

AIA Colorado North Chapter

ARE 3.1 Study Material Check-Out Policy

The North Chapter of AIA Colorado has the following A.R.E. Study Materials available for check-out (all materials are 2005 ed. unless noted otherwise):

Kaplan A.L.S. (Architectural License Seminars) Study Guides

otherwise) (\$80 Deposit Required per item):

Architectural History
Site Planning (2006 ed.)
Mechanical & Electrical Systems
Building Design / Materials & Methods
Pre-Design
Building Planning
Building Technology
General Structures
Lateral Forces
Construction Documents & Services

A.L.S. Question & Answer books

(\$50 Deposit Required per item):

Mechanical & Electrical Systems
Building Design / Materials & Methods
Pre-Design
General Structures
Lateral Forces
Construction Documents & Services

A.L.S. Test Bank

(\$55 Deposit Required per item)

Graphic Divisions (Multiple Choice)
Mechanical & Electrical Systems
Building Design / Materials & Methods
Pre-Design
General Structures
Lateral Forces
Construction Documents & Services

Other Materials:

Architecture Exam Review Volume 1: Structural Topics (\$90 Deposit Required)

(Written by Steven E O'Hara, PE & David Kent Ballast, AIA)

Architecture Exam Review Volume 2: Nonstructural Topics (\$90 Deposit Required)

(Written by David Kent Ballast, AIA)

Architecture Exam Review Volume 3: Graphic Divisions (\$60 Deposit Required)

(Written by David Kent Ballast, AIA)

Site Planning, Building Planning, Building Technology: Understanding the Graphic Sections

of the Architect's Exam (\$60 Deposit Required)

(Written by Norman K. Dorf, AIA)

Fees:

Non-AIA members and non-North Chapter members (who are members of other AIA Chapters) may not check out materials. AIA Colorado North Chapter members may check out up to two items for two weeks for free and renew for one additional week (see below).

A deposit of the replacement fee plus the **\$25** late fee will be required to borrow any materials. The required deposit for each item will not be charged unless the items are not returned or are damaged beyond reasonable use (see below). If the books are not returned by 1 week after they are due, the replacement fee plus \$25 late fee will be charged.

A \$5 late fee will be charged per day per item if they are not returned by the time noted on the check-out form.

Damages to the materials (including but not limited to: liquid or food stains, tears, highlighter/pen marks) will be assessed a **\$.50** fee per damaged page upon return of the materials. Any damages to a single page, card or CD which results in the loss of the entire item will result in the full deposit fee being charged. Any damages incurred in return shipping will be the responsibility of the borrower. A charge of **\$10** will be charged for flash cards that are returned out of order.

Check-out Information:

Requests must be received by 4:30 PM the day before desired check-out. Requests received after this time will be processed the following day. Materials will be ready by noon the following day - same day check-out requests and pick-ups cannot be accommodated. Check-out requests will be processed on a first-come-first-served basis.

Materials may be checked out for **two weeks**. 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. Materials may be renewed by phone or e-mail.

Materials will be available for pick-up after Noon the day after the request is received and must be returned by the time noted on the check-out form. Borrowers may have materials shipped to them **at their expense** – books will be shipped the day after their request is received and must be delivered back by 10:00 AM on the day noted on the check-out form (again, return shipping is at the borrowers expense). **MATERIALS MAY NOT BE DROPPED OFF OR PICKED UP AFTER 5:30 PM.**

Members are responsible for shipped materials from the time they receive them from the AIA CNC Library until the time they are checked back into the library. AIA COLORADO NORTH CHAPTER STRONGLY RECOMMENDS MEMBERS TAKE ADVANTAGE OF SHIPPING TRACKING SERVICES TO PREVENT BEING CHARGED FOR LOST OR MISSING MATERIALS. **ALL MATERIALS LOST DURING RETURN SHIPMENT ARE THE RESPONSIBILITY OF THE BORROWER.**

Please sign and return the “**ARE Study Material Check-out Request**” form via fax or e-mail to Angela Tirri-Van Do at (303) 245-4204 or atvando@boulderassociates.com. Materials may be picked up in person and returned to Angela's attention at Boulder Associates, 1426 Pearl Street, Suite 300, Boulder. If you have any questions, please contact Angela at (303) 499-7795.