intern's first major project was the rechecking of  
these unfilled-but-owned requests for 1967-69 against shelves, shelf-  
list, circulation files, "problem shelves," and D & E. The findings are  
startling: of 1,785 unfilled-but-owned requests 975 were found on the  
shelves or in circulation, and 810 were definitely missing. This situation  
cannot and will not be allowed to continue. Quality-control procedures  
must be instituted for both the searching and shelving staffs.

j. Circulation Control: The final step to complete the new circulation control system was made on June 22, when all books charged began having the date due stamped in them (four weeks for libraries; two weeks for State employees; no renewals). New circulation files were set up with all books charged in a week in a separate alphabet. This allows the prompt issuance of overdue notices on a weekly basis. Circulation control activities are directly tied to the State Library's ability to perform efficiently. The steps taken to date are interim ones, designed to eliminate backlogs permanently and to allow time to study alternatives, such as photocharging or a computer-assisted system. In the coming months, cost and time studies will be made to determine what our present system costs, how it can be improved, and what it will cost to be improved. In any case, a new system must save staff time, allow for a much higher number of transactions per year for the given staff, and not be prohibitively expensive.

k. Book Selection Procedures: In March 1970, new book selection procedures for the General Collections were issued, setting forth for the first time standards for purchase, systematizing ordering procedures, involving all interested professional staff in the selection process, and assigning each coordinator a field and a budget. This set of procedures grew out of a concern that selection was too centralized, that book purchasing decisions were not being made with consideration for the total collection, and that duplication was heavy. The new procedures were used from March-June to order \$32,000 worth of books. Professional staff of the Section played a major role as coordinators for many of the subject fields. From these orders, average list prices and discount

rates were computed for use in the 1970-71 book budget.

In concert with the work of the Collections Policy Committee, and with advisory assistance from the Bureau of Public and School Library Services, the Section prepared position papers on the weeding of Juveniles, retention of the Juvenile Collection, and possible centralization at Newark of foreign-language materials.

The Professional Library of the Rutgers Library School was visited to evaluate its possible role in providing research material in library science. It became apparent, however, that the Library is not a research collection but a reserve-book and publishers' exhibit room. Because of the findings of this visit, the State Library will need to strengthen its research role in library and information science to meet the daily reference and reading needs of practicing librarians in New Jersey. It is proposed that the present Professional Library be heavily weeded and most material shelved in the General Collection or Reference Collection, leaving a nucleus of up-to-date material for the on-the-spot use of the consulting staff and other librarians.

1. Deposit and Exchange Collection: Major weeding of the D & E Collection has been begun by the Section's professional staff. While no policy has been evolved in detail, books not suitable for this or other modern public and school libraries are being discarded. Valuable additions are being made to the General Collection of material which had not been considered previously for addition to the State Library collection. Appropriate give-away lists will be generated from time to time and libraries will be invited to come and take books from the D & E Collection.

m. Weeding the Juvenile Collection: Major weeding of the Juvenile Collection will take place in 1970-71, eliminating all obsolete and worn volumes, weeding third, fourth, or fifth copies of good titles to achieve a collection of fifteen to twenty thousand volumes (now 68,000+). Excess but useable volumes will be made available to State institutional libraries serving children.

Statistics: The changing role of the State Library is illustrated in Chart IV, Statistics for Interlibrary Reference and Interlibrary Loan. The percentage change figures are of particular interest, and should be interpreted in the light of the questions and comments presented at the beginning of this Bureau Report. As the statewide library network develops, and as the State Library shifts emphases in line with its growing research character, decreases in the number of transactions with other libraries can be expected in certain areas. This reflects (1) the growing strength of Area Libraries and their ability to field requests at the local level; (2) the Newark Public Library's success in serving as the State Library's agent for northern Jersey; and (3) the growing complexity and sophistication of requests which are forwarded to the State Library.

The total reference output of the Interlibrary Reference and Loan Section, for example, shows a decrease of one percent (1%), a surprisingly small loss considering the fact that Newark now serves more than half of the State's population and libraries as first port-of-call. The increase in requests from college and university libraries (up 143%) reflects the growth of the two-year colleges, many of which have not yet developed adequate library services of their own. A desirable

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symbiotic relationship is growing between the State Library and the special libraries in New Jersey's industrial, research and commercial sectors, for gains in service provided by the State means the State Library is in a better position to call upon these powerful resources for reference referral and interlibrary loan. The decline in service to schools can be presumed to be indicative of the impact of Title II of the Elementary and Secondary Education Act, and the improvement of school libraries, as well as in their relationships with the public library system.

As intimated before, the decrease of 34% in interlibrary loan requests results from Newark's regional role, Area Library channeling and filling of requests, and, apparently, greater use by school libraries of their own resources, public libraries, or Area Libraries. Changes in policy at the State Library are also reflected in the statistics. For example, since November 1969, far fewer books have been ordered to fill requests (a decrease for the year of 75%) as a result of a conscious policy of anticipating requests by purchasing nearer the date of publication. Also, the book selection policies developed through the year are beginning to replace reliance upon demand as the main determinant of the growth of the collection. In this respect, it should be pointed out that service has been improved, since the time lapse involved in ordering, processing, and shipping a book in response to a request placed months previously, was often too great to meet need at the time of need. The dramatic increase (+140%) in supplying a requesting library a location for an item not held by the State Library is testimony to the effectiveness of the Reference Referral service, as well as its growing popularity among libraries in New Jersey. Notable also, is the sharp decrease (37%) in the number of requests unfilled.

CHART V.

Interlibrary Reference, Interlibrary Loan Statistics  
Comparison - 1968-69, 1969-70

<u>RECEIVED FROM</u>	<u>INTERLIBRARY REFERENCE</u>		<u>INTERLIBRARY LOAN</u>	
	<u>1968-69</u>	<u>1969-70</u>	<u>1968-69</u>	<u>1969-70</u>
Public Libraries	5,640	4,856 (-11%)	38,417	22,865
School Libraries	152	75 (-51%)	855	202
College/Univ. Libraries	346	840 (+143%)	615	305 <sup>a/</sup>
Special Libraries	805	856 (+ 6%)		
State Depts./Workers	758	854 (+13%)	8,365	8,563
Other	<u>105</u>	<u>54</u> (-49%)	-	-
TOTAL	7,626	7,535 (-1%)	48,252	31,935 (-34%)
per month	(635)	(627)	(4,021)	(2,661)
<u>QUESTIONS ANSWERED</u>				
From own resources	5,771	4,430 (-23%)		
By referral	1,855	3,105 (+68%)		
Interlibrary loans	N/A			
Xerox orders	N/A			
<u>RESPONSE</u>				
Filled immediately			35,207	24,376 (-29%)
MAC, not available <sup>b/</sup>			N/A	466
Reserve placed			2,664	926 (-65%)
Ordered			2,302	585 (-75%)
Location provided			148	358 (+140%)
Referred to Newark			N/A	302
MAC, non-circulating			N/A	13
Unfilled			7,820	4,929 (-37%)

<sup>a/</sup> Separate statistics will be kept in 1970-71

<sup>b/</sup> Book in circulation, misshelved, lost. 122 of these were later placed on reserve.

