Hello TESOL students,

The TESOL library is at your service. You are able to use the library located in the TESOL office, and can check out books any time. We have ESL workbooks, teaching methods books, and many reference books available for you to use in the classes you take in the TESOL program.

Here are some basic guidelines:

1) You may check out two books at a time for a period of two weeks.
2) If you would like to check out a book, take the library card out of the front or back of the book, write down your name clearly and put it in the file box labeled “checked out books”. To return a book, find the library card in the “checked out books” box and cross off your name. Put the card back and place the book in the tray marked “returned library books”. Please do not put the books back on the shelves.
3) Please do not check out books that are labeled “Does Not Circulate”.
4) You can ask to extend the loan period on books via email. In the subject line please write “Book Extension” and in the body of the email note the title(s) of the book(s) that you wish to extend. Please note – you can extend the books only once and for no more than one additional week.
5) Books that are in high demand are loaned for one week and cannot be extended.
6) If you need a book that has been checked out, you will be placed on a waiting list and receive the book in that order.
7) Books that will be lost will be replaced at the student’s expense.

Please be considerate to your fellow students and return books on time and in good condition.

Sincerely,

TESOL Program Staff