



*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 (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 (real estate, investments, stocks, bonds, mortgages, etc.)	\$
8) Accounts receivable total	\$
9) TOTAL Other Property & Assets (add lines 5-8)	
Cash on hand and in bank including Capital Fund	
10) Cash	\$
11) Capital Fund	\$
12) TOTAL Cash on hand and in bank and Capital Fund (add lines 10-11)	\$
GRAND TOTAL (add lines 4, 9, and 12)	

In the vicinity, there are available_____other libraries. (If there are any, give name and location of each):

TYPE OF LIBRARY: ☐ Association library ☐ Public library

POPULATION OF LIBRARY'S SERVICE AREA:_____

PHYSICAL LOCATION:

HOURS:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Grand total							

FISCAL RESOURCES:

Balance carried from prior year: \$_____

CURRENT ANNUAL INCOME

Local Public Funds	\$
Library System Grant	\$
Federal Aid - Library Operation	\$
Other Receipts	\$
TOTAL RESOURCES	\$

EXPENSES

Personnel Services	\$
Library Materials	\$
Other Operating Disbursements	\$
TOTAL EXPENSES	\$

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.)

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):

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