SUMMARY STATISTICS (Work Load/Output Data)  
Bureau of Law and Reference

Comparison - 1968-69, 1969-70

Y LOAN

<u>19-70</u>	<u>REFERENCE</u>	<u>1968-69</u>	<u>1969-70</u>
865	Reference Questions	33,309	32,790
202	Spot Reference	19,453	18,114
	Searches	13,453	14,676
305 <sup>a/</sup>	Referrals	1,655	3,105
563	Locations provided (estimate)	n.d.	2,000
-	Legislative histories	n.d.	256
935 (-34%	Computer searches	n.d.	20
,661)	Seminars held, attendance	n.d.	265
	Consultation to Libraries	n.d.	50
	Patrons coming personally to Library	38,703	34,120
	<u>SURVEY</u> (Sample, Nov. & Apr., Reading Room only)		
	Average Weekly telephone requests	700	747
	Average Weekly mail requests	145	109
	Average Weekly personal requests	400	359
376 (-29%	<u>DISTRIBUTION AND CIRCULATION</u>		
466	Library materials circulated	69,451	54,603
926 (-65%	Interlibrary Loan requests received	48,252	31,935
585 (-75%	Interlibrary Loan requests filled	35,207	26,207
358 (+140%	Books used in library	61,765	86,726
302	Xerox copies provided	n.d.	45,789
13	Legislative bills, laws, court reports,		
929 (-37%	legislative journals distributed	80,667	97,559
	State documents distributed	58,427	74,575

(continued on next page)

ced on

	<u>1968-69</u>	<u>1969-70</u>
<u>DISTRIBUTION AND CIRCULATION (continued)</u>		
V. F. materials added	n.d.	21,866
Federal documents added	7,757	8,550
State documents added	n.d.	2,735

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PUBLIC AND SCHOOL LIBRARY SERVICES BUREAU

I. GENERAL

The retirement of Mrs. Frances W. Smith, after twelve years service, was a severe loss, both to staff and statewide. Mrs. Smith was an accomplished librarian, outstandingly knowledgeable in field services. Notable among her many contributions were her work on the State Aid to Public Libraries Act, and the formulation of Rules and Regulations concerning receipt of State Aid, to become effective in 1972.

Her recommendation to merge the two Public Library Sections was acted upon, and the Consultative Services and the Library Services and Construction Act Sections are now under the administration of Miss Josephine Chirico, who succeeded Mrs. Smith at the end of the calendar year.

Office of Library Service to the Disadvantaged: In November, 1969, a new Office was added to the Bureau, giving focus and full-time attention to innovative projects which will help relate traditional non-users of public libraries to services particularly designed for their reading levels, ethnic backgrounds, and general culture. These projects and activities are described more fully below.

Services to Children: The recruitment of a specialist in work with children added a much needed dimension to the consultant services of the Bureau. The State has long required such specialized services and the excellent and overwhelming response to the programs offered in Fiscal 1970 are clearly indicative of fine performance and need.

Standards for Library Functions at the State Level: First issued in 1963, this basic tool underwent a two-year revision, resulting in a revised

edition issued in 1970. The Bureau Head served as a member of the Standards Revision Committee and shared the several drafts with all Consultants. Many of the suggestions made by staff members were incorporated by the Committee, and the instrument was used as a self-evaluation tool, as well as in connection with revising the organic law governing the New Jersey State Library.

Personnel: A critical staff shortage exists within the Public and School Library Services Bureau. Of these, eight are professional vacancies, and the resultant staff overload in attempting to meet the consultative needs of some two thousand library agencies has been severe. The lack of staff has made it impossible to monitor and evaluate performance, programs, and services.

County Library Support Problem: The introduction, by Senator Beadleston of Monmouth County, of S-468, was an attempt to resolve the financial support problem facing County Libraries by eliminating the dedicated tax. This proposed that the monies may be appropriated for the support of County Libraries in the same manner as monies are raised and appropriated for other County purposes pursuant to the Local Budget Law (N.J.S. 40A:4-1 et seq.).

The concept of a permissive Bill to use County general funds for County Library support was endorsed by the State Library, the New Jersey Library Association Executive Board, and its Library Development Committee. The dedicated tax frequently acts as an invitation to County Library members to withdraw with the thought that they can use their funds to better advantage in their own local libraries.

A Hearing on S-468 on March 18 brought out both pro and con testimonies. Proponents argued for a complete revision of the County Library Law and an entirely new method of financing.

Later meetings considered ways in which the Beadleston Bill might be amended.

FALK PROPOSAL

Under the Falk Plan, the proportion of the County Library Budget to be raised by dedicated and general County funds would be based on valuation of participating and exempt areas, i.e., the percentage of ratables in exempt areas and the percentage of ratables in participating areas would be determined. If 40% of the County's ratables were in participating areas, 40% of the County Library Budget would be provided by general County funds, and 60% of the Budget would be funded by dedicated taxes. The amount a community would contribute under this proposal would be determined by the following formula:

1.  $\frac{\text{Dedicated Tax}}{\text{County Library Budget}} = \frac{\text{Member Ratables}}{\text{County Ratables}}$
2.  $\frac{\text{General County Tax}}{\text{County Library Budget}} = \frac{\text{All Ratables}}{\text{County Ratables}}$

Senator Beadleston suggested a 50% abatement recommendation for which the formula would be as follows:

$$\frac{\text{Library Budget}}{\text{Member Ratables}} + \text{Non-member Ratables} = \text{Tax Rate}$$

For example: Middletown Township, an exempt areas, would make the following annual payments to the Monmouth County Library under the respective programs:

Under S-468	-	\$48,600
Under Falk Proposal	-	\$17,160
Under 50% Abatement	-	\$30,000

Neptune Township would contribute:

Under S-468	-	\$22,000
Under Falk Proposal	-	\$30,155
Under 50% Abatement	-	\$26,998

#### BEADLESTON MODIFICATIONS

1. The change in funding would be effected by an Ordinance rather than a Resolution. The Ordinance would require public hearings and three readings.

2. Standards to be met by County Libraries which would be set by the State Library would be incorporated.

3. The Bill would call for the establishment of an Advisory Board which would represent all communities.

Due to opposition, S-468 was recommitted and no further action has been taken to date. Efforts continue, however, to seek some methodology or formula by which County Library support can be guaranteed. The problem will receive concerted attention in Fiscal '71, with the objective of introducing corrective legislation after the first of the year.

#### OFFICE OF LIBRARY SERVICES TO THE DISADVANTAGED

As an outgrowth of an exploratory grant program to stimulate public libraries to make creative and innovative efforts to serve the disadvantaged community, the New Jersey State Library established, in November of 1969, the Office of Library Services to the Disadvantaged.

