



# AIA MID-MISSOURI

## ARE Lending Library Membership Agreement

### Library Purpose

The intent of the Library is to provide the Mid-Missouri Chapter architectural interns with access to the latest study materials to aid them in the preparation for the Architectural Record Exam. Members are allowed access to all materials contained in the Lending Library and all Member fees are used to purchase additional materials and updates to the Lending Library.

### Fees and Deposits

Interns register and pay a one-time membership fee of \$150. A deposit of \$200 is required to check out materials from the Lending Library. The deposit may be in the form of cash, check or credit card. The deposit will be refunded upon full return of all materials in satisfactory condition. The deposit will be forfeited if the materials are damaged, defaced or lost. The Member will be responsible for the full price of the item if the deposit does not cover replacement. Late fees are assessed on each item not returned by the due date. Late fee is \$5/day/item.

### Rules

- The lending materials are the property of AIA Mid-Missouri and a resource for use by Associates and Library Members in good standing only.
- The lending period is 21 days from check-out, including weekends and holidays. A second lending period will be permitted if the item has not been requested by another Member before the due date.
- A limit of two items can be checked out at one time.
- The lendeer will be responsible for the full cost of the materials if written in, damaged, or not returned.
- A late fee will be assessed in the amount of \$5/day following the due date.
- The material should not be photocopied; doing so is a copyright infringement.

### Member Information

Name \_\_\_\_\_

Firm \_\_\_\_\_

Work phone \_\_\_\_\_ Home phone \_\_\_\_\_

E-mail \_\_\_\_\_

### Member Agreement

I hereby agree, in consideration for payment of the one-time membership fee of \$150, to become a member of the AIA Mid-Missouri Lending Library and abide by the rules and conditions as stated in this agreement.

\_\_\_\_\_  
Signature - Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - AIA Mid-Missouri Board Member



# AIA MID-MISSOURI

## ARE Review Materials Lending Library

### Lending Policy

- The lending materials are a resource for AIA Mid-Missouri Associate members only.
- The lending period is 21 days from check-out, including weekends and holidays. If not reserved by another member, they may be renewed for another lending period.
- A limit of two resource materials may be checked out at one time.
- The lendeer will be responsible for the full cost of the materials if written in, damaged, or not returned within the lending period. Replacement cost is shown for each resource.
- The material should not be photocopied; doing so is a copyright infringement.

### Member Information

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Work phone: \_\_\_\_\_

Home phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Materials being lent out (limit two items per 21-day lending period)

#### ARE 4.0 Kaplan (2009)

___ Architectural History Study Guide (\$80) .....	Due	_____
___ Site Planning & Design - Study Guide/Flashcards/Q&A/Practice Vignettes(\$195) .....	Due	_____
___ Building Design & Construction Systems - Study Guide/Flashcards/Q&A/Practice Vignettes(\$195) .....	Due	_____
___ Building Systems - Study Guide/Practice Vignettes (\$150) .....	Due	_____
___ Construction Documents & Services - Study Guide/Flashcards/Q&A/Practice Vignettes(\$195) .....	Due	_____
___ Programming, Planning & Practice - Study Guide/Flashcards/Q&A/Practice Vignettes(\$195) .....	Due	_____
___ Schematic Design - Study Guide/Flashcards/Q&A/Practice Vignettes(\$195).....	Due	_____
___ Structural Systems - Study Guide/Flashcards/Q&A/Practice Vignettes(\$195) .....	Due	_____

#### ARE 3.1 Kaplan (2007)

___ Building Planning - Study Guide/Flashcards/Sample Solutions (\$135) .....	Due	_____
___ Construction Documents & Services - Study Guide/Flashcards (\$135) .....	Due	_____
___ General Structures - Study Guide/Flashcards/Sample Solutions (\$195) .....	Due	_____
___ Lateral Forces - Study Guide/Flashcards (\$135) .....	Due	_____
___ Mechanical & Electrical Systems - Study Guide/Flashcards/Sample Solutions(\$135) .....	Due	_____
___ Site Planning - Study Guide/Flashcards/Sample Solutions (\$135) .....	Due	_____

#### ARE 4.0 Ballast

___ Site Planning & Design - Sample Problems/Practice Exams (\$80) .....	Due	_____
___ Programming, Planning & Practice - Sample Problems/Practice Exams (\$80) .....	Due	_____
___ Structural Systems - Sample Problems/Practice Exams (\$80) .....	Due	_____

#### ARE - Norman Dorf

\_\_\_ Site Planning/Building Planning/Building Technology - Sample Problems/Solutions (\$95) .....Due \_\_\_\_\_

#### ALS - Mock Exams (CDs)

\_\_\_ Pre-Design \_\_\_ Construction Docs \_\_\_ Mat'l/Methods \_\_\_ Gen Structures \_\_\_ Lateral Forces  
\_\_\_ Mech/Elect. Systems (\$50 ea.) ..... Due \_\_\_\_\_

### Security

**You must provide a security deposit in cash or credit in the amount of \$200.00 to obtain library materials**

Cash \_\_\_\_\_ or, Credit Card Name: \_\_\_\_\_

Credit card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Your deposit will not be forfeited nor your credit card charged unless materials are written in, damaged, or not returned within the lending period. The amount charged will be equal to the cost of the materials as indicated above.**