



COLLEGE OF MICRONESIA-FSM

P.O. Box 159, Kolonia, Pohnpei
Federated States of Micronesia 96941

Phone: 691.320.2480 x140

jenniferh@comfsm.fm

Fax: 691.320.2479

*Office of the Director
Learning Resources Center*

October 26, 2012

MEMORANDUM

TO : Mariana Ben-Dereas, VPIA
FROM : Jennifer Hainrick, LRC Director
SUBJECT : **Kosrae Campus Library Trip Report, August 2012**

On August 13, 2012 I left for Kosrae to work with Kosrae campus librarian, Michael Williams on collection development and reconversion of his library materials. Previous visits and discussions revealed that he lacked the tools necessary for cataloging and that he was not familiar with using Library of Congress Classification (LCC) system.

I showed up for work on August 14, 2012 and met with Michael where he updated me on the status of the Kosrae Campus library renovations. The renovations had been completed but furniture had yet to be placed inside the building as they were awaiting payment for customs clearance. A meeting with Kosrae Campus Dean Kephas indicated a need for extra personnel at the library as was also indicated by Michael earlier this year. Discussion also covered library skills instruction on the use of electronic resources and databases.

Over the years, the holdings of the college library have been housed in the Rose Mackwelung Library, a public library funded and operated by the Department of Education of Kosrae State. All holdings of the Rose Mackwelung Library are classified in Dewey Decimal Classification (DDC) system which uses numbers for cataloging and classification of materials. Because of the recent changes and pending move from the Rose Mackwelung Library to its own building, the Kosrae Campus library will need to convert all its



Kosrae Campus Instructional Coordinator, Mike Nena and I cutting the ribbon during the dedication ceremony of the new building.

current records of its holdings to the LCC system in order to maintain consistency and a uniform cataloging system with the other libraries of the college. College libraries are categorized as academic libraries and the LC system is the preferred tool for records maintenance. In preparation for a future union catalog of all campus library holdings, it is critical that all libraries maintain and implement consistency in the cataloging of their records, thus the need for the conversion.

From August 14-17, Michael and I worked on his college collections, converting them from DDC system to LCC system, assigning combinations of letters and numbers to identify the subjects of the records. Orders have been placed for full sets of the Library of Congress classification schedules for state campus libraries' use in cataloging. Online cataloging resources were emailed to Michael for his use. Four boxes of duplicate materials from the national campus library were added to Kosrae campus library collections.

A special ceremony to dedicate the new building that housed the library was held the afternoon of August 17. I participated in the ribbon cutting part of the ceremony. Director of Community Relations Joseph Saimon and MITC Coordinator Karleen Samuel who were there for college website work also participated in the ceremony. The trip concluded on August 18 with our departure from Kosrae to Pohnpei.

Thank you.



Jennifer Hainrick
Director, Learning Resources Center

