

ARE Study Materials Check-Out Procedures

Time Frame/Fees	Members	Non-Members
Check Out (4 weeks):	\$0	\$40
Renewal (+ 2 weeks): Kaplan Only	\$0	\$20

CHECK-OUT INFORMATION

All materials will be available for pick-up/drop-off Monday to Friday from 8am - 4pm at the Center for Architecture.

Check-out requests will be processed on a first-come, first-served basis. You can loan one division at a time, for a four week consecutive period. A one-time two week extension can be granted (Kaplan only) permitted no other member has requested their usage. To request an extension you must contact AIA Honolulu before the due date. If the materials you request are currently checked out, you will be placed on a waiting list and will be notified as soon as they are available.

Materials must be returned in good condition (no personal annotations please). If materials are returned in a condition deemed unsatisfactory by Chapter staff, you will be invoiced for the full replacement cost.

Non-Member Payment:

Non-members will be charged during check out, and again, if a two week extension is being granted.

Late Fee:

A \$5/day late fee will be charged, payable prior to the next loan. We reserve the right to suspend any loaning privileges for lateness, un-returned and/or damaged books.

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Questions? For questions please email us at contact@aiahonolulu.org or call (808) 628-7243.