

School of Behavioural Sciences Psychometric Test Library Lending Policy

General Comments

The School of Behavioural Sciences maintains a holding of psychometric tests to help facilitate the School's efforts in research and teaching. The largest, most readily available holding of tests is in the Psychometric Test Library. Some specialised materials are housed either in the Functional Neuroimaging Laboratory or in the Psychology Clinic but those materials are not part of the Psychometric Test Library holdings.

Differing levels of access to test materials is offered to staff, postgraduate student, conjoint appointees, 4th year and undergraduate students of the School for material housed in the Psychometric Test Library and its holdings are listed on the School's web pages.

This policy specifically excludes access or borrowing rights to all test materials regardless of where they are housed for the any of the following purposes:

- . Private practice of other forms of commercial gain
- . For use on placement, unless written permission is given by the Chair of the Test Library Committee.
- . For clinical purposes that are not connected with the School's research or teaching practices.

The rationale for making these exclusions is in order to ensure that the management of our test holdings at all times complies with the Australian commercial law and with the conditions under which the tests were purchased. The School must not administer or make available its test materials holding in such a way as to restrict the trade of any local or international test publishers or distributors. The Psychometric Test Library Committee agrees that to make test materials available for any of the abovementioned purposes may be interpreted by test publishers and distributors as being a restriction of their trade and could expose the School to legal proceedings.

Access to Tests held in the Psychometric Test Library

Please Contact for Advice: Mr Jeff Drummond

Tests held in the Psychometric Test Library are listed in the Psychometric Test Library database and the responsibility for lending and maintaining them rests with Jeff Drummond.

Psychometric Test Library Borrowing Privileges

Staff and Postgraduates: Test Library materials may be borrowed for a period of 2 weeks after which time they must either be returned, or renewed for another 2 week period. Loan renewals will only be permitted when the test has not been placed on a hold by another borrower.

Generally no more than 2 consecutive renewals after the initial borrowing period of any item are allowed. Requests for longer loan periods must be referred to the Chair of the Test Library Committee.

At times, high use materials may be restricted to a borrowing period of one week only.

Conjoint Staff: Test Library materials may be borrowed for a period of 2 weeks for research purposes only or to assist with the supervision of SBS students. At times, high use materials may be restricted to a borrowing period of one week. Tests are not available for private practice or for clinical use.

Conjoints will need to notify Anne Quayle in advance of the materials that they wish to borrow from the Psychometric Test Library where the tests will be processed via the normal lending system.

4th Year and Honours SBS Students: Permission to borrow materials must be sought from the Student's supervisor and from Anne Quayle, who will maintain a lending system for these items in the Test Library.

Undergraduates: No access except for PSYC3200 students who may access the WAIS-III Kits via the appropriate on-line lending system.

Community Borrowers: No access.

Penalties for overdue items from the Psychometric Test Library

Staff and Conjoint Staff: Borrowing Privileges will be revoked.

All Students: Borrowing Privileges will be revoked. In addition, overdue items will incur a financial penalty identical to that incurred for items that are overdue under the University's Library lending system.

Postgraduate students will not be signed off as having finished their Clinic placements until all overdue test materials are returned.