



Bangkok Patana School
The British International School in Thailand
Established 1957

643 Lasalle Road (Sukhumvit 105)
Bangna Tai, Bangna,
Bangkok 10260 Thailand
Tel: +66 (0) 2785 2200
Fax: +66 (0) 2785 2399
Email: reception@patana.ac.th
www.patana.ac.th

Bangkok Patana School Library – Cross Campus Alumni Library Use Policy

Policy and information about Alumni use of the Library

Bangkok Patana is delighted to be able to offer former students and parents [Alumni] of the school the opportunity of making use of our wonderful Library resources.

Alumni Membership:

Borrowing privileges from our Primary and Secondary Libraries will be based upon the following policy points:

1. You will need to have a valid Bangkok Patana Alumni card, which will be issued by Mark Lanzuela, Patana's Alumni and Social Media Co-ordinator (raln@patana.ac.th).
2. Payment of a 3,000 Baht deposit, either payable at the Cashier's Office at the front of school or via an online transfer (details available from Mark Lanzuela) is a requirement of Alumni membership to the Libraries. The deposit will remain with the school until such a time as the Alumni member decides they do not wish to use the Library facilities anymore.
3. If an Alumni member wishes to have their membership cancelled and their deposit refunded, an email needs to be sent to either raln@patana.ac.th, Khun Waree (waki@patana.ac.th) for Secondary or Khun Aom (susi@patana.ac.th) for Primary. A 'Cancellation Form' will need to be completed. *If the deposit is refunded, the Alumni member will no longer be a member of the Bangkok Patana Libraries and can no longer borrow library items.*
4. If the Alumni Library user is leaving Bangkok, we recommend they cancel their membership and get their deposit refunded before departure. The Library will check all registered alumni users in July of each year and accounts that have been dormant for the academic year, will receive a notification. The user will then have three (3) months to ask for their deposit to be refunded (and subsequent Alumni Library membership to be cancelled) or to reactivate their account by notifying the Library or checking out an item. Accounts that are not



Bangkok Patana School

*The British International School in Thailand
Established 1957*

643 Lasalle Road (Sukhumvit 105)
Bangna Tai, Bangna,
Bangkok 10260 Thailand
Tel: +66 (0) 2785 2200
Fax: +66 (0) 2785 2399
Email: reception@patana.ac.th
www.patana.ac.th

reactivated within two (2) months will receive an email notification of cancellation and will be asked to provide relevant information so the school can refund their deposit. If no response is received within three (3) months of this final email, the deposit will be transferred to the school fund. (This is to facilitate the management of deposits held by the school, however, we would rather return your deposit).

5. Upon payment of the deposit, an Alumni card will be issued by Mark Lanzuela and books can be borrowed as soon as it is received.
6. If there is no current information on the school system, then the Alumni member will provide an up-to-date passport photograph and email and phone contact details. This will enable us to get in touch should the need ever arise.
7. Alumni library members may borrow up to **3 items** [these may include books, magazines, DVDs, audio books and music CDs] at any one time.
8. The length of any loan is set at **14 days** for books and **7 days** for all other items. A renewal can be requested, either in person or by emailing Khun Waree (waki@patana.ac.th) for Secondary books or Khun Aom (susi@patana.ac.th) for Primary books. The Library reserves the right not to renew items if they have been reserved by another member of the school community.
9. The Library has the right to restrict the borrowing of items which may be imminently used by students for lessons.
10. If anything becomes overdue, then Library staff will contact the alum to request the return of the loan items. This will be followed up by the Head of Libraries should the need arise.
11. If any item is not returned by a specified date, lost or damaged, then the alum will be billed the appropriate amount to allow for replacement of the resource. This amount will need to be paid to the school via the Cashier's Office or an online transfer. If this is not done, then the Library reserves the right not to allow any further items to be borrowed on that alum account until the bill is settled. Ultimately, the alum membership account will be cancelled and the amount for the replacement will be taken from the deposit, with any funds remaining (if any) being returned to the member.
12. All other Library policy points for users remain relevant. For example, the borrowing of any resources is subject to the same age restrictions as applied in



Bangkok Patana School

*The British International School in Thailand
Established 1957*

643 Lasalle Road (Sukhumvit 105)
Bangna Tai, Bangna,
Bangkok 10260 Thailand
Tel: +66 (0) 2785 2200
Fax: +66 (0) 2785 2399
Email: reception@patana.ac.th
www.patana.ac.th

school. [If you would like to see the **'Library User and Borrowing Policy'** then please email Mr. M. stmu@patana.ac.th and a copy can be shared with you]

Review and Development

	Cross Campus
Created by:	WAKI, SUSI, STMU, DAPA, RALN
Created:	October 2020
To be Next Reviewed:	October 2022