**SPSY Materials Library Policy**

Requests for the 2022-2023 school year should be directed to Cayla Lussier, Practicum GE: clussier@uoregon.edu. Office hours will also be announced on a term basis, where students may use, request, or browse materials.

**Overview**

The SPSY materials library is supported through the SPSY program, and use of materials is reserved for SPSY faculty and students (under faculty supervision). Many of the assessment materials are restricted to use only by individuals who have appropriate training and expertise. The SPSY program is committed to maintaining professional standards (e.g., *Standards for Educational and Psychological Testing* published by AERA, APA, & NCME; NASP *Principles for Professional Ethics*) so materials will only be checked out to individuals who meet relevant qualifications, or to SPSY students under the supervision of a qualified individual.

**Check Out Procedures**

SPSY materials may be checked out through the Practicum GE (contact info above). A face-to-face appointment is required to check in and check out all materials. When multiple requests occur at the same time, priority will be given to needs related to SPSY courses, practicum, and student research. Currently, materials are located on the 3rd floor of HEDCO, towards the student area in the back.

* **SPSY Faculty**
	+ Materials (e.g., protocols, test kits) needed for a course should be requested *at least 2 weeks* in advance of the beginning of the course.
	+ Test kits needed for a course will be checked out for the duration of the course to the faculty listed as instructor of record. The faculty instructor is responsible for providing appropriate supervision and returning all materials by the end of the term. The Practicum Coordinator can help facilitate check-outs with advanced notice.
* **SPSY Students**
	+ Materials may be checked out for up to two weeks and may be renewed if there are no pending requests for the materials.
* **Other Individuals**
	+ Requests to check out materials from individuals outside of the SPSY program must be approved by the SPSY Practicum Coordinator.
	+ Materials may be checked out to faculty from outside of the SPSY program if relevant qualifications are met. Students from outside of the SPSY program should contact the Practicum GE with their supervising faculty cc’ed.
	+ Requests from outside of the SPSY program are typically limited to 48-hour check out of materials.

**Responsibility for Materials**

Individuals who check out materials are responsible for returning the materials in the condition they were received (e.g., all parts present, clean, etc.). Fees may be charged to replace lost or damaged materials (e.g., rips/tears, stained stimulus materials, missing items). Please avoid consuming food or drink near materials. Individuals who damage or lose materials, or fail to return materials on time, may be prohibited from future use of SPSY materials.