

730 17th Street, Suite B-1
Denver, CO 80202

DENVER EARTH RESOURCES LIBRARY

Phone: 303-825-5614
Fax: 303-825-1838
Email: derlibrary@gmail.com

Library Policies

Your signature on the Application for Membership and this document represents that you have read these policies and that you agree to adhere to them.

- 1) Library hours are from 8:00AM to 4:30PM Monday through Friday, except holidays observed by the Denver Earth Resources Library (DERL).
- 2) Monthly Members (Yearly Memberships are preferred) are entitled to access and use all systems and services provided by this center. Monthly membership fees plus additional charges incurred are invoiced to Member on a monthly basis.
- 3) The Library is also open to the general public at a day rate of \$100. These charges plus any copy charges incurred will be billed and paid for at the time the Library is used. Accounts for Non-Members will be established only at the discretion of the Library Manager.
- 4) Users will pay for all prints made unless a poor print is made as a result of machine malfunction. These charges are subject to change without notice.
- 5) Library Databases and Publications are property of the DERL and must not be removed, with some exceptions, from the premises. Please ask if the Publication you request qualifies. Certainly, one exception is the case of the Well Log Check Out.
- 6) Hard-Copy Log Check-Out is available to Members only. Individual Members can check out logs for 50 wells and retain them for ten (10) business days. Corporate Members can check out logs for 50 wells for each Designated User. Members can pull their own well log folders for Check Out, complete their Check Out Form correctly, and return their log order to the designated shelf area in the Log Room, properly identified. If membership is held by a company or individual outside of the Denver-Metro area, please check with the Library Manager regarding exceptions to this policy.
- 7) If a Library Member or User has trouble with the information systems or Library equipment, PLEASE ask for assistance from the Manager.
- 8) If a particular piece of data is missing from any of the databases, please bring it to the attention of the Library Manager. We may have another source for that piece of data or be able to order it for you.
- 9) Invoicing will be done at each month's end, and payment is due upon receipt of invoice. Membership cancellation may occur for any 60-day account non-payment, unless arrangements for payment are made with the Library Manager.

10) Membership transfers are not allowed, and if you desire to cancel your Membership, 30-days written notice to the Library Manager is required. Name changes are not considered transfers.

This Library is a non-profit geological information center and is designed to serve a variety of people who have a variety of information needs. We cannot be all things to all people, but we will strive to provide you with the best service and the best databases available. Your Membership entitles you to that. We want to know if we are not meeting your expectations; and we also request that you respect the rights and needs of all the other people who use the center.

The Library requests that you respect the privacy of all Members and Users regarding the work they are doing in the Library. The Library strives for, but cannot assure, confidentiality for each Member's information needs. Working together, we will create an environment in which we can study and retrieve information with which we can pursue the exploration of energy sources and resources!

Signature