Policy and Procedures Manual

Psychological Tests Resource Centre

(Test Library)
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Introduction

The Psychology Department, School of Behavioural Science 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 within the Department. The library, known as the Psychological Tests Resource Centre, includes current editions of most of the widely used group and individual tests such as the WAIS, WISC, WMS, MMPI and NEO. The collection also includes a wide range of tests for neuropsychological and clinical assessment, intellectual and developmental assessment, and occupational and vocational testing. The collection is continually updated and expanded as new tests become available, and in response to the needs of the School’s rapidly developing fourth year and graduate programs.

Reciprocal borrowing arrangements currently exist between the Psychological Tests Resource Centre of the School of Behavioural Science, and the test library of the Educational Psychology Unit, Faculty of Education. Psychological test materials are housed at each of these locations (see map, page 5) and staff and students from each unit can access these shared resources. A full list of test library holdings available for loan is detailed in this Manual, and can also be found in the Postgraduate Student Handbook, and on the School’s website at: go.unimelb.edu.au/500a
Test Library Contact Details

The Psychological Tests Resource Centre is run by administrative and academic staff within the School of Behavioural Science, according to the policies and procedures outlined in this Manual. Information relating to the use of the Psychological Tests Resource Centre is also available in the Postgraduate Student Handbook, and on the School’s website. Any inquiries that are not addressed via these sources should be made to the Test Resources Librarian.

Psychological Tests Resource Centre

Contact: Test Resources Librarian
Address: Psychology Office,
Level 12, Redmond Barry Building
The University of Melbourne, 3010
Phone: +61 3 8344-6377
Fax: +61 3 9347-6618
Email: TestLibrary-psych@unimelb.edu.au
Web: go.unimelb.edu.au/50oa
Location: Building Number 115
Map: https://maps.unimelb.edu.au/parkville/building/115

Test Library, Educational Psychology Unit

Information relating to the borrowing of test materials from the Educational Psychology Unit, Faculty of Education is available from Erin Wilson.

Contact: Erin Wilson
Address: Educational Psychology Unit
Dept LED (Queensberry St)
Faculty of Education
The University of Melbourne, 3010
Phone: +61 3 8344-0952
Fax: +61 344-0995
Email: e.wilson@unimelb.edu.au
Location: Building Number 263
Map: https://maps.unimelb.edu.au/parkville/building/263
Borrowing Procedures and Conditions

How do I borrow a test from the Library?

Use your University central ID to log in to the system via the following link: https://tests-library.psych.unimelb.edu.au/login.php

Who can borrow tests from the library?

1. Test resources are available to staff, graduate and fourth year students, and honorary staff of the Melbourne School 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.

2. Reciprocal borrowing arrangements exist between graduate students and staff of the Educational Psychology Unit, Faculty of Education. Individuals from the Educational Psychology Unit should follow the three steps outlined above to borrow a test from the Resource Centre, as well as provide proof of identification (university identification card) at the time of first borrowing. If one or more tests are borrowed by students or staff of the Educational Psychology Unit, Faculty of Education and these tests are required by students and/or staff of the Melbourne School of Psychological Sciences, the borrower will be notified and these tests must be returned immediately to the test library; they may not be retained until the normal borrowing period is completed.

3. Whilst the use of library resources is restricted to staff and students as specified above, the Department will consider other requests to borrow test materials on a case-by-case basis. The use of certain psychological tests is subject to qualification requirements, as stipulated by test publishers. The Resource Centre will consider all requests 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), and where applicable, affiliations with staff members of the Department. 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 responsibility of the supervisor. These case-by-case requests will be considered and approved at the discretion of the Resource Centre Convenor.
Conditions of borrowing tests

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

2. It is a requirement that use of test materials borrowed from the Resource Centre comply with the Australian Psychological Society (APS) Ethical Guidelines (4th edition) and the APS Code of Ethics (available from https://www.psychology.org.au/Assets/Files/APS-Code-of-Ethics.pdf. Where relevant, users must also meet the qualification requirements stipulated by the test publisher.

3. The period of a loan is 30 days (approximately 1 month) from the date “To be collected”, unless the test requested is a “High Use” test, in which case the loan is for 14 days (2 weeks) from the collection date, or less as stipulated by the Resource Centre Convenor. A person may borrow more than one test at any given time.

4. Resource Centre items requested for loan will be held for 1 week from the date “To be collected”. If you are unable to collect requested tests during this time, contact the Test Resources Librarian to arrange another day for collection. Tests that are not collected during this period will be returned to the Resource Centre and the loan will be cancelled.

