

THE DAVID O. MCKAY LIBRARY

The David O. McKay Library's collections number nearly one-million items including books, periodicals, government publications, microforms and other media, of which nearly half are available as electronic texts. These collections are enhanced by hundreds of online databases that offer access to millions of full-text journal articles. Items not available in the library may be requested through interlibrary loan and received within a few days from other libraries around the nation.

The library maintains more than 500 computer work stations with access to research materials, the Internet and e-mail, and with production tools such as word processing and spread sheets. Seating for approximately 1,200 users, including study carrels, tables and group study rooms, is available throughout the building.

The Family History Resource Center is fully automated with skilled assistants and knowledgeable instructors to help students with their Family History research needs.

Library personnel are eager to help patrons locate and use materials. Library orientation is offered online as part of campus Pre-Orientation Class GS 104, via walking tours that begin at the reference desk near the southeast entrance and by frequent showings of the entertaining and informative video "Don't Get Caught in the Web," that explains the research process and shows students how they can best use the myriad resources available to them. Librarians also teach a one-credit Library Research class each block.

Students, faculty and staff use their BYU-Idaho ID card to check out books.

Additional information is available at the library website, www.lib.byui.edu.

THE TESTING CENTER

Location: 2nd Floor of the Clarke building
Office Hours: 8:00 am - 5:00 pm Monday - Friday
Phone: (208) 496-1207
Clarke Testing Center: 8:00 am - 10:00 pm Monday - Friday
 11:00 am - 4:00 pm Saturday

The last test is always given out one hour before closing.

The Testing Center administers write-on tests (essay or short answers - scored by the instructor), objective (multiple choice) bubble sheet response tests that are scored and reported immediately to the student, or a combination of the two methods. We also provide batch scoring for tests administered in the classroom on answer sheets provided by the Testing Center. Data approved for viewing by the Instructor, such as scores (immediately) and item responses (the day after the test), for objective tests administered in the Testing Center or batch tests scored and merged into the testing database, can be viewed on our Web pages at:

<http://www.byui.edu/testingservices/>
 "My Scores - Students" for students and
 "My Courses - Faculty" for faculty.

From this location Faculty can also view student responses.

An advanced Item Analysis tool, ExamStat, is provided for Faculty at no cost through BYU-Provo. Class scores, item responses, and an item analysis report along with other test aids are provided with this tool for each test. Report numbers and links are provided for the Instructor when the test ends or anytime upon request. If a record is kept of the report numbers, previous reports can be viewed by going

to the provided link and entering the number.

BYU-Idaho Testing Services also provides:

- CLEP tests for college credit to prepared students.
- Standardized testing, including: ACT, Praxis, and GED.
- Distance learning tests for Universities world wide.
- Campus approved survey results. For help with surveys please contact the Testing Center Office.
- Computer testing for BYU-Idaho students taking on-line classes.

Smith Computer Testing Center

Location: Smith 352

Hours: 10:00 am - 9:30 pm - Monday - Friday
 11:00 am - 3:30 pm - Saturday

The last tests on campus will always begin one hour before closing.

We now have a growing Distance Testing program for students taking BYU-Idaho classes online. Our Online testing pages can be found at <http://www.byui.edu/onlinetesting/>. These pages provide direction, policies, and procedures for On-and Off-Campus proctored computer testing.

Communication for online testing is at (208) 496-2543 or onlinetesting@byui.edu.

The Testing Center is dedicated to enhancing the learning and teaching process while adhering closely to the National College Testing Association (NCTA) Professional Standards and Guidelines for testing.

Services For Students with a Disability (SSD)

Following admission guidelines, BYU-Idaho is committed to the full inclusion of all otherwise-qualified individuals who can benefit from its educational programs and activities. The Office of Services for Students with a Disability (SSD), located in McKay Library, East 158, assists in facilitating reasonable academic accommodations for all qualified students who have documented learning, emotional, and/or physical disabilities (as defined by applicable disability law) and have need for reasonable accommodation. Elevator access is provided.

The ultimate goal is to promote individual independence within the academic atmosphere of the University. Students are assisted in this process by SSD and by the support services and programs available to all BYU-Idaho students.

