Policy for the Use of the Applied Social Psychology Technical Report Library
November, 2016

1. Electronic copies of all technical reports written by Applied Social Psychology graduate students with their faculty supervisors from 1995 on will be located in a folder called ASP_Library on the Department of Psychology's Q: drive. The main folder is divided into subfolders, which contain reports (PDFs) of projects supervised by each Applied Social Psychology faculty member, or reports of projects supervised by other, usually former, ASP faculty members located in an "Additional Reports" folder.

2. The reports in the ASP Technical Report Library are confidential. Only Applied Social Psychology faculty will have access to the ASP_Library folder on the Q: drive.

3. A current inventory of all technical reports written in 1995 or later will be kept on the Q: drive. A current inventory of all technical reports written since the beginning of the Applied Social Psychology program in 1977 (the first report is dated 1980) will also be kept on the Q: drive.

4. An inventory of all technical reports, without the titles of a few extremely confidential reports where the agency specifically asked not to be listed, will be placed on the Department of Psychology's web site for use by the Applied Social Psychology graduate students. This makes the titles of the reports available to the general public.

5. Graduate students in Applied Social Psychology will have access to the technical report library through their supervisor. In the event that a student makes a copy of a technical report from the library for use during a practicum or internship, they must keep it confidential and delete it from their computer(s) at the completion of their practicum/internship.

6. If a member of the public requests a copy of a report, then this request must be directed to the faculty supervisor. After referring to the contractual arrangement with the agency that received the technical report, the faculty supervisor will 1) refuse the request because of contractual obligations, or 2) contact the agency for permission to release the report as stipulated in the contract, or 3) inform the agency that the report will be released as stipulated in the contract, or 4) will follow the contractual arrangement with the agency which is different from options 1) through 3).

7. Hard copies of reports written before 1994 are kept in a four-drawer filing cabinet located to the left of the sink in room 175. Applied Social Psychology faculty or graduate students wishing to sign out one of these reports should contact the Applied Social Psychology Technical Report librarian (currently Peter Grant).