

Psychological Sciences

Test Library Policy and Procedures Manual

**Faculty of Medicine, Dentistry and Health
Sciences**

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1 Introduction

Psychological Sciences has a large library of psychological testing materials that are available to promote the research activities of both staff and students, as well as the acquisition of test administration skills for clinical training by students enrolled in relevant postgraduate programs. The Test Library houses a wide range of tests for neuropsychological and clinical assessment, intellectual and developmental assessment, and occupational and vocational testing. The collection is reviewed as new tests become available and in response to the changing needs of fourth-year and postgraduate programs.

A full list of the Test Library's collection is available from the Test Library's website at <http://www.psych.unimelb.edu.au/resources/TL/>

Reciprocal borrowing arrangements also exist with the Melbourne Graduate School of Education, Education Psychology Test Library.

2 Contact Details

2.1 Psychological Sciences

The Test Library is run by administrative and academic staff within Psychological Sciences according to the policies and procedures outlined in this Manual. Contact details for the Test Library are as follows:

Web address: <http://www.psych.unimelb.edu.au/resources/TL/>

Email: enquiries@psych.unimelb.edu.au

Contact person: Test Librarian

Location:

Psychology Office
Psychological Sciences
Level 12, Redmond Barry Building
The University of Melbourne 3010

Phone: +61 3 8344 6377

Fax: +61 3 9347 6618

2.2 Educational Psychology Test Library

Staff and students wanting to borrow from the Educational Psychology Test Library should contact the Library direct.

Contact: Pina Failla

Email: p.failla@unimelb.edu.au

3 Eligibility to borrow

Test resources may be borrowed by staff, postgraduate students, fourth-year students and honorary staff of Psychological Sciences. Staff wishing to use test materials for undergraduate teaching purposes can do so by requesting the necessary items under their name. In this case, appropriate use and return of the test(s) by the due date will be the responsibility of the staff member.

Postgraduate students and staff from Educational Psychology, Melbourne Graduate School of Education are also eligible to borrow under a reciprocal agreement between Psychological Sciences and Melbourne Graduate School of Education.

Requests to borrow test materials from people other than those identified above will be considered on a case-by-case basis by the Test Library Convenor.

4 Procedure for borrowing

4.1 Staff and students from Psychological Sciences

Step 1: Register as a borrower by completing a *Test Materials Registration Form* and either hand the form in at the Psychology Office or email it to: enquiries@psych.unimelb.edu.au If you are a student you must have this form signed by your supervisor. The *Test Materials Registration Form* is available from the Psychological Sciences Office or via the web at: <http://www.psych.unimelb.edu.au/resources/TL/>

Step 2: After registering as a borrower an *Application to Borrow Test Material Form* needs to be completed each time you require a test(s). This form needs to be either handed in at the Psychology Office or emailed to: enquiries@psych.unimelb.edu.au If you are a student you must have this form signed by your supervisor. The *Application to Borrow Test Material Form* is available from the Psychology Office or via the web at: <http://www.psych.unimelb.edu.au/resources/TL/>

It is important to plan ahead when lodging an *Application to Borrow Test Materials Form* as a test may be on loan and/or appropriate staff may not be available to process the loan. Providing at least 48 hours notice will assist in meeting a request to borrow.

4.2 Staff and students from Educational Psychology

Staff and students from Educational Psychology can borrow from the Test Library by completing the relevant forms as outlined above and by providing proof of identification (university identification card) when collecting a test(s).

4.3 All other requests to borrow

As certain psychological tests are subject to qualification requirements specified by the test publishers, all other requests will be considered in light of these requirements. Requests should be made in writing to the Test Librarian outlining:

- the reason(s) for the request
- the intended use of the test item(s)
- any affiliations with academic staff of Psychological Sciences.

Proof of appropriate qualifications should accompany the request where required.

External student requests should be made in conjunction with the student's supervisor and signed by both parties. In this case, appropriate use and return of the test(s) by the due date will be the supervisor's responsibility. These case-by-case requests will be considered and approved at the discretion of the Test Library Convenor.

5 Conditions for borrowing

The purpose of borrowing tests from the Test Library is to promote student and staff education and research, and the acquisition of test administration skills for clinical training. Borrowing of tests for use on student clinical placement will not normally be approved. Borrowing for reasons other than those outlined will be subject to specific consideration by the Test Library Convenor.