This Section, staffed by a Coordinator and a secretary has spent the past six months reviewing ongoing programs within the State, consulting with librarians, community organizations, government officials, and boards of trustees on possible program implications appropriate to the

use of these funds, assisting library staffs in preparing proposals for consideration and preparing the necessary memoranda and formal agreements concerned with the grant program.

Staff time has also been devoted to participation in recruitment programs, discussions with classes in graduate schools concerning the scope and potential for working with deprived persons, and, most importantly, the preparation of written guidelines, criteria and evaluative procedures for library services in ghetto areas of the State.

As of the middle of May, requests in the amount of \$214,143 for projects to serve the disadvantaged have been received by this office. Working within the framework of a budget allocation of \$200,000, the projects described below have been approved for funding in the 1970-71 Fiscal Year.

The first six projects described in this report are projects which were begun in Fiscal 1969 and for which requests for renewal were received.

Atlantic City-Atlantic County, \$15,338 -- continues the support of the community based library, housed in Atlantic Human Resources, Inc., the local Community Action Agency. It supplements the educational programs of that agency and utilizes a diversity of materials covering such areas as high interest, low reading ability, black history, college level materials and references and general information materials.

Cape May, \$5,293 -- continues the support of a library outlet in the Martin Luther King, Jr., Recreation Center, Whitesboro, New Jersey for that portion of the community which utilizes this Center for educational and recreational purposes.

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Carteret, \$10,840 -- continues to support the "storefront" branch of the Carteret Public Library, which extends educational and cultural library programs to residents of the Chrome Urban Renewal Area of the city.

Monmouth County, \$45,000 -- continues the support of this library's multifaceted "outreach" program of library services which provides film programs and open field storyhours, job information materials, nontraditional procedures and comprehensive involvement of the residents of the disadvantaged areas in program planning and implementation.

The following projects represent newly initiated programs of services, begun after the establishment of the Office of Library Services to the Disadvantaged:

Glassboro Library, \$2,490 -- provides library services to the residents of an extensive housing project, Elsmere, who were physically cut off from easy access to the public library; story hours conducted by the parents of children in the housing units. The parents have been trained in storytelling techniques by the reading specialist within the area. The library unit will be staffed cooperatively by students from Glassboro State College and by residents of the area. The residents of the area will be given the opportunity to enroll in courses at Glassboro State College, which lead to the preparation for professional employment in the library field.

Jersey City, \$46,052 -- the services and materials of the Jersey City Library will move into the disadvantaged areas of the city by means of a "mini-mobile." Utilizing such techniques as sidewalk storyhours, film programs and an informal person-to-person survey of needs and desires of the people of the Bergen-Lafayette sector of the city, the library hopes

to build a continuing program of services that will encourage wider use of library facilities. The project will be conducted in cooperation with the Jersey City State College and St. Peter's College.

Lakewood Public, \$25,775 -- the establishment of a library center in the John F. Kennedy Apartment Complex and one in the Lakewood Plaza Apartment Complex to fill the requested needs of the residents for reference materials, magazines and newspapers and audio-visual materials. Because both of these apartment units are separated from the main library by dangerous roads and a lack of sidewalks, residents have been unable to fully utilize the facilities of the public library. The centers will be established as a direct request from the residents. A library center which will serve approximately 1,500 families, will also be established in the Lakewood Community Development Center. Emphasis will be placed on providing the Center with a large number of materials for the Spanish-speaking residents. Close coordination in the selection of materials for this Center will be maintained with the Director of the Center, who is Cuban and thus able to communicate to the library the kinds of materials desired. Many of the residents are termed "illiterate."

Newark, \$2,000 -- supports, through the purchase of materials, the Adult Basic Education Program of Newark.

Orange, \$10,875 -- establishes a library unit in the multipurpose Friendship House Community Center. The program is designed to introduce to black students the many educational and vocational opportunities available to them; to supplement literature and English studies engaged in by elementary and high school students; to provide employment for residents in this disadvantaged area and to communicate the values and opportunities available to these residents through the library.

Salem, \$23,480 -- the extension of library services into housing units, nursing homes and the Spanish-speaking community. Storytelling training programs for parents will be initiated. A much needed Spanish language collection will be developed. The Coordinator of these services will be a person from the community who can establish rapport with the citizens and translate their needs to the library.

In addition to all of the projects which have been described above, requests on possible renewal of ongoing programs of service have been received from Camden Public Library and from Franklin Township in Somerset County. Programs of services not yet translated into a proposal but are in the planning and discussion stages, are in progress in the public libraries of West New York and New Brunswick.

Inquiries concerning a possible program of service to the disadvantaged have also been received from Woodbridge and Newark.

This Section has also devoted a considerable amount of time in working with the Department of Education's Model Cities Coordinating Council. While the primary purposes of this Council is to review the educational component of these nine cities selected for initial Model Cities' funds and to offer technical assistance when needed, the Coordinator of Library Services for the Disadvantaged has been concerned that the potential for library services have not been fully explored. It is anticipated that within the next fiscal year concentrated attention will be given to encouraging libraries to become involved in the initial planning of any educational component submitted to the Department of Education.

The past six months have been filled with challenge, action and exploration. It is hoped that this program of outreach services will be a productive road-guide to libraries as they strive to truly serve their entire

community and as they accept by action the imperative need to propel library services into the challenging decade of the 70's.

### III. PUBLIC LIBRARY SERVICES SECTION

A study made during the year revealed that some of the 335 public libraries in the State have never been visited by a public library consultant, and others have not been visited within the past ten years. This situation reflects the fact that during the year only four of eight authorized Public Library Consultant positions were filled, the others caught under a "freeze" brought about by fiscal pressures and Administrative fiat. At this stage of library system development, and in view of regulations affecting receipt of State Aid after January, 1972, it is essential that the Section intensify its consultative and evaluative services.

Despite its reduced staff, the Section was able to carry out a number of projects.

