

AIANN ARE-Prep Library Guidelines and Policies

1. Any person wishing to utilize library materials shall agree to the terms and conditions contained herein, as evidenced by their dated name and signature at the end of this document.
2. Any person wishing to utilize library materials must be a member in good standing with the AIANN.
3. Any person utilizing library materials must provide accurate contact information including name, home/work telephone number and email address. This information will only be used in an attempt to contact those having checked out library materials and whom are overdue in returning library materials. Contact on the part of the AIANN ARE-Prep Library administrators will only be initiated in an attempt to arrange for the return of materials.
4. Any person wishing to utilize library materials acknowledges all current, enforceable copyright law(s) and agrees not to knowingly violate said law(s) (e.g., photocopying study guides in part or in whole, etc.) while in the possession of library materials.
5. Any person who knowingly or unknowingly violates/infringes upon current, enforceable copyright law(s) as they pertain to library materials (e.g., photocopying study guides in part or in whole, etc.) agrees to hold harmless: the AIANN, the AIANN Board and members thereof, the AIANN ARE-Prep Library administrators, and any other person, persons or entities charged with carrying out the duties and responsibilities of the AIANN in either a professional or personal capacity in the event of any legal action taken on behalf of the publisher(s) and/or copyright holder(s) of library materials.
6. Any person found to have violated current, enforceable copyright law(s) will have their library privileges suspended pending a review by the AIANN board, at which time a final determination will be administered as to whether that person will have their library privileges revoked or reinstated.
7. Any person checking out library materials will have a rental period of 2 weeks (14 days, including weekends and holidays) from the initial date of checkout. If the checked-out materials are not returned or other arrangements have not been made, a monetary late-fee of \$0.25 will be applied on a per diem basis until the overdue materials are returned. All late fees will be applied toward future material purchases for the library.
8. If, at the end of any two-week check-out period, no other person has requested the use of checked-out materials, the option to re-check out said materials will be made available.
9. Any person checking out library materials is solely responsible for their upkeep and return. Any materials that are lost, destroyed or damaged while in a person's possession will be replaced by that person. Library privileges will be suspended for any person losing library materials or damages library materials beyond normal wear and tear until such time as they replace lost/damaged/destroyed item(s).
10. Writing in library materials is strictly prohibited. This includes pen, pencil, marker, colored pencil, etc. Fees will be assessed against those that are found to have violated this rule.

11. Any and all fees must be paid prior to checking out library materials.

12. Lastly, please remember that while these materials are for your benefit, they are also for the benefit of the entire architectural community of Northern Nevada. Handling these materials with the utmost of care and concern is a sign of respect towards your fellow architects and designers, all of whom - including yourself - work extremely hard to make our community a better place to live, work and play.

Signature

Date

Name

AIA/Assoc. AIA number

Phone Number

Email Address