



*The University of the State of New York
 The State Education Department
 The New York State Library
 Division of Library Development*

APPLICATION FOR LIBRARY REGISTRATION

New York State Commissioner of Education Regulations Section 90.2

The _____ Library, located at _____ in the county of _____
(Name) (Address)
 _____ by its Board President _____
(Insert name)

_____ respectfully shows to the Honorable the Board of Regents and the New York State Education Department/New York State Library the following:

The said library received its provisional/absolute charter under the laws of New York on _____
(circle one) (Date of charter)

and is maintaining a public/association library for the residents of _____
(circle one) (Chartered service area)

and with a population of _____ and that suitable provision has been made for the equipment and proper maintenance of the library named above which now has available the property shown in the following inventory and statement.

<p>NYSED/NYSL USE ONLY</p> <p>Approved:</p> <p>Date:</p> <p>Registration No.</p>
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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	\$
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)	

PUBLIC SERVICE HOURS

**Section 90.2 of the Regulations of the Commissioner of Education
Standards for Registration of Public,
Free Association and Indian Libraries**

A public, free association or Indian library will be registered if it meets the following standards satisfactory to the commissioner:

Population	Minimum Weekly Hours Open
Up to 500	12
500-2,499	20
2,500-4,999	25
5,000-14,999	35
15,000-24,999	40
25,000-99,999	55
100,000 and above	60

The library will be kept open not less than _____hours per week.

Please list the library’s schedule of minimum weekly total hours open:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
						Grand total	

FUNDING SOURCES

LOCAL PUBLIC FUNDS:

SOURCE	AMOUNT	MUNICIPALITY NAME	PUBLIC VOTE (Y/N)
1) County	\$		
2) Village	\$		
3) Town	\$		
4) City	\$		
5) School District	\$		
6) Other (please identify)	\$		
7) TOTAL anticipated annual appropriation \$_____ (total 1-6)			

OTHER INCOME: In addition to the above, we estimate the following sources of income for the upcoming year.

8) System cash grants & total state aid (Local Library Service Aid, etc.)	\$
9) Federal Aid	\$
10) Other receipts (fines, fees, gifts, interest, etc.)	\$
11) GRAND TOTAL ANTICIPATED OTHER INCOME (total 8-10)	\$
12) TOTAL: Local Public Funds (line 7) and Other Income (line11)	\$

ANTICIPATED EXPENSES: Library expects to pay out during the year:

13) Salary of library director/manager	\$
14) Salaries of other staff	\$
15) Employee benefits total	\$
16) Collection expenditures	\$
17) Capital expenditures from operating funds	\$
18) Operation and maintenance of buildings	\$
19) Miscellaneous expenses	\$
20) TOTAL: Anticipated Expenses (total 13-19)	\$

RESOLUTION

At a legal meeting of the Board of trustees of the said library, held on _____ at _____
(date) (location)
at which there were present the following trustees, (print legal names in full):

being a quorum of the full Board, it was voted, that, inasmuch as public interest will be prompted by such action
the president of this Board _____
(print/type name of president)

be hereby directed to apply to the New York State Education Department/New York State Library for the registration of
this library under the name of _____
(print/type the exact chartered/legal name of the library)

Now, therefore, I _____, President of the Board of Trustees of the
(print/type name)

(chartered legal name of library)

and on its behalf, do hereby request the New York State Education Department/New York State Library to register the
library as maintaining proper standards for registration. (See page 7 of application)

Respectfully submitted,

Signature: President, Board of Trustees

Print/type name: President, Board of Trustees

CERTIFICATION STATEMENT

_____ and _____
(Board President) (Board Secretary)

being duly sworn, each for themselves depose and say that they have read the foregoing application and know its contents; that its statements of facts therein are in all respects true as they verily believe, and that _____ is
(Print/type President of Board of Trustees name)

now the Board President of the said library and that _____
(Print/type Secretary of the Board of Trustees name)
is now the Secretary.

Board President signature

Board Secretary signature

STATE OF NEW YORK)
)
) SS.
COUNTY OF _____)

On this _____ day of _____, 20__, before me personally came _____ and _____
(print or type names of Board President and Board Secretary), to me known to be the persons described in and who executed the foregoing application, and they severally duly acknowledged to me that they executed the same.

(Typed name, stamp and signature of Notary Public)

CHECKLIST FOR LIBRARY REGISTRATION
(Written Exhibits Only)

(Name of library)

(Date)

- (1) is governed by **written bylaws** which outline the responsibilities and procedures of the library board of trustees;
- (2) has a board-approved, **written long-range plan of service**;
- (3) presents an **annual report to the community** on the library's progress in meeting its goals and objectives;
- (4) has board-approved **written policies** for the operation of the library;
- (5) presents **annually to appropriate funding agencies a written budget** which would enable the library to meet or exceed these standards and to carry out its long-range plan of service;
- (6) periodically **evaluates the effectiveness of the library's collection and services** in meeting community needs;
- (10) distributes **printed information** listing the library's hours open, borrowing rules, services, location and phone number.
- (11) employs a paid director in accordance with the requirements of Section 90.8

NOTE:

- Attach a copy of the library's most recent budget.
- Attach copies of the most recent documentation demonstrating that the library complies with the standards above (1 – 6, 10 and 11).
- Please submit this application as a .PDF and all supplemental materials as separate attachments in .DOC .PDF or .XLS formats.

Please email the completed "Application for Library Registration" with original signatures and the attachments requested on this checklist to Adriana Mastroianni (Adriana.Mastroianni@nysed.gov) and send a CC to the appropriate State Library regional liaison, found at: <http://www.nysl.nysed.gov/libdev/ldroster.htm#pls> The newly registered library must retain all original documents on file and make them available upon request.

