


POL-LIB-2016-01	Issue No: 1.0	September 24, 2015
Prepared By: Catherine Christmann	Page 1 of 2	Approved By: Renee Frankel 
NOTARY SERVICES POLICY		

PURPOSE

The mission of Thomas Branigan Memorial Library is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. The Library also offers notary services as a courtesy to the residents of our community.

POLICY:

1. Notary Services are generally available Monday through Friday between 10:00 am and 4:30 pm.
2. Credentialed notaries are the only staff allowed to perform these services.
3. The individual requesting notary service must appear in person and have his/her valid government-issued photo I.D. available.
4. The Notary and the customer requesting this service must be able to communicate clearly with each other.
5. The Notary may at her/his sole discretion, decline to provide Notary service.

INFORMATION:

The City may add a fee for notaries now or in the future.

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UPDATES		
ISSUE	PAGE	DETAILS
1.0		Policy Creation

PEER REVIEW	
Title: Library Administrator Renee Payne Frankel	Title: Library Manager Catherine Christmann
Title: Library Manager Bonnie Hobbs	Title: Library Supervisor Elise Vidal
Title: Librarian Lori Batchelor	Title: Librarian Stephanie Midwood
Title: Library Assistant Senior Carlos Gonzalez	Title: Library Assistant Denise Espinoza
Title: Library Advisory Board, President Ellen Young	Title: Library Advisory Board, Vice President Debora Rindge
Title: Library Advisory Board, Secretary Susan Pinkerton	Title: Library Advisory Board, Friends Liaison Sue Fletcher
Title: Library Advisory Board, Member Paula Sharon	Title: Library Advisory Board, Member Jose Aranda
Title: Library Advisory Board, Member Sue Patterson	