IIA Sacramento Chapter Library Policy

Members of the IIA Sacramento Chapter are encouraged to utilize the Chapter's resource library of auditing and business related books and materials. These resources are available by contacting the Chapter Librarian.

**Lending Policy:**
Three library items maybe loaned to an individual member at a time and for **up to four weeks** with the option of renewal if no other request is made for the same item(s).

Member can check out Library materials by sending an e-mail to the Chapter Librarian.

The Chapter Librarian will respond and coordinate with the Member on an agreed-upon time and place to transfer the materials. Typically transfers occur during monthly chapter meetings.

It is the Member's responsibility to return the materials to the Chapter Librarian through mutually agreed arrangements. Please return the materials timely to ensure availability to other members.

**Waiting List:**
Members seeking to check out borrowed item(s) will be placed on a waiting list. When the borrowed material(s) is(are) returned, the next person on the list will be offered the item(s).

**Damaged/Lost Library Materials:**
It is the borrowing Member's responsibility to notify the Chapter Librarian of all damaged or lost materials. The member will be billed for the actual replacement cost (including taxes and shipping/handling) of damaged or lost items. The Member will not be allowed to borrow additional material(s) until the damaged or lost item is replaced.