



## Application for Library Registration

1. Library Name: \_\_\_\_\_
2. Library Community Name: \_\_\_\_\_
3. Library Mailing Address: \_\_\_\_\_
4. Library email address: \_\_\_\_\_
5. County: \_\_\_\_\_
6. Library System: \_\_\_\_\_
7. Name of Board President: \_\_\_\_\_
8. Email address: \_\_\_\_\_
9. Phone Number: \_\_\_\_\_
10. Name of Library Director/Manager: \_\_\_\_\_
11. Email address: \_\_\_\_\_
12. Phone Number: \_\_\_\_\_
13. Director/Manager Education:
14. Director Certification Number (if applicable): \_\_\_\_\_
15. Current FTE Weekly Work Hours for Director/Manager Position: \_\_\_\_\_
16. Local Fiscal Year: \_\_\_\_\_
17. Library Type:
18. Date Chartered: \_\_\_\_\_
19. Charter Type:
20. Chartered Service Area: \_\_\_\_\_
21. Chartered Service Area Population: \_\_\_\_\_
22. Employment Identification Number (EIN): \_\_\_\_\_
23. Minimum Hours Open Per Week: \_\_\_\_\_
24. Who owns library building?
25. Who owns land?

**SAMPLE**

- 26. Library Income – Local Public Funds: \_\_\_\_\_
- 27. Library Income – System Cash Grants to Member Library: \_\_\_\_\_
- 28. Library Income – Other State Aid: \_\_\_\_\_
- 29. Library Income – Federal Aid: \_\_\_\_\_
- 30. Library Income – Other: \_\_\_\_\_
- 31. Library Income – Total: \_\_\_\_\_

- 32. Library Expenditures – Salary of Library Director/Manager: \_\_\_\_\_
- 33. Library Expenditures – Salaries of Other Staff: \_\_\_\_\_
- 34. Library Expenditures – Employee Benefits Total: \_\_\_\_\_
- 35. Library Expenditures – Collections: \_\_\_\_\_
- 36. Library Expenditures – Capital Expenditures from Operating Funds: \_\_\_\_\_
- 37. Library Expenditures – Operation and Maintenance of Buildings: \_\_\_\_\_
- 38. Library Expenditures – Miscellaneous: \_\_\_\_\_
- 39. Library Expenditures – Total: \_\_\_\_\_

40. Library Capital Income – From Capital Funds: \_\_\_\_\_

41. Library Capital Expenditures – From Capital Funds: \_\_\_\_\_

42. MINIMUM PUBLIC LIBRARY STANDARDS COMPLIANCE – Indicate Y for Yes or N for No

- 1. Is governed by written **bylaws** which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. \_\_\_\_\_
- 2. Has a community-based, board approved, written long-range plan of service developed by the library board of trustees and staff. \_\_\_\_\_
- 3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. \_\_\_\_\_
- 4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. \_\_\_\_\_

5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. \_\_\_\_\_
6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. \_\_\_\_\_
7. Is open the minimum standard number of public service hours for population served. (see instructions) \_\_\_\_\_
8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:
  - 8a. space \_\_\_\_\_
  - 8b. lighting \_\_\_\_\_
  - 8c. shelving \_\_\_\_\_
  - 8d. seating \_\_\_\_\_
  - 8e. power infrastructure \_\_\_\_\_
  - 8f. data infrastructure \_\_\_\_\_
  - 8g. public restroom \_\_\_\_\_
9. Provides **programming** to address community needs, as outlined in the library's long-range plan of service. \_\_\_\_\_
10. Provides
  - 10a. a **circulation system** that facilitates access to the local library collection and other library catalogs \_\_\_\_\_
  - 10b. **equipment, technology, and internet connectivity** to address community needs and facilitate access to information. \_\_\_\_\_
11. Provides access to **current library information in print and online**, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.

Bylaws: \_\_\_\_\_

Long-range plan of service: \_\_\_\_\_

Annual Report to the Community: \_\_\_\_\_

SAMPLE

Policies for the operation of the library: \_\_\_\_\_

Budget: \_\_\_\_\_

12. **Employs a paid director** in accordance with the provisions of Commissioner's Regulation 90.8. (see instructions) \_\_\_\_\_

13. Provides library staff with **annual technology training**, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. \_\_\_\_\_

14. Establishes and maintains **partnerships** with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. \_\_\_\_\_

### **43. Additional Documents Required for Library Registration**

Please provide the **URL** for each document. Each of these documents must be approved by the board, must indicate the date of board approval on each document and must be posted online and available to the public as separate documents.

Each document should represent the current library governance structure and library operations in accordance with the library's special legislation (if applicable); charter and NYS laws, rules and regulations. All documents posted online by the library should be available in accessible formats.

1. Bylaws: \_\_\_\_\_

2. Long-range plan: \_\_\_\_\_

3. Annual Report to the Community: \_\_\_\_\_

4. Policies:

Open Meeting Policy: \_\_\_\_\_

Confidentiality of Library Records: \_\_\_\_\_

Internet Use Policy: \_\_\_\_\_

Conflict of Interest Policy: \_\_\_\_\_

Sexual Harassment Prevention Policy: \_\_\_\_\_

Whistle Blower Policy (if applicable): \_\_\_\_\_

5. Library Budget: \_\_\_\_\_

In addition to the documents listed in 1 through 5 above, the Library is required to provide current library information online (location, hours open, borrowing rules, services, phone numbers, email addresses, website address, Board of Trustees and library staff contact information, Board of Trustees meeting information as required by Open Meetings Law, etc.)

**SAMPLE**

44. Application for Registration – Date of Library Board Approval: \_\_\_\_\_

45. Application for Registration – Date System Director Completed Review: \_\_\_\_\_

**Official Library Contact Person**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

**FOR NYSED/New York State Library Use Only**

**Date Received:** \_\_\_\_\_

**Date Approved:** \_\_\_\_\_

**Registration Number:** \_\_\_\_\_

**SAMPLE**