In order to provide academic accommodations, SSD must have on file medical or psychological information documenting the disability. The information should be current within three years. That information must come from a qualified professional in a field relevant to the disability. The information should include: diagnosis, level of severity, discussion of issues, test scores (in the case of learning disability), recommended accommodations, etc.

The professional should be clearly identified by name, degree, specialty, address, and telephone number. The University does not provide learning disability testing.

Academic accommodations include (but not limited to): additional time for testing, preferential seating, volunteer note-takers, oral testing, audio taped lectures, priority registration, copies of overheads, distraction-free environment for testing, etc.

These accommodations are considered on an individual basis based

on the clinical information and an interactive dialogue with the student.

Services such as assistance from a personal attendant, help with activities of daily living (ADL's), transportation to campus, or transportation on campus, etc., are classified as "personal services" and are not provided by the University. Referral to appropriate agencies and resources is available through SSD.

Written descriptions of specific accommodations may be sent to instructors if needed or requested by the student. With the student's permission, clinical information regarding the disability may also be shared with instructors to provide better services.

Students are encouraged to request accommodations as early as possible, especially those which required "lead time" to arrange, such as interpreter services for the hearing impaired, assistive technology hardware or software, etc.

All students, regardless of disability issues, are encouraged to take advantage of the services offered at the Learning Assistance Department (LA), which include:

- Reading Center
- Writing Center
- Math Center
- Study Skills Center
- Tutoring Center

These services are provided at no extra cost to the student. It is the student's responsibility to contact the centers and make arrangements for services. Information can be found on the BYU-Idaho home page by following the links "Students," then "Services," to "Learning Assistance." A person may also call the LA Department at (208) 496-1158. Centers are located on the 2nd floor, McKay Library, East. Elevator access is provided to the 2nd floor.

Policy Summary:

Brigham Young University-Idaho provides reasonable accommodations to qualifying persons with disabilities pursuant to applicable disability law.

Procedures:

1. Prior to initiating services, admission criteria must be met and the student accepted to attend Brigham Young University-Idaho.
2. Persons desiring reasonable accommodations must first be assessed for eligibility by the Office of Services for Students with a Disability (SSD).
3. The person with disability is responsible to provide the SSD with written verification of their disability issued by a qualified medical or psychological professional. This document should include evidence of testing, diagnosis, prognosis, and level of impairment.
4. The SSD is responsible for reviewing the professional documentation, involving the person in an interactive dialogue concerning possible appropriate reasonable accommodations, and determining the eligibility of the person to receive accommodations.
5. The SSD will issue written notification of eligibility to affected offices, department, and faculty. The Office will present recommendations and coordinate with the departments and faculty to develop reasonable

accommodations based on the individual circumstances of each person with disability. The notification should define the time period for the eligibility.

6. The SSD informs the person with disability that Brigham Young University-Idaho cannot define or control services that are provided by outside entities such as insurance companies, Federal Financial Aid, private scholarship funds, etc.
7. A person who is dissatisfied with the effort of accommodation will seek resolution through the following grievance procedure:
 - a. The person will prepare a written description of the grievance and submit it to the Director of SSD
 - b. The Director makes preliminary investigation of the facts and circumstances. A meeting is convened among the affected individuals and entities. The purpose of the meeting is to reach consensus to a reasonable accommodation. If reasonable accommodation is made, the Director documents the resolution by sending a written summary to the student.
 - c. If an agreement satisfactory to all of the parties is not reached, the Director will notify the Dean of Students, who will appoint a three-member review panel. The panel shall review the request for accommodation, conduct an investigation as it is determines is reasonable and necessary, and make a recommendation for the resolution of the grievance to the vice president who has administrative responsibility for the area in which the accommodation is requested. The vice president shall make the final University determination with respect to the requested accommodation. The student will be informed of the decision.

For questions regarding services for students with disabilities, contact:

Richard G. Taylor, Ph.D.
 Director, SSD
 BYU-Idaho
 Rexburg, ID 83460-4121
 phone: (208) 496-1158 voice/tdd
 e-mail: taylorr@byui.edu

See also:

Adaptive Service Adventure Program (ASAP)
 e-mail: andersons@byui.edu