POLICY STATEMENT:

The purpose of the Peabody Library Test Collection is to serve the classroom, curriculum and research needs of Vanderbilt University. Given their expense and licensing restrictions, tests are purchased only at the request of faculty licensed to administer the test.

Access to the test collection is limited to faculty licensed to administer the specific test and their students under direct faculty supervision due to the ethical and legal requirements stated by test publishers.

The Peabody Test Collection housed in the Peabody Library consists of a limited number of test kits. These materials are identified in the Library Catalog with the location “Peabody Library Curriculum Materials Center (Shelved by Title)” and are shelved in a secured room in the Curriculum Materials Center Coordinators office within Peabody Library. Test collection materials are available for use by current eligible students and faculty only. This includes both in-Library use and for check-out from the Library. Use by anyone else, requires prior authorization from the Curriculum Materials Center Coordinator.

1. Due to the limited quantity of these materials and the high use of these materials, check-out of test materials is for 1 week for graduate students and 180 days for faculty.
2. The Library has responsibility for providing bibliographic access to and physical maintenance of any test kit materials in the Library including:
   o Cataloging and classifying test materials for the library catalog
   o Providing appropriate shelving and cabinet space in the Library for test materials including supplementary materials to the test kit.
   o Ensuring that all the components of the test kit are included at the time of check-out (most test kits consist of multiple parts) and following up on any missing components.
   o Informing Peabody Library’s Subject Librarian(s) when component parts need to be re-ordered because a part is found to be missing/lost.
   o Reporting to Peabody Library’s Subject Librarian a newer edition has become available.
3. The Library is responsible for the following:
   o Purchasing a test upon the completion of proper paperwork provided by faculty and cost to use ratio of the proposed test
   o Making decisions about withdrawing or about retaining test kits in the Collection that are old and/or for which a newer edition/version has been published.
     1. When new editions are purchased, one copy of the older edition is sent to the Annex
   o Making decisions about withdrawing or about continuing to make available test kits that have some content missing that cannot be replenished or the Library does not wish to replenish.
4. The Library staff will not provide photocopies or scans of materials in the Test Collection nor are these materials available for interlibrary loan to other libraries.

5. The primary clientele for the test collection includes the following departments in Peabody College: Special Education, Psychology & Human Development, Teaching & Learning and Human & organizational Development; and the Deaf Education and Speech Language Pathology programs in the Medical School. Other Vanderbilt University or Vanderbilt Medical Center faculty may use test materials once they have provided proof of licensure or certification for the tests.