

# Statement of Policy

Title of Policy: Tests & Measures

## **INTRODUCTION (PURPOSE AND INTENT)**

This policy outlines access and use provisions for the Tests & Measures Collection maintained at the Florida Mental Health Institute (FMHI) Research Library.

## **STATEMENT OF POLICY**

The FMHI Research Library provides access to educational and psychological standardized instruments, otherwise known as Tests and Measures, serving the research and teaching needs of qualified faculty, students and licensed professionals at the University of South Florida (USF). Qualified faculty and students are defined as those whose fields are directly involved with standardized testing, whether through course instruction or enrollment. Licensed professionals are defined as those individuals holding active, Florida licenses who are affiliated with USF through the following departments and programs: Psychology, Psychiatry, Counseling, Education.

Due to the ethical and legal requirements outlined by most test publishers, the Tests & Measures Collection is made available for academic research only. It is the function of the FMHI Research Library to provide materials for examination and study; tests may not be reproduced or used in ways that will compromise test validity. Use of the collection implies that borrowers will not photocopy, administer or use test materials for pre-test practice or coaching.

The following procedures apply to use of the collection:

1. Tests and measures are restricted to in-library use only.
2. Authorized users are limited to borrowing one test at a time.
3. Borrowers must present a valid USF ID card or copy of state license. Borrowers will be asked to complete the "Test & Measures Use Request Form."
4. Borrowers should report missing or damaged items to avoid potential responsibility for replacement costs.

\*This policy was written in accordance with the AERA-APA-NCME's "Standards for Educational and Psychological Testing," United States copyright laws, and the requirements of educational and psychological test publishers.

**TEST & MEASURES USE REQUEST FORM**

*By signing this form, I confirm that I have read, understood and agreed to comply with the Tests & Measures Policy outlined by the Florida Mental Health Institute Research Library.*

Name: \_\_\_\_\_

USF Affiliate

USF Status:    \_\_\_ Faculty            \_\_\_ Graduate Student            \_\_\_ Undergraduate Student

USF ID Card No: \_\_\_\_\_

*Students will need to indicate course/professor:* \_\_\_\_\_

Non-USF Affiliate

State of Florida License No.: \_\_\_\_\_

Test Name: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

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**STAFF USE ONLY**

Date request received: \_\_\_\_\_

Staff member reviewing request: \_\_\_\_\_

Request granted: Yes \_\_\_\_\_ No \_\_\_\_\_

Special conditions: