**Fall 2015 Assessment Library Hours**

Please adhere to these hours for **ALL** requests for measurement tools and forms.

**Mondays 11am-2pm**

**Tuesdays 12:30-4:30pm**

**Fridays 11am-2pm**

Assessment Librarian: **Taylor Panzarino** tpanza1@students.towson.edu

**Procedures for Signing Out All Tools/Materials**

**Measurement Tools**

Record the following information in the white binder labeled “Measurement Tools”:

1. Name of measurement tool

\*\*\*If your tool is labeled with a number, also include the number of the tool

1. Date
2. Your name
3. Phone number
4. E-mail address
5. Professor’s name
6. If the tool contains more than a manual, make sure all parts are counted and recorded in the white binder labeled “Measurement Tool Parts” and complete the following:

1. Find specific measurement tool in binder (binder is alphabetized)

2. Record the labeled number on the measurement tool

3. Record your name

4. Check off the parts included in the tool

**Project Materials**

Record the following information in the red binder labeled “Lab Materials”:

1. Name of materials
2. Date
3. Your name
4. Phone number
5. E-mail address
6. Professor’s name

**Procedures for Returning All Tools/Materials**

**Measurement Tools**

1. Count all parts of measurement tool
2. Record your initials next to the signed out tool
3. Record date tool is returned

\*\*\*The condition of the returned tools as well as the assessment librarian’s initials will be recorded

1. Return any unused record forms

**Project Materials**

1. Record you initials next to the signed out materials
2. Record your initials next to the signed out materials
3. Record date material is returned

\*\*\*The condition of the returned materials as well as the assessment librarian’s initials will be recorded

**\*\*\***If measurement tools/materials are **returned** in special circumstances when the **assessment library is not open**, please follow the procedures listed below:

1. Leave manual and accompanying parts on desk
2. Attach note to returned materials that includes the following information:
3. Name of returned measurement tool, including number of tool
4. Your name
5. Email address
6. Phone number

\*\*\*If you are returning more than one tool, write your name with each returned tool in the case that the note gets separated from the returned materials.

Your cooperation is greatly appreciated ☺