



**SOCIAL SCIENCES
PSYCHOLOGY DEPARTMENT**

Bond University Psychological Test Library Agreement

In the context of the Faculty of Humanities and Social Sciences and the mission of the Psychology Clinic, the Psychological Test Library supports the academic, research and clinical needs of the faculty.

The Psychological Test Library purchases, maintains and archives psychological tests and materials, and loans them for professional purposes to qualified faculty and to students authorised by those faculty.

- 1 The Psychological Test Library operates in compliance with requirements of the Australian Health Practitioners Association Psychology Board, the Code of Ethics of the Australian Psychological Society (APS), the APS Ethical Guidelines (Guidelines for psychological assessment and for the use of psychological tests), the APS Directorate of Training and Standards (Supplement to the guidelines for the use of psychological tests), guidelines from test publishers, pertinent legislation, and standards of best practice. "
- 2 Psychological test instruments, stimulus materials, questionnaires, protocols, forms, manuals, scoring keys, and counselling inventories/questionnaires are kept in a secure and locked facility, the Test Library.
- 3 All persons who wish to use the Test Library must sign this agreement and abide by its procedures.
- 4 Physical entry to the Test Library is restricted and permitted only for Individuals with specific authorisation from the Director of the Psychology Clinic.
- 5 Students with Faculty Authorisation may have access to a specific psychological test and associated materials for a specific purpose only if the student agrees to comply with the APS Code of Ethics/ Australian Counselling Association's Code of Ethics, and only use the test under the Faculty staff member's direction and supervision. In particular, students do not compromise the effective use of psychological assessment methods or techniques, nor render them open to misuse, by publishing or otherwise disclosing their contents to persons unauthorised or unqualified to receive such information.
- 6 All Test Library users must assure that the confidentiality and Integrity of all psychological test Instruments, stimulus materials, questionnaires, protocols, forms, manuals, scoring keys, and counselling Inventories/questionnaires is maintained. This means that copies of any of these must not be made and must not be provided to anyone. This standard is required of all users, and it is also acknowledged not only that disclosure would violate responsibility to safeguard confidentiality of testing materials and copyright laws, but that:
 - (I) disclosure would invalidate the utility of the test or tests in the practice of psychology;
 - (II) disclosure would Impair the ability of psychologists to perform their duties properly; and
 - (III) disclosure would constitute a breach of the contractual arrangements under which psychologists are supplied with tests.

Members must not compromise the effective use of psychological tests, nor render them open to misuse, by publishing or otherwise disclosing their contents to persons unauthorised or unqualified to receive such Information. (APS Code of Ethic)

- 7 In keeping with all aforementioned requirements, all Test Library users must keep all psychological test Instruments, stimulus materials, questionnaires, protocols, forms, manuals, scoring keys, and counselling inventories/questionnaires within their direct physical custody or within their locked university office or home residence until returned to the Test Library.
- 8 All Test Library users must apply to borrow specific psychological test instruments, stimulus materials, questionnaires, protocols, forms, manuals, scoring keys, and counselling Inventories/questionnaires, by fully completing required forms with accompanying signatures.
- 9 Most tests are loaned for a maximum of 48 hours. The borrowing period will be less for tests that are in high demand for teaching or the Psychology Clinic.
- 10 Test Library users accept responsibility for all borrowed psychological test instruments, stimulus materials, questionnaires, protocols, forms, manuals, scoring keys, and counselling inventories/questionnaires. Upon borrowing, it is the user's responsibility to verify completeness.
- 11 Test Library users accept full personal and financial responsibility for all borrowed psychological test Instruments, stimulus materials, questionnaires, protocols, forms, manuals, scoring keys, and counselling Inventories/questionnaires.
12. Prior to borrowing a test or tests, Test Library users are required to pay a \$50 deposit. The deposit must be paid before borrowing privileges are activated. Student or Staff Cards must be shown to the test librarian when borrowing tests. Upon forfeiting borrowing rights, the \$50 deposit will be refunded. For planning and administration purposes, students must give five working days written notice of their intention to collect their deposit to the test librarian.
- 13 Test Library users may have their access restricted or suspended for untimely return of any components, or for unprofessional handling of any psychological test instruments, stimulus materials, questionnaires, protocols, forms, manuals, scoring keys, and counselling inventories/questionnaires, or for failure to comply with Test Library standards of practice.

In accordance with the University's Disciplinary Policy, student borrowers who abuse their borrowing privileges and who disadvantage others may lose some or all of their privileges. The following penalties will apply In relation to late returns:

- One to seven days late – the \$50 is forfeited and the student will be unable to borrow additional tests for the semester
- More than 1 week overdue – these tests will be deemed to be lost and a replacement cost will be levied. The replacement costs include the replacement cost of the item and the \$50 deposit will be retained as an administrative charge.
- Tests returned with missing components will incur a \$50 non-refundable administration charge and a replacement cost for the missing components will be levied. In the event that missing components cannot be replaced, full replacement costs of the test will be levied.

Test replacement fees must be paid by 4pm, Friday of Week 14 of the semester in which the student is enrolled in the subject. If the replacement fee is not paid by the due date subject grades will be withheld until the test replacement fee has been received.

- 14 The Test Library provides loans only when ALL documents are fully completed.
- 15 Consumable materials are only provided to Test Library users when they have been purchased by funds identified with a corresponding teaching, research or Clinic budget.

I have read and agree to abide by the above conditions

Student Name and ID

Supervisor Name

Student Signature

Supervisor Signature

Date

Date

Original to be retained by Bond University Psychology Clinic.
Copy of agreement to be provided to student.