



## *Washington State Association of Permit Technicians*

---

### **LENDING LIBRARY CHECK OUT POLICY**

- Checkout period for all materials is 45 days. The 45 days commences on the date of receipt of the materials.
- All materials shall be returned no later than 60 days from the original checkout receipt date.
- Extensions for material check out will be on a request basis depending on demand.
- Materials cannot be written on and pages may not be creased or marked in any way.
- WSAPT will be responsible for fees for mailing materials to members.
- The member will be responsible for fees for mailing materials back to WSAPT.
- Please use the same container that the books were mailed in for return.
- Books that are not returned in the same condition will be subject to review by the Board and may require reimbursement for the materials from the user.
- Members must be in good standing to check out materials

Materials are to be returned to the member representative as stated in the directions sent with the materials.