

Proctor Agreement Form

First, the school will need the proctor's contact information found on this form.

Next, a reservation must be made with the library by contacting

Robin.Moore@LL.cccounty.us, or

Naomi.Little@LL.cccounty.us

(925) 646-2783.

- Reservations must be made at least one week in advance of the exam date.
- The library charges \$20.00 (Twenty Dollars) per hour, or any fraction of an hour, for proctoring services.
- Changes in schedule must be noticed 24 hours in advance, or student will be billed for the time scheduled.
- Billing begins at the start time assigned to the exam, even if the student arrives late.
- Parking in the area can be difficult, so student must allow ample time to search for adequate parking, and/or be prepared to pay for metered parking.
- If student is a no-show, he/she will be billed for the time reserved.

Student's Name: _____

Address: _____

Phone Number: _____

E-mail: _____

Contact Date: _____

University: _____

Exam Date: _____

Time: _____

Acknowledgement of this completed form by both student and proctor
constitutes an agreement to the terms.



Contra Costa County Public Law Library
1020 Ward St., First Floor, Martinez, CA 94553
Phone: (925) 646-2783
Fax: (925) 646-2438