

APPENDIX E GARDEN CITY LIBRARY PROCTOR EXAM POLICY

The Garden City Library proctors examinations for Garden City residents with library cardholders in good standing. All examinations must be completed at the Garden City Library during open library hours.

Garden City Library requires examinations to be scheduled five business days (5) in advance. All proctor exams will be scheduled on the Garden City Library Staff Calendar with contact information included. There will be a \$10.00 non-refundable fee assessed for all appointments not cancelled with a minimum of twenty four (24) hour notice.

Upon completion of the exam, Garden City Library will mail the completed exam within twenty four (24) hours to the appropriate educational institute. Unless prior arrangements have been made, any examinations not taken as scheduled will be held for 10 business days, before being returned to appropriate educational institute.

Garden City Library requires identification from the educational institute the student is attending and a driver's license for each proctor examination.

Garden City Library reserves the right to cancel/change or deny any proctoring exam.

Signature

Date (expires one year from date)

(Adopted 7-11-07, reviewed 8-5-09 Garden City Library Board of Trustees)