**DDOT Library PE Exam Books Policies and Procedures**

**Checkout and Return Policies**

* In order to check-out PE exam books from the library, you must present proof to the librarian that you have registered for the exam (books are checked out on a first come, first serve basis, but this will prevent people who haven’t decided when they’re taking the exam from keeping books while people who are already registered might need the materials by an earlier date)
	+ Ex. If you’re taking the exam in October, you may not check-out books before the April exam is completed, etc.
* You may check out PE exam materials for up to 3 months. If you fail the exam and need to study again, please return the books and you may check them out when you have registered to take the exam a second time
* Do not hand off books to colleagues that are taking the exam after you. Please return the books to the library, so that the materials may be checked out to the correct person and the library records kept up to-date

**Fail to Return Penalties**

* If you lose/do not return the book within the 3 month time period, then you will be responsible for the cost of the book if Training purchased it with their funds

**Sharing Policies**

* If you have a book checked out and a colleague on your team is also taking the exam, if possible please find a way to share the materials, as we have limited resources