

University of Southern Maine  
College of Education and Human Development  
Assessment Center  
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## Circulation Policies

1. The materials in the Assessment Center collection are available for check out by those who have applied for and received borrow privileges, including students in College courses. Of note, certain tests may be used only by students in the School Psychology Program at the University of Southern Maine.
2. All borrowers must complete a borrower card application and receive a borrower card prior to checking out any materials.
3. The circulation period for any material is one week, with renewals available dependent upon any a waiting list for checked out items.
4. Borrowers are expected to return materials by their due dates. Students who have outstanding materials checked out will not receive a grade for the course until the materials are returned or appropriate compensation for lost materials is made.
5. The materials in the School Psychology Collection of the University of Southern Maine, College of Education and Human Development are available for circulation to currently matriculated students in the School Psychology Program who are at the time of check-out of materials enrolled in either HRD 677 or 678.
6. Students needing to complete “incomplete” assignments in order to receive credit for HRD 677 or 678 need instructor permission to check out materials. Materials may be checked out during the first two semesters following the semester in which they enrolled in those courses.

Any questions regarding these policies should be directed to:

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