



**Wood Library Association  
134 N Main St  
Canandaigua, NY 14424**

## **Notary Services Policy**

ADOPTED by Wood Library Board of Trustees 12/16/2024

### **Purpose**

This policy outlines the guidelines and procedures for providing notary services at Wood Library. The Library offers notary services as a public service to the community, in accordance with New York State law and the Library's liability insurance guidelines.

### **Scope**

This policy applies to all notary services provided at Wood Library, including those rendered by Library staff to members of the public. The Library provides these services free of charge, subject to the availability of notary staff.

### **Eligibility for Notary Services**

1. **Availability:** Notary services are available by appointment during the Library's designated hours of service.
2. **Identification:** The individual requesting notary services must provide a valid photo ID (e.g., driver's license, passport, or other government-issued ID) to verify their identity before the service is provided.
3. **Document Requirements:** The document to be notarized must be signed in the presence of the notary. Library notaries cannot notarize blank or incomplete documents.
4. **Notary Fees:** Wood Library offers notary services free of charge. However, any applicable fees required by New York State law for notary services will be charged.

### **Limitations of Notary Services**

1. **Notary Jurisdiction:** Notary services are provided in accordance with New York State laws governing notarization. Library staff are not authorized to perform notarizations outside of these parameters.
2. **Legal Advice:** Library notaries are prohibited from providing legal advice or interpreting documents. Notaries may only verify the identity of the signer and witness the signing of the document.

3. **Types of Documents:** Wood Library reserves the right to refuse notarization for documents that:
  - o Are not in English (unless the notary understands the language and can adequately communicate with the signer),
  - o Involve the notary as a party to the transaction,
  - o Are incomplete or contain ambiguous content,
  - o Are documents requiring special legal expertise (e.g., wills, trusts, real estate transactions, etc.).
4. **Refusal to Notarize:** The notary has the discretion to refuse services if the signer appears unwilling or unable to sign the document, does not provide proper identification, or if the document's authenticity or purpose cannot be verified.

### **Notary Procedures**

1. **Signing in Presence of Notary:** The document must be signed by the individual in the presence of the notary. The notary must witness the signing of the document.
2. **Notarial Certificate:** The notary will complete a notarial certificate on the document, which includes the notary's name, commission number, and the date the notarization was performed.
3. **Record Keeping:** The notary will maintain a record of each notarization in a logbook, which includes the date, the type of document, the names of the parties involved, and the notary's signature. This log is kept in accordance with New York State law and Library policy.
4. **Signer's Acknowledgment:** The signer must acknowledge that the document is being signed voluntarily and that they are aware of its contents.

### **Liability and Insurance**

1. **Liability:** The notary is covered under the Library's liability insurance while performing official notary duties. However, the Library is not responsible for any issues arising from the content of documents or from the actions of the signer.
2. **Document Errors:** The Library is not liable for any errors or omissions in the notarized documents or for any consequences resulting from the notarization of invalid or fraudulent documents.
3. **Indemnification:** As per the Library's insurance policy, staff members are indemnified for any legal claims arising from the performance of notary duties as long as those duties are carried out in good faith and in accordance with applicable law.

### **Record of Notarization**

1. **Document Retention:** The Library maintains records of notarizations in a secure logbook for the minimum period required by law.
2. **Privacy:** All information collected during the notarization process, including identification and document information, will be handled with confidentiality and in compliance with privacy regulations.

## **Staff Training and Qualifications**

1. **Notary Qualifications:** All Library staff providing notary services must be authorized New York State notaries public and complete any necessary continuing education required by the state to maintain their notary commission.
2. **Training:** Library staff who perform notary services will undergo training in accordance with New York State law and Library policies to ensure proper handling of notarization procedures.

## **Changes to Policy**

This policy may be revised or amended as necessary, in accordance with changes in New York State law, Library procedures, or insurance requirements.

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