

STATE DOCUMENTS PROJECT

In the past year, we completed the cataloging of our collection of State publications. This had begun with the compilation of *A Guide to the Public Documents of Maryland, 1829-1920*, (typed), which our staff had prepared in 1951. This work, however, listed only the bound volumes of documents which the State had published together between these dates. It did not list those publications which have appeared since 1920 and those which have been printed separately.

The Hall of Records is one of three State agencies which is required by law to receive copies of State documents. Our collection has grown very rapidly. Those we receive are listed quarterly in *Maryland Libraries*, the publication of the Maryland Library Association. We also list publications appearing during the past fiscal biennium in each issue of the *Maryland Manual*. The 1963-64 *Manual*, consequently, lists those publications issued between July 1, 1961 and June 30, 1963.

We have adopted a "library card" system for cataloging our collection of State Documents. We index every publication by the name of the issuing agency, the title of the publication, and make any necessary cross-reference cards. We also index all articles appearing in such State-issued periodicals as *The Maryland Conservationist*, issued by the Game and Inland Fish Commission, and all special reports and Legislative Council reports. We index the last two series under the name of the commission, its chairman, and the key word in the title of the commission.

Our index also includes rare State Documents which we have on microfilm only. In addition, our cards for documents on film are also filed in the public microfilm card catalog.

We have organized our collection alphabetically by the name of the agency which created the publication. However, we have a separate section devoted to the publications of defunct agencies, special commissions, schools and colleges, examining boards, hospitals, and miscellaneous organizations. We must point out, however, that our collection of State Documents is not by any means complete. Nevertheless, it does compare favorably both in quantity and in quality with those of the Maryland State Library and the Maryland Room of the Enoch Pratt Free Library. We exchange our monthly lists with both of these libraries in a constant effort to fill in the gaps in our own series. We also supply each other with lists of documents we do not have so that we might secure any missing documents. We hope with the completion of our cataloging project, scholars will become increasingly aware of the usefulness of these documents.