

## **Library/Reading Room Operational Rules for TESOL Members and Board Members**

Visiting hours: The TESOL Greece Library is open to TESOL members from (9:00 – 13:00) Mondays, Tuesdays, Wednesdays & Fridays. The Library is NOT open on Thursdays.

### **Members and/or Board Members who wish to use the library should:-**

- make an appointment with the Executive Officer before coming to the TESOL Greece office;
- show their membership card at the front desk;
- leave their coat and bag in the front office before entering the library.

### **Members using the library must:**

- take care not to mix up the order of catalogue cards in the organizer;
- handle books with care;
- not tear, crease pages or underline books or journals in pencil/pen/highlighter;
- not re-shelve library books but leave them on the desk;
- be ready to leave the library at the request of the Executive Officer;
- be quiet at all times and show comportment that is appropriate for any library.

### **Members wishing to check books out of the library/reading room must:-**

- leave their ID with the Executive Officer at the front desk;
- get their ID back only after they have returned all the books borrowed;
- check books out in person and not send a family member or friend to check books out on their behalf;
- check out no more than two books at a time;
- return the books in no longer than two hours from the time they were borrowed and at or before the library's closing time;
- return the books borrowed in the same condition as they were before checkout;
- write down their name, phone number, book title and call number on the checkout list before they check the books out;
- be ready to pay a fine if a book is lost or damaged while in their possession.

### **While in the library/reading room members are not allowed to:-**

- consume food or beverages;
- smoke;
- engage in phone conversation using their mobile phones.

### **Answers to possible queries:-**

- There is no limit to the amount of books that can be checked out in one day-- provided it is no more than two books for two hours at a time.
- Some magazines, reference materials and books deemed too rare or disheveled will not be checked out.
- Videos, tapes or CDs will not be checked out.
- You can use a laptop while in the library.

**NB: Please abide by the operational rules to facilitate the Executive Officer in servicing you.**