

Annual Report

1964 - 1965



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

Large area vocational school constructional projects involving a capital outlay of over 7 million dollars are now moving toward completion in Bergen, Essex, Camden, and Monmouth Counties.

The Vocational Division completed a revision of the Apprentice Coordinator's Manual. This manual has proven to be of outstanding value to those persons responsible for the administration and supervision of apprentice training programs. In addition, the annual coverage study was conducted and the findings published, so as to provide a continuing record of the trades in which New Jersey's apprentices are employed and the extent to which they received related instruction.

THE WORK-STUDY PROGRAM

The Work-Study program of the Vocational Act of 1963 is designed to provide financial aid through part-time work for *vocational* students outside of school hours. These students must be needy and between the ages of 15 and 20 inclusive.

Some students began this work in March of this year and many schools have indicated an interest. While the primary objective of this program is that of financial aid to needy students, there is every possibility that under capable supervision Work-Study can have great educational value.

The committee action which recommended opening this program to students of office occupation has helped make possible participation by a large number of secondary schools within the state. Although it is too early for meaningful conclusions, indications are that this program will meet wide acceptance and will be a valuable tool in enabling schools and students to reach educational goals.

DIVISION OF THE STATE LIBRARY, ARCHIVES AND HISTORY

GENERAL

1. The new State Library building was occupied in March and for the first time since 1953, all four bureaus of the division were again located under one roof.
2. An immediate gain resulting from the move was the consolidation of the library's collections, catalogues, and technical services. The new combined catalogue in the reading room now reflects the entire adult collection of the library, thus

enlarging the resources available to the library's growing clientele. It represents New Jersey's largest non-academic library collection south of Newark.

PUBLIC AND SCHOOL LIBRARY SERVICES

1. With the publication of *Libraries for the People of New Jersey or Knowledge for All* in September, 1964, the statewide plan for library services was completed. This study was made by the Library Development Committee of the New Jersey Library Association in close cooperation with the staff of the State Library. It is one of the most intensive and far-reaching studies of its kind ever made in any state. The plan embraces three levels of service: (a) local public and school libraries; (b) fifteen to twenty-two area reference libraries; and (c) large research libraries, including the State Library.
2. The amount of state aid to libraries was increased from \$800,000 to approximately \$1,400,000, the full amount authorized by law.
3. The Federal Library Services and Construction Act brought \$1,878,733 to New Jersey of which \$766,877 was for services and \$1,111,866 for construction of public libraries.
4. Approximately \$550,000, over two-thirds of the services' funds, was granted to fifteen libraries designated in the state plan as area reference libraries. This included a special grant of \$100,000 to the Newark Public Library for serving as the metropolitan reference center for northern New Jersey.
5. Additional services funds were used to establish a reference referral center in the State Library, to provide for a scholarship program administered by the Graduate School of Library Service at Rutgers and to help underwrite a statewide recruitment effort.
6. Under Title II, Construction, twenty-three grants totaling \$1,112,000 were approved for public library construction.
7. To assist local communities interested in constructing public libraries, two building institutes were held in Trenton and Newark. They were attended by representatives of sixty-seven libraries located in eighteen counties.
8. In cooperation with the Division of Higher Education, the School Library Section assisted in the preparation of standards and criteria for county college libraries.

9. The School Library Section also assisted in the publication of *New Jersey in the Classroom*, an elementary school bibliography compiled by a committee of the New Jersey School Library Association.
10. Tentative proposals for the use of Federal funds under *Title II* of the *Elementary and Secondary Education Act for 1965* were submitted to the Commissioner of Education. Under this title New Jersey will receive approximately three million dollars for the improvement of school library services in both public and non-public schools.
11. A new Matching Book Plan for the Department of Institutions and Agencies was adopted under which three institutions — Annandale, Johnstone Research Center, and Trenton State Hospital — received grants of \$500 each for developing their book collections.
12. Eighteen state-level organizations were served by special exhibits and participation of Bureau staff at meetings.
13. In cooperation with the State Office of Economic Opportunity, projects were developed involving library services in both urban and rural areas.

LAW, LEGISLATIVE REFERENCE AND GENERAL REFERENCE

1. In order to accommodate state officials and employees as well as the general public, the reading room is now open Monday through Saturday from 9 a.m. to 5 p.m. throughout the year.
2. A 914 Xerox Copier has been installed. This, together with the self-service Docustat machine in the reading room, provides quick and inexpensive photoduplication service to the Library's public.
3. In anticipation of the new state reference referral network, plans for the expansion of the reference collection were drawn up and a substantial number of new reference works acquired. The periodical collection was expanded also.
4. The Law Library staff assisted in the preparation of *Library Laws* and *List of Recommended Law Books for New Jersey Libraries*. They prepared numerous indexes and bibliographies including the *Index to the Governor's Vetoes for 1962*.
5. The Library has begun to gather information about research in progress in New Jersey state agencies and will publish the results on a regular basis.

ARCHIVES AND HISTORY

1. More than 50,000 cubic feet of records were approved for destruction and more than 700,000 pages were microfilmed. Over 1,200 reference requests were serviced at the records storage centers.
2. New records retention schedules covering over 400 separate items were completed and approved during the year.
3. New records retention schedules were formulated for local boards of health and county sheriff's offices.
4. In December, 1964, the Bureau took over the files of the New Jersey Tercentenary Commission which amounted to more than 100 cubic feet of records.
5. In the transfer to the new library building, more than 10,000 cubic feet of records were moved from various state offices to the new archives stack area.
6. Legislation was enacted authorizing the creation of a permanent New Jersey Historical Commission to assist the Archives and History Bureau in an advisory capacity.
7. The Bureau assumed additional functions after the move to the new building. The early newspapers, New Jersey history books, and genealogical materials, which were formerly part of the Reference Bureau, are now in the Archives Search Room and stacks.
8. Completion of the Archives Exhibit Area is scheduled for August, 1965. For the first time, the State will be able to display its important historical documents in an appropriate setting.

PUBLICATIONS

1. *New Jersey Library Laws*, new edition, 1965
2. *New Jersey Public Libraries, Statistics-Directory*, 1964
3. *School Library Directory*, 1964
4. *New Jersey State Summary of Survey of College and University Libraries 1963-1964 made by Department of Health, Education and Welfare conducted in collaboration with State Library Agencies*. January, 1965.