

How to Use the Index

The index is the heart of any reference book. Understanding the format and organization of the index is essential for the user to quickly find the information needed.

The following is a brief explanation of the organization of the index to this edition of *Library Laws of New Jersey*.

There are three ways of accessing information in the index:

- by either type of library or library-related agency,
- by subject, or
- by specific term.

By Type of Library

The following is an example of a main entry in the index by type of library or library-related agency:

Example:

Association Libraries -- General

- Annual Report 15A
- Employees 15A; 6:68-1.4

In this example, Association Libraries is the main entry in the index. The sub-entries listed (Annual Report; Employees) refer specifically to Association Libraries.

By Subject

The following is an example of a main entry in the index by subject:

Example:

Books and Other Library Materials -- General

- Defined, Library Network 6:70-1.2
- Per Capita Aid 6:68-1.5; 6:68-1.7 1.7

Books and Other Library Materials -- County Colleges

- Purchase Without Advertising 18A:64A-25.5

Books and Other Library Materials -- County Law Libraries

- Purchase 40:33-14

In this example, Books And Other Library Materials is the main entry in the index. The first sub-entries listed (Defined, Library Network; Per Capita Aid) are general references which refer to the main entry.

After the general sub-entries, the index is further sub-divided by type of library or library-related agency (County Colleges; County Law Libraries). Under type of library or library-related agency, the entry is further sub-divided into sub-entries which only refer to that specific type of library or library-related agency. In this example, under County Law Libraries, the sub-entry (Purchase) specifically refers to the purchase of Books And Other Library Materials by County Law Libraries.

By Specific Item

The following is an example of a main entry in the index by specific term:

Example:

Public Employees Retirement System

- Pensions 43:15A-1

In this example, Public Employees Retirement System is the main entry in the index. The sub-entry listed is Pensions.

Each link in the Index provides **the starting point** for the citation to which the entry refers. The following is an example:

Example:

Regional Libraries -- County

- Agreements 40:33-13.3 to 33-13.6

In this example, the citation to Regional Library (County) Agreements extends from section 13.3 to 13.6 of Title 40, Chapter 33. Statutes and regulations often continue for several sections, even several pages. **Important: Make sure you know the length of the citation before following the link.**