

University of Melbourne
Faculty of Medicine, Dentistry and Health Sciences

School of Psychological Sciences
Test Library

Policy and Procedures Manual

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1 Introduction

The Melbourne School of Psychological Sciences has a large library of psychological tests to promote the research activities of staff and students, and the acquisition of test administration skills in clinical practice for students enrolled in professional 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 teaching and research needs of the fourth-year and postgraduate programs.

A full list of the Test Library's collection is available from the School's website via the study – resources – selected year level links. The home page address is:

<http://www.psych.unimelb.edu.au>

Students and staff of the School may also borrow from the Educational Psychology Test Library under a reciprocal arrangement held with the Melbourne Graduate School of Education.

2 Contact Details

2.1 Melbourne School of Psychological Sciences

Students and staff of the School can access the Test Library via the Intranet. Any other person who wishes to view the Library's holdings may do so via the Research link on the School's homepage.

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

Email: TestLibrary-psych@unimelb.edu.au

Contact person: Test Librarian

Location:

Psychology Office
Melbourne School of 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 view or access the holdings of the Educational Psychology Test Library should contact the library.

Contact: Vicki McKenzie

Email: v.mckenzie@unimelb.edu.au

3 Eligibility to borrow

Test resources may be borrowed by staff, postgraduate and fourth-year students of the Melbourne School of Psychological Sciences, and students enrolled in the Master of Educational Psychology, Melbourne Graduate School of Education. 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 is the responsibility of the staff member.

Honorary staff of the School may be able to borrow from the library in special circumstances, contingent on approval by the Convenor of the Test Library. These circumstances must involve the research or educational activities of the School, such as research collaboration with School members or test use in the context of placement supervision. Requests from honorary staff for non-reusable materials such as test forms will not be approved.

Requests to borrow from outside the Melbourne School of Psychological Sciences will only be considered if the potential borrower has a working relationship with a staff member of the School who is prepared to approve the loan. All borrowers must meet the stipulated qualification level requirements set for the test or be receiving appropriate supervision.

4 Procedure for borrowing

It is important to plan ahead when requesting a test(s), as a test may not be readily available and/or the appropriate staff member may not be immediately available to either approve or process the loan.

4.1 Students from the Melbourne School of Psychological Sciences

A tutorial is available on the Test Library website which explains how to search for and borrow a test. The request for a loan is sent to the student's supervisor for approval and if approved, the request is processed by the Test Librarian.

4.2 Students from the Master of Educational Psychology, Melbourne

Students from the Master of Educational Psychology can access the Test Library holdings via the Research link on the School's homepage. Any requests for loans need to be emailed to the Test Librarian at: TestLibrary-psych@unimelb.edu.au Supervisory approval will be required before a loan is processed.

4.3 Staff from the Melbourne School of Psychological Sciences

Staff from the School can access loans via the Intranet. Requests are then processed by the Test Librarian.

Honorary staff members who wish to access the Test Library must email their request to the Test Librarian including details of their proposed use of the test and its relationship with the educational or research activities of the School. All requests will be forwarded to the Test Library Convenor for their recommendation. Email: TestLibrary-psych@unimelb.edu.au

4.4 Others

Requests to borrow that do not fit in any of the above categories and where the eligibility criteria set out above are met, email their request to: TestLibrary-psych@unimelb.edu.au

The email should include:

- The reason(s) for the request
- The intended use of the test(s)
- Qualifications relevant to the test's user level
- Name of the staff member with whom they work and who may be prepared to approve the loan.

Proof of appropriate qualifications may be required.

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 practice. Borrowing for reasons other than those outlined will be referred to the Test Library Convenor for consideration.

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.
- iii. The length of a loan will vary according to demand and research requirements. 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. If a test(s) is not collected within the stipulated 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.
- viii. A test remains the sole responsibility of the borrower as recorded on the library's database.
- ix. 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.
- x. The duration of a loan may be extended if the test is not required for another borrower.
- xi. All tests must be returned by the due date. If a test is not returned by the due date a fine may be incurred.

6 Rejection of a request to borrow

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

- i. Supervisory approval was not obtained.
- ii. Failure to return overdue tests.
- iii. Failure to meet the professional and/or qualification requirements for using the test.
- iv. Proposed use of the test does not conform to the APS ethical guidelines and code of professional practice.
- v. Failure to meet the eligibility criteria for borrowing from the Library.
- vi. Request to borrow was not approved by the Convenor of the Test Library.

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. If a request for an extension is rejected, the test(s) must be returned to the Psychology Office by the specified date or a fine(s) may be incurred.

8 Long-term loans

Long-term loans are only available to staff and postgraduate students where research data needs to be collected over a continuous extended period of time. Long-term loans will not be granted where a test is in high demand and limited in number.

During an extended loan period, long-term borrowers are required to return a test(s) for short-term access by another student or staff member when required. The arrangements for temporary access to a test are negotiated by the Test Librarian.

9 Late returns

As the Test Library's resources are limited and must be shared by a large number of staff and students, failure to return a test(s) on time and in good order is treated as a serious matter and may incur a fine. Tests with a short loan period will attract fines at a faster rate than those for extended periods due to 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 apply for an extension (see above). Borrowing privileges may be suspended once an item becomes overdue and any additional requests to borrow tests may not be granted.

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

10 Requests to purchase new tests

Academic staff of the School can request the Library to purchase a new test or a new edition of an existing test. Tests that relate to funded research projects should be purchased through grant monies and remain the property of the staff member.

All requests to purchase additional tests are referred to the Test Library Convenor for consideration. Any tests purchased remain the property of the Test Library. To request the purchase of a test, an email should be sent to the Test Librarian at TestLibrary-psych@unimelb.edu.au and include the following information:

- Name, cost and publisher of the test
- Online link to the test when available
- Reason for purchasing the test
- Estimate of the future demand for the test