

# How to Use the TLP Library



1. Students and tutors are welcome to borrow books from the TLP library. Books must be returned to TLP when you are done using them.

## 2. To borrow a book:

- Find the card located in the inside cover of the book.
  - ✓ Print the date you checked out the book and your first and last name on the card.
  - ✓ Write your email or phone number underneath your name.
  - ✓ Here is an example of what to do
- Place the card in the plastic holder on the table in the library or on the sign in table in the front hallway.
- Take date due reminder slip.

## 3. To return a book:

- Place it in the green bin underneath the sign in table.

## Other details:

- Books can be checked out for 3 months at a time.
- Students and tutors will receive a reminder if a book is checked out for longer than 3 months. If the book is still being used after 3 months that is ok. If you want to keep using it, you can renew it.
- If you want to renew a book ahead of time, please see a staff member or, email the volunteer librarians at: [TLPLibrarians@gmail.com](mailto:TLPLibrarians@gmail.com).
- You can check out a maximum of 5 books per person.
- Please don't take books out of the green bin. They must be checked in by the volunteer librarian first.
- If you take a book off a library shelf and don't remember where it goes, you can put it in the green bin.