

Program in Clinical Psychology

Psychological Test Library Policies and Procedures

The primary purposes of the Library are to, in the following order of priority: (1) support the practical training of clinical psychology graduate students; (2) facilitate the teaching of best practices in evidence-based assessment and treatment to clinical psychology graduate students; (3) support the research endeavours of clinical psychology students, faculty and adjunct faculty; (4) support the research endeavours of psychology students, faculty, and adjunct faculty. The Library does not lend materials to individuals who are not core members of the University of Calgary Psychology Department. It is the responsibility of all users of the Library to know and abide by these policies and procedures.

General Policies

1. The Library upholds the relevant ethical guidelines regarding classification and access found in the APA Standards for Educational and Psychological Testing (see www.apa.org/science/testing.html), the APA Code of Fair Testing (see <https://www.apa.org/science/programs/testing/fair-testing.pdf>), the CPA Code of Ethics for Psychologists (see <http://www.cpa.ca/aboutcpa/committees/ethics/codeofethics/>), and the CAP Control of Psychological Tests by Psychologists (available via the Test Library). Users of the Library are also expected to uphold ethical guidelines and copyright laws.
2. Decisions about the Library and its materials are made by a committee consisting of the clinical psychology program director and his/her delegate, normally a clinical psychology faculty member serving as instructor of an adult and/or child assessment course.
3. Access to materials in the Library is restricted to current graduate students, faculty, adjunct faculty, and clinical supervisors in the University of Calgary's Department of Psychology, and to Psychology Department undergraduate students and research assistants who are under the supervision of a faculty member.
4. Each time they borrow an item, users are required to sign a user agreement stating that borrowed materials will be used for student training or research only.
5. Materials borrowed from the Library are the responsibility of the borrower. When undergraduate students and research assistants wish to borrow materials, their faculty supervisors will assume all borrowing responsibility. Materials must be returned within the specified period (see below) or borrowing privileges may be revoked.

6. In the event of loss or damage (e.g., any marks made to test stimuli, manuals or books) to any materials, the borrower shall be responsible for replacement of the materials.
7. Forms are charged at different rates depending on the cost determined by the test publisher. Test forms are the property of the user, and may not be returned.
8. Fees for forms and kit rental deposits must be paid in full at the time of borrowing.
9. In the event of loss or damage (e.g., any marks made to test stimuli, manuals or books) to any materials, the borrower shall be responsible for replacement of the lost or damaged materials. Students who owe money to the Library will not be permitted to convocate until fees have been paid.
10. The Library will keep one copy of all test forms in the Library for reference purposes.
11. Users of the Library are expected to determine their own test needs. The Test Librarian is not responsible for assisting users in selecting tests, although s/he is expected to be familiar with the Test Library contents.
12. All requests for test items must be directed to the Test Librarian.

Library Materials Used for Teaching

1. Access to Library materials for teaching purposes is normally restricted to University of Calgary clinical psychology program faculty and graduate students in clinical psychology training courses.
2. Instructors are expected to anticipate the need for specific test materials and to provide a course outline to the Test Librarian at least one month in advance of their use. Requests for Library materials should be sent to the Test Librarian.
3. The loan period for teaching purposes is two weeks, renewable electronically by e-mailing the Test Librarian (test.library@ucalgary.ca) dependent upon other requests for the materials. An exception is made for instructors and teaching assistants for clinical psychology graduate assessment courses, who may borrow course-related materials for the entire semester in which the course takes place.
4. A kit rental deposit of \$50.00 per term is charged to all students in graduate assessment courses. Kit rental deposits will be returned at the end of the term if the kits are returned in the same condition in which they were loaned.
5. Course instructors will not assign final grades to students who fail to return all course materials to the Test Library.

Library Materials Used for Research

1. Access to materials for research purposes is normally restricted to University of Calgary Psychology Department faculty, adjunct faculty, graduate students, and undergraduate students and research assistants who are under the supervision of a faculty member.

2. The loan period for research purposes is two weeks, renewable once electronically by e-mailing the Test Librarian (test.library@ucalgary.ca) if there are no other requests for the materials. Further requests for renewal must be made at least every 14 days, **in person with the complete test materials**, at the Test Library.
3. The Test Library is intended to support the **occasional use** of materials for faculty members. Occasional use is defined as borrowing a test no more than **three** two week periods in an academic year for research purposes. Faculty or adjunct faculty members who regularly need to access specific tests should consider purchasing needed materials. The Test Librarian will provide assistance in identifying test publishers and distributors to interested users.
4. Materials borrowed for research purposes may be recalled for teaching purposes, in which case they must be returned within one week from the date of recall.

Library Procedures

1. The Library is staffed by a Test Librarian, who is a clinical psychology graduate student. The Library committee oversees the work of the librarian and serves as a resource to the librarian.
2. The Library is located in the Education Block in EDC281 R. The Test Librarian can be reached by telephone at (403) 210-8448 or by e-mail at test.library@ucalgary.ca.
3. At the start of each term, the hours of the Test Library will be posted on the Notice Board outside of the Psychology Office (A255) and posted on the Department of Psychology website: <http://psychology.ucalgary.ca/graduate-program/program-clinical-psychology/student-resources/clinical-test-library>. The most up-to-date hours of operation will be posted on the website, so please check to ensure the Library is open when you wish to visit.
4. All access to the Test Library and its materials must go through the Test Librarian. Access is generally limited to the designated hours of the Test Library; however, access outside of regular Test Library hours may be arranged at the discretion of the Test Librarian.
5. Individuals who wish to familiarize themselves with the available tests and who do not wish to sign tests out can do so during office hours (unless otherwise posted).
6. Materials must be returned in person to the Test Librarian during regular hours or by appointment. They may not be returned to any other person or location.