Workshops: A total of fourteen workshops covering a broad range of subjects, were conducted in the past year as in-service training opportunities for public librarians.

a. Orientation of New Directors: This one-day session was planned to acquaint new library directors, and those who had just moved into the State, with the various requirements of State and federal grant programs, New Jersey Civil Service procedures, pension programs, New Jersey library law, and fiscal matters relating to the preparation of municipal budgets. Assisting in the workshop were representatives of the Department of Civil Service, Department of Community Affairs, and the New Jersey Pension Division. Twenty-six new directors attended.

b. Fall Storytelling Workshop: Two storytelling workshops were scheduled in the Fall; one at State Library and one at the Newark Public Library. Featured speakers at the workshop were Miss Anne Pelowski of UNICEF Library and Mrs. Marie Maxwell, "The Story Lady," Morrisville, Pa. One hundred and sixty-five people attended.

c. Serving the Disadvantaged: Two workshops, one at the New Jersey State Library and one at the Newark Public Library were held on December 2, 1969. Featured speakers were Miss Gerry Hall and Mr. John Axam of the Philadelphia Public Library. Also speaking at the workshops were Miss Ella Yates, of the East Orange Public Library, Mr. Arthur Curley of the Montclair Public Library, and Mr. Theodore R. Brown, Monmouth County Library.

d. Planning Programs for Adults and Working with Groups: This workshop was held at the New Jersey State Library on March 10, 1970. Mrs. Ethel Kahn of the Bergen County Extension Service conducted the workshop. She used role play and group discussion to illustrate principles of working with groups. Approximately 100 attended the workshop.

e. Children's Book Selection: Four workshops were held on this topic. The featured speaker was Mrs. Margaret Bennett. Workshops were held at Glen Rock, Englewood, Cinnaminson branch of the Burlington County Library and Berkeley Heights. These workshops were limited to an attendance of twenty-five people at each session. The demand for this type of service in northern New Jersey was so great, however, that the twenty-five limitation was removed. A total of 130 attended the four workshops.

f. Children's Programming Symposium: This one-day symposium included presentations by Mrs. Dorothy Wisbeski of Bound Brook Public

Library, Mrs. Dorothy Stanaitis of the Gloucester City Library, and Mrs. Janet Burness of the Bergenfield Public Library. In the afternoon session of the symposium program demonstrations were given by Miss Mary Bitner of the Bergenfield Public Library; Mrs. Hugo Fultz of Dumont; Mr. Jerry Hochberg of Elizabeth; and Miss Marya Hunsicker of the State Library staff.

g. Library Services to the Aging: The Adult Services Consultant, working with the New Jersey Office of Aging, conducted a three-day orientation program on problems of the aging. The programs were held at the Iselin Branch of the Woodbridge Public Library, and included eleven Area and Developmental libraries as participants.

h. Basic Library Procedures: A four-day workshop in basic library procedures was sponsored by the New Jersey State Library and held at the Ridgewood Public Library during the month of April. The instructor for this workshop was Mr. Schuyler Mott, Director of the Bernardsville Public Library. This workshop was a continuation of the Basic Library Procedures Workshop held last year. Those libraries which could not be accommodated last year because of the overflow registration, and falling within the category of population served of less than 25,000, were invited to participate. Twenty-two libraries sent participants.

Studies: The study of four Passaic County Libraries by Kenneth Duchac and Associates was completed in this fiscal year. The purpose of this Study was to determine which of the four libraries should be designated as an Area Library for Passaic County. The recommendation of the Duchac Study was that the Paterson Public Library be designated and that the Wayne Public Library be considered as a possible Area Library in the future. Mr. Duchac's recommendations have been forwarded to the Library Development

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Committee for review. The Library Development Committee is presently undertaking additional documentation of holdings and effectiveness of services of the four libraries involved. It is expected that the Library Development Committee will communicate the results of this additional documentation to the State Library sometime in early September.

Area Library Evaluation: In the Fall of 1969, the Public Libraries Section began a program of evaluation of the services of the Area Libraries and the effectiveness of the Coordinating Councils. Each consultant was assigned specific areas in which they would visit selected local libraries to ascertain the effectiveness of the Area Program. After visiting the local libraries, the consultants then met with the Area Library Director to discuss her findings and to assist the Area Director in implementing some of the recommendations of the local libraries. Fifteen of the seventeen areas have thus far been evaluated.

Work with Statewide Organizations: The Adult Services Consultant, at the beginning of the fiscal year, sent out a letter to statewide organizations offering to meet with them and to speak on the statewide plan for library development. In response to her letter, she was asked to speak to the New Jersey Classical Association, the New Jersey Industrial Arts Education Association, New Jersey Audio-Visual Education Association, New Jersey Department of Agriculture, New Jersey Institutions and Agencies Education Association, the Association of American University Women, State Grange Association, and the New Jersey Association for Adult Education. The Adult Services Consultant also provided exhibits to the State Grange and to the New Jersey Association for Adult Education. During the year she was elected

to the offices of Vice President of the Nutrition Council, President of the Adult Services Section of the New Jersey Library Association, and a member of the Executive Council of the New Jersey Association for Adult Education. She is also acting as liaison with the Publications Committee of the New Jersey Library Association, the New Jersey Bureau of Adult Education, and the New Jersey Office on Aging.

In addition to these contacts, other members of the Public Libraries Section worked closely with the Personnel Committee, the Membership Committee, and the Library Development Committee of the New Jersey Library Association; Children and Young People's Section of the New Jersey Library Association; Area Library Directors' Conferences, New Jersey Library Trustees' Association, and Libraries Unlimited.

**Staff Development:** The Section is very much interested in developing the expertise of its consultant staff in order to respond to present and future needs of the public libraries in the State. In working toward this objective, staff participated in the following activities:

- a. Studies and documentary films at New York University;
- b. Institute on Aging at Wayne State University;
- c. Galaxy Conference on Adult Education in Washington;
- d. Herman Miller Building Seminar, Grand Rapids, Michigan;
- e. Creative Dramatics Workshop at the Free Library of Philadelphia;
- f. Educational Facilities Construction Workshop sponsored by the Regional Office of New York.

In addition, the Children's Services Consultant has attended book selection meetings at the Philadelphia Free Library and is planning to make similar contacts with major New York libraries in the coming year.

**National Library Week:** The Adult Services Consultant, working with the Citizens Committee and the New Jersey Library Association, National

Library Week. An outstanding feature of National Library Week this year was a grants and awards program sponsored by the New Jersey State Art Council. An amount totaling \$1,000 was distributed to twenty-six public libraries throughout the State for outstanding programs which featured artists-in-residence. The twenty-six libraries receiving the grants were as follows:

Linden Public Library	South Plainfield Public Library
Madison Public Library	Egg Harbor City Public Library
Camden Public Library	Little Falls Public Library
Livingston Public Library	Norwood Public Library
Millville Public Library	Northfield Public Library
Sussex County Library	West Deptford Public Library
Belmar Public Library	Roselle Park Public Library
Glassboro Public Library	Secaucus Public Library
Somers Point Public Library	Berkeley Heights Public Library
Flemington Public Library	Paterson Public Library
Cherry Hill Public Library	Bloomfield Public Library
Wyckoff Public Library	Plainfield Public Library
Basking Ridge Public Library	South Brunswick Public Library

Thirteen libraries received awards from the New Jersey State Council on the Arts. They are as follows:

Cherry Hill Public Library	Bloomfield Public Library
Fair Lawn Public Library	Kearny Public Library
Springfield Public Library	Paterson Public Library
Plainfield Public Library	Berkeley Heights Public Library
Somerset County Library	South Brunswick Public Library
Livingston Public Library	Wyckoff Public Library
Bound Brook Public Library	

#### IV. PUBLIC LIBRARY GRANT PROGRAMS

State Aid: An additional \$1 million was appropriated for State Aid to public libraries in 1969-70, bringing the funding level to five million dollars (\$5,000,000), slightly over sixty percent of the amount needed to fully implement the law. This percentage of full funding is deceptive, however. The 1970 Census will have raised the sum needed for full funding of the State Aid provisions, as will any further Area Library

designations. The additional \$1 million per year (\$6,000,000 is authorized for 1970-71) is insufficient to make real headway in achieving the standard set by the 1967 legislation.

