



The University of the State of New York  
 The State Education Department  
 Division of Library Development  
 The New York State Library  
 Cultural Education Center, Room 10B41  
 Albany, NY 12230

**APPLICATION**

**ABSOLUTE LIBRARY CHARTER IN THE FIRST INSTANCE AND ADMISSION TO THE UNIVERSITY**

The \_\_\_\_\_ Library, by its president \_\_\_\_\_  
 (Name of Library)

respectfully shows to your honorable Board the following:

The library now owns the following property available for its purpose:

**LIBRARY ASSETS**

| Library Collection                          | Number of Items | Estimated Value<br>(replacement value) |
|---|-----------------|--|
| 1) Print Materials                          |                 | \$                                     |
| 2) Electronic Materials                     |                 | \$                                     |
| 3) All other non-book - physical items      |                 | \$                                     |
| 4) TOTAL Library Collection (add lines 1-3) |                 | \$                                     |

| Other Property & Assets   | Estimated Value |
|---|-----------------|
| 5) Building and Grounds (indicate one)  |                 |
| <input type="checkbox"/> Own  | \$              |
| <input type="checkbox"/> Rent \$ _____ per year   |                 |
| 6) Library furniture and equipment  | \$              |
| 7) All other assets not included in #5 and #6 above<br>(real estate, investments, stocks, bonds, mortgages, etc.) | \$              |
| 8) Accounts receivable total  | \$              |
| 9) TOTAL Other Property & Assets (add lines 5-8)  |                 |
| <b>Cash on hand and in bank including Capital Fund</b>  |                 |
| 10) Cash  | \$              |
| 11) Capital Fund  | \$              |
| 12) TOTAL Cash on hand and in bank and Capital Fund (add lines 10-11)   | \$              |
| <b>GRAND TOTAL (add lines 4, 9, and 12)</b>   |                 |



We hereby apply for an incorporation and admission to The University of the State of New York with a charter in accordance with the vote establishing the library.

(Actual signatures are required. Write name in full.)

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## Authentication of Application

At a legal meeting of the trustees of the said library, held on \_\_\_\_\_ (Date)  
when the following trustees were present, (write names in full):

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It was voted, that as the required conditions have been fully met, the president of this board is directed to apply, on behalf of this library, to the Regents of the University of the State of New York for an absolute charter in the first instance.

Now, therefore, I \_\_\_\_\_, as President of the \_\_\_\_\_  
(insert name) \_\_\_\_\_ Library, and on  
its behalf, do hereby request the Regents of The University of the State of New York to grant the library an absolute charter in the first instance.

Respectfully submitted,

\_\_\_\_\_  
President, Board of Trustees