

SPRINGDALE PUBLIC LIBRARY
Policies and Procedures

Notary Public

Affects: All Functions	Effective Date:	Review Date: Apr. 10, 2002	Number
Signature: Name: Title: 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 most service hours. The Library pays the annual licensing fee for the staff members conducting the service.

D. Responsibility

E. Appendices