

## AIA San Diego Chapter ARE 5.0 Study Material Check-Out Policy

The AIA San Diego Chapter has the following A.R.E. Study Materials available for check-out (all materials are for the ARE 5.0 exam):

### BRIGHTWOOD ARCHITECTURE EDUCATION

#### Construction & Evaluation

**(\$200 Deposit Required):**

*Study Guide*  
*Flash Cards*

#### Practice Management

**(\$200 Deposit Required)**

*Study Guide*  
*Flash Cards*

#### Project Management

**(\$200 Deposit Required)**

*Study Guide*  
*Flash Cards*

#### Programming & Analysis

**(\$200 Deposit Required)**

*Study Guide*  
*Flash Cards*

#### Project Planning & Design

**(\$200 Deposit Required):**

*Study Guide*  
*Flash Cards*

#### Project Development & Documentation

**(\$200 Deposit Required):**

*Study Guide*  
*Flash Cards*

### Check-out Fees:

	Member	Non-Member
Check-out (2 Weeks):	\$10	\$25
Renewal (1 Week):	\$5	\$10

A deposit of the replacement fee (\$200) will be required to check-out 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 materials are not returned by the due date, the replacement fee (\$200) plus a \$5 per day 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.

If an individual continually returns materials late or damaged, we reserve the right to disallow that individual from borrowing materials in the future.

### 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. If the materials are currently checked out, you will be placed on a waiting list and will be notified via email as soon as they are available.

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. **MATERIALS MAY NOT BE DROPPED OFF OR PICKED UP AFTER 5:00 PM.**

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Please sign and return the **"ARE Study Material Check-out Request"** form via fax or e-mail to AIA San Diego at (619) 232-4542 or info@aiasandiego.org. Materials may be picked up in person and returned at AIA San Diego, 233 A Street, Suite 200, San Diego. If you have any questions, please contact AIA San Diego at (619) 232-0109.