Borrowing conditions:

- i. The use of test materials must comply with the Australian Psychological Society (APS) Ethical Guidelines and the APS Code of Ethics. For details see the APS website: <http://www.psychology.org.au/about/ethics/>
- ii. Borrowers must meet the qualification requirements stipulated by the test publisher where relevant.
- iii. The loan period will vary according to demand, however it is unusual for loans to exceed 30 days and may be limited to two days during a period of high demand.
- iv. More than one test may be borrowed at any given time.
- v. Test materials will not be held for more than one week prior to the collection date. If you are unable to collect a test(s) within this timeframe you must contact the Test Librarian to make alternative arrangements. If a test(s) is not collected within the specified time the loan will be cancelled.
- vi. All borrowers are required to return a test in the condition in which it was borrowed subject to normal wear and tear. The borrower is liable for all damage and loss. Damage to a test may incur a replacement cost. If a test is either damaged or missing components on borrowing, the borrower should (in their own interest) immediately report the damage etc. to the Test Librarian.
- vii. Students are not permitted to lend a test to any other person whilst it is borrowed in their name. When a test is borrowed it becomes the sole responsibility of the person officially requesting the test(s).
- viii. Where a student uses a test borrowed by a staff member, it is the responsibility of the staff member to ensure appropriate use and return of the test by the due date.
- ix. All tests must be returned by the due date or fines will apply.

6 Rejection of a request to borrow

A request to borrow may be rejected for one of the following reasons:

- i. a *Test Materials Registration Form* has not been submitted or is incomplete
- ii. information is missing on the *Application to Borrow Test Material Form*
- iii. the requested test is on loan to another user
- iv. the requested item is not held in the Test Library
- v. the applicant has overdue test materials
- vi. the applicant does not meet the qualification requirements stipulated by the test publisher
- vii. anticipated use of the test does not conform with the APS ethical guidelines and code of professional practice
- viii. the request does not fall within the Test Library's frame of reference.

7 Extension of loans

Requests for extensions are subject to test demand. An extension will not be granted if another user has requested the test or if the request relates to an overdue test.

A request to extend a loan can be made by either completing an *Extension Request Form* available from the Psychology Office, the Psychological Sciences website or by emailing the Test Librarian at: enquiries@psych.unimelb.edu.au

If an extension request is rejected the test(s) must be returned to the Psychology Office by the specified date or fines will apply.

8 Long-term loans

A long-term loan of test materials is only available to staff and postgraduate students where research data needs to be collected over an extended period of time. To apply for a long-term loan, you need to complete an *Application for Long-term Loan of Test Materials Form* which is available from the Psychology Office or Psychological Sciences website. Long-term loans will not be granted for high demand tests or when the demand for the test exceeds the number of tests available.

Long-term borrowers are required to return a test(s) for short-term use by another student or staff member during an extended loan period. Arrangements for the temporary return of long-term loans is negotiated by the Test Librarian.

9 Late returns

Test resources are limited and must be shared by a large number of staff and students. Failure to return tests or parts of tests on time is treated as a serious matter and may incur a fine. Shorter loan periods will attract fines at a faster rate as these items are in heavier demand. Late fines are as follows:

1-14 day loans - \$1.50 per day overdue (maximum \$15.00)

15-28 day loans - \$1.00 per day overdue (maximum \$15.00)

29-90 day loans - \$0.50 per day overdue (maximum \$15.00)

After a period of three months (90 days) failure to return a test(s) will result in an invoice for the replacement cost of the test(s).

Any person unable to return a test by the due date should contact the Test Librarian and apply for an extension as outlined above. Borrowing privileges will be suspended once an item becomes overdue and requests to borrow additional tests will not be granted.

Failure to pay fines and/or test replacement costs will result in the withholding of a student's final grades until the cost is met. Repeated failure to return tests on time will result in the loss of all future borrowing rights.

10 Requesting purchase of a new test or edition

Requests will be considered by the Test Library Convenor and in cases where approval cannot be given the applicant will be contacted by the Convenor.

10.1 Who can request purchase of a test

Only academic staff members of Psychological Sciences can request that the Test Library purchase a new test or a more recent edition of an existing test. While all attempts will be made to support requests for new tests, each request will be considered on an individual basis in terms of:

- the broader demands for the test
- cost
- availability
- funding.

10.2 Requesting purchase of a test

To request a new or more recent edition of a test a staff member should:

- complete a *Request for Purchase of Test Material Form* available from the Psychology Office or from Psychological Sciences website
- attach a fully-costed letter of justification for the requested item(s)
- include supplier details
- clearly prioritise multiple requests.

All purchase requests should be submitted to the Psychology Office at least 4 weeks before the test is required. Some overseas orders may take several months to be received.

10.3 Tests required for funded research

Tests that relate to funded research projects should be purchased through grant monies. In this case, the Test Librarian can order the test on the staff member's behalf provided the account to be charged is specified.

10.4 Test materials for Psychological Sciences postgraduate student research

Purchasing new test(s), test materials and test forms for student research is not funded by the Test Library. These requests should be made through the Budgets and Resource Officer and funded by the student research allowance.