

POLICY ON CLINICAL TEST LIBRARY

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Preamble:

In order of importance, the primary purposes of the Library are: 1) teaching, 2) research, 3) community. In order to maximize the use of the Library's materials while ensuring fairness in access, the following policies and procedures have been adopted. It is the responsibility of all users of the Library to know and abide by the policies and procedures.

General Policies:

1. Access to materials in the Library is normally restricted to faculty in the departments of Applied Psychology, Psychology, and the Program in Clinical Psychology, graduate students in these departments and program, undergraduate students under supervision and chartered psychologists in the community under the provisions described below.
2. Materials borrowed from the Library are the responsibility of the borrower. Materials must be returned with the specified period or borrowing privileges may be revoked. In the event of loss or damage, the borrower shall be responsible for replacement of the lost or damaged materials. Students who owe money to the Library will not be permitted to convocate until fees are paid.
3. The Library will uphold the relevant ethical guidelines found in the APA Standards for Educational and Psychological Testing found on the web at: www.apa.org/science/testing.html, the APA Code of Fair Testing (on the web at: <http://www.apa.org/science/fairtestcode.html>), the CPA Code of Ethics for Psychologists (on the web at: <http://www.cpa.ca/ethics2000.html>), and the CAP Control of Psychological Tests by Psychologists as found on web at: <http://www.cap.ab.ca/pdfs/controlofpsychologicaltests.pdf> regarding classification and access, as well as copyright provisions. Users of the Library are also expected to uphold ethical guidelines and copyright laws.
4. The Library will keep one copy of all materials in the Library for reference purposes.
5. Users of the Library are expected to determine their own test needs. The Test Librarian is not responsible for assisting users in selecting tests. Users can refer to the Mental Measurements Yearbook and Test Critiques (as both are in the Main Library) for test information.
6. The Test Library is intended to support the occasional use of materials. Users who regularly need to access specific tests should consider the purchase of these materials. The Test Librarian will provide assistance in identifying test publishers and distributors to interested users.
7. All requests for test items must go through the Test Librarian (or the program secretary if the library is not open).

Teaching Policies:

1. Access to materials for testing purposes is restricted to faculty, graduate students in training courses, and undergraduate students under supervision (Category A and B tests only).
2. Instructors are expected to anticipate the need for specific test materials two months in advance of their use. Requests for materials should be sent to Test Librarian.
3. The loan period for teaching purposes is up to three (3) weeks, renewable in person and dependent upon other requests for the materials.
4. There is no charge for the loan of stopwatches, tests and test kits, except in the event of loss or damage, in which case the repair or replacement cost will be assessed. Forms are charged at the rate of \$4.00 for intelligence tests (eg. Weschler Scales, Stanford Binet, etc.), and \$2.00 otherwise. Test forms are the property of the user, and need not be returned.
5. Course instructors will not assign final grades to students who fail to return all materials to the Test Library.

Research Policies:

1. Access to materials for research purposes is restricted to faculty, graduate students, and undergraduate students under supervision (Category A and B tests only)
2. The loan period for research purposes is up to four (4) months; renewable once in person, and depended upon other requests for materials.
3. Materials borrowed for research purposes can be recalled for teaching purposes and must be returned within one (1) week from the date of recall.
4. There is no charge for the loan of stopwatches, tests and test kits, except in the event of loss or damage, in which case the repair or replacement cost will be assessed. Forms are charged at the rate of \$4.00 for intelligence tests (eg. Weschler Scales, Stanford Binet, etc.), and \$2.00 otherwise. Test forms are the property of the user, and need not be returned.

Community Policies:

1. Access to materials for community purposes is restricted to faculty and chartered psychologists from the community.
2. The loan period for all materials borrowed for community purposes is two (2) weeks, **non-renewable**.
3. Materials can be recalled for either teaching or research purposes, and must be returned within one (1) week from the date of recall.
4. The rental charge for community use is \$20.00 per test or test kit per loan period, payable at the time of borrowing either in cash, cheque, or through major credit card (M/C or VISA). Forms are charged at the rate of \$4.00 for intelligence tests (eg. Weschler Scales, Stanford Binet, etc) and \$2.00 otherwise. Test forms are the property of the user, and need not be returned.
5. A credit card deposit must be left for all borrowed materials. In the event of loss or damage the deposit will be used to repair or replace the materials. The deposit slip will be returned to the borrower or destroyed if the materials are returned in good order.

Library Procedures:

1. The hours of the Test Library and the name of the current Test Librarian will be posted on the Notice Board outside of the Graduate Office (A 149) and posted on the Department of Psychology website. The Test Librarian will normally be a graduate student teaching assistant. 210-8448.
2. All access to the Test Library and library materials must go through the Test Librarian within the posted hours

stated above.

3. Tests may be signed out through the Test Librarian during office hours.
4. Individuals who wish to familiarize themselves with the available tests and who not wish to sign tests out, can do so during office hours (unless otherwise posted).
5. Materials may be returned to the Test Librarian during regular hours, or dropped into the Return Slot at the Main Office.