



**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](mailto:reception@patana.ac.th)  
[www.patana.ac.th](http://www.patana.ac.th)

## **Bangkok Patana School Library – Cross Campus Alumni Library Use Procedures**

### **Guidelines 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 digital Bangkok Patana Alumni card, which will be issued by Mark Lanzuela, Patana's Alumni and Social Media Co-ordinator ([raln@patana.ac.th](mailto: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](mailto:raln@patana.ac.th), Khun Waree ([waki@patana.ac.th](mailto:waki@patana.ac.th)) for Secondary or Khun Aom ([susi@patana.ac.th](mailto:susi@patana.ac.th)) for Primary. A 'Cancellation Form' will need to be completed. *If the deposit is ever refunded, the Alumni member will no longer be a member of the Bangkok Patana libraries and can no longer borrow library items.*
4. Upon payment of the deposit, a digital Alumni card will be issued by Mark Lanzuela. He will email the information to Khun Waree to set up a new library account and create the barcode label for the digital card. Mark will then issue the digital card and inform Khun Waree to share the information with the library team. Books can be borrowed as soon as the digital card is activated. *Please present your digital card during your visit to the libraries, so books can then be borrowed.*



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5. If there is no current information on the school system [BPS Net] then the Alumni member will provide an up-to-date passport photograph and the relevant email and phone contact details. This will enable us to get in touch should the need ever arise.
6. Alumni library members may borrow up to **3 items** [made up of books, magazines, DVDs, audio books and music CDs] at any one time.
7. 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](mailto:waki@patana.ac.th)) for Secondary books or Khun Aom ([susi@patana.ac.th](mailto: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.
8. The Library has the right to restrict the borrowing of items which may be imminently used by students for lessons.
9. If anything becomes overdue, then the library [in the first instance] will contact the Alumni member to request the return of the loan items. This will be followed up by the Head of Libraries should the need arise.
10. If any item is not returned by a specified date, lost or damaged, then the Alumni member will be billed for 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 the Patana card. If this is not done, then the Library reserves the right not to allow any further items to be borrowed on that Alumni account until the bill is settled. Ultimately, the Alumni 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.
11. 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 school. *[If you would like to see the **'Library User and Borrowing Policy'** then please email Mr. M. [stmu@patana.ac.th](mailto:stmu@patana.ac.th) and a copy can be shared with you]*



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## Review and Development

	Cross Campus
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## Copy of 'Alumni Cancellation Form':

### Alumni Library Access Cancellation Form

Please complete this form to request the cancellation of your alumni library access and the refund of any deposit you may have paid. Once submitted, your access will be terminated, and your deposit refund will be processed. Please allow [X] business days for processing.

Personal Information:

Full Name: \_\_\_\_\_

Alumni ID Number: \_\_\_\_\_

Contact Information:

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Reason for Cancellation:

Please select the reason for your cancellation:

Graduated from university.

No longer wish to access library resources.

Other (please specify): \_\_\_\_\_

Cancellation Date Requested:

Please indicate the date you would like your alumni library access to be terminated:

Requested Cancellation Date: \_\_\_\_\_ (MM/DD/YYYY)

I understand that once my alumni library access is cancelled, I will no longer have access to library resources, including borrowing privileges and electronic databases. I have returned all borrowed materials and settled any outstanding fines or fees associated with my library account.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Please sign electronically if submitting online)

Submission Instructions:

Complete this form with accurate information.

Sign electronically (if submitting online).

Submit this form by [Submission Deadline] to [Library Email Address].

For any questions or concerns related to this form or the cancellation process, please contact the Alumni department at [alumni@patana.ac.th](mailto:alumni@patana.ac.th) or the Bangkok Patana Libraries at [library@patana.ac.th](mailto:library@patana.ac.th)

Thank you for your cooperation.