

THINGS TO KNOW DAY TO DAY:

LIBRARIANS' ROLE

Librarians' role within the Library; they are here to help – make sure you use the space and know all about the support our amazing team can give.

LIBRARY DUTIES

These are allocated as part of the Secondary Duty Rota and take place during break and lunch times.

TEXTBOOK SYSTEM

The Textbook System (this is online – an email will be heading your way, at some point soon, explaining how it works) we have, allows you to ensure that the textbooks you require for your students are ready whenever you need them.

TEACHER LIBRARIAN BOOKING

To book Mr. M. (stmu@patana.ac.th) Head of Libraries, or Ms. Tracey (trba@patana.ac.th) Cross Campus Teacher Librarian, please use the following link: [Teacher Librarian Booking](#).

LIBRARIAN BOOKING

Librarian ('People') Booking – use our 'People Booking' system on the online system – our librarians can be booked using this link: [Librarian Booking](#).

BEFORE SCHOOL / LUNCH / BREAK

Students can use our space before school and during all break times.

We are a NO bag library (bags are left in the cubbies, which are located on both floors).

AFTER SCHOOL

After School – students should go home after school, or to their ECAs, but there will be some who will stay and use the library quietly.

BORROWING BOOKS

It's your Library too, please feel free to browse and use 😊: Books – DVDs – Magazines – Destiny Tools – JSTOR – CPL assistance – Faculty or Department books PLUS personal book borrowing – when borrowing for your Faculty or Department, please take the books out on their account. When borrowing for yourself then use your Patana ID card. You have no limit (within reason 😊). The students limit is 5 items each at any one time.

EVENTS / AUTHORS

Events / Authors – these are publicised in the lead up to them happening. This year, we are delighted to be welcoming Mark Grist, an ex-teacher turned poet/rapper, who will be visiting us in November.

LIBRARY WEBSITE

Library Website – Lists / Resources – Can make subject specific lists – Recommended Reading – Search Engines – DESTINY – OverDrive 'Sora' eBooks + Kindles, with many titles too – 'Lightbox' Resources - Referencing Guide.

ORDERS

Orders; we'll help you to order new books if needed. We display new arrivals each month – you and the students can add your recommendations via the Library Website, or by clicking the following link: [Recommend a Book to Our Library \(office.com\)](https://office.com). The vast majority of the time, these are then bought and added to the Library stock.

RESEARCH TOOLS

WebPath Express search engine / The Research 'Super Six' / JSTOR (useful for IB and Masters research) / Statista / PressReader.

LIBRARY IS ABLE TO HELP

The library is able to help across all subjects / English Session Links / There are fortnightly Library visits planned during an English lesson in KS3 / Electives.

HOW TO HELP THE STUDENTS USE THE LIBRARY EFFECTIVELY

- It helps if you know the resources and how to access them.
- At Bangkok Patana School, we use the '[Harvard Referencing](#)' style and expect our students to reference at an age appropriate level – please see the Library website for further information about this along with our [Academic Integrity policy](#). Help can be given with this if required, please just ask.
- Be frequent library visitors during the school week – personally and professionally. Have individual students, small groups, single classes or multiple classes visit for independent or class led research. Members of the library team can be booked to assist you in these sessions if you wish.
- Please make use of and borrow our resources – both professionally and personally. 😊
- Know and use the 'Super 6' research skills when completing research.

THE RESEARCH "SUPER 6"

PLAN



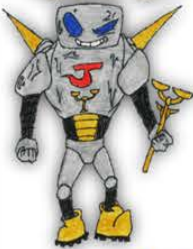
- Ask questions.
- List keywords and search terms.
- Make a research plan.

LOCATE



- Locate and gather resources.
- Use search engines, databases and catalogues.

JUDGE



- Select reliable resources.
- Consider author, bias, date, design and readability of texts.

ORGANISE



- Store new information.
- Summarise.
- Avoid plagiarism.

SHARE



- Present your learning.
- Use your writing, artistic, ICT and/or speaking and listening skills.

EVALUATE



- Reflect on the task.
- What went well and what could be better next time?

Characters and Texts designed by James Dallas & KS2 Art ECA, Bangkok Patana School, 2019

Information based on the resources from TheBig6.org

**IF YOU HAVE ANY
QUESTIONS OR NEED ANY
FURTHER INFORMATION,
THEN PLEASE ASK A
MEMBER OF THE LIBRARY
TEAM – WE WILL BE ONLY
TOO HAPPY TO HELP.**
