



REQUESTING ITEMS

Only current chapter members in good standing may check out items from the Library. Members may request items by sending an email or calling the Chapter Librarian.

SHIPPING COSTS

Costs to ship books to members will be covered by the Chapter. Costs to return books to the Chapter Librarian will be covered by the member (or member's organization).

CHECKOUT PERIODS AND ITEM LIMIT

Books must be returned within 60 days in the same condition as checked out. If damaged or lost, replacement costs for the item will be assessed to the member by the Chapter Librarian. A limit of 5 items per checkout is applied.

RENEWALS

Requests for renewals must be made prior to the end of the initial 60-day checkout period by sending an email or calling the Chapter Librarian. One renewal period of 30 days will be granted for each item checked out.

CHARGE FOR OVERDUE, LOST OR DAMAGED BOOKS

Members will be invoiced for the full replacement value of each damaged or unreturned book if the following occur:

- ✓ Books are not returned after the initial 60-day checkout period, and not renewal request has been made to the Chapter Librarian
- ✓ Books are not returned after the 30-day renewal period
- ✓ Books are substantially damaged or lost