5. All borrowers are required to return a test in the condition in which it was borrowed, subject to normal wear and tear. The applicant is liable for all damage and loss. Damage to a test may incur a replacement cost so that future staff and students can use the test. Borrowers should (in their own interest) immediately report damaged tests or missing test components not caused by them so as not to incur a replacement charge.

6. Students are not permitted to lend the test to any other person whilst it is borrowed in their name. When a test is borrowed it becomes the sole responsibility of the applicant to use and return according to clause 3.2 above. Where a graduate 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.

7. All tests must be returned by the designated due date or fines will apply.
Why an application to borrow a test may be rejected

1. The requested test is on loan to another user. If this is the case, your application will be held and you will be notified when the test is available.
2. The requested item is not owned by the Resource Centre.
3. The applicant already has overdue test materials.
4. The applicant does not meet the qualification requirements stipulated by the test publisher.
5. Anticipated use of the test does not conform with the APS ethical guidelines and code of professional practice.

Extension requests

Extension requests will only be granted prior to the due date and will be approved 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, as borrowing privileges are suspended once an item becomes overdue. To extend the borrowing period of a test you must email the Tests Librarian: TestLibrary-psych@unimelb.edu.au

Late returns policy

1. 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 will incur a fine for the period of time the test is overdue. Shorter loan periods will attract fines at a faster rate as 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)
   - Day loans - $0.50 per day overdue (maximum $15.00)

2. Any person unable to return a test by the due date should contact the Psychology Office and apply for an extension of the loan (outlined above).
3. Borrowing privileges will be suspended once an item becomes overdue and requests to borrow additional tests will not be granted.
4. After a period of three months (90 days), failure to return the test will result in an invoice of the replacement cost of the test.
5. 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.
6. Repeated failure to return tests on time will result in the loss of all future borrowing rights.
**Long-term loan of test materials**

Long-term loan of test materials is only available to staff, or graduate students for research (thesis) purposes, where data needs to be collected over an extended period. To apply for a long-term loan, contact the Test Librarian via email: TestLibrary-psych@unimelb.edu.au.

Be advised that long-term loans will not be granted for “High Use” tests, or when the demand for the test exceeds the number of tests available. Long-term borrowers may be required to return a test for a period of increased demand. Long-term borrowing may then be renewed once this demand has subsided.
Requesting a New or More Recent Edition of a Test (staff only)

1. Requests for purchasing of new tests or more recent test editions by the Resource Centre should come from staff members of the School of Behavioural Science.

2. Requests should pertain to essential test items that have the potential to be broadly used by staff and students. Tests that relate to funded research projects should be purchased through grant monies. In this case, Resource Centre staff are happy to order the test on behalf of the staff member provided the account to be charged is specified.

3. The purchasing of new test forms for student research is not funded by the Resource Centre. These requests should be made through the Budgets and Resource Officer and funded by the student research allowance. Resource Centre staff are happy to order new forms on behalf of the student once the funding request has been approved.

4. To request a new or more recent edition of a test or test forms, the staff member should contact the Test Librarian via email: TestLibrary-psych@unimelb.edu.au. The request must be accompanied by a fully-costed letter of justification for the requested item(s). Please include details of test suppliers. When more than one test is requested, provide a rating of your test preferences.

5. The purchase request should be submitted to the Psychology Office at least 4 weeks before the material is required, to allow time for approval and processing of the order. Please note that overseas orders can sometimes take several months.

6. Requests will be considered by the Resource Centre Convenor and in cases where approval cannot be given, the Resource Centre Convenor will contact the staff member.

7. 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, its cost and availability. Each year the budget will only allow a small number of requests to be met.
# Test Library Holdings (by title)

## The Psychological Test Resource Centre - Collection

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<td>QNST - QUICK NEUROLOGICAL SCREENING TEST</td>
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<td>ROHDE SENTENCE COMPLETION</td>
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<td>16 PF - CATTELL</td>
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<td>SLOSSON INTELLIGENCE TEST</td>
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<td>STANFORD-BINET INTELLIGENCE TEST 4TH ED</td>
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<td>STATE TRAIT ANXIETY INVENTORY FOR ADULTS- SPIELBERGER</td>
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<td>STRONG INTEREST INVENTORY: 4 GEN MANUALS, 1 U.G. &amp; 1 C. D. G.</td>
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<td>STUDENT SELF-ESTEEM INVENTORY</td>
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<td>TEST OF ACHIEVEMENT - WOODCOCK &amp; JOHNSON</td>
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<td>TEST OF READING COMPREHENSION</td>
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<td>TRAUMA SYMPTOM INVENTORY (TSI)</td>
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<td>VERBAL REASONING 839 NFER-NELSON</td>
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<td>WORK ENVIRONMENT SCALE - MOOS &amp; INSEL</td>
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