

SAINT MARY'S COLLEGE LIBRARY

COLLECTION DEVELOPMENT POLICY FOR TEST & ASSESSMENT COLLECTION

January, 2018

Appendix E

I. INTRODUCTION

The purpose of the test collection is to provide instruments required by KSOE faculty for student research in specific assessment courses. The titles included in the collection are commonly used by qualified professionals in the fields of Education and Psychology.

In compliance with guidelines stated in the Standards for Educational and Psychological Testing (2016):

- Test kits are available to KSOE faculty and students specifically enrolled in assessment courses.
- Copyright restrictions apply. Please do not scan or photocopy any materials from the test collection.

II. OVERVIEW

Directed by faculty recommendations, the Library will selectively purchase commercial test materials as necessary to support instructional objectives. These materials will receive full cataloging, be accessible through the Library's online catalog, and be shelved in the permanent reserve collection. The size of the collection is expected to remain small (approximately 100 test kits) and provide only a sampling of instruments available. Curriculum assessment is outside the scope of this collection and not to be collected.

Tests are located in the reserve stacks and available to authorized borrowers only. Authorized borrowers include SMC School of Education and Psychology faculty and currently registered SMC students in select courses.

III. SELECTION & PURCHASING

Only one copy of each test will be acquired. Publishers often require authorization from a qualified test administrator at the time of purchase. The School of Education will identify faculty members for publisher contact purposes. At the time of this policy, the identified faculty members are:

Counseling & Special Education Program Contact: Dr. David Krapf

Office Phone: (925) 631-8177

E-mail: dkrapf@stmarys-ca.edu

School Psychology Program contact: Dr. Rebecca Anguiano

Office Phone: (925) 631-4465

E-mail: rma6@stmarys-ca.edu

IV SPECIAL CONSIDERATIONS

A. COPYRIGHT:

All kits will be clearly marked with copyright restrictions. All materials contained in test kits are copyright restricted including test items, manuals, ancillary forms such as answer sheets, profile forms, scoring templates, conversion tables, and tables of norms. Photocopying is prohibited.

B. CONSUMABLES:

Consumables included with the purchase of a test set remain with the test kit. One copy of each consumable, clearly labeled: "Do Not Duplicate", is laminated to provide a sample. Additional consumables circulate with the instrument and are intended for use by students. Each semester, the Education Librarian will identify kits with consumables needing to be replenished and notify appropriate faculty. Faculty will be responsible for ordering replacement consumables using student lab fees.

C. STUDENT ACCESS:

Each semester, SMC faculty will provide the Education Librarian with a list of authorized users that also includes faculty contact information. Each student borrowing a test kit must be named on the authorized list and must present an active student identification card to access tests. For a student not on the official authorization list, faculty verification must be made prior to issuance of any test instrument

Conrad Woxland, Education Librarian
On Behalf of the Kalmanovitz School of Education
Saint Mary's College of California

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