

## **Proposed Policy Manual Update: Notary Services**

Per Code § 47.1-19, § 47.1-20 "a notary may charge up to \$10.00 for each notarial act performed." The library recommends charging for-profit businesses this maximum amount for any notary services they receive. Not-for-profit organizations and individuals will not be charged a fee for use of those same rooms. Designated hours are necessary as CRRL cannot guarantee a notary is always available.

If approved, these fees would begin on September 3, 2025 to coincide with the start of meeting room fees for businesses. This allows time to update the reservation platform that will be used for appointments, including terms and conditions, implement an e-commerce solution, and notify and prepare customers and staff for these changes.

This draft policy has been reviewed by a lawyer whose recommendations are in red.

### **Final proposed policy:**

## **NOTARY SERVICE**

Library staff commissioned as notaries public are available during designated hours at CRRL branches at no charge to the general public. For-profit businesses will be charged the maximum allowable rate pursuant to Virginia Code § 47.1-19 and § 47.1-20, as amended from time-to-time.

### **Proposed with edits:**

New text is in blue; lawyer recommended updates are red

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pursuant to Virginia Code § 47.1-19 and § 47.1-20, as amended from time-to-time. ~~at all CRRL outlets.~~

**Current:**

## **NOTARY SERVICE**

Library staff commissioned as notaries public are available at no charge to the public at all CRRL outlets.