

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

**Mission Statement:** 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 Child Development Clinic (CDC), the Office of Disability Services (ODS), or in local schools as part of practicum or course requirement 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 APA, NASP and 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 (i.e. Monday-Monday).** All materials must be checked out through the test librarians. They will keep track of the materials available and will check kits for completeness. ***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 **5 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 library and PARC supervisor. Permission to use computer scoring programs must be obtained from the test library. 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). In order to renew materials, students should contact the test librarian(s). If you require additional time with the test kit (beyond the additional 7-day renewal), you will need supervisor permission 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. Please do not write in, underline, highlight or photocopy any test materials.
- B. 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 graduate program and departmental funds. 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.

**To check out materials, visit the Test Library during posted hours on the door of Miller 023 and in Johnston Hall or contact the current test librarians:**

Bailey Brooks and Davina Putz: [testlib@jmu.edu](mailto:testlib@jmu.edu)

Test Library Phone: 540-568-6175

PARC Supervisors: Dr. Tiffany Hornsby [hornsbtc@jmu.edu](mailto:hornsbtc@jmu.edu)

Dr. Elena Savina [savinaea@jmu.edu](mailto:savinaea@jmu.edu)

Admin. Assistants: Mr. Carl Guerin [guerinca@jmu.edu](mailto:guerinca@jmu.edu)

Ms. Andee Henriques [henriqas@jmu.edu](mailto:henriqas@jmu.edu)

**Test Library Access Permission Form**

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

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

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

JMU email address: \_\_\_\_\_

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

PLEASE SIGN AND RETURN THIS FORM TO YOUR COURSE INSTRUCTOR TO INITIATE  
PARC ACCESS