

NEW JERSEY STATE DOCUMENTS  
SECONDARY DEPOSITORY LIBRARY PROGRAM  
INSPECTION VISIT FORM

Date of visit:

Library:

Address:

Phone:

Type of library:

- Municipal Library
- County library
- Two-year college library
- Four-year college library
- University library
- Law school library
- Other.

Year library became a secondary depository:

Inspection visit conducted by:

\_\_\_\_\_ Library passed inspection, materials sent on \_\_\_\_\_.

\_\_\_\_\_ Library failed items: \_\_\_\_\_

Materials including ninety-day notice sent on \_\_\_\_\_

## **Introduction**

Section 5.1 of the New Jersey documents secondary depository agreement provides that the State Library as "the primary depository will make periodic inspections to insure compliance with this agreement." These inspection visits are to help insure that the residents of New Jersey have good access to the publications of their state government.

Items marked with an asterisk relate directly to items in the agreement. The specific item number is cited within parentheses alongside the minimum acceptable response.

Questions not marked with an asterisk provide us with additional information on your library, your collections and your services. All the information gathered in this visit may be considered in future revisions of the priority list.

A copy of the secondary depository agreement is attached to this inspection form.

A copy of the completed inspection form with a brief report will be mailed to your library director after the visit. Should you fail to meet any of the minimum standards, you will have 90 days to correct the situation as provided by section 5.2 of the agreement.

The staff of the State Library hopes you will find this inspection visit to be informative and of value to your services.

I. ACCESSIBILITY.

\*A. Is the library's documents collection accessible to everybody regardless of municipal residence or academic affiliation?

Yes. (3.1)

No.

B . Does the first library employee stationed inside the main entrance who is met by a patron know where the New Jersey documents are located?

Yes.

No.

What is the function of this person?

Guard  
Information

Circulation  
Other:

C. Does the library's promotional material, including handbooks, mention the existence of this collection?

Yes.

No.

D. Does the library have "a brief descriptive guide to its collection of New Jersey Documents for the use of the library's patrons"?

Yes (3.8)

No.

E . Does the library's internal signage include this collection?

Yes, prominently.

Yes.

No.

F. Is the collection located in a central part of the library?

Yes.

No.

G. Is the collection located in special room with more limited hours than those of the main part of the library?

Yes.

No.

If yes please identify:

\* H. Is the collection available "at all times that general reference assistance is available" in the library?

Yes.(3.6)

No.

- \* I. Is reference assistance provided to the depository collection  
"at all times that general reference assistance is available"?

Yes. (3.6)

No.

## II. PHYSICAL CONDITION.

- A. Are the collection's stacks or files open to the public?

Yes, all are open.

Partially, about \_\_\_\_\_% are open.

No, they are closed.

- B. Is there a ready reference shelf of New Jersey documents?

Yes. (Give brief description on back of page)

No.

- C. How does the physical condition of this collection seem  
relative to that of the other collections in the library?

Better than the rest.

About the same. (3-5)

Worse than the rest.

- D. Are the collection and its area neat, orderly and clean?

Yes.

No.

- E. What is the approximate size of the collection?

\_\_\_\_\_ x 2-foot shelves

\_\_\_\_\_ x 3-foot shelves.

\_\_\_\_\_ x File drawers.

## III. STAFF.

- \*A. Who is the "full-time librarian" who has "overall  
responsibility for management of and reference assistance  
to the... New Jersey Documents Collection"?

(3.4):

Phone:

- B. What other staff works directly with the collection and its  
maintenance? Names need not be supplied, but identify as  
full- or part-time (with the library), professional or clerical.

