



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 TO REPLACE A PROVISIONAL CHARTER OR FOR EXTENSION OF PROVISIONAL CHARTER

The _____ Library, by its president _____
 (Name of Library)

respectfully shows to your honorable Board the following:

The said library was incorporated by your Board with a provisional charter granted _____, 20____ and, hereinafter appears, the required conditions for an absolute charter or extension of provisional have been fully met.

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: the library will be kept open not less than _____ hours per week.

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	\$

AUTHENTICATION OF APPLICATION

The preceding application was submitted to the trustees at a legal meeting library, held _____
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 or extension of provisional to replace its provisional charter.

Now, therefore, I (insert name): _____, as president of the

_____ 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 or extension of provisional to replace its existing provisional charter.

Respectfully submitted

President, Board of Trustees