

Guidelines and Instructions for Checkout and Use of Test File Materials

Tests can be located in the SPU catalog in the following ways:

By title, keyword, or local call number (e.g. 7036) and limiting by *Physical Location* to *Test File – Restricted*;

By searching within *SPU Special Collections* and limiting to *Test File*; search for the word *test* for a complete list of tests

Each test has a label listing all parts of the test. The library employee charging/discharging the test materials needs to check the contents before the test is checked out and after it is returned to determine if any parts are missing.

Test materials are restricted. It is necessary that a student's name appear on a class list provided by the instructor. If the name is not on a list, the student must consult with the professor for permission and he or she will forward permission to the Head of Access Services.

Only SPU faculty members who have been approved for access may check out test files or grant permission for students to do so. This is in accordance with security guidelines published in ***STANDARDS FOR EDUCATIONAL AND PSYCHOLOGICAL TESTING***.

Please remind student users:

- Tests may not be photocopied because of copyright restrictions.
- Students may not write on any test materials.
- Materials need to be returned when due.
- Overdue fines are charged.
- Renewals are not allowed.
- Tests may not leave building except by permission of faculty.

If you have questions concerning this collection contact one of the following individuals:

1. The Reference Desk Librarian ☎ 206-281-2941 or ✉ reference@spu.edu
2. Liz Gruchala-Gilbert, Education Librarian ☎ 206-281-2090 or ✉ lgg@spu.edu
3. Kristen Hoffman, Psychology Librarian ☎ 206-281-2423 or ✉ khoffman@spu.edu
4. Johanna Staman, Head of Access Svcs ☎ 206-281-2789 or ✉ johanna@spu.edu

Use of the Test Collection is specifically restricted to faculty with earned doctorates, trained in measurement theory and in the administration of instruments in their area of expertise. This is in accordance with the *Standards for Educational and Psychological Testing* of the APS, AERA and NCME. Students using the collection must be on a class list submitted by one of the above faculty members, and they are considered under the supervision of that same faculty member.

The list is coordinated by Dr. Thane Ericksen, Professor of Clinical Psychology, School of Psychology, Family, and Community. Questions about access should be addressed to Dr. Erickson.

Rev. January 12, 2024