Distribution of State Aid in 1969-70 was as follows:

- \$3,656,000 - per capita aid to 403 municipalities for improvement of local library service
- 924,000 - grants to 17 Area Libraries<sup>1/</sup>
- 246,680 - grants to Regional Library Centers (representing \$61,670 each to the Newark Public Library, the Rutgers and Princeton university libraries)
- 121,320 - "Incentive grants" for nine cooperative projects, under the provisions of N.J.S. 18:24A-9 (itemized below).
- 2,000 - Emergency Aid awarded to the Raritan Township Public Library in Somerset County for the leasing of new quarters to replace those destroyed by fire.
- 50,000 - State Library administrative costs, representing 1% of the appropriation, as allowed by law.
- \$5,000,000 - TOTAL

<sup>1/</sup> The threatened cutback in the Library Services and Construction funds and the long delay in the federal appropriation led to the decision to fund Area Libraries solely from State Aid sources.

Incentive Grants: The \$121,320, cited above, was distributed as follows:

Bloomfield Area Interlibrary Loan Network Delivery System	\$13,484
Camden County/Camden City Audio-Visual Center	32,235
Camden County Public Relations Program	3,000
Cumberland County Salem Centralized Acquisitions and Processing Project	13,101
Flemington/Hunterdon County Consultant Study	3,200
Mid-Bergen Federation - Senior Citizens Program	5,800
Newark/Jersey City/Elizabeth Program for Disadvantaged	12,000
Monmouth County/Woodbridge Area Audio-Visual Center	20,000
North Bergen Federation	18,500

Revised Guidelines enumerating priorities and criteria for the receipt of grant funds under the Incentive Grant Program of State Library Aid were approved by the State Board of Education on June 24, 1970, and place emphasis on the formation of larger units of service.

Federal Aid (Library Services and Construction Act): Federal funds for library development remained uncertain late into the fiscal year, as a tug-of-war developed in Washington between the Congress and the White House. The planning and administration of these funds were thus greatly hampered, although the State Library had certain precedents and continuing programs upon which to rely.

a. Developmental Libraries: The program of assisting libraries in areas of the State where Area Libraries remain undesignated, was continued and \$15,000 each was awarded to the following:

Atlantic City	Madison
Atlantic County	Morris County
Camden City	New Brunswick
Cape May County	Paterson
Cherry Hill	Phillipsburg
Clifton	Salem City
Hunterdon County	Woodbury

b. Scholarships: \$15,000 was again made available to the Graduate School of Library Service at Rutgers to fund scholarships at \$2,500 each to six\* students. Recipients of the scholarships in Fiscal 1970 were as follows: Mrs. Naomi C. Birgenmeier, Mount Arlington, N.J.; Miss Michel J. Cohen, Hollis, N. Y.; Miss Linda R. Fegley, Ridgewood, N.J.; Miss Joan C. Galla, Irvington, N. J.; Mr. Joseph R. McQuade, Trenton, N.J.; Miss Nancy Lee Singleton, Rockaway, N.J.; and Miss June Traynor, Lindenwold, N. J.

\*Repayment of \$2,500 by one student (FY 1969) made seventh scholarship possible.

c. Northern New Jersey Metropolitan Regional Library: The grant to the Newark Public Library to extend its services to northern New Jersey as the Northern New Jersey Metropolitan Regional Library was renewed in

Fiscal 1970. The amount of the award was increased from \$100,000 to \$150,000. The first year of the program developed data relating to the delivery of interlibrary loan materials and provided consultative services to the libraries in north Jersey.

The second year of the Regional Library program will initiate expanded interlibrary loan services through the provision of foreign language materials and fine arts materials. Analyzation of and continuation of experimentation in delivery systems will be continued.

d. Area Libraries: Grants in the amount of \$12,000 each were made available to the Area Libraries to institute a new service to the libraries in the seventeen areas or to secure the services of an area program coordinator. Libraries receiving the \$12,000 grants were as follows:

- Bloomfield - for the services of an Area Program Coordinator and the provision of film services to the residents of the Bloomfield area.
- Burlington - for the development and provision of audio-visual services and equipment to local libraries in the Burlington County area.
- Cumberland - for the services of an Area Project Coordinator and establishment of Interlibrary Delivery Service to local libraries in the Cumberland area.
- East Orange - to expand film collection and provide audio-visual consultant services to libraries in the southwest Essex area.
- Elizabeth - for expansion of audio-visual services and making them available to all residents of the Elizabeth area.
- Hackensack - for establishment of interlibrary delivery system and expansion of film collection.
- Jersey City - to acquire by purchase or rental of films, projectors, screens, and other pertinent equipment for use by public libraries in the Jersey City area.
- Linden - to provide film services to local libraries in the Linden area through membership in a film circuit, film rentals, and necessary equipment and staff.
- Monmouth County - for the services of Area Program Coordinator.
- Newark - for the establishment of an office of coordination of interlibrary services.
- Ocean County - for the services of an Area Program Coordinator and the expansion of film services.

- Plainfield - for the services of an Area Program Coordinator.
- Ridgewood - for services of an Area Program Coordinator.
- Somerset - for services of Public Information Specialist and composition and publication of a book catalog of reference holdings of the Somerset County Library.
- Sussex - to produce a color, sound 16mm. films, approximately ten minutes in length, depicting the services of an Area Library and cooperating State agencies; to purchase equipment relating to improved area services.
- Trenton - for the establishment of interlibrary delivery system.
- Woodbridge - for the operation of the Woodbridge Area Book Examination Center.

e. Library Services to the Disadvantaged: \$200,000 was allocated for grants under this program. In November, 1969, this program was placed under the administration of Mrs. Doreitha Madden, Coordinator of the Office of Library Service to the Disadvantaged.

f. Rutgers Bureau of Information Sciences Research: Late in the fiscal year, the State Library entered into contract with the Rutgers Graduate School of Library Service to provide \$20,000 for its Bureau of Information Sciences Research. The funds, representing a mix of Title I and Title III, will be expended in 1970-71 and, in effect, the State Library will be using the Bureau as its research arm rather than attempting to develop its own in-house research capability.

g. Title II, Construction: Late in the fiscal year, we were informed that the sum of \$199,000 would be available to the State of New Jersey to fund construction projects. Over forty libraries responded to the Memorandum sent out to all public libraries of the State to inform them of the availability of the LSCA funds. Because of the lateness of the date and the necessity for having firm plans and bonding ordinances, fourteen applications were actually submitted by the following public libraries:

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 s, fourteen  
 ibraries:

Edison Township	Irvington	River Edge
Emerson	Metuchen	Sparta
Eversham Township	Mount Laurel	Upper Saddle River
Hillsdale	North Arlington	Woodbridge
Hunterdon County	Paramus	

Of these fourteen applications only two libraries could be funded.