NYCRR TITLE 8 - EDUCATION

§90.1 Registration of libraries

The Division of Library Development shall determine, by inspection and from the reports of public, free association and Indian libraries, whether the requirements of the Regents and of the commissioner for registration of libraries are met. If any library is shown to be operating a service that fails to meet such requirements, registration shall be suspended until they are met, or may be rescinded, and no State or local grants shall be paid for its support.

Statutory authority: Education Law, §§ 207-208, 215, 253-268, 271-273, 273-a, 282, 284, 283, 285; L. 1978, ch. 787, L 1993 Ch 260, §§ 1, 3

NYCRR TITLE 8 - EDUCATION

§90.2 Standards for registration of public, free association and Indian libraries

(a) A public, free association or Indian library will be registered if it meets the following standards satisfactory to the commissioner:

- (1) is governed by written bylaws which outline the responsibilities and procedures of the library board of trustees;
- (2) has a board-approved, written long-range plan of service;
- (3) presents an annual report to the community on the library's progress in meeting its goals and objectives;
- (4) has board-approved written policies for the operation of the library;
- (5) presents annually to appropriate funding agencies a written budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service;
- (6) periodically evaluates the effectiveness of the library's collection and services in meeting community needs;
- (7) is open the following scheduled hours:

Population	Minimum Weekly Hours Open
Up to 500	12
500-2,499	20
2,500-4,999	25
5,000-14,999	35
15,000-24,999	40
25,000-99,999	55
100,000 and above	60

(8) maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom;

(9) provides equipment and connections to meet community needs including, but not limited to telephone, photocopier, telefacsimile capability, and microcomputer or terminal with printer to provide access to other library catalogs and other electronic information;

(10) distributes printed information listing the library's hours open, borrowing rules, services, location and phone number.

(11) employs a paid director in accordance with the provisions of Section 90.8 of this Part.

(b) Any public, free association or Indian library registered by the department at the time this section takes effect shall be required to meet the standards for registration in subdivision (a) of this section on the following schedule:

(1) meet the standards of paragraphs (1) through (5) and (10) of subdivision (a) of this section on or before January 1, 1995.

(2) meet the standards of paragraph (6) of subdivision (a) of this section on or before January 1, 1997.

(3) meet the standards of paragraphs (7), (8), (9) and (11) of subdivision (a) of this section on or before January 1, 1999.

(c) **Variations.** If circumstances over which any public, free association or Indian library has no control prevent it from meeting one or more of the standards of service set forward in subdivision (a) of this section, such library may apply for a variance for such standard(s). The application for such variance shall be submitted for such library by the public library system of which such library is a member, in a form prescribed by the commissioner. No variance granted pursuant to this subdivision shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of federal or state law.

Statutory authority: Education Law, §§ 207-208, 215, 253-268, 271-273, 273-a, 282, 284, 283, 285; L. 1978, ch. 787, L 1993 Ch 260, §§ 1, 3

NYCRR TITLE 8 - EDUCATION

§90.8 Appointment of library personnel

(a) Each registered public, free association or Indian library shall appoint library personnel on or after May 19, 1975, in accordance with the following provisions:

(1) A library which is a member of a public library system and serves a population of 2,500 to 4,999 shall employ as director a person who has completed not less than two academic years of full-time study in an approved college or university, or the equivalent as determined by the commissioner.

(2) A library which is a member of a public library system and serves a population of 5,000 to 7,499 shall employ as director a person who holds a bachelor's degree granted by an approved college or university upon the completion of four academic years of full-time study, or its equivalent as determined by the commissioner.

(3) A library which is a member of a public library system and serves a population of 7,500 or more shall employ as director only persons who hold the public librarian's professional or provisional certificate or a certificate of qualification. The library shall employ in all other professional librarian positions only persons who hold the public librarian's professional or provisional certificate, a certificate of qualification or a conditional certificate.

(4) A library which is not a member of a public library system and serves a population of 2,500 to 4,999 shall employ as director a person who holds a bachelor's degree granted by an approved college or university upon completion of four academic years of full-time study, or its equivalent as determined by the commissioner.

(5) A library which is not a member of a public library system and serves a population of 5,000 or more shall employ as director and in all other professional librarian positions only persons who hold the public librarian's professional or provisional certificate or a certificate of qualification. The library shall employ in all other professional librarian positions only persons who hold the public librarian's professional positions or provisional certificate, a certificate of qualification or a conditional certificate.

(b) If a registered public, free association or Indian library which employs at least the equivalent of 25 full-time persons who hold the public librarian's professional or provisional certificate, a certificate of qualification, or a conditional certificate shall find it impossible to appoint a holder of such certificate for a professional librarian position, other than director, requiring unusual background or education in a specialized subject field, the library board may submit to the commissioner a statement of the facts involved and request that the position be exempt from the

provisions of subdivision (a) of this section. The commissioner, in his discretion, may grant an exemption for such appointment.

(c) Failure by the trustees of any registered library to meet these requirements or observe these regulations shall be deemed a valid reason for the rescinding or suspension of registration.

(d) To provide for uniformity and greater mobility from one position to a similar position in another system, the Library Extension Division shall, from time to time, set up uniform titles and requirements for comparable library positions.

(e) The commissioner may in his discretion excuse the default of a library board in employing a staff member not meeting the requirements of paragraphs (1)-(5) of subdivision (a) of this section and legalize the time so served.

Statutory authority: Education Law, §§ 207-208, 215, 253-268, 271-273, 273-a, 282, 284, 283, 285; L. 1978, ch. 787, L 1993 Ch 260, §§ 1, 3