



New York State Archives

**New York State Library Division of Library Development
Library Charter and Registration Files B1812**

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Table of Contents

Overview of the Records 3

Arrangement 3

Administrative History 3

Scope and Contents 4

Other Finding Aids 4

Use of Records 5

Administrative Information 5

Access Terms 5

Overview of the Records

Repository:	New York State Archives
Summary:	This series documents the chartering and registration of municipal, school, and free association libraries. The records are arranged alphabetically by town and include application forms, reports, questionnaires, and copies of the provisional and absolute charters.
Creator:	New York State Library. Division of Library Development
Title:	Library charter and registration files
Quantity:	1 cubic foot
Quantity:	2746 microfiche; 1 CD
Inclusive Date:	1860-2016
Series:	B1812

[^ Return to Table of Contents](#)

Arrangement

Alphabetical by county, then alphabetical by municipality, and therein by library name.

B1812-19: Unarranged.

[^ Return to Table of Contents](#)

Administrative History

Individual public libraries in New York can incorporate by applying to the Board of Regents for charters. Provisional charters, which are approved for specified periods of time and absolute charters, which are permanent, provide the libraries with legal identities. Libraries can also apply to the Commissioner of the State Education Department (SED) for registration by meeting SED's standards. These standards require libraries to maintain written bylaws, have a plan of service, prepare an annual report, have board-approved operational policies, maintain minimum weekly hours based on the population served, employ an SED certified professional librarian as director, and meet other SED requirements (8 NYCRR 90.2).

The registration records in this series verify that the libraries meet these standards, although the series does not contain the actual bylaws, plans of service, annual reports or other required documents. Registration is a one-time action required by SED for public libraries to receive and spend public money.

[^ Return to Table of Contents](#)

Scope and Content Note

This series documents the process of chartering and registering libraries. The records are arranged alphabetically by town and include application forms, reports, correspondence, questionnaires, memos, copies of provisional and absolute charters, and related materials. In general, the records provide evidence that the libraries meet Regents and State Education Department standards to be chartered and/or registered. The records provide extensive information on the history and development of community library services.

The master set of files consists of the original records documenting the chartering and registration process from the mid-nineteenth century through 2000. Because virtually all pre-1911 records were destroyed in the State Capitol fire of that year, the pre-1911 records in these files are typically copies of those records which the Division of Library Development was subsequently able to obtain from the public libraries or from the State Board Regents minutes.

The following types of libraries are represented in the series: 1) County, city, town, village public libraries; 2) Central or union free school district public libraries; 3) Indian libraries; 4) Special district public libraries; and 5) Free association libraries.

One file in the series is from a library outside of New York State: the Stilston Library, St. John's, Antigua, British West Indies. The University of the State of New York has the statutory power to charter education corporations and to "admit" them to the University. A few of those corporations operate beyond the boundaries of the state.

[^ Return to Table of Contents](#)

Other Finding Aids

Available at Repository

B1812-02: Container list is available at the repository.

[^ Return to Table of Contents](#)

Use of Records

Access Restrictions

There are no restrictions regarding access to or use of this material.

Administrative Information

Existence and Location of Originals

Originals and CD-ROM versions are held by the New York State Library, Division of Library Development.

Acquisition Information

B1812-02: This accretion was transferred from the Division of Library Development in April 2002 and accessioned in June 2002.

[^ Return to Table of Contents](#)

Access Terms

- Institution libraries--New York (State)
- Libraries and Indians--New York (State)
- Incorporation
- Libraries--New York (State)
- Public libraries--New York (State)
- Society libraries--New York (State)
- Cooperative society libraries--New York (State)
- Association libraries--New York (State)
- New York (State)
- Charters
- New York State Library. Library Extension Division
- New York (State). Education Department