# YUPC Reservations in the PRC – Users’ Checklist

## GETTING STARTED WITH YOUR ASSESSMENT AND USE OF PRC RESOURCES (Psychology Resource Centre – BSB 160)

<table>
<thead>
<tr>
<th>Description</th>
<th>Notes</th>
<th>Where can I find?... / Links</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assessment Resources</strong></td>
<td>- Check YUPC holdings <strong>FIRST</strong> for test(s); protocol(s); scoring report availability (Robin Mitchell/ <a href="mailto:rcmitc@yorku.ca">rcmitc@yorku.ca</a> / x30425 BSB 119 ; Joanne Halpert <a href="mailto:jhalpert@yorku.ca">jhalpert@yorku.ca</a> / x58488, BSB 104 , or Louise Hartley / <a href="mailto:lhartley@yorku.ca">lhartley@yorku.ca</a> / x30428, BSB 128. Then, as necessary, see if held by the PRC. The PRC can act as back-up for YUPC holdings.</td>
<td>YUPC - BSB 104</td>
</tr>
</tbody>
</table>
| **Kits/Tests / Protocols / Scoring options, etc.** | After checking with the YUPC, use the PRC test catalogue to find test resource(s):  
  - Name;  
  - Version;  
  - inventory;  
  - scoring options;  
  - & other relevant information. | 1) [Commercial Test Catalogue](#)  
  2) [Compendia Test Catalogue](#)                                                                 |
| **Creating your Reservation – 48 hours advised (excluding weekends!)** | **- After checking with the YUPC and reviewing all the information for your assessment, make a Reservation with us by using the online form.** Remember, that a request does not guarantee the reservation!  
  -48 hours advance notice is advised to afford sufficient time for PRC staff to process; follow-up & prepare request(s).  
  i) Reservation requests are processed in the order received.  
  ii) If submitted after 5PM FRIDAY & over the weekend they will not be processed until the next business day (typically Monday morning). | Create a Reservation  
  -48 hours advance  
  -Only include gender; age of client(s); etc. – no personal client identifiers! |
| **Protocols**                 | Provide all relevant information for Protocol(s). e.g.: which form; age; gender; how many sets are required for each test(s).  
  - Unused protocols are to be RETURNED to the PRC. | Look through the test “inventory” section of the catalogue record to find the types /versions of the protocols available. |
| **Scoring Options**           | Pearson Q-Global; other on-line scoring/reporting platforms  
  - Scoring, reporting and administration for some tests is available, or only possible via an on-line platform – e.g. Pearson Q-Global. Check PRC catalogue records.  
  - Speak to Joanne Halpert (or Robin) - YUPC – as early as possible re score reports for all YUPC cases to avoid delays. YUPC supervised students should check with their YUPC case supervisor for their preferences and/or account information.  
  -48 hours for initial account set-up is advised. | Dr. Robin Mitchell: rcmitc@yorku.ca / x30425 BSB 119  
  Joanne Halpert: jhalpert@yorku.ca / x58488, BSB 104  
  Pearson Q-Global                                                                 |
| **Laptop**                    | Check PRC catalogue to determine if the test you will be using has test scoring software; laptop #; USB key required; etc.  
  Users **MUST** have completed a [Laptop Loan Agreement form](#) prior to borrowing.  
  - Check the “Laptop User Document” for titles; costs; passwords; tips; etc.  
  - the laptops are "DeepFrozen", all files saved locally (desktop, C:) **will be deleted upon logout.**  
  - You are advised to save all reports/output to external media (USB etc.) and / or e-mail file(s) to yourself. | Test Software List  
  Laptop Agreement Form  
  Laptop User Document  
  Printing / Copyright, Computers, Laptops & Wireless Printing, Software |
| **Loan Priorities**           | Borrowing priority is:  
  1) Assessments  
  2) Presentations  
  3) Marking  
  4) Practice  
  5) Other |                                                                 |
| **Loan Periods; Policies**    | - Standard loan period for tests is 2 days / 48 hours but may be subject to recall based on loan priorities.  
  - Standard loan period for laptops is up to 2 hours.  
  - Be sure to complete the “Test Kit Checklist” provided before leaving the PRC. Inform PRC staff of any missing or damaged items. | [Circulation Policy](#)  
  [PRC Borrowers Code](#)  
  Printing / Copyright, Computers, Laptops & Wireless Printing, Software |

---

**Important**
| **Renewal(s) & Recalls** | - After the standard 2 day loan, resources may be available for renewal. Please contact the PRC via email, phone or in person – a request does not guarantee a renewal!  
- Based on loan priority, items are subject to recall. We ask that you provide the best e-mail and phone number to contact you if needed. | 416-736-2100 x 44018  
psycentr@yorku.ca  
BSB 160 |
| **Tips** | - Please be sure to complete all relevant fields in the “Reservation” form: i.e.: Supervising Psychologist; Assessment date; time of pick-up & return. Keep in mind the priority for Loans (see above).  
- **ALWAYS SAVE** reports, files, output to external drive(s) or e-mail to yourself. On logout of the Laptops, all files saved to C: or desktop will be deleted! | |
| **Graduate Students** | Include the name of the “Supervising Psychologist”; confirm with him/her protocols; type; & number required; scoring; etc. | |
| **Ethics/Identifying Information, etc.** | Users are responsible for the ethical / legal use of resources & ensuring all reports, files, client identifiers etc. are removed before returning laptop; kits; resources; etc. | |