

**SPRINGDALE PUBLIC LIBRARY**  
**Policies and Procedures**

**Notary Public**

<b>Affects:</b> All Functions	<b>Effective Date:</b>	<b>Review Date:</b> Apr. 10, 2002	<b>Number</b>
<b>Signature:</b> <b>Name:</b> <b>Title:</b> Board President			

**A. Purpose**

The purpose of this policy is to formalize the library's role in providing the services of a Notary Public.

**B. Policy**

The library will provide the services of a notary public.

**C. Applicability**

The service is provided free of charge and is available during the scheduled hours of the current Notary. The Library pays the annual licensing fee for the staff member conducting the service.

**D. Responsibility**

**E. Appendices**