

Guidelines for the Atlanta ARMA Chapter Lending Library



As a benefit, to our Atlanta ARMA Chapter members, a lending library is available for your use. The library contains many resources for those implementing a records management program, weighing the benefits of electronic recordkeeping, and for anyone that may be preparing for the CRM or IGP exams.

In order to maintain an accurate collection, of the lending library, listed below are the guidelines for usage.

1. To check out a book, you must be an Atlanta ARMA Chapter member and in good standing with all current dues paid and previously checked out books returned in a timely manner.
2. **Check-out period is 45 days.** After that time, any checked out book must be returned to the lending librarian. ***If a book is not returned after 6 months it will be considered lost. (see step 6)***
3. Total number of books checked out to a Chapter member will be **limited to two.**
4. In order to maintain the proper chain of custody, books may not be passed to anyone else, rather, return the book to the lending librarian with a request from the interested Chapter's member's name. The requestor will be notified as to the status of the book (if it is available for check-out or if there was a previous requestor already waiting).
5. Any damage to a checked out book will be evaluated and a decision made as to who will be responsible for replacing the book.
6. Any loss of a checked out book will be the replaced at the expense of that Chapter member.