HOW TO LOCATE A TEST IN
THE LIBRARY'S TEST COLLECTION

It is usually a good idea to look at an actual copy of a test you are reviewing. The Library maintains a collection of over 385 standardized tests that are available for check-out as RESERVE items (i.e., in-house use, only). All the tests are listed in the Library's Online Catalog, are catalogued with Call Numbers beginning LZ, and are filed by LZ number in cabinets in Lamson 102. You can locate tests in a number of ways:

A. IF YOU HAVE ALREADY SELECTED A SPECIFIC TEST:

- From the Library website http://library.plymouth.edu, click on the “Book” icon above the basic search box.
- Enter test title: e.g. peabody individual achievement test and press <Enter>.
- Note Call Number (e.g. LZ48), and whether or not test is Restricted. Restricted tests may only be accessed with prior approval of the instructor.

B. IF YOU ARE LOOKING FOR A TEST TO EVALUATE, YOU MAY BROWSE THE WHOLE TEST COLLECTION AS FOLLOWS:

- In the basic search box on the Library website, enter: test b8:reserve [press <Enter>].
- A list of approximately 386 test titles will appear on the next screen. Click on the test title to display the catalog record and then click on “Description” to display the expanded test description.
- The list is sorted by default by “Best Match”. To sort by publication date, click the down arrow in the “Sort by” box and choose “Date (Newest First)”
- To limit by specific type of test, redo your search adding a specific term (e.g. achievement, self esteem) as a Keyword after the general search for all tests. For example: test b8:reserve kw:self esteem

C. WHEN YOU FIND YOUR TEST, NOTE THE COMPLETE LZ CALL NUMBER AND GIVE IT TO THE ASSISTANT AT THE INFORMATION DESK. YOU NEED YOUR PLYMOUTH STATE I.D. TO CHECK OUT THE MATERIAL.

NOTE: If the Location Field for your test indicates “Test (Restricted)” this means that we must comply with the publisher’s request to protect the test’s integrity. This statement appears on all restricted tests: “This test was purchased under an agreement with the publisher that the library would restrict access to the test to only those students currently in PSU classes that have the specific approval of the faculty member teaching the testing course in which they are enrolled. Faculty approval of a specific student’s use of a specific test should be e-mailed to helpdesk@plymouth.edu.”

Compiled by Gary McCool
Revised 9-9-2017