



## AIACV Library Policy and Procedures

The AIACV library was established to benefit Associate members and assist in providing ARE prep materials. The library contains Kaplan ARE sets, Ballast books and other study materials. Please see attached list for complete inventory.

Due to the generosity of the Morris Gee Foundation the AIACV Chapter can apply to receive grant funds each year to use for educational purposes for associate members. A portion of these funds have been allocated to update the Chapter's ARE library. Keeping the Chapter library current is a benefit to our emerging professional members.

### **2013 - New Policy**

Library materials can only be checked out by current AIACV members.

Only one set of materials can be checked out at a time.

AIACV members will be required to leave a credit card number and current contact information at the time of check out. AIACV members will be required to sign a release documenting their consent that if the materials are not returned (or are lost) the AIACV has the right to charge their card for the cost of replacement materials. An approximate value shall be placed on library materials based on current market prices. We will pro-rate significantly used or older materials.

### **The credit card policy for the library shall be as follows:**

1. If the AIACV member has the materials for over a one month period (4 weeks) and has not made arrangements with the AIACV office to extend the check out time from the original check out date the member will receive an email requesting the materials be returned to the AIACV library within a one week period.
2. If the member does not respond or return the materials the member will receive one follow up email after the week period requesting the materials be returned during the next AIACV business day and reminding them that if the materials are not received their credit card will be charged for replacement costs.
3. If the member fails to return the materials or respond to AIACV the member will receive one final email and/or call alerting them the library materials have not been returned and their credit card will be charged for the replacement cost.

If the member decides to return the materials after his or her credit card has been charged the AIACV will refund a portion of the replacement costs minus a charge for overdue materials. The overdue materials charge will be valued at \$20. This will cover the credit card fees and staff /bookkeeping time to process the charge and the return.

Library check out cards to be placed into each library set or item with a notice/reminder about the new credit card policy and overdue charges.