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	<b>Members</b>	<b>Non-Members</b>
<b>Check Out (7 days):</b>	\$0	\$20
<b>Renewal (7 days):</b>	\$0	\$10

### **Check-Out Information**

The library is currently housed at BRR Architecture at 6700 Antioch Plaza, Suite 300, Merriam, KS 66204. All materials will be available for pick-up/drop-off Monday to Friday from 9 am – 4 pm. You must contact the IIDA representative prior to arrival to ensure availability, see below for contact information.

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 as soon as they are available.

Materials can be checked out for 7 calendar days and may be renewed for an additional 7 calendar days if there is not a name on the waiting list for that particular study material. You can renew the materials by contacting the IIDA representative by phone or email (see below).

### **Materials:**

Reference document “NCIDQ Study Material Library List” for current list of available study materials. The “NCIDQ Study Material Library Checkout List” should be referenced to determine availability of the materials. Both documents along with the Check-Out Request form can be requested by contacting the IIDA representative.

### **Loan Period**

The Library Study Materials can be borrowed for no more than 7 calendar days. If the IIDA representative has not received the materials or a renewal request an overdue email will be sent notifying the borrower of the overdue materials on the 8<sup>th</sup> calendar day and again on the 9<sup>th</sup> calendar day. If the IIDA representative has not received the study materials on the 10<sup>th</sup> calendar day the credit card number provided at checkout will be processed for payment to replace the materials. Failure to receive an overdue notice does not exempt the member from responsibility for overdue fines. You may also be charged repair or replacement costs if you lose or damage library material.

\*\*In order to provide this service to our members it is imperative that the Loan Period is respected and taken sincerely. No exceptions will be made. Please take good care of the materials and do not use a highlighter or make any personal annotations. Each study material can cost up to \$250 to replace.

### **Borrowing Limits**

2 items may be checkout at a time. This may vary depending on proximity to the exam date.

Please contact the IIDA Representative, Continuing Education Chair for the IIDA Kansas City City Center Amy Ward at [amy.ward@brrarch.com](mailto:amy.ward@brrarch.com) or 913-236-3457 with any questions.