



## **Unicoi County Public Library Business Service Policy**

The UCPL offers a variety of document services to the public. These include printing, copying, faxing, scanning, laminating and notary services. Prices and policies are listed below.

### **Printing and Copying**

The UCPL offers printing from any of our hard-wired devices. Printing is not available wirelessly or from personal devices. Patrons can also email materials to be printed to [ucplprint@gmail.com](mailto:ucplprint@gmail.com)

- Copy paper in letter or legal size
  - 25¢/per side for black and white
  - 50¢/per side for color
- Cardstock
  - Additional 25¢/page

### **Laminating**

- Letter size
  - \$1/page

### **Faxing**

- \$1/page

### **Scanning to Email**

- Free

### **Notary Services**

The Unicoi County Public Library offers limited Notary Public services for the benefit of the community for a small fee of \$10 per signature.

#### **Notary Guidelines:**

- Notary service is limited by the schedule of the Notary on the premises. It is helpful to call ahead, as there is no guarantee the Notary will be available. Appointments cannot be scheduled ahead of time.
  - Notary services will only be provided Monday through Friday during open business hours.
- Please bring a valid, government-issued photo ID and **unsigned** documents to be notarized. The name printed on the ID must be an exact match for the signer's name. Documents must be signed in the presence of the Notary in order to be valid.
- Please complete all information above the signature line.
- It is advised that patrons bring their own witnesses, if needed. The library does not guarantee the availability of a witness and witnesses may not be solicited from occupied staff or patrons using the library.
- Documents to be notarized must be in English.
- The Library provides only basic Notary Public Services
- Notaries cannot pre-date or post-date an action, prepare a legal document or give advice on legal matters, or notarize documents in which they have a personal interest.

- Notaries will not provide service if the customer, document or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt or uncertainty for the library. In the event, the library notary may, at his or her sole discretion, decline to provide notary service.
- The Library's notary service is intended for simple documents (auto titles, etc.) that do not require special expertise. Documents we will not notarize:
  - Real estate transactions including mortgage and housing refinance.
  - Notary protests
  - Employment eligibility verification, Homeland Security I-9 Forms
  - Documents written in any language other than English
- Mobile Notary services are not available. The Notary cannot travel to any other location, including government offices or buildings.

We reserve the right to refuse notarizing documents for any legal reason.