



Library Service

In the Tokyo West International School Library, we provide a variety of resources that are appropriate for a range of ages. In IB curriculum, the library class plays an important role by being a hub of knowledge and storehouse for information. The IB expects the library for the implementation of the PYP programme as a stepping stone to support students in their journey for developing their self-confidence and academic prowess.

Library and homeroom teacher will always collaborate to plan the learning unit. The aim of the library is that students can learn how to connect the attributes of IB learner profile approaches to learning skills and concepts of their Units of Inquiry. As one of the IB schools, the academic team will always make sure to give the greatest help to support students learning in the Library. Therefore, all grades from Early years to Middle school have a scheduled library lesson once a week.

- **Opening hours:** 8:30-16:30
(Open on school days only except Wednesdays)

- **New Library** includes:
 - Reading room: 20 seats for students
 - AppleTV
 - Printer
 - Fiction & Non-fiction books for upper grade students.

- **Old Library** includes:
 - Read-Aloud room for 20 small kids with a carpet.
 - Projector & screen.
 - Picture books, beginners' chapter books.

- Book circulation

	Periods	number of books:	
●	K3 :	TBA	
●	K4 & 5:	1 week	1 book
●	G1-2 ES:	1 week	2 books
●	G3-4 ES:	1 week	3 books
●	G5-6 ES:	2 weeks	4 books
●	G7-9 MS:	2 weeks	6 books
●	Staff:	2 weeks	6 books
●	Teachers:	1 month	99 books
●	Community:	TBA	



Note:

- ❖ You can not borrow books if you have any overdue books. **Return library books you have borrowed, then you can borrow new books.** Return or renew them by the due date stamped on each book.
- ❖ A notice will be issued every week to remind you to return/renew books.
- ❖ If you broke a book, please bring it to the library. We will fix it. **Do not try fixing it yourself.**
- ❖ If the damage is too serious, the school may ask you to pay for it.
- ❖ Please be mindful not to leave library books near your dog or your little younger siblings.
- ❖ If you have **lost** a library book, please tell your librarian as soon as possible. Often, lost books are found by other people and brought back to the library.
- ❖ Please continue to look for it, and after a term, we will decide if you should pay for it or not.

To search for any TWIS library books, go to the following library online catalogs:

- a. *TinyCat* ; <https://www.librarycat.org/lib/twislibrary>
(for all the Japanese books and old English books.)
- b. *Destiny*; <https://tokyowest.follettdestiny.com/>
(for all the new English books.)

You need to login to borrow any **ebooks**, we have only one title now, or **WebPathExpress**.
(ask details if you have interest.)

You can look for TWIS library books from your classroom or at home through the internet as a visitor.
No need to login *Destiny*.

TWIS eResource Guide

a. *WebPath Express*:

Website search engine for PreK-12 use.

*Go to [Follettlearning.com](https://www.follettlearning.com) to see the detailed explanation.

How could I begin *WebPath Express*?

You have to login *Destiny: library system* first with **your individual ID/PW**.

[Destiny for TWIS](https://tokyowest.follettdestiny.com/) <https://tokyowest.follettdestiny.com/>

User name (Login ID) : your initial+family name

(example – haoyama for Hirono Aoyama) PW: Same as your User name for the default setting

Procedures:

1. First, you should go to the TWIS library **Destiny** Library System above.
Destiny is our new library system to catalog all the library book data. We use it for the book circulation from April 2022. At this point, there is only new TWIS book data bought in 2021-22. Next new books for this catalog are arriving from September 2022. We already ordered 330 English books, and 160 Japanese books this school year. Please wait for the new book catalog function.



Tokyo West International School

(Anyone can use TWIS Destiny Catalog - Book Search function as a visitor - without a login process.)

2. To use the *WebPath Express*, please push the *login button* right up to the corner. Login with your ID/PW above. (You can change your PW later.) How could I use *WebPath Express*, then?

Go to *Tokyo West IS - Destiny* webpage below

<https://tokyowest.follettdestiny.com/>

- click *Tokyo West International School*

- click *Catalog* in the tab.

- click the *Login* button (up & right corner) and put your individual ID/PW.

- click *WebPath Express* in the menu left hand side

- Try search on your topics

- Get results with your filters : Format, Grade level, Domain, Source, Lexile, Language. You can choose from the pull down menu or no filtering. You can **jump into each website** from your result - the website list.

- You can: print the website list, save the PDF of the list to look up later, Save the list in *My Personal List* in *Destiny*, Pull out your saved lists from the *Resource Lists* later, Make the list public in TWIS to share as a *Public Lis*

b. Britannica School

- Electric encyclopedia by *Encyclopedia Britannica (EB)* as a school library resource
- Including [Britannica School Fundamental](#): PreK-G2 level interactive pages

c. Britannica Image Quest

Image search engine to find images from internet websites selected by EB editors which are appropriate to K-12 students. Go to [BritannicaLearn.com](#) to see the detailed explanation.

How could I login *Britannica School /ImageQuest*?

a. Go to URL below, and put the school ID/PW. TWIS school ID/PW

ID : twis2022 PW: global2022

[Britannica School](#) URL: <https://school.eb.com>

[Britannica ImageQuest](#) URL: <https://quest.eb.com>

Manuals in Japanese: <https://www.britannica.co.jp/support>.

- If you have any **questions**, feel free to ask

Your librarian, Ms. Hirono (hirono.aoyama@tokyowest.jp)