

Annual Report **1962-1963**



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

(Pursuant to NJSA 18:2-10 and 18:3-11)

Six newsletters and four bulletins of New Jersey archeology and geology were prepared and published.

f. Museum Cooperation and Participation

Members of the staff continued their cooperation and advisory services with various state committees, agencies, and community organizations such as the Tercentenary committees on the History-mobile and the Fine Arts; Museums Council of New Jersey; Batsto Restoration; Historic Sites Evaluation; Greater Trenton Science Fair; Roebling-Boehm Art Scholarships; New Jersey Academy of Sciences; and the United Nations Week Library Exhibits Program of Mercer County.

The Museum is headquarters for the Geological Society of New Jersey, the Archeological Society of New Jersey, and the Eastern States Archeological Federation; staff members also serve on the executive boards of these organizations.

g. Public Relations

National and international coverage was given to the State Education-Culture Center through newspapers, radio, television, magazines and other publications; 66 stories on Museum activities were released and five radio feature stories were taped and broadcast; 11 lectures and talks were given by members of the staff on New Jersey's pre-history, archeology, research, functions and services of the Museum and the plans for the new Museum.

Over 756 inquiries for information on the natural sciences, archeology, history, and the arts of New Jersey were handled, and 607 archeological and geological specimens submitted by the public were identified.

h. Attendance

A new high was reached in the attendance of 136,881 visitors at the Museum from July 1, 1962 through June 30, 1963. This total includes 1,545 groups from schools and communities from every county of New Jersey and nearby Pennsylvania; they were given general guided tours, special gallery talks or selected unit study programs.

**DIVISION OF THE STATE LIBRARY,
ARCHIVES AND HISTORY**

General

1. Ground-breaking ceremonies for the new State Library building took place on January 22, 1963, and shortly thereafter actual construction began. Its completion in the summer of 1964 will mean the beginning

- of a new era for the New Jersey State Library, when, for the first time, all units of the Division will have ample quarters specifically designed for library and archival purposes.
2. The Tri-County Library Services Center, serving Cumberland, Gloucester and Salem Counties with the assistance of Federal funds since 1957, terminated operations as of June 30, 1963. Although the suggested three-county regional library to succeed the Tri-County Center did not materialize, Cumberland County agreed to start a new county library as of July 1, 1963—the first new county library in New Jersey to be started since 1941, when the Sussex County Library was created. Thirteen of the New Jersey counties are now served by county libraries.
 3. The Division staff worked very closely with the Library Development Committee of the New Jersey Library Association in conducting a full-scale survey of libraries of all types in New Jersey. The survey revealed serious shortcomings in libraries of all types—public, school, college and university libraries throughout the State. The Committee's task during the coming year will be to develop a solid plan to improve conditions in all types of libraries.
 4. At the request of the Law Revision and Legislative Services Commission, the Legislative Research Unit of the State Library was placed under legislative auspices effective July 1, 1963. During its 12 years of activity in the State Library, the research unit gave increasingly valuable service to the Legislature. To enable the library to maintain a high level of legislative reference service, the Appropriations Committee provided the library with sufficient funds to add a qualified reference librarian and two clerks to the Law and Legislative Reference Bureau.
 5. In an effort to improve law library service at the county level, the law librarian and her assistant visited seven county libraries and discussed the library services with judges, freeholders and attorneys. The visits resulted in the establishment of new acquisition policies, reorganization of the collections and increased financial contributions by local bar associations. These field visits pointed up the need for a standard list of law books for such libraries, and the first draft of such a list is now being prepared.
 6. Two administrative publications, a "State Records Manual" and a "Local Records Manual" were prepared and issued by the Bureau of Archives and History. The Manuals contain the rules and regulations pertaining to the retention, disposal and microfilming of State and local records.

Archives and History Bureau

1. The Bureau approved the disposal of more than 50,000 cubic feet of

records and microfilmed over 1,200,000 pages. Over 1,600 reference requests were serviced at the two records storage centers.

2. New records retention schedules were completed for the following agencies:

- Cigarette Tax Bureau (53 items)

- Department of Civil Service (83 items)

- Compensation Rating & Inspection Bureau (35 items)

- County Park Commissions (41 items)

- Department of Education:

- Division of Controversies & Disputes (9 items)

- Finance Planning Section (7 items)

- Educational Agency for Surplus Property (6 items)

- Office of Two-Year Colleges and Terminal Education (27 items)

- Division of Fish and Game (32 items)

- Department of Health:

- Examination and Licensing Bureau (11 items)

- Division of Vital Statistics (50 items)

- Division of Motor Vehicles:

- Security Responsibility Bureau (14 items)

- Payroll and Personnel (10 items)

- Rehabilitation Commission (20 items)

- New Jersey Turnpike Authority (170 items)

- Bureau of Assistance (47 items)

- City of Jersey City (1,403 items)

3. During the year, the Bureau accessioned over 250 cubic feet of permanent archival records.
4. More than 7,000 reels of negative microfilm records were transferred to an underground vault at Iron Mountain, New York, for their preservation in case of a major disaster.
5. Assisted the museum staff in developing basic exhibits for the new museum building.
6. A useful "Guide to Municipal Archives in the Bureau of Archives" was issued to assist those who are doing research in the early history of the State.
7. At the request of the Governor, plans and procedures have been developed for the preservation of vital records.
8. As in the past, the Bureau worked closely with the Tercentenary Commission and the Division of Historic Sites in various matters pertaining to New Jersey history.

