

**James Madison University  
Psychological Assessment Resource Center (PARC)  
Policy Guidelines 2008-2009**

**Mission Statement:** The test library houses an array of materials relevant to psychological assessment and research. As the collection has grown and continues to grow, issues surrounding access both in terms of record keeping and test security have arisen. The following policies and procedures have been established to insure appropriate and fair use by the JMU psychology community:

**TEST LIBRARY POLICY**

1. The test library is similar to other libraries except that it is staffed solely by Graduate Assistants supervised by the School Psychology Director. The hours are limited such that resources must be used during posted hours.

Priority of materials in PARC will be as follows:

1. Current graduate students in assessment courses in psychology who have paid lab fees. **Lab fees will grant access to test materials relevant to class, in which a lab fee is required.** (e.g. Cognitive assessment courses have access to cognitive assessment test kits, personality assessment courses have access only to personality test materials).
2. Students currently completing graduate practicum and/or internships. Those students involved in testing students in the Child Development Center, the Office of Disability Services, or in local schools as part of practicum or course requirement **must** use their practicum site's supplied materials. Exceptions may be made in extreme circumstances with permission of the School Psychology Director.
3. Faculty and students utilizing materials for research projects. Any cost of materials will be the sole responsibility of the student, faculty researcher, or sponsoring program. Students desiring multiple protocols for research purposes (i.e. thesis) need to have authorization and permission of the School Psychology Director in order to have materials ordered through the PARC at discounted rates.

**ETHICAL GUIDELINES**

2. At all times, ethical and professional guidelines regarding proper use and security of assessment instruments as designated by appropriate credentialing agencies should set the standard for responsible test use and access (please refer to APA and NCME guidelines). Many of the instruments in PARC can be used by students only under the supervision of a professor in a current assessment course, practicum, or if they have completed such courses in their graduate program. Supervision can also be provided for projects in courses and independent student research. In the case that undergraduate students will need to utilize PARC resources as part of a class project or honors thesis, it is necessary for the supervising faculty member to request permission from the School Psychology Director or the PARC supervisor using the attached Permission Form. This will enable test librarians to assist the students in line

with the project parameters and expectations. It is requested that these students become familiar and aware of ethical and security guidelines with respect to testing materials.

### **MATERIALS CHECKOUT PROCEDURE**

3. Access and control of test library materials are as follows:
  1. **Time lines for checking out materials are limited to a 3 day period.** Materials must be signed in and out so that they can be checked for completeness. When materials are passed from student to student, it becomes impossible to determine the condition and inventory of the test materials following student use.
  2. Students will be allowed a maximum of **5** test materials to be checked out at a time.
  3. Under normal procedures only one protocol will be given per instrument when you check out materials, unless required for class purposes and covered under lab fees. Any protocols used that are not covered under student lab fees will require additional charge/cost to the student.
  4. **Access to the computer scoring programs will be limited to use during PARC hours.** Permission to use such programs must be obtained from the PARC through a sign up sheet provided by the test librarian. Although some computer scoring programs have unlimited use and require no cost, those pay-by-usage programs will require student payment through an appropriated lab fee or pay at time of use.

### **USE AND TREATMENT OF MATERIALS**

4. Guidelines for use and treatment of materials. Accountability for abuse of or failure to return items.
  1. Under no circumstances should test library materials be written in, underlined, or highlighted. Sticky notepads can be used by students for this purpose and should be removed upon returning materials.
  2. Avoid writing on the test manual by using the test protocol for highlighting, underlining, and making notes pertaining to testing administration rules.
  3. Missing or damaged materials will require additional cost to student and faculty at the end of the semester. Additional costs will be based upon the cost to replace damaged or unreturned items to the PARC.
  4. Registration will be blocked for students not paying lab fees.

### **PARC STAFF**

5. Test librarians are graduate assistants assigned to specific professors to help maintain and inventory the resources of the PARC, as well as, other research purposes the faculty may have. Test librarians are not responsible for returning or checking out materials for students or faculty outside the confines of the test library. Please respect their time and obligations.

6. Please DO NOT ask School support staff to open the Test Library when it is closed. This is not their responsibility; if library hours do not fit your schedule, send an e-mail to both librarians and a time will be arranged for you.

### **PARC FEES**

7. PARC's budget is primarily funded through lab fees assessed to students currently enrolled in courses requiring the use of PARC, as well as School Psychology grant funds. These fees pay not only for specific tests and protocols needed for courses but also help defray cost of worn and used materials that need to be updated. For these reasons faculty members requesting new materials for particular courses must be aware that the financial burdens of their requests will have to be prioritized and eventually passed on to the current students through lab fees. A written submission form stating the purpose, course, and use for new materials must be approved by the School Psychology Director before any new materials will be ordered. Any funding that may be available will be focused on updating existing PARC materials and assessment instruments when a new revision is released (e.g. WISC-III to WISC-IV).
  - a. Orders for materials other than those used directly for courses with a lab fee will be paid by the user. This includes research materials for faculty and students, materials for clinicians-in-residence, and clinics. These orders will get the benefit of our university training discount.
  - b. Test materials will be available for rental to our clinicians-in-residence depending upon availability. Rental fees will be assessed at **\$10 per use of a test kit** with test booklet. Rating scales will be priced individually based on cost, according to the quantity requested. Payments will be made to "JMU" via the department administrative assistant.
  - c. Computer scoring service will be available to clinicians-in-residence in addition to the cost of the protocol (for example, the MMPI or the Millon).
  - d. Other use must be approved by the PARC faculty supervisor and the department head.

**You may make payment in exact cash amount or by check. Checks should be made payable to the 'Department of Graduate Psychology'. Lab fees must be paid to Rosa Turner in Johnston 101. If the lab fee is not paid, the student in question will receive an incomplete for their grade in the course until such time as the account has been brought up to date.**

### **OVERDUE MATERIALS**

A second overdue occurrence could result in *losing all test library privileges* and a hold may be placed on the students' account to block registration for failure to return materials.

Because some testing materials are limited, please respect other students and faculty using the test library by returning testing materials by the stated due date.

**UNIVERSAL PRECAUTIONS**

All users should be attentive to safety measures when using the test library materials. This includes washing toys after their use and using the rubber glove available in each cognitive kit. If your kit is missing the rubber glove, please let the test librarians know.

**To check out materials, visit PARC during posted hours or contact the test librarians:**

E-mail address: [mendozkj@jmu.edu](mailto:mendozkj@jmu.edu) or [crimaljn@jmu.edu](mailto:crimaljn@jmu.edu)

Phone number: 568-6175

Website information: <http://www.psyc.jmu.edu/school/parc.html>

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1. I have received and read a copy of the PARC guidelines. I understand that failure to follow such polices will result in removal of library access and possible blocking of registration.
  2. I understand that failure to return test materials by the stated due date may result in:
    - a. Loss of test library privileges
    - b. Hold placed on student registration.

Printed Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

PeopleSoft ID (JMU email address): \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE HAVE ROSA TURNER IN JOHNSTON 101 SIGN THIS FORM AND RETURN TO THE TEST LIBRARY IN Miller G023 TO INIATE PARC ACCESS.**

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