**ASSESSMENT CLOSET USAGE GUIDELINES**

Adler University is pleased to be able to offer a wide range of assessment tools to faculty and students in all clinical academic programs for their academic use. The Office of Academic Affairs oversees the Assessment Closet with Dr. Kevin Osten-Garner as the Coordinator.

The following are the procedures for borrowing assessment materials.

* The assessment closets are located on the 15th floor on the north-side wall just outside Community Hall and the south wall in the hallway leading to the 15th floor administrative offices (training and Civic Center area).
* Assessment supplies can be accessed during the following hours for the Fall 2019 term:
	+ Monday 10:30 am - 2:30 pm and 3:00 pm – 6:00 pm; Wednesday 12:30 pm - 3:30 pm; and Friday from 11 am – 3 pm.
	+ Please plan your assessment needs ahead of time to pick up supplies during these hours if at all possible. On occasion, the work-study students, Maria Fritz, or Wendy Paszkiewicz will be available to access the assessment closet for urgent needs.
* There are two work-study students (Eddie Burks and Diana Chaidez) who are the stewards for the closets this year with Maria Fritz in Academic Affairs serving as a back-up. They are responsible for checking kits in and out, disbursing protocols, and helping course TAs get materials needed for class. We need your flexibility in arranging times to pick up materials. The more lead-time you give us, the more likely we will be able to accommodate requests.
	+ A few notes on engaging with Diana, Eddie and Maria:
		- Please treat them with respect. They are there to provide service to you, and any concerns or difficulties with the procedures should be shared with Dr. Osten-Garner.
		- **Do not email their personal, student, or work email accounts**. All requests for materials are to be made through the assessment closet email account. **Requests made to personal/student/work email accounts will not be honored**.
* The email address for the assessment closet is assessmentrequest@adler.edu
* Classes take priority in kit usage. For example, kits such as the WISC, WAIS, MMPI, etc. are used in classes and as such are in high demand. Any student who would like to check out these kits can do so, but note that your request may be denied if we only have a limited number of kits available and a class will need them within the window of your personal request.
* If you know you will need a kit, send your request to the assessment closet at assessmentrequest@adler.edu at least 48 hours in advance. This way you can be notified of the kit’s availability. You may request same day by email or walk up, but your kit may not be available.
* There are request forms that need to be filled out for checking out kits and for obtaining protocols. **If you do not fill out this form, you will not be given a kit or protocol. This is absolutely necessary to keep track of inventory.** This also applies to TAs taking out materials for classes. I would suggest filling out the forms ahead of time (form attached to this email) and then bringing them when it is time to retrieve materials for class. There is an envelope outside the cognitive closet by community hall with the forms in them. You can also print them yourself.
* Previously, the closet charged fees for protocols. While we no longer charge fees for protocols, we ask that you are responsible in their use.
* Kits can be checked out for 2 weeks at a time and extended for an extra 2 weeks one time. So the longest you can have a kit is for 4 consecutive weeks.
* You may not have more than one MAJOR kit checked out at one time. Major kits are: WISC, WAIS, WIAT, WRAT, WJ, MMPI, TAT, Rorschach, PAI, NEPSY, DKEFS.
* If we only have one kit of a certain assessment, that kit must be returned in 24 hours.
* We have three manuals each of the WISC and WAIS for check out if needed. All other manuals will need to be checked out with an entire kit.
* Please return kits in the allotted time. You will receive a receipt acknowledging that you returned the kit with all components intact.
* Two late returns will result in suspension from assessment closet usage until the completion of a remediation meeting with the assessment closet faculty coordinator, Dr. Kevin Osten-Garner.
* You must extend kit check outs in person, completing a new form noting that it is an extension.
* If you will be late returning a kit, please let us know via email at assessmentrequest@adler.edu, and indicate when you will be returning the kit to the closet.
* If you lose a kit, you will be fiscally responsible for the materials. Please notify assessment closet personnel at assessmentrequests@adler.edu immediately upon loss.