



### Psychology Test Kit Usage Policy

The HPU Library provides authorized borrowers with Psychology Test Kits that are owned by the Psychology Department. Only those authorized by the Psychology Department that also have a valid HPU ID will be allowed to borrow the kits from the library. The University Library will utilize the following policy to govern the Psychology Kit circulation and use. The Library and Learning Commons is not responsible for any lost, stolen, incomplete, or damaged kits.

### Psychology Kit Information

- Each Psychology Kit comes with a printout of the materials provided in order to conduct the tests.
- Each Psychology Kit will be provided with its own unique testing forms and materials.
- Each Psychology Kit will be provided with one protocol per student upon the first use and will not be provided per subsequent use within the same semester.

### User Policy

- Psychology Kits can be checked out for 7 days with a valid HPU ID by those authorized to do so by the Psychology Department.
- Authorized borrowers can check out assessment materials for short-term educational use.
- Borrowers assume responsibility for all materials checked out and are liable to remit payment for damaged, missing, and stolen items as appropriate.
- Authorized borrowers may only borrow one Psychology Kit at a time.
- Authorized borrowers must make a research consultation with a librarian in order to borrow a Psychology Kit.
- All Psychology Kits must be returned to the Waterfront Library.

There is no charge for borrowing a Psychology Kit. However, a replacement fee of \$200.00 will be issued to the user's account for Psychology Kits that are not returned 10 days after the due date. If a borrower fails to return a Psychology Kit and fees are assessed to the account, the borrower will be responsible for paying those fees. Unpaid replacement fees and related charges will cause the borrower to be subject to any and all financial consequences as outlined on the Business Office Student Account Policies & Deadlines website (<https://www.hpu.edu/business-office/policies-deadlines.html>), up to and including registration and records holds, additional late fees, referral of balances to third party collections servicer(s), and other consequences.

Upon return of Psychology Kits the Library staff will verify that the Kits are in good condition with nothing missing; returning the Kits will waive a replacement fee.

Borrowers must report any lost or missing items before the Psychology Kits are inspected and checked in to avoid any replacement fees. If an item is discovered to be lost or missing the responsibility of replacement falls upon the last borrower.

### Responsibilities

1. Psychology Kits are in high demand and are expensive to replace. Borrowers are responsible for utilizing and caring for the Psychology Kits properly while in their possession.
2. Those who violate the Psychology Kit usage policy or who use the Psychology Department's resources to violate any duly established University, state, or federal policies or laws will be held accountable. This includes, but is not limited to: vandalizing, altering, or damaging the Psychology Kits or HPU property.
3. **Borrowers are responsible for making sure all components of the Psych Kits are present before checking them out.**
4. **NEVER** leave the Psychology Kits unattended for any reason. The borrower is solely responsible for the Psychology Kits, and damage or replacement fees will be assessed to the individual to whom the Psychology Kit was checked out. **I understand and agree to all the terms listed above in the HPU Library & Learning Commons along with the Psychology Department Usage Policy for Psychology Kits.**

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Print Name

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Unicard #

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Signature

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Date