These libraries fell into the first priority category as set forth in Informa-  
 tion for Applicants. The grants were as follows: Hunterdon County Library  
 and Woodbridge Public Library (Fords Branch).

Chart VI. represents a Budget breakdown, showing use of federal  
 funds during the 1970 Fiscal Year.

CHART VI.

USE OF LSCA FUNDS IN 1969-70  
TITLES I, II, III\*

TITLE I (SERVICES)

1. Area Libraries	\$204,000	
2. Developmental Libraries	145,000	
3. Regional Library	150,000	
4. Projects for the Disadvantaged	210,000	
5. Scholarships	15,000	
6. Consultant Grants	10,000	
7. Rutgers, Research Bureau	16,018 <sup>a/</sup>	
8. State Library		
a. Salaries	189,367	
b. Telephone	3,000	
c. Postage	1,000	
d. Travel	800	
e. Receptions	150	
f. Maintenance, Office Equipment	880	
g. Books	20,050	
h. Equipment	1,409	
i. Supplies	2,870	
	<u>TOTAL</u>	\$1,069,544

Title II (CONSTRUCTION)

199,000

TITLE III (INTERLIBRARY COOPERATION)

1. Newspaper Preservation	5,000
2. Film Study	5,200 <sup>b/</sup>

(cont. on next page)

\* Titles IVA and IVB are included with the Report of the Library for the  
 Blind and Handicapped.

3. Processing Study	\$ 14,100 <sup>c/</sup>	
4. Rutgers, Research Bureau	3,982	
5. State Library		
a. Salaries	14,773	
b. Overhead (15%)	2,216	
c. Entertainment	100	
	<hr/>	
	TOTAL	\$ 45,371
		<hr/>
	TOTAL EXPENDITURES, LSCA TITLES I, II, III	\$1,310,915

<sup>a/</sup> funded in combination with Title III, total grant \$20,000

<sup>b/</sup> to be conducted during 1970-71

<sup>c/</sup> in progress

#### V. SCHOOL MEDIA CENTERS SECTION

The School Libraries Section feels that the designation of School Media Centers Section reinforces the multimedia concept of program and services. The New Jersey School Media Association formally adopted the title a year ago and it seems to have assisted the trend toward developing a unified program combining traditional library and audio-visual departments.

Responsibilities of the Section have not lessened although the curtailment of federal funds resulted in the Section losing a clerk-typist. The staff now consists of three media specialists and two clerk-typists. Enlarging the office has helped the Section to maintain the essential clerical routines, by making a more efficient working area.

The concept of a media program based on a K-12 or N-12 service has been reinforced by the reorganization of the Division of Curriculum and Instruction, which now serves a total school program rather than sharply divided elementary and secondary programs.

The publication of the Blueprint for New Jersey School Media Programs has received general school distribution and there have been many requests for additional copies.

Visits to Schools: It has been necessary to curtail the individual visits to schools this year.

	1967-68 (5 consultants)	1968-69 (3 consultants)	1969-70 (3 consultants)
Elementary	51	40	41
Secondary	22	25	20
K-12	--	4	3
Institutions & Agencies	8	4	--
College	<u>6</u>	<u>8</u>	<u>6</u>
	87	81	70
Office Conferences			15

To offset curtailed visits, the staff has tried to hold building, equipment and program planning consultative conferences at the State Library. Reviewing Brick Township's projected middle school blueprints, preparing for the Cape May County Workshop with the helping teacher, and discussing the new East Rutherford High School program and plans, are examples of conferences held in the office. However, follow-up, on-site visits were required after many of the office consultations.

Trends in School Services: Requested visits to school and office conferences suggest trends in program development. There has been an increase in the requests for workshops in elementary schools for in-service training for teachers. The schools now have media specialists and collections, and both teachers and media specialists are concerned with better utilization of facilities. These workshops are planned with the staff of the local district and must fit the available resources of staff and collection. The basic theme is how can teachers do a better job of teaching, using the resources of the school media center. The programs vary considerably. East Amwell and Logan Township are beginning to use a basic collection. Millburn - Short Hills felt the need for expanding the use of supplementary materials and storytelling.

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Many elementary schools are requesting additional programs for librarians, particularly in developing library instruction programs and expanding multimedia collections. These were basic concerns in workshops carried on with elementary schools in Fort Lee, Bridgewater, Raritan Township, West Orange, and Cape May.

The secondary consultations have been concerned with planning media centers, such as expanding Jackson Township High School quarters, new building for Lodi High School, reorganization of the Trenton High School Library and Fort Lee High School program. Collingswood and Westfield expansion plans and program were reviewed.

In-House Committees: Representatives of the Section serve on Division committees, such as Book Selection and Library Services for the Disadvantaged (Consultant also visits projects as part of the planning and evaluation process.)

Book Selection Room: The consultants have contacted several distributors and are beginning to develop an audio-visual collection. This is a small sample collection of filmstrips and tapes. Hopefully, a program will be developed to learn how to become discriminating in using the appropriate material. Many teachers and media specialists are looking for experiences which will help them select the appropriate media for communicating an idea.

As part of the Book Selection Room responsibilities, the secondary school consultant has prepared an exhibit of Black History publications and bibliographies which have been distributed on request.

Organization, Committee Conference Participation

Intradepartmental Cooperation

a. Vocational Division: Two groups of graduate students from Montclair State College met with the elementary consultant to learn about the resources of the State Library, as well as using other library resources in their field. These visits are the results of enthusiastic reception of an exploratory visit last year by the Home Economics Department.

b. Office of Equal Education Opportunity, Urban Teacher Corps: the School Section provided an exhibit of multi-ethnic books for two Black Studies Conferences. One conference was designed for elementary teachers, the other secondary. Consultants not only set up the exhibit and talked with participants about the collection, but participated in the conference themselves.

c. Division of Curriculum and Instruction: the coordinator has been a part of the planning of the Field Consultants Program and the whole Section participated in the orientation workshop. This is an exciting program which will tie in with the district-wide assessment project. In order to provide sufficient team members to districts planning an assessment, it will be necessary to develop a cadre of expertise in a variety of disciplines. The first orientation included thirty media specialists, who might be called on in 1970-71 to participate as members of a team, headed by a project manager, to visit a selected district.

School Section staff have served on elementary and secondary evaluations this year.

