

James Madison University
Psychological Assessment Resource Center (PARC)
Miller Hall Room 023
Test Library Policy Guidelines

Mission Statement: The Psychological Assessment Resource Center (PARC), also referred to as the test library, houses an array of materials relevant to psychological assessment and research.

The following policies and procedures have been established to ensure appropriate and fair use by the JMU Graduate Psychology community:

1. Test Library Policies

The department's test library is staffed solely by Graduate Assistants under the supervision of faculty. The test librarians are responsible for staffing, maintaining and updating the state-of-the-art resource center. Please respect their time and professional obligations.

2. Priority of access to materials is as follows:

- A. Current graduate students in assessment-related courses in the Graduate Psychology Department.
- B. Graduate students currently completing graduate practicum and/or internships may use materials only with permission of a **PARC Supervisor**. Students involved in evaluations at the Counseling and Psychological Services Clinic (CAPS), Inter-professional Services for Learning Assessment (ISLA), the Shenandoah Valley Child Development Clinic (CDC), the Office of Disability Services (ODS), or in local schools should use *their practicum site's supplied materials*.
- C. Faculty and students utilizing materials for research projects may order materials at the discounted rate and will be responsible for all costs. Requests need to have authorization and permission of the PARC Supervisors in order to have materials ordered.
- D. Full-time and part-time faculty, as well as clinicians-in-residence engaging in independent practice relevant to their teaching and/or scholarship may check out materials dependent on availability and will be responsible for costs of consumables and computer scoring.

3. Ethical Guidelines

Please refer to ethical and professional guidelines set by American Psychological Association (APA), National Association of School Psychologists (NASP), and National Council of Measurement in Education (NCME) regarding responsible use and security of assessment instruments. Many of the instruments can ethically be used **only** by students under the supervision of an instructor/supervisor in an assessment related course including practicum, or by individuals who have met relevant course prerequisites.

Undergraduate Use: Undergraduate students who need access to PARC resources as part of a class project or honors thesis must have a supervising faculty member complete the attached Permission

Form. It is expected that these students will become familiar with and aware of ethical and security guidelines with respect to testing materials.

4. Materials Checkout Procedures

- A. **Timelines for checking out materials are limited to a one-week period.** For example, if a test kit is check out on Monday, it must be returned the following Monday during test library hours. All materials must be checked out through the test librarians. They will keep track of the materials available and will check kits for completeness. ***The student checking out materials will be financially responsible for lost or damaged items. Passing materials from person to person is prohibited*** as it makes it impossible to keep track of the inventory of the materials.
- B. **LIMIT:** A maximum of **3 different items** can be checked out at a time.
- C. **Computer scoring programs are ONLY available during library hours.** In extenuating circumstances, students may have access outside these hours by advance email notification to the test librarian(s) and PARC supervisor. Permission to use computer scoring programs must be obtained from the test librarian(s). Please request access from the test librarians at least a week in advance. Many online scoring programs are pay-by-usage and will require student or faculty payment through an appropriate lab fee or payment at time of use.
- D. **Renewal Procedures:** Students are permitted to renew test kits for one rental period (7 additional days). Graduate students in assessment-related courses maintain priority over a renewal request. A renewal is only granted if available and no other graduate student with priority access needs access to meet an assignment deadline. In order to renew materials, students should contact the test librarian(s) directly. If additional time is needed (beyond the additional 7-day renewal), supervisor permission is required to keep the test kit. Supervisors are to email the test librarian(s) to grant this permission. Please be aware that students in multiple programs are using the test kits and they are in demand.
- E. **Overdue Materials:** Please respect your peers and faculty using the test library by returning testing materials on time. Materials that are not returned will result in ***losing all test library privileges***, until materials are returned.

5. USE AND TREATMENT OF MATERIALS

- A. **Graduate students and faculty are responsible for cleaning, disinfecting and sanitizing all checked out materials prior to return.**
- B. **Please do not write in, underline, highlight or photocopy any test materials.**
- C. The use of post-it notes is permitted but will need to be removed prior to returning the test kit and/or manual.
- D. Missing or damaged materials will require additional cost to student or faculty at the end of the semester based upon the cost to replace damaged or unreturned items.

6. PARC Fees

- A. PARC's budget is funded through the Department of Graduate Psychology. A lab fee covering consumable test materials will be charged to the JMU account of each student enrolled in relevant classes. These fees pay for specific tests and protocols needed for courses

as well as the cost of worn and outdated materials. Please be aware that requests from faculty or students will be prioritized with respect to potential use and budget constraints.

- B.** Programs will be charged a fee for specific computerized scoring. The fee is dependent on the type of assessment report needed.

7. Access and Upkeep

Graduate Psychology students have JACard access to Miller Hall G-023 7:30 am – 12:30 am daily, unless the space has been reserved for class meetings or program events (i.e., screening days). Students are responsible for cleaning and sanitizing any areas of contact, removing food from the refrigerator, and turning off all lights. Failure to comply may result in loss of privileges.

To check out materials, please visit the Test Library during the hours posted on the website below (also posted on the door of the Test Library and in the Johnston Hall mailroom) *or* contact the current test librarians using the information below.

Test Library Contact Information

Location: Miller Hall G-023

Email: testlib@jmu.edu

Phone: 540-568-6175

Website: <https://psyc.jmu.edu/school/parc.html>

Graduate Assistants: Ms. Jordan Otto
Ms. Julia Unger

PARC Supervisors: Dr. Tiffany Hornsby hornsbt@jmu.edu
Dr. Elena Savina savinaea@jmu.edu
Mrs. Andee Henriques henriqas@jmu.edu

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Test Library Access Permission Form

I have received and read a copy of the PARC policy guidelines. I agree to follow these policies and ethical guidelines, and I am aware that violations may result in removal of library privileges.

Printed Student Name: _____

Student Signature: _____

Cell Phone: _____

JMU Email Address: _____

Permanent Home Address: _____

Local Home Address: _____

Date: _____

PLEASE SIGN AND RETURN THIS FORM DIRECTLY TO THE TEST LIBRARIANS OR
DROP OFF IN THE TEST LIBRARY MAILBOX LOCATED IN JOHNSTON HALL TO
INITIATE PARC ACCESS

For electronic submission please click use this [link](#):

Or scan this code using the camera app on your mobile device:

