

AIA Colorado South ARE Study Material Check-out Policy

The South Chapter of AIA Colorado has the following ARE study materials available for check-out (all materials are 2005 editions, unless otherwise noted).

Kaplan Architectural License Seminars (ALS) Study Guides **(\$80 deposit required per item)**

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

ALS Question and Answer Books **(\$50 deposit required per item)**

Mechanical & Electrical Systems
Building Design/ Materials & Methods
Pre-Design
Construction Documents and Services

ALS Flash Cards (1 box of each) **(\$50 deposit required per item)**

Graphic Divisions
Mechanical & Electrical Systems
Building Design/ Materials & Methods
Pre-Design
Construction Documents & Services

ALS Test Bank CD-ROMs **(\$55 deposit required per item)**

Graphic Divisions (2006 edition)
Mechanical & Electrical Systems
Building Design/ Materials & Methods
Pre-Design
Construction Documents & Services

ALS Graphic Division Practice Vignettes **(\$50 deposit required per item)**

Building Planning Exam (Sets 1 & 2)
Site Planning Exam (Sets 1 & 2)
Building Technology Exam (Sets 1 & 2)

Other Materials

(\$60 deposit required per item)

Architecture Exam Review Volume 1: Structural Topics
Architecture Exam Review Volume 2: Non-Structural Topics
Architecture Exam Review Volume 3: Graphic Divisions
(All of the above titles written by Steven E. O'Hara, PE & David K. Ballast, AIA)
Site Planning, Building Planning, Building Technology: Understanding the Graphic Divisions of the Architect's Exam – 5th Edition, Jan. 2006.
Written by Norman K. Dorf, AIA
NCARB: *ARE Study Guide: Graphic Divisions- Version 3.0*

4.0 Study Materials

We have the Kaplan 4.0 materials as well as the PPI (Ballast) 4.0 materials. Please contact Kristi Williams, Assoc. AIA for a complete list of these.

Fees

Non-AIA members may check out one item for \$10 per week, for one week only. AIA members may check out up to two items per week for free, and renew for one additional week.

The required deposit for each item will not be charged unless the items are not returned or are damaged beyond reasonable use.

A \$5 late fee will be charged per day per item if they are not returned by 5 p.m.

Damages to the materials (including, but not limited to: liquid or food stains, tears, highlighter/pen marks) will be assessed a \$1 fee per page damaged 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.

If books are not returned by 5:00 p.m. three (3) days after they are due, the replacement fee, plus a \$15 late fee will be charged.

Check-out Information

Requests for study materials will usually be processed within 24 hours. Check-out requests will be processed on a first-come, first-served basis. Priority will be given to AIA members.

AIA Colorado South members may check out materials for **one week**. Items may be renewed for **one additional week**, but may not be checked out for more than two consecutive weeks by the same person. Materials may be renewed by phone or e-mail. Non-AIA members may not renew study materials.

If available, the study guides will be available for pick-up after 8 a.m. on the day after the request is received. Study materials must be returned by 5 p.m. seven (7) days after pick-up. If the borrower lives and works outside of Colorado Springs and is an AIA member, s/he may have the materials shipped via USPS free of charge. Return postage and packaging will be provided. Non-AIA members must pay all shipping fees. Return post date must be ten (10) days from the date of original shipping, or late fees will be charged. Alternate shipping arrangements may be made by the borrower at his/her own expense. **Materials may not be dropped off after 5 p.m.**

Please sign and return the **ARE Study Material Check-out Request Form** via fax or e-mail to Krsti Williams, Assoc. AIA:
phone – 719.471.7566
fax – 719.471.1174
e-mail – Kristi@rtaarchitects.com
Materials may be picked up in person and returned to Kristi's attention at RTA Architects, 19 S. Tejon St., Ste. 300. Colorado Springs, Colo. 80903.