Staff visited the Glassboro SEIMC, which opened with a special grant from Title II funds. The two centers, one in Glassboro and the other at Newark State College, are demonstration collections for teachers working

in special education. The conference was an opportunity to review program as well as see the collection in use.

d. Research, Planning and Evaluation: The Coordinator serves on the ESEA, Title III, Advisory Committee. This committee, in addition to reviewing projects, instigated the "Our Schools Project." Growing out of the Advisory Committee's responsibility for making a statewide survey of educational needs in the State of New Jersey, a Governor's Conference on Educational Goals was held in the spring. This was an invitational conference which proved so successful a request was made for a second field session on June 20, 1970. These grassroots conferences are patterned to identify the educational goals for New Jersey. Departmental representatives attending may not participate in group discussion but can offer information.

e. Office of Teacher Education and Certification: The Coordinator has continued to serve on the reciprocal certification visits of teams from this office. The Fairleigh Dickinson Rutherford Campus was visited this year.

#### Interdepartmental Cooperation

a. Department of Higher Education: The Coordinator has served on the licensure visits to two-year colleges. This year Morris County College and Alphonse were visited. Due to conflicts, the Coordinator was unable to visit Bergen or Gloucester County College.

b. Departments of Health and Community Affairs: have requested statistical data concerning enrollments in nonpublic schools. The data supplied from Title II, ESEA, applications apparently is all that is available for offices planning immunization programs and community action plans. Model Cities offices have made considerable use of the Title II applications.

State, County and Local Groups

Staff contact with groups include program participation, committee activities and attendance.

a. New Jersey School Media Association: Coordinator attends all Executive Board Meetings and participates in many committee activities. The report of the Certification Committee has been followed up but action has not been taken.

Staff attended two workshops planned by the association concerned with curriculum trends.

b. New Jersey School Library Councils Association: The Coordinator or secondary consultant attends all Executive Board Meetings and the two conferences, assisting in program planning.

c. Special Committee of the Afro-American Contributions to New Jersey History - New Jersey Historical Society: The secondary consultant serves on this committee which is searching the Historical Society's Collection and attempting to locate pictures, documents and publications throughout the State.

d. The Jerseymen Advisory Committee: Coordinator has continued to serve on this committee and participate in the annual Professional Conference held at the N. J. Historical Society for librarians and social studies teachers.

e. New Jersey Education Association: the Section has participated in program planning for the New Jersey School Media Association, as well as serving on the curriculum conference held during the fall convention.

f. County School Library Associations: the Section has attended eleven county library meetings, participating formally in six programs.

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County groups included Burlington, Tri-County (Cumberland, Gloucester and Salem), Hudson, Monmouth and Union.

g. New Jersey Congress of Parents and Teachers: Coordinator spoke to the Reading and Library Section of the P.T.A. Local P.T.A. participation included the elementary consultant speaking in East Greenwich.

h. Other Program Participation: Board of Education Meeting, Rosenhayn; Glassboro Library Science Students; Drexel Class at State Library; Brigantine Library Aides at State Library; and Edison Township Library Aides at State Library.

In-Service Conferences:

New Books Preview  
Publishers Presentations  
Forgotten Child Conference--Drexel  
U.S. Office of Education -- ESEA Conference -- Washington, D.C.

Elementary and Secondary Education Act of 1965: The appropriation was not made until April, 1970. This means that the analysis of the allocation of \$1,406,778 will not be available until September. However, the preliminary processing of applications shows that both public and particularly the private schools are having difficulty in maintaining effort. This may be due to the fact that in many districts it was believed that federal funds would not be available. It is possible that these districts diverted funds from book and audio-visual budgets.

NEW JERSEY LIBRARY FOR THE BLIND AND HANDICAPPED

(Special Services Bureau)

In an attempt to better meet the needs expressed by more than 10,000 active readers, the Library for the Blind and Handicapped has, within the past year, partially mechanized its circulation system; developed a number of form letters for quick response; and greatly expanded the number of rotating deposit collections in public libraries, schools, hospitals and rest homes. Staff training has increased the quality of service and referrals, but vacancies, particularly in the clerical and library assistant series, have caused backlogs which have affected the volume of circulation.

Each registered reader represents an on-going, recurrent workload, since materials are automatically selected and shipped upon return of items previously borrowed. Records are maintained showing the reader's particular interests, as well as all items he has borrowed in the past. The task of selecting with sensitivity, therefore, requires a greater degree of training than that of responding to specific author-title requests, although these also come to the Library.

**Registered Users:** The legally blind form the bulk of the readership, but the program is also designed and intended for the physically handicapped who are denied normal access to local public libraries. These persons, if not institutionalized, are extremely difficult to identify. Only 1,881 are now registered out of a possible clientele of an estimated 50,000. An outreach program to inform such persons of the services available will depend, in large measure, upon the Library's ability to increase its field contacts and to institute a major information and publicity program.

CHART VII.

ACTIVE READERS

<u>TYPE OF SERVICE</u>	<u>LEGALLY BLIND</u>		<u>PHYSICALLY HANDICAPPED</u>		
	<u>Adult</u>	<u>Juvenile</u>	<u>Adult</u>	<u>Juvenile</u>	
Talking Book	5,564	637	579	152	
Braille	800	169	-	-	
Open-reel Tapes	681	161	300	30	
Tape Cassettes	140	5	12	-	
Large Print	-	-	173	25	
TOTALS	<u>7,185</u>	<u>972</u>	<u>1,064</u>	<u>257</u>	9,478
Deposit Collections**	<u>101</u>	<u>42</u>	<u>400</u>	<u>160</u>	
	<u>7,286</u>	<u>1,014</u>	<u>1,464</u>	<u>417</u>	10,181

\*\* included are 23 deposit collections for the legally blind, and 202 for the physically handicapped

DEPOSIT COLLECTIONS

	<u>1969</u>	<u>1970</u>
Nursing Homes	50	88
Hospitals	40	20
Schools	24	40
Public Libraries	13	25
Summer Camps	6	6
Private Agencies	<u>0</u>	<u>25</u>
	133	204
State Institutions		<u>6</u>
		210

CIRCULATION

Despite the fact that active readership had grown during the last year from 8,494 to 10,181, and the number of deposit collections increased from 133 to 210, circulation figures show a decline.

	<u>1969</u>	<u>1970</u>
Talking Books	166,573	141,566
Braille and pamphlets	11,411	6,764
Open-reel Tapes	15,846	24,922
Tape Cassettes	-	536
Large print	-	<u>1,027</u>
TOTALS	<u>193,830</u>	<u>174,815</u>

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A number of factors affect this statistic: staff vacancies, changes in statistical methodology required by the Library of Congress, the availability and working order of talking book machines, a rapidly changing technology. The use of tapes is growing in popularity, and the advent this year of cassettes can be expected to affect circulation markedly. In many cases, requests are filled from the pamphlet collection of give-away items. More than 200,000 items were mailed free from this collection and are not counted in circulation. In addition, many copies of periodicals in braille are now shipped direct from the publisher and not recirculated. Another factor in circulation is the reduction in speed of talking books from 16-2/3 to 8-1/3 r.p.m. Each volume, therefore, is twice the length of the older records.

