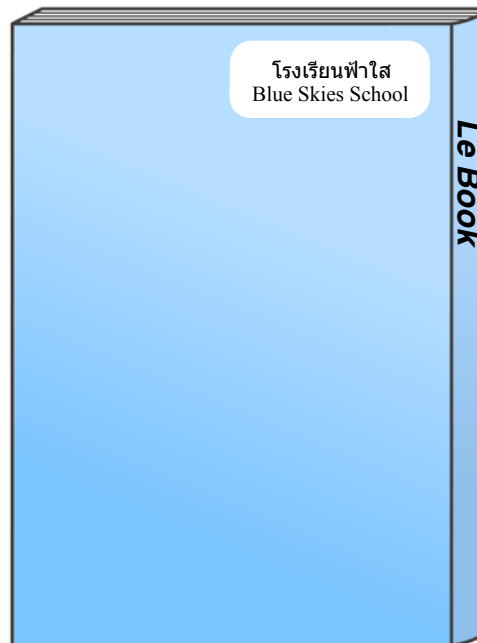


## Guide to the Library

When I arrived, the library was totally disorganized and books were labeled only with colored tape to indicated the reading level of the book. This system was highly inconsistent and also not very helpful. I have created a loose system of organization in order to facilitate book finding for both teachers and students. The library is currently divided into the following sections: Christian books, picture books, fairy tales/folk tales/myths/legends, fact books, chapter books, and books for toddlers/pre-k. There are also shelves with magazines and teacher resources.

The label size I used is A-7. It is my recommendation that this size continue to be used to create a standardized look. The best labels I have found are the A7a big box of full-size sheets, and I've found them only at the B2S at Central Airport Mall. Sticker labels should be covered with a piece of tape. **ALL** books should have a sticker label that says "Blue Skies School" in Thai and English in the top right hand corner of the back of the book's cover, like so:



### Christian books

Christian books have the following image on their spine:



They are divided by language, with Thai and Thai/English books on the bottom shelf and English books on the upper shelves.

### Picture Story books

There are two sets of shelves with picture books. The one on the left houses the fairy tales/fables/myths/legends on the top shelf, the Thai picture books on the second and third shelves, and the English&Thai picture books on the bottom shelf. The shelves on the right have only English picture books, with poetry in a special (currently unmarked) section on top.

Currently only the English books are organized by the first letter of the author's last name. Each book has a label on the spine showing that letter. Ideally the Thai books would be organized in a similar fashion. The English&Thai picture books are a small collection and are located on the bottom shelf of the left bay.

**fairy tales/fables/myths/legends** are separated out because the kids really like them. They are separated into Thai, English and Thai/English. They all have the following image on their spine:



### Fact books

Fact books have the following image on their spine:



These are books that present information, in whatever form that may be. This includes picture books and bigger books. Sometimes I define this for the kids as “not stories” (although many of the Thai books give facts through a story? It was a hard call with some of them). Subjects include science, math, art, social studies, how-to books, and others. They range from dictionaries and encyclopedias to easy-to-read comics. English books are on the top shelf, Thai and English on the second shelf, and Thai on the other half of the second shelf as well as the bottom two shelves.

### ASEAN books

ASEAN books are a special category of fact books and since ASEAN (Association of Southeast Asian Nations) will be so important to Thailand I decided to separate them out. They are on the top of the shelves of English chapter books.

They have this image on their spine (and no magnifying glass):



### Toddler/Pre-k Books

The books for small kids are in their own bay, divided by subject. The idea is that it will be easy for teachers to find books for a particular lesson.



alphabet books



numbers & counting books



first words, first dictionaries



opposites



food



shapes & colors



songs, poetry, nursery rhymes



animals



other stories, mostly board books

### Other labels

I labeled some high-interest subjects found throughout the collection. These labels are in addition to the label for the section that the books are in.



books from the Hundred Acre Wood



Christmas books



books based on movies

### Early Readers

They are currently shelved in 3 groups: Thai & English, English with vocabulary defined in Thai, and just English. The plan is for Jamie (the English teacher for the school) to group them by English reading level as well. The early readers have gained popularity this year, and have been inspiring for kids learning to read English.

