



Getting Started

To request materials, please submit a completed registration form (next page) to office@aiacolorado.org. You must be an AIA Colorado member to check-out resource material.

Items & Renewals

Members may check out up to two [2] items at a time for two [2] weeks. Items may be renewed for one [1] more week if they haven't been requested by another member. Materials may not be checked out for more than three [3] consecutive weeks by the same person. If you wish to renew for a third week, please contact AIA Colorado via phone or e-mail *on or before* the due date. Anyone who does not renew the title(s) on or before the due date will be subject to late fees as listed below.

Fees

If materials are late or damaged, you will be sent an invoice for the following reasons:

- **Late returns** will be charged \$5 per day per item.
- Flashcards that are returned **out of order** will be charged \$20 per set.
- **Damages** (including but not limited to: liquid/food stains, highlighter/pen marks, torn or missing pages/flash cards) will be assessed a \$1 fee per damaged page. Any damages to a single page or card that affect the whole item – or the loss of any materials – will result in a charge of the full cost for replacement, which varies per item.

Please keep in mind that these materials belong to AIA Colorado and are provided as a member benefit; therefore, treat them respectfully. Please do not press book spines open to copy them, fold pages, write/highlight in them, etc. *If an individual continually returns materials late, or returns materials damaged, we reserve the right to disallow that individual from borrowing materials in the future.*

Item Pick-Up & Return

In addition to our office, several member firms act as library branches. They conduct lending during select office hours after your information has been verified by AIA Colorado. Items must be returned to the office where they were checked out.

Denver: AIA Colorado, 303 E. 17th Ave. Suite 110
Hours: 9 a.m. to 4 p.m. M-Th / 9 a.m. to 12 p.m. F
Contact for Pick-Up: AIA Colorado 303.446.2266

Boulder: Workshop8, 1720 15th St.
Contact for Hours & Pick-Up: Melissa McGinley, 303.442.3700
(after you have registered with AIA Colorado)

Fort Collins: Vaught Frye Larson Architects, 401 W. Mountain Ave. #100
Contact for Hours & Pick-Up: Ashley Meyer, 970.224.1191
(after you have registered with AIA Colorado)

Colorado Springs: RTA Architects, 19 S. Tejon St. Suite 300
Contact for Hours & Pick-Up: Matthew Carlson, 719.471.7566
(after you have registered with AIA Colorado)

Western Colorado

Contact for Shipment: AIA Colorado 303.446.2266

Items are shipped from AIA Colorado via UPS, but they must be shipped back at your own expense. We suggest using a shipping method that tracks the package or offers certified return receipt. *Materials lost or damaged during their return are the responsibility of the borrower, and you will be held liable for replacement.* The check-out period starts two [2] days after materials are shipped and ends two [2] days after their due date. **EX:** If materials are sent on Mon. 3/3, your check-out starts Wed. 3/5 and ends Wed. 3/19. Materials must be back in the office on or before Fri. 3/21 to avoid a late fee.

