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## Notary Service is Returning

1 message

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**Katelyn Vabalaitis** <kvabalaitis@dglibrary.org>

Wed, Jul 21, 2021 at 3:09 PM

To: All Staff &lt;staff@dglibrary.org&gt;

Hi All,

Notary service returns to the library next week on Monday, July 26. We are going to follow the exact same procedure as we did pre-COVID, utilizing the PA system to make an announcement for an available notary when a patron comes in looking for notary services. Please see the attached document that lists the procedure as well as scripts for using the PA system for this purpose.

We will be strongly encouraging patrons to make an appointment before coming to the library, but we will offer walk-in service if a notary is available. I encourage service desk staff to check the Notary Calendar (located on your Google Calendar) at the beginning of each shift to see if any notaries are scheduled that day. If no notaries are on the schedule, you can skip making the PA announcement and help the patron submit an appointment request.

Please read through the attached procedure before Monday and have it readily available at service desks to utilize the scripts. I will be distributing more handouts to each service desk that have details on our notary service, which will be handed to patrons while they wait for an available notary.

Please let me know if you have any questions.

Thank you!  
Katelyn

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**All Staff Notary Procedure.pdf**

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