



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 FOR PROVISIONAL LIBRARY CHARTER AND ADMISSION TO THE UNIVERSITY

The board of trustees, appointed or elected by _____,
 (name of association, municipality, special legislative district or school district)

operating a library for the use of the residents of _____
 (Specify locality to be served)

respectfully represent that action has been taken in accordance with law to establish such library.

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 Collections (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 and assets (add lines 5-8)	
10) Cash on hand and in bank, including Capital Fund- Heading	\$
11) Capital Fund	\$
12) Total cash on hand, in bank and in capital funds (add lines 10 and 11)	\$
Grand Total (add lines 4, 9 and 12)	

Population: _____

Association library

Public library

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

PHYSICAL LOCATION: the library occupies (include complete address, total square footage, number of rooms, type and age of building and its location in the proposed service area):

HOURS:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
						Grand total	

FISCAL RESOURCES: an annual appropriation of \$ _____

Check one:

() Appropriation from: _____
(City, County, etc.)

() Voted by: _____
(School District, Special District, Chapter 414)

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	\$

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

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

AUTHENTICATION OF APPLICATION

To be adopted by LIBRARY board of trustees at a legal meeting

The preceding application was submitted to the trustees at a legal meeting held _____, 20____

when the following trustees were present: (Give names of those present. Actual signatures not necessary here.)

Having been read and approved it was duly adopted as the application of said meeting, and ordered verified by oath the presiding officer and transmitted to the Regents of the University. Done in obedience to said order this _____ day of _____ 20_____

(Signed) _____
President, Board of Trustees