## **Proctoring of Examinations**

Librarians at the Auburn Public Library may proctor examinations for Library patrons in good standing and for non-patrons who can show proof of residence or employment within the city limits of Auburn. This service will be offered only so long as it does not interfere with the performance of regular duties of the Library staff. The Library does not charge for proctoring services; however, students are responsible for any incidental costs, such as postage for the mailing of exams. Auburn Public Library reserves the right to deny a proctoring request that is beyond the Library's ability to administer.

The Library Management Team will establish procedures to be followed.