AIA Colorado ARE Study Material Library, Denver Office

Updated: 11/18/08

STUDY MATERIALS LENDING PROCEDURES:

Where to Check Out Materials

Materials can be checked out at the AIA Colorado Office, located at 1515 Arapahoe St., Ste. 1-110, during office hours M-TH 9am-4pm and F 9am-12pm. *Please note we close at 12pm on Friday, so materials borrowed on a Friday must be returned by noon in order to avoid a penalty.*

Number of Items That Can Be Checked Out

Individuals can check out TWO items at a time.

How Long You Can Check Out Materials

AIA Members can check out materials for two weeks (14 days). Items may be renewed for one additional week if not requested by another member. **Materials may not be checked out for more than three consecutive weeks by the same person.** If you wish to renew for a third week, please contact the AIA office (at 303.446.2266 or by email at Emily@aiacolorado.org) *on or before* the due date. Anyone not contacting the office to renew materials on or before the due date will be subject to late fees. (See Deposit, Late Fees & Penalties below.)

Deposit, Late Fees & Penalties

A $150 deposit is required when borrowing items from the library. The deposit can be in the form of a check or credit card. Damages to the materials in any way (to include, but not limited to: liquid or food stains, highlighter/pen marks, torn or missing pages/flash cards) will be assessed upon return of the materials. Cost for replacement of materials depends on which item is being replaced and will be applied immediately. A charge of $5 will be charged to anyone returning the ArchiFlash cards out of order. There will be a $5 charge per day per item for materials that are returned late. *If an individual continually returns materials late without contacting us regarding renewal, or has returned materials damaged, we reserve the right to disallow that individual from borrowing materials to in the future.*

AVAILABLE MATERIALS:

ArchiFlash (3.1):
- *Building Design/Materials & Methods*
- *Construction Documents & Services*
- *General Structures*
- *Lateral Forces*
- *Mechanical & Electrical Systems*
- *Pre-Design*

Ballast:

ARE Review Manual (4.0) – Includes the following sections: Building Design & Construction Systems; Building Systems; Construction Documents& Services; Programming, Planning & Practice; Schematic Design; Site Planning & Design; Structural Systems.

ARE Sample Problems & Practice Exam Booklets for each section (see above)

Architectural Exam Review in a Flash: Rapid Review of Key Topics for the ARE Flashcards

Ching: *A Visual Dictionary of Architecture*; *Building Construction Illustrated (3rd Edition)*

Dorf (3.1): *Solutions: Site Planning/Building Planning/Building Technology (5th Edition)*

Kaplan: *Architectural History*

ARE 4.0 Building & Design Construction Systems 2009 Study Guide
- Questions & Answers Booklet
- Flash Cards
- Practice Vignettes
- Online Testbank

ARE 4.0 Building Systems 2009 Study Guide
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- Flash Cards
- Practice Vignettes
- Online Testbank

ARE 4.0 Construction Documents & Services 2009 Study Guide
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ARE 4.0 Programming, Planning & Practice 2009 Study Guide
- Questions & Answers Booklet
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ARE 4.0 Schematic Design 2009 Study Guide
- Practice Vignettes

ARE 4.0 Site Planning & Design 2009 Study Guide
- Questions & Answers Booklet
- Flash Cards
- Practice Vignettes
- Online Testbank

ARE 4.0 Structural Systems 2009 Study Guide
- Questions & Answers Booklet
- Flash Cards
- Practice Vignettes
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NCARB: *ARE Study Guide: Graphics Divisions v3.1*

Please contact the AIA Colorado office for ARE 3.1 material availability.