



ARE Resource Library Guidelines

PPI Study Manual Rental Information :

Loaning format:

- Each PPI review set will be split up to be loaned in two parts:
 - Part 1: Review Manual Book
 - Part 2: Practice problem book and practice exam book.

Deposit:

- Deposits shall be in the form of a major credit card or personal check made out to AIA Eastern New York.
- Credit card deposits shall be processed only upon failure to return the materials by the close of business on the due date.
- Deposits declined by the bank or credit card shall incur a \$50 penalty per deposit.
- AIA members will pay a flat \$100 dollars for each part of the PPI review set.
- Non members will pay the full cost of the books per set borrowed.
(PPI Part 1: \$250 PPI Part 2: \$190)

Loan Period:

- The loan period for each part is two months from the date of the loan. In the event that the due date falls on a holiday or weekend, the due date shall be the next regular business day.
- Each part on loan is subject to one renewal of one month, provided that there is no one on the waiting list for that part. Renewals may be made by phone to the AIAENY office.

Priority of use:

- Materials will be provided on a first come first served basis.
- In the event that requested materials are out on loan, a waiting list shall be established for the materials.