

# AIA Colorado West Chapter ARE Study Material Library, Denver Office

Updated: 11/1/08

## STUDY MATERIALS LENDING PROCEDURES:

### How to Check Out Materials

Materials can be checked out through the AIA Colorado Office, located at 1515 Arapahoe St., Ste. 1-110, during office hours M-TH 9am-4pm and F 9am-12pm. Materials will be shipped to you at the address you specify within the West Chapter region. Materials must be shipped back at your own expense. We strongly suggest you use a shipping method that tracks your package, or, if using the USPS, ship them certified return receipt. **ANY MATERIALS LOST OR DAMAGED DURING RETURN SHIPMENT ARE THE RESPONSIBILITY OF THE BORROWER.** You will be liable for replacement (see Deposit, Late Fees & Penalties).

### Number of Items That Can Be Checked Out

Individuals may 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. If you wish to renew for a third week, please contact the AIA Colorado office (at 303.446.2266 or by email at [Emily@aiacolorado.org](mailto:Emily@aiacolorado.org)) *on or before* the due date. Materials may not be checked out for more than three consecutive weeks by the same person. 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). Your check-out time starts two days after the materials are mailed to you. Materials are shipped to you via USPS Priority Certified Return Receipt. You are responsible for the materials being back in our office by the due date, but no later two days after the due date. For example, if the materials are mailed to you on Mon. 2/1, your check out time starts Wed. 2/3, and the materials must be back at the AIA Colorado office on or before Fri. 2/19 in order to avoid the late fee.

### Deposit, Late Fees & Penalties

A \$150 deposit is required when borrowing items from the library. The deposit must be in the form of a credit card, but will only be used if items are damaged or lost. 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, but not without first notifying the borrower. There will be a \$5 charge **per day per item** for materials that are returned late. *If an individual continually returns materials late or has returned materials damaged, we reserve the right to disallow that individual from borrowing materials in the future.*

## AVAILABLE MATERIALS:

### **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*

### **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*  
Questions & Answers Booklet  
Flash Cards  
Practice Vignettes  
Online Testbank

*ARE 4.0 Construction Documents & Services 2009 Study Guide*  
Questions & Answers Booklet  
Flash Cards  
Practice Vignettes  
Online Testbank

*ARE 4.0 Programming, Planning & Practice 2009 Study Guide*  
Questions & Answers Booklet  
Flash Cards  
Practice Vignettes  
Online Testbank

*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  
Online Testbank

Please note: The ArchiFlash and Norman Dorf Solutions 4.0 materials will be available after they are published in Jan. 2009.

**For questions or to check out materials, please contact Emily Ewing at 800.628.5598 x110 or [Emily@aiacolorado.org](mailto:Emily@aiacolorado.org).**