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.

New, exciting improvements include:
- A new section geared specifically for English for Specific Purposes, with sub-categories for business and K-12
- More workbooks and textbooks
- Expanded selection of listening materials

Here are some basic guidelines:

1) You may check out two books at a time for a period of two weeks, unless you have made prior arrangements with the TESOL Office staff.

2) If you would like to check out a book, but no Grad Assistants are in the office, take the library card out of the front or back of the book, write down your name and the date clearly on the first open line, 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) Books that are labeled “Does Not Circulate” cannot be checked out, but you can read them in the TESOL Library or Conference Room.

4) You can ask to extend the loan period on books via email. In the subject line please write “Library 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, unless you have made prior arrangements with the Graduate Assistants or the Director.

5) 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.

6) Books that are 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.

If you have any questions, do not hesitate to contact me.

Michal Panner
Graduate assistant