The Collections: The quantity and the quality of the collections have risen with the addition of 4,527 titles, bringing the total at the end of the 1970 Fiscal Year to 19,586. These items are duplicated heavily, as shown below. Of interest is the growing collection of master copies, available for circulation at all times by means of high-speed tape duplicators. A number of unusual and esoteric titles not available through the Library of Congress or from commercial sources have been added to the collection through the efforts of volunteer readers who record on tape.

SIZE OF COLLECTION, 1969, 1970

<u>Type of Materials</u>	<u>Titles</u>		<u>Items</u>	
	<u>1969</u>	<u>1970</u>	<u>1969</u>	<u>1970</u>
Talking Books (Records) <sup>a/</sup>	3,573	4,040	42,518	54,505
Commercial Records	900	946	1,250	1,248
Tapes (Reels) <sup>a/</sup>	6,000	7,000	16,610	18,004
Tape Cassettes (Lib. of Cong.) <sup>a/</sup>	-	204	-	475
Tape Cassettes (Commercial)	-	50	-	100
Braille Books (Volumes) <sup>a/</sup>	3,236	3,468	12,185	13,001
Large Type Books	708	1,188	2,058	2,802

(continued on next page)

<sup>a/</sup> provided free by Library of Congress

SIZE OF COLLECTION, 1969, 1970 (continued)

<u>Type of Materials</u>	<u>Titles</u>		<u>Items</u>	
	<u>1969</u>	<u>1970</u>	<u>1969</u>	<u>1970</u>
Ink Print (Reference Books)	225	350	265	420
Audio-Visual Materials	200	207	235	242
Pamphlet Material	147	2,066	multiple copies	
Magazines:				
Large type	1	1	"	"
Braille	28	31	"	"
Talking Books	26	28	"	"
Tapes	10	9	"	"
Ink Print	5 <sup>b/</sup>	-	-	-
TOTALS	15,059	19,584	77,978	90,797

b/ now held centrally in the main State Library

Rahway Prison Project

It was not possible for the assigned staff of the tape services section of the New Jersey Library for the Blind and Handicapped to meet the increasing demands by hundreds of blind and physically handicapped readers for books and magazines recorded on magnetic tape. This spring, plans were made to provide these copies at no cost to the Library by a project for prisoners of the New Jersey State Prison Farm at Rahway. Prisoners who were members of the Jaycees Chapter used tape duplicators and tape provided by the New Jersey Library for the Blind and Handicapped to make necessary copies.

It is planned to expand this program to include materials on cassettes as soon as additional equipment is available, and more prisoners can be included. This joint project provides high quality library service at very low cost and acts as a stimulus to the rehabilitation of the prisoners concerned. The tapes are erased and reused as necessary to add flexibility to the collection.

Institutional Library Services: Almost entirely financed by the Library Services and Construction Act, Title IV-A (see Budget, below) this program

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is designed to provide consultant services to state-supported institutions in the development of public library services. The program is coordinated with the educational programs of the institutions for correction, mental health, retardation, child services and health care, and with the Department of Institutions and Agencies, as well as the Special Education Services of the Department of Education.

Emphasis has been placed on strengthening liaison with the Area Libraries in whose districts the institutions are located, and the improvement of inter-library loan and reference services, as well as providing a general field service on behalf of the central Interlibrary Reference and Loan Section of the State Library. Statistics of use are scattered among several agencies, and while they cannot be drawn out easily, an increase in the use of public and the State library resources by inmates can be felt. Rahway's needs are now being channeled through the Woodbridge Area Library to the Newark Public, as needed: the State Prison in Trenton makes heavy use of the State Library--to cite just two examples.

The Institutional Library Services Section, however, continues to devote most of its efforts to the three pilot projects at Rahway, Jamesburg, and the State Home for Girls in Trenton. Here, training sessions are being provided for the institutional librarians, and Title IV-A funds are made available to supplement the meagre book funds. It is hoped that these institutional libraries can be developed as models and stimulate greater support and development of libraries within all of the State operated institutions. Use of the limited federal funds (\$40,485.70) is shown below.

Contact with Organizations: Although space limitations are beginning to restrict the number of groups which come to the Library for the Blind and

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Handicapped, a few groups of students and educators were scheduled for orientation. In most cases the State Library meeting rooms were used to supplement the educational efforts of the Special Services Bureau staff. Noteworthy, is the number of librarians from foreign countries and from more than fifteen states who visited this Library in 1969-70. More than 100 guests and well over 1,000 registered readers actually toured the facility. Where such groups as the Boy Scouts could not be scheduled due to lack of space, informational packets and distribution materials were sent.

Two exhibits were arranged in downtown Trenton: one at the Trenton Trust Company for National Employ the Physically Handicapped Week, and one in a vacant store during National Library Week. Other exhibits were arranged for the annual meeting of the American Library Association in Detroit, and for more than fifty area and other libraries in New Jersey. Special materials were made available at the State meetings of the Adult Education Association of New Jersey, the New Jersey Federation of Agencies for the Blind, the Multiple Sclerosis Society, the American Cancer Society, the Department of Aging, the Rehabilitation Commission, the Postal Employees Auxiliary, and other similar organizations.

The professional staff participated in the Regional Librarians Conference in New York City (the Library serves as a Regional Library of the Library of Congress Division for the Blind and Physically Handicapped), the Book Selection Committee of the Library of Congress Division, the National Accreditation Committee on Standards for the production of large type, braille, and recordings, and activities of the President's Committee on Employment of the Handicapped.

Close cooperation with many state agencies and volunteer groups continues

and is noteworthy. Unusual picture frames for multi-use at exhibits were manufactured by the State Use Bureau of the New Jersey Department of Institutions and Agencies. The Library works closely with the New Jersey Commission for the Blind which acts as the lending agency for talking book machines, and with its new section, the George F. Meyer Textbook and Materials Center.

Invaluable contributions were made by members of the National Council of Jewish Women, who regularly read to blind and visually handicapped persons. Many generous donations of cash and books were received throughout the year from readers and from the families of deceased readers.

Federal Funds: (Library Services and Construction Act, Titles IVA, IVB)

As mentioned before, funds under Title IVA virtually sustain the Institutional Library Services, if overhead costs (space, administrative services, etc.) absorbed by the Library for the Blind and Handicapped, are not counted.

New Jersey's allotment of \$39,509 for 1969-70 was expended as follows:

1969-70 Expenditures of IVA

Books, supplies, etc.	\$ 5,827.64
Travel	534.95
Salaries	24,123.11
Grants to pilot projects (books)	<u>10,000.00</u>
TOTAL	\$40,485.70*

\*includes \$976.70 in balances remaining from 1968-69.

The allotment of \$25,467 in Title IVB funds represents a relatively small supplement to State funds supporting the Library for the Blind and Handicapped.

In 1969-70, they were expended as follows:

1969-70 Expenditures of Title IVB

Books, supplies, etc.	\$ 2,223.02
Travel	257.00
Salaries	<u>21,566.10</u>
TOTAL	\$24,046.12
Balance	<u>1,420.88</u>
	\$25,467.00