

# Testing Library Basics & Rules

There are ten student librarians who are responsible for managing the library and the dissemination of its contents. When you take out a kit or manual, the item's barcode and your ID barcode will be scanned. When you return an item, the item's barcode and your ID barcode will be scanned again.

1. You will not be able to borrow items when a testing librarian is not present. DO NOT ask Marilyn or other clinic staff to open the library.
2. All items may be kept out for **ONE WEEK!** (Two weeks over vacation)
3. You must have your ID with you to check-out, renew, or return items.
4. **Items can be renewed (if there is no waitlist) during library hours. You need to bring the test with you to renew it. Do not assume you can renew an item. No renewals can be done by e-mail or over the phone. Test kits must contain all contents to be renewed.**
5. **All late returns carry a \$10.00 fee per every school day the item is late. (\*\$10.00 PER ITEM)**
6. Students are responsible for lost material. That means that students will be responsible for replacing the lost instrument/item. Therefore, do not leave test kits unattended in the lounge or in your car
7. Students may not borrow instruments for use on externship or internship. Tests that are borrowed for use in conducting research must be signed out by the Principal Investigator (the faculty sponsor) using their ID# – NOT the student's.
9. **YOU MUST BE PRESENT WHEN THE MATERIAL IS RETURNED. DO NOT LEAVE ANY ITEM WITHOUT HAVING WITNESSED IT BEING SCANNED INTO THE SYSTEM.** It will not be scanned unless you are present (which means you remain responsible for the item).
10. It is your responsibility to return your own testing material. If you lend the material to someone else, and your friend loses, misplaces or defaces the item, you remain responsible.
10. Please check your kits before you leave the library. It is your responsibility to ensure that all necessary materials are present in the kit. If a kit is missing any part(s), please tell a librarian.
11. Do not ask the testing librarians to open the library for you when they are not scheduled to work.
12. If you have any questions or concerns E-mail: [Ferkauftestinglibrary@gmail.com](mailto:Ferkauftestinglibrary@gmail.com) anytime. **Please allow up to one week for a response.**

**TO REPEAT, it is the student's responsibility to see that the material they are returning is scanned in. Do not leave material at the library and assume it will be scanned in. Remember, your name is still in the system for the material, and you remain responsible for all fees until it is scanned in.**

**13. WAIS-IV: First year students in the Clinical & Clinical Health programs cannot borrow WAIS-IV manuals**

**14. WISC-IV: First year students in the School-Clinical Child programs cannot borrow WISC-IV manuals**

**15. IF YOU ARE A FIRST YEAR STUDENT:**

- A. Every WISC-IV and WAIS-IV kit will be signed out to pairs of students. Both names will be entered into the computer system when the kit is borrowed. **Both students are responsible for returning the kit on time.**
- B. The kits will be signed out from the beginning of the semester until December 22<sup>nd</sup>. After that date, the kits can be signed out for one-week periods.

**Thanks and please be kind to your friendly testing librarians,  
especially between classes and when we are busy!**

**REMEMBER: TESTING LIBRARIANS ARE STUDENTS TOO!!!**