

the State. Supervisory and instructional services are available in all subject matter areas, general curriculum, special education for the handicapped, and pupil services. The Division initiates and supports the development of curriculum guides and certain visual aids; it encourages good educational practices through workshops, consultant services, and demonstrations. It maintains a curriculum center to serve all schools in the State. The Division also assumes leadership in the development of programs under Federal funding for local units, and specifically administers programs under Title II-B of the Federal Adult Basic Education Program, Title IV of the Civil Rights Act, Title VI of the Elementary and Secondary Education Act, Title V-B of the National Defense Education Act (Code 1957, 1965 Repl. Vol., 1967 Supp., Art. 77, secs. 26-42, 241-44), and the Civil Defense Adult Education Program.

#### **Division of Administration and Finance**

The services of the Division of Administration and Finance include the offices of the Superintendent and Deputy Superintendent and the offices of planning and developing services, financial administration, personnel administration, school lunch and commodities distribution, State aid, driver education, pupil transportation, school plant planning, informational services, and scholarship determination enforcement.

The finance section of the Division prepares and administers the annual State public school departmental budgets. It maintains budget and accounting records and distributes funds made available to the local school systems by the State and Federal governments. In addition, this unit provides auditing and fiscal advice to the local school systems (Code 1957, 1965 Repl. Vol., Art. 77, secs. 29, 33, 217-233).

#### **Division of Library Extension**

The Division of Library Extension, established within the State Department of Education by the General Assembly of 1945, is responsible for the development and coordination of library services in the State. It provides direction and supervision of school libraries and of public library systems established under the Act of 1945, and it develops State plans, standards and programs in these areas. It is responsible for the provision of a library loan service of books, educational films and other materials and reference and bibliographic service to the libraries in the State; this service is provided by the Enoch Pratt Free Library of Baltimore through a contract with the Maryland State Department of Education. It provides for a library service to blind readers in Maryland and gives advisory and planning services on library development to State institutions and agencies. It administers State and Federal funds made available for library purposes. Federal programs are: (1) Library Services and Construction Act; Titles I, II, III, IVA, IVB, (PL 89-511) and (2) the Elementary and Secondary Education Act, Title II (PL 89-10) (Code 1957, 1965 Repl. Vol., Art. 77, secs. 177-201; 1967 Supp., Art. 77, secs. 182A, 182B).

#### **Division of Vocational Rehabilitation**

The Division of Vocational Rehabilitation, established by the General Assembly of 1929, administers the Federal Civilian Rehabilitation Act, and the funds provided by it, within the State of Maryland. The Division provides vocational rehabilitation and placement service to handicapped persons. Under the Social Security Law, all cases applying to the Bureau of Old Age and Survivors Insurance for disability determinations are required to be referred to this Division for possible rehabilitation service. District offices are located in Baltimore, Rockville, Salisbury, Hagerstown, Annapolis and Towson, with branch