

5-13-2014

## Test collection guideline (May 2014) : NPML Guideline--013

Nelson Poynter Memorial Library.

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### Scholar Commons Citation

Nelson Poynter Memorial Library., "Test collection guideline (May 2014) : NPML Guideline--013" (2014).  
*Library Guidelines*. 22.

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## NPML GUIDELINE-013

**Subject:** *Test Collection Guideline*

**Functional Area:** *Access Services*

**Date of Origin:** 2010-06-10      **Date Last Reviewed:** 2014-05-13

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### I. INTRODUCTION (Purpose and Intent)

The Nelson Poynter Memorial Library has a collection of standardized educational and psychological tests and assessments. The purpose of the Test Collection is to provide qualified persons with samples of standardized tests as part of their disciplinary and professional education.

Ethical and professional guidelines require the proper security and use of assessment instruments. The library assessments can be used by students only under the supervision of an instructor in a current USFSP course. This guideline was written in accordance with APA-ERA-NCME standards (see Tests in Print II, pg. 759, "Standards for Educational and Psychological Test"), Section C of NASP Professional Conduct Manual (pg. 5), the copyright laws, and the requirements of test publishers. Additionally, the borrowing procedures and restrictions are designed to be in accordance with publisher copyright and licensing guidelines.

### II. STATEMENT OF POLICY

Only qualified persons will be given access to materials in the Test Collection. A qualified person is defined as:

1. a current USFSP faculty member in Education, Psychology, or a related discipline whose field utilizes standardized testing, or
  2. a student currently enrolled in a USFSP course in which standardized tests are utilized.
- Unauthorized use may compromise the validity of the tests.

It is not the responsibility of the Library to provide materials, such as software programs or scoring forms, for the administering of the tests. The Library also does not provide duplicate test materials for any purpose.

### III. STATEMENT OF PROCEDURES

The following borrowing procedures and restrictions will apply to the use of the collection.

#### **Borrowing Procedures**

Items in the collection can be found in the USF Libraries catalog and on a title list available at the Service Desk. The Test Collection is located at the Service Desk of the Nelson Poynter Memorial Library.

1. Each semester, current USF St. Petersburg faculty members teaching education, psychology, or related courses who wish to have their students use the tests will be asked by the Access Services Department to submit a list of students in each class who may have access to the Test Collection.
2. In order to use materials in the Test Collection, the students must:
  - Be on the current class list
  - Present a valid USF student ID

Staff at the Service Desk will not check-out any items in the Test Collection until they have received the class list from the faculty member.

Authorized students are limited to borrowing one test at a time. Borrowing periods may be up to three days with no renewals. Some tests may be removed from the library after they have been checked out. Users are required to consult with Access Services staff.

Individuals using a test are responsible for checking the contents for missing items before signing out the test and upon its return. Missing items should be reported immediately to the staff member on duty. The borrower may be held responsible for the replacement costs of any missing items.

### **Borrowing and Usage Restrictions**

Because of the security necessary for maintaining test validity and the "consumable" nature of testing materials, publishers place restrictions on libraries that maintain test collections. To comply with publisher agreements and with the guidelines developed by the APA Joint Committee on Testing, the following restrictions apply to the use of the collection:

1. No test materials, including manuals, may be photocopied.
2. Test forms, manuals, and scoring keys may not be used to administer a test.
3. Use of the collection for pre-test practice or coaching is strictly prohibited.
4. Faculty from other USF campuses or other professionals may not borrow items in the Test Collection.
5. Tests will not be circulated through Inter Library Loan.

Questions, problems, or requests for new materials concerning the Test Collection should be referred to the Head of Access Services or the Library Liaison to the College of Education (<http://lib.usfsp.edu/people/>).

**Authorized by:**

**Dean of Library  
Library Leadership Team**