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*Office of the Director
Learning Resources Center*

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MEMORANDUM

TO : Mariana Ben-Dereas, VPIA

FROM : Jennifer Hainrick, LRC Director

SUBJECT : Trip Report, Chuuk Campus Library Site Visit

Juvelina Rempis and I left Pohnpei for a three-day site visit at the Chuuk Campus library in Weno, Chuuk. The trip lasted from February 28 to March 2, 2012. The purpose of the visit was to make an initial assessment of the collection of the Chuuk campus library, the performance of the library automation system (Follett) and its various features, and introduce the instructional modules that are being implemented at the National campus library.

The Chuuk campus Learning Resources Center (LRC) employs a librarian, Kersweet Eria; a library assistant, Jayleen Kokis; and two media technicians, Edson Asito and Mac Emwalu. Barcodes for patron and book records, a barcode scanner, and a DVD of the investiture ceremony for President Joseph M. Daisy were presented to the Chuuk campus LRC staff for their use and inclusion into the collections of the library and MITC. As of this report, the Chuuk Campus library has a total of 11,011 volumes, provides access to 16 computers, and two OPAC stations.

The visit to the Chuuk campus library proved that there is a lot of work that needs to be done. An assessment of the collections revealed that items need to be weeded and replaced with more updated and current editions, many materials are mis-shelved and need to be shelved properly, many items are not cataloged into the automation system and therefore are not displayed in the library catalog, and there exists inconsistency in the system used to catalog the records. The staff have been tabulating their statistics of library resources and services manually for the past several years. Assessment of the Follett system revealed that patron accounts need to be updated into the system and set up of the system needs to be updated and trained to librarians. It was also revealed that MITC has no access to the Follett system. The staff need to sort out their collections first, reconvert all their available materials into the Follett system, and receive proper training on the use of the different programs of the Follett system specifically Circulation Desk, used for checking in/out library materials; Reports, used for compiling statistical reports; Inventory, used for collection development purposes; Patron Maintenance, used for updating and maintaining patron accounts; and Backup & Restore, used for backing up the Follett data and restoring the database when needed.

The college identification cards were also discussed on their format and overall look. Student IDs have been assigned the same barcode because of the lack of patron barcodes provided to the Chuuk campus library. With the supply of new patron barcodes, the MITC staff have been instructed to begin assigning students, staff, and faculty different barcodes for their IDs and start uploading their photos onto the Follett

system. This will allow for updated and accurate statistics on usage of library materials and patron accounts.

Computers for the librarian and the library assistant were reported to be infected with viruses. The barcode scanner was not recognized on either of the two computers. When tested on the Follett server and the OPAC stations, it worked. Inspection of the Pacific collection revealed that three broken computer units have been housed there for one and half years even when IT was informed that the Pacific room stores only library materials, not broken computers. The computer for the library assistant is mainly used for circulation purposes. It has not been connected to the Follett system for some time. A brief meeting was held with Chuuk campus IT personnel, John Dungawin, regarding the status of these computers with Kersweet and Jayleen in attendance. The meeting was interrupted twice with personal calls made to John's cell phone. He reported that the Follett server was too slow and old when asked about the MITC computers having access to the Follett system. The library staff relocated the OPAC unit to the circulation desk to be set up for circulation and cataloging purposes. In the MITC, one computer has not functioned properly for some time and the media technicians' computers have no access to the Follett system. It was later discovered that no attempt was made to see if these computers could connect to the Follett computer by the IT department. The Follett system was successfully set up on the MITC computers by me.

A document detailing the procedures for re-classifying the mislabeled materials was provided to the Chuuk campus library staff for their use in addition to library instructional modules. Other Chuuk campus library needs to be addressed include the following:

- Provide training modules of the Follett programs
- Supply spare bookends
- Cataloging training on video tapes and DVDs
- Purchase of current and updated materials
- Subscription to Kaselehlia Press and Pacific Daily News
- Two barcode scanners to be ordered for use in the MITC and library
- Air conditioners not cooling library
- Termite infestation still evident in Pacific room

End of report.

cc : IT Director, Gordon Segal