

AAPSP Loan Policy

Eligibility

All members of AAPSP are eligible to borrow material from the AAPSP Loan Library. All borrowers are required to have a valid membership with AAPSP in order to borrow items unless special authorization is granted by the AAPSP Administration. Borrowers are responsible for all items borrowed against their membership.

Loan Conditions

1. Requests for loan material are made by email to the AAPSP administration contact.
2. A total of four items can be borrowed at any one time.
3. The loan period is four weeks.
4. The loan period commences on the date the material is posted to the client.
5. Only items listed in the AAPSP Loan Library are available for loan. Other professional education material such as Workshop Presentations and Online Presentations are not available for loan.
6. Items available for loan may be reserved (placed on hold) if unavailable at the time of request.

Overdue items

1. A courtesy reminder notice will be sent by email if the material has not been returned after four weeks.
2. Further borrowing privileges will be suspended when items on loan are not returned on or before the due date. Borrowing privileges remain suspended until all overdue materials are returned.
3. A bill for replacement will be issued 60 days after the due date. The bill for replacement will be to the value of the material on loan with the addition of a \$25.00 processing fee.

Lost and damaged items

1. Lost or damaged items must be replaced.
2. A bill for replacement will be issued to the value of the lost or damaged material. Replacing a missing item incurs a processing fee of \$25.00.