

## **Ramsey Free Public Library ESL Services Policy**

### **Purpose**

The Ramsey Free Public Library offers a variety of ESL classes, tutoring and services as learning opportunities for adult patrons. These services vary in availability, structure and access.

### **Resources include:**

- Free access to a core collection of ESL materials in print and online formats
- One-on-one training sessions with a trained volunteer
- Group conversational classes with a trained instructor

### **Structure**

- Study and learning guides are purchased by the library and made available to all members of the public
- One-on-one training sessions are provided by volunteers in coordination with the Literacy Volunteers of Pascack Valley.
- Conversational ESL group provided in coordination with the Literacy Volunteers of Pascack Valley and library staff

### **Policies**

- Study and learning guides as well as online resources are available to all patrons, regardless of residency
- One-on-one sessions are free of charge, but are limited to residents of Ramsey due to the limited number of volunteers.
- Conversational ESL classes are free of charge, limited to residents of Ramsey due to the limited availability of instructors and staffing.
- Volunteers and instructors receive certification through the Literacy Volunteers of Pascack Valley training program. Those interested in volunteering need to receive training and certification through that program before being eligible for ESL volunteering at the Ramsey Free Public Library.
- Ramsey ESL classes and one-on-one sessions are for ESL students only. No family members or friends are permitted during the ESL student's session. However, if this is a challenge, we offer a virtual platform via zoom.

### **Procedure**

- Interested individuals should contact the library's ESL coordinator Vanessa Mooradian for details on our one-on-one offerings as well as conversational program - [esl@ramsey.bccls.org](mailto:esl@ramsey.bccls.org) or stop by the Circulation Desk.
- Interested individuals need to present proof of residence in the form of a driver's license, lease, utility or phone bill, or other item that shows residence in Ramsey.

*Approved by the Ramsey Free Public Library Board of Trustees on December 11th, 2023.*