THE DAVID O. MCKAY LIBRARY

The David O. McKay Library’s collections number nearly one-half million items including books, periodicals, government publications, microforms and other media. These collections are enhanced by more than 100 of online databases that offer access to thousands of electronic books and 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 1200 users, including study carrels, tables and group study rooms, is available throughout the building.

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
Hours
Office: 8 am-5 pm M-F
Clarke Testing Center: 8 am-10 pm M-F
11 am-4 pm Sat.

Instructors who use the testing center may give write-on tests (essay or short answer - scored by the instructor) or multiple choice which are scored immediately and reported to the student, or a combination of the two methods. We also provide batch scoring for tests administered in the classroom on provided answer sheets.

Standard testing is also administered here. These include: ACT, CLEP, Praxis, and GED. We also administer distance learning tests from other Universities world wide.

The Testing Center WEB pages provide information for students, faculty, and visitors. On the Student page the entry to the Clarke Testing Center can be viewed to see if there is a line. Visitors can find directions to the Testing Center among other things. Faculty can view class scores, including item responses for each student, and Item Analysis reports are communicated via email at http://examstat.byu.edu/. Students can view test scores the teacher allows them to see.

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 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.