

Education and Social Science Library
University of Illinois

TEST COLLECTION POLICY
October 1990 (revised December 2001)

Introduction

A test collection of over 8,500 tests measuring achievement, intelligence, character and personality, vocational aptitude, and other areas is available to patrons of the Education and Social Science Library of the University of Illinois. The primary purpose of the collection is to provide access to the various tools of measurement for those involved in study and research. Application of the tools for other purposes is strongly discouraged as it may affect the validity of the test results.

Organization

The contents of the test collection are listed in two places: in the online database and the card catalog in the rear of the reference and reserve area. The online catalog is linked from the Education and Social Science homepage and is the best way to search for tests. Tests may be searched by keyword, title, author, subject, and publisher. The card catalog provides access to tests by title and by subject, however it is not updated. Subject categories for both catalogs are based on those used in the *Mental Measurement Yearbooks*.

Access to Published Tests

To obtain a copy of a published test from the collection, a test file request form should be filled out in full, and given to the person working at the reference desk for retrieval. Test packets usually contain a copy of the test form, manual, and scoring key. **Each packet should be checked for the contents listed on the envelope both before and after use. Most of the tests in the collection are protected by copyright law. The library restricts tests from this collection to room use only. Photocopying of tests is prohibited.**

Access to Tests in Microfiche

The library also holds a collection of tests on microfiche. This collection of unpublished measurement tools can be accessed through Tests in Microfiche, Annotated Index which can be found on the index tables. The patron may retrieve microfiche from the collection located in the file cabinets near the HRAF collection. **The test on fiche may be copied unless noted otherwise. The microfiche may be checked out for a period of four weeks.**

This policy was prepared in accordance with the guidelines proposed in Guide for the Development and Management of Test Collections (1985), Standards for Educational and Psychological Testing (1985), "APA-AERA-NCME Standards" in Tests in Print II (1974) and "Test Collection Policy," California State University, Sacramento (1986).