Law Library

1. The surveys of county law libraries pointed up the need for a standard law book list for such libraries. A first draft was made on the basis of observations and discussions with interested parties in the counties.
2. A number of bibliographies were prepared for the Legislature and the Judiciary and the Attorney General's Office on such subjects of current interest as professional corporations, Black Muslims, condominiums, etc.
3. The staff cooperated with the American Bar Foundation in the publication of the new Index of Current State Legislation.
4. A substantial increase in student use of the library was observed, apparently as the result of college courses requiring research in legal materials not available in college libraries. The library is also attracting more students during vacation periods.
5. A detailed inventory of law books was taken in preparation for next year's move to the new location. On the basis of the inventory, space was allocated in the projected stacks for a growth period of approximately seven years.

Reference Library

1. The reclassification of New Jersey State documents was completed. All documents were inventoried and shifted to new locations.
2. The reclassification of New Jersey county materials was begun and is now two-thirds completed.
3. A new and more efficient check-in file has been started for all reference periodicals. In addition, the vertical file is being weeded, shifted and the subjects re-evaluated and standardized.
4. Special help has been given to the Tercentenary Commission in connection with its special studies on New Jersey history.
5. To assist the new historical editor with his research, the history collection has been strengthened and additional periodicals added.
6. A student from Drexel Library School has completed his first year of work under the new Library Trainee Program.

Legislative Research Section

1. The legislative research section provided legislative research service for practically every member of the Senate and General Assembly and for several legislative committees and commissions. The chief legislative research analyst served as secretary or research assistant to the following groups: The Special Assembly Committee to Study Trading Stamps and Similar Merchandising Devices, the Senate and Assembly Committees

- investigating the 1962 special racing season, and the Assembly Investigating Committee.
2. In addition, the legislative research section calculated the amount of State library aid payable to the various counties and municipalities on October 1, 1962, and estimated the amount of such aid payable on October 1, 1963. One temporary employee was hired during the summer of 1962 to assist in these calculations.
 3. The Law Revision and Legislative Services Commission proposed the transfer of the legislative research functions, personnel and salaries from the Division of the State Library to the Division of Legislative Information and Research under the Law Revision and Legislative Services Commission. Chapter 61 of the Laws of 1963 provided that the classified civil service status of those so transferred would be retained. By arrangement with the Commission and the Appropriations Committee, the 1963-64 appropriations bill provides for the retention of \$14,500 of the subject salaries by the Division of the State Library to be used to employ a qualified professional librarian and two clerks in order to insure that the Library's reference services to the Legislature will be maintained at a high level.

Public and School Library Services Bureau

1. To assist the county libraries to meet the growing problems in serving expanding populations, a county-by-county survey was inaugurated in April 1963. Two of the 12 county libraries, Morris and Burlington, have been surveyed to date and more will be completed as quickly as staff schedules permit.
2. The school library staff participated actively in curricular conferences of the Department of Education and of the State Association of Curriculum Directors. They also worked with the New Jersey Education Association in planning the TV program, "We Need Elementary School Libraries", presented on Channels 3 and 4.
3. At the request of the Office of Teacher Education and Certification, the school library consultant reviewed the library science minors at Trenton and Glassboro state colleges to assess these programs and made recommendations for the additional programs which are being planned for Montclair and Paterson.
4. Regional institutes devoted to the theme, "Improved Informational Services", were held in four areas of the State with a total attendance of over 600.
5. In cooperation with the Library Trustees Association of New Jersey and the Graduate School of Library Service, a two-day seminar was

held in Camden for trustees and library directors of the 10 counties in southern New Jersey.

6. Twenty-nine book exhibits were presented at meetings of various state organizations totaling over 10,000 attendance. Six organizations which had not previously used these services requested exhibits and conference participation.
7. During the first ten months of the fiscal year, the Lending Services staff handled 40,442 requests for information, circulated 56,803 books in answer to these requests, and prepared for distribution by mimeographing, multilithing, collating and packing for mailing, 107,984 items.
8. The Technical Services Section processed 12,142 volumes and completed copying cards for 18 drawers of the 360 drawer author-title catalog to be used in the new building.

NEW JERSEY SCHOOL FOR THE DEAF

1. Served the largest enrollment (427) and graduated the largest class (47) in the history of the school.
2. Established one-year graduate teacher training program affiliated with Trenton State College. Graduated five teachers.
3. Published three course outlines and revised a number of others.
4. Added vocational science, heating and ventilating, and hospital aides programs.
5. Completed, equipped and activated new rooms for business education and vocational science.
6. Completed the free field auditory testing room in the Child Study Department.
7. Carried out a full time program with the vocational rehabilitation counselor.
8. Continued improvement of library facilities and inaugurated a summer reading program.
9. Enriched cottage and dormitory life by adding recreational and social activities.
10. Completed first year of two-year dental program.
11. Expanded visual aids program.
12. Nine seniors took entrance examinations for Gallaudet College.
13. Instituted a program to meet the special language problems of students who have come from foreign countries, namely, Greece, Holland, Germany, Poland, Yugoslavia, and Portugal.
14. Continued up-grading of academic levels as well as special programs for children with special learning problems.
15. All vocational graduates (36) were placed in good positions by July 1.