

Social Sciences Testing Materials Library Regulations

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Borrowing

1.1. Conditions for borrowing

There are two categories of borrowers allowed to borrow testing materials:

- **Students who follow the university course in Psychology or Educational Sciences at the Faculty of Social Sciences (FSW) of Utrecht University**
They will be authorized automatically to borrow and request testing materials.
- **Staff of the departments of Psychology or Educational Sciences of the Faculty of Social Sciences (FSW) of Utrecht University**
They must ask for authorization at the Central Desk of the University Library. In order to register they must provide proof of their employment: via the Utrecht University website or they must show their letter of appointment.
Borrowing testing materials for FSW courses can only be done by or via the coordinator of the course.

1.2. The material

All printed tests in the Testing Materials Library are for loan. For copyright reasons making photocopies of the testing material is not allowed.

- Test forms (questionnaires, results forms etc.) which are part of the test are not to be filled in and must be returned together with other parts of the test. When a test is administered, the test forms must be bought via the Testing Material Library or the publisher.
- Reference works are not for loan (but photocopies can be made).
- Computer programs to calculate results can be borrowed by staff but not by students. However, students can make use of the programs in the Testing Materials Library. Please, make an appointment in advance for administering tests and/or calculating results. Any costs should be paid immediately. Please bring your own diskette to save data; printing is not possible.

It is not possible to request tests from other Testing Material Libraries.

1.3. Loan conditions

- The borrower must be registered at the Testing Materials Library according to the conditions under 1.1.
- Materials must be returned in time, complete and in good condition. Test forms are part of the test and must be returned (without being filled in) together with the test.
- Borrowers are not permitted to lend borrowed material to third parties.
- **Making photocopies of the testing material is not allowed**
When a test is administered, the test forms must be bought via the Testing Material Library or via the publisher.

1.4. Loan period

The loan period is two weeks. Items may be renewed each time for an additional loan period of two weeks, provided no holds have been placed by other borrowers.

As part of education by the Faculty of Social Sciences, material may be out on loan for a longer period of time: requests as part of education are given precedence over regular loans and requests.

1.5. Penalties

Breaching one or more conditions may lead to temporary removal of the Testing Materials Library borrowing privileges. By photocopying testing materials you risk the permanent removal of borrowing privileges. See also the Recall regulations mentioned below in 1.6.

1.6 Recall regulations

For the Testing Materials Library the recall regulations as stated in the lending regulations of the library apply.

N.B.: The compensation for the loss of the material is at least €35 per volume/test; please bear in mind that the costs to be charged for the loss of testing material may be considerably higher.

Consultation

The consultation of tests is only possible for the categories of borrowers of testing material mentioned under 1.1.