### Chapter Books

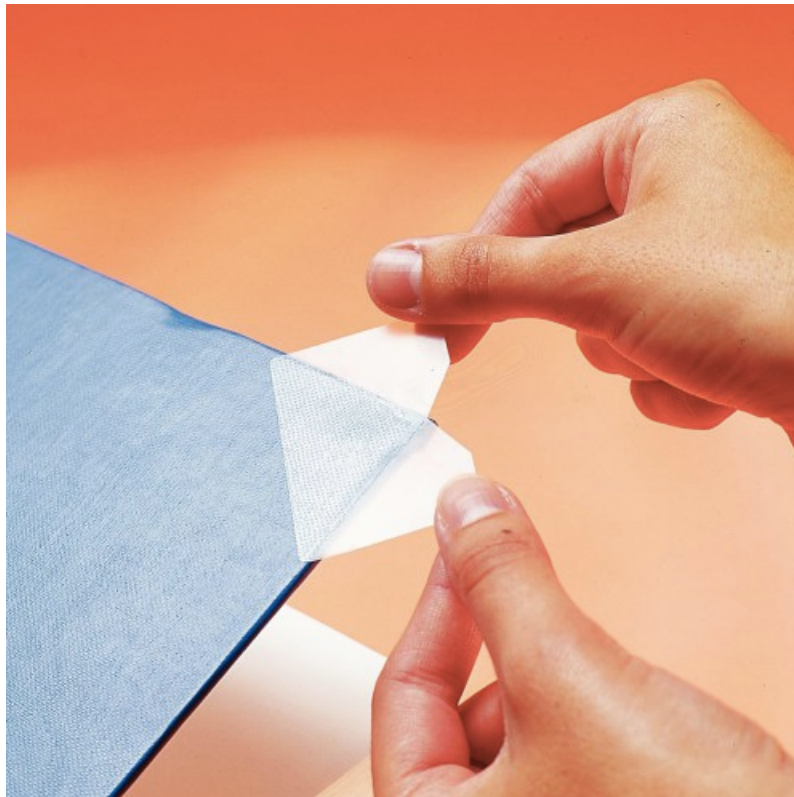
There are a lot of Thai chapter books, shelved in their own bay, next to the magazines. I didn't organize them at all since I can't read Thai.

The English chapter books are not really organized either, except that I tried to pull the ones that aren't kid-appropriate and put them on the shelves with the teacher resources. To be honest, I doubt that any of the kids are going to read these because it would be a lot of work to read a bigger English chapter books.

## Repairing Books

Sometimes Phil will repair books, but if you feel inspired, here are a few notes on repairing books. Please use clear tape when possible. I brought one precious roll of book tape from America but mostly I used clear Heavy Duty Scotch Packing Tape (found at Office Mate). The biggest problems I have found are: mold, water damage, worn corners, pages falling out, and torn pages or covers.

This picture shows how to protect a corner that is wearing. Cut a small triangle in a piece of tape and place it like the picture. Fold the flaps down around the corner. This is good for both hardback and paperback books.



Books that have pages falling out are tricky. You can tape them back in if that seems like it will work okay. We don't currently have a stapler than can staple pages back in place.

Mold is tricky. You can put a book in the freezer for 24 hours to kill mold but unfortunately due to the climate here it will probably just mold again. If a book is so moldy that it: a. seems hazardous to one's health or b. is unreadable, please throw it away.

Also, with books that are water damaged: if they are unreadable, please throw them away.

Angela Barratt, librarian, 2013-2014

## **Donating Books to the Blue Skies School Library**

First of all, I'd like to thank you for your interest in the school and particularly the library. These kids love to read and it's wonderful to get more books.

Since we are understaffed and there is no one dedicated to library care, I would like to request that books that enter the library be in good condition. Minor wear and tear is expected, but books that have major damage should not be placed in the library. I consider major damage to be: mold, water damage, missing pages, broken binding. Some of this must be left to your discretion.

Please keep in mind that English chapter books are of little value to the children at Blue Skies. The ones that we have mostly just take up space in our library. Early readers are a wonderful addition to the library, and quality English picture books are welcome as well.

If you would like to purchase books for our library, I would encourage you to take a trip to one of the many bookstores in Chiang Mai to buy some books in Thai. While new books in English are always a wonderful addition to the library, it is books in Thai that really inspire the kids to read as much as they can, to learn about their world and to enjoy stories. This year they have really enjoyed grade school chapter books in Thai.

Here are a few bookstores I used when I was here:

Central Airport Plaza Mall: Se-Ed Book Centre, B2S

Central Festival Mall: Se-Ed Book Centre, Nanmee Children's Bookstore, B2S

Independent: 64 Cats, in the Nimman district, on Nimmanheim Road

Since we are understaffed, it would be a great help to the library if you could process your donated books while you are here. Please refer to the "Library Guide" for information on how to do that.

Sincerely,

Angela Barratt  
librarian, 2013-2014

P.S. a note on content: the management of Blue Skies School holds some very conservative beliefs about book content. Please no *Harry Potter* or other witch-themed books.