#### IV. TECHNICAL SERVICING OF THE DEPOSITORY COLLECTION.

- \*A. Shipments are opened:
- within one working day of receipt.
  - within five working days of receipt
  - within ten working days of receipt, (3.3)
  - within a longer time period.
- B. Are there any unopened shipments at the library today?
- Yes, Shipment number:  
No. (Count as no if package arrived same day as inspection visit).
- C. Are the shipping lists checked against the shipment?
- Yes.  
No.
- D. Are the call numbers that are supplied on the shipping list used either by being written on the document or in some other way?
- Yes. Explain:  
No.
- E. Who actually does A, C, and D above?
- The librarian assigned to the collection.  
Another librarian.  
A clerical employee assigned to the collection.  
A student assistant.  
Other:
- F. Are items marked in some special way to identify them as depository items?
- Yes.  
No.
- G. Each publication is dated
- with shipping list date (or number).
  - with the date of processing.
  - in special manner
  - not dated by library.
- H. The library keeps as "a record of shipments received":(3-3)
- a file of the shipping lists.
  - a listing of shipment numbers received with date.
  - a listing of shipment numbers received without date
  - none kept.

- I. Is a shelf list maintained for the collection?
- Yes, for the entire collection.  
Yes, for part of the collection.  
No.
- J. Are any other accessions lists or files created and maintained?
- Yes:  
No.
- K. After the documents have been received in the library, they are retrievable for public use:
- within one working day of receipt.  
within two/ten working days of receipt.  
within eleven/twenty working days.  
within more than twenty working days.
- \*L. Does the library have its basic procedures for handling the depository collection written down so that replacement staff can know what has been done?
- Yes. (3.8)  
No.
- M. Does the library keep a copy of the latest priority list on file?
- Yes.  
No.
- N. Does the librarian assigned to the collection know the library's priority number?
- Yes, it is #  
No.
- O. Does the library have access to OCLC?
- Yes.  
No.
- P. If it has OCLC, does the library use it for its documents work?
- Yes.  
No.

#### V. SUBJECT ACCESS.

- \*A. Item 3.7 of the agreement calls for subject access to materials according to a set of options. Which one is this library using?
- a) Full cataloging, including subject entries, in

- the main public catalog;
  - b) a special documents catalog that includes subject entries;
  - c) a special subject card file that covers all the documents;
  - d) pamphlet files for all materials, arranged by subjects, with a minimum of 40 different subjects;
  - e) use of the Primary Depository's subject-based classification scheme for all non-serial materials...
- Or, some other system approved by the Primary Depository in writing.

No subject access is provided.

- B. Is subject access provided only for the materials received since the agreement?

Yes.  
No, subject coverage has been made retrospective

## VI. CIRCULATION

- A. The circulation policy in this library is that:

all New Jersey state documents in the depository collection are available for circulation.  
some documents are kept in reference and some are available for circulation.  
all the documents are considered reference and do not circulate.

## VII. STATISTICS.

- A. Does the library keep statistics on document uses and users?

Yes, a recent copy is attached.  
Yes, but none are attached.  
No.

## VIII. RETENTION AND LOCATION OF SPECIFIC MATERIALS.

- A. How does the library recognize that it has held a document for the mandatory five years and that it can be discarded?

Each item is dated as described in IV G above.

Shipping lists are retained and reviewed.

Other. (Reviewing by date of publication is not considered acceptable as the year of publication does not always represent the year the item was made available).

- B. Test for location of specific items. The ten items in Appendix I have been selected from shipping lists of the past 4 years. Can they be located? (Circulation records are acceptable.)

Located all. Excellent.

Located 8-9. Good.

Located 6-7. Poor.

Located 5 or fewer. Serious problem.

IX. OTHER DOCUMENTS.

A. Is this depository collection supplemented with other New Jersey State documents?

Yes, the library is on some special, direct mailing lists.

Yes, the library tries to acquire items that agencies do not supply to the network in full quantity.

Yes. library sometimes borrows items from the State Library or another library to copy for its collection.

No, it relies solely on the depository shipments.

B. This library is also a depository for

municipal documents for \_\_\_\_\_

county documents for \_\_\_\_\_

U.S. documents

U.N. documents

other documents: \_\_\_\_\_

C. This library is not a depository but does collect some documents from \_\_\_\_\_

XI. COMMENTS BY THE INSPECTED LIBRARY.

XII. COMMENTS BY THE INSPECTOR.