



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*

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MEMORANDUM

TO : Vice President, Instructional Affairs

FROM : Director, Learning Resources Center

SUBJECT : Site Visit – Chuuk Campus LRC, Jan. 15-20, 2013

I left Pohnpei on January 15 for a week-long site visit at the Chuuk campus library and MITC. The objectives of the visit were to train the library staff on collection development planning through inventory and backup of their collections and also gather personnel data for reclassification purposes.

Training

According to librarian Mr. Eria, inventory of the collections was never done using the automation system. No training was provided to them in the past and they also did not have the necessary equipment, barcode scanner, to make inventory possible. An extra scanner was loaned to them from the National Campus LRC and two new ones were ordered. Training on inventory was done with the procedures for running the inventory included. Staff members received print copies as well as electronic copies of the inventory procedures. The last recorded backup for the Chuuk campus library collections was done in 2010. Training was held for both Jayleen and Kersweet on backing up their Follett data to ensure that in case their system crashes, their data can be restored with the backup that they had saved. The staff set up a schedule to run their backup daily. It was recommended that they run their daily backup either early in the morning or late in the evening. I sat with Edson Asito in MITC and we ran through a basic introduction to cataloging of the media collection.

IT Issues

15 computers are set up in the library for students to use. When they need to print, students would have to save their work to their USB drives and print their documents at a separate unit connected to a printer. This arrangement takes Jayleen away from her desk to a unit located in the outer entrance of the library to print the students' documents. The staff shared their concerns that the unit connected to the printer was not working, thus limiting students' ability to print. IT assisted in procuring a newer unit from the previously phased out Upward Bound to

accommodate this request. The unit was installed at Jayleen's desk for circulation use and assistance with students printing. IT was also tasked to network all student computers to the printer so students could print directly from the computers they worked on. IT was able to set up the computers as requested. However, he stated that the computers would have to be re-connected to the printer each time the computer was shut down or restarted. The library staff had to be trained on how to reconnect the computers to the printer because of this problem.

Personnel

I sat with Jayleen and Edson and went over the forms they would need for reclassification and what information was required of them. Copies of the forms were left with them to use. Job descriptions of their current positions were not available in their personnel files to support their reclassification request. Information on these will be located at the National Campus and shared with them. I met with Dean Kind and we discussed several concerns that the LRC staff shared with me. Among them were other duties that had been assigned to them, outside of their job descriptions which include COMET testing and monitoring of the computer labs. We also discussed personnel issues concerning reclassification of Jayleen and Edson. Funding support was needed for Edson to take a week long training in cataloging of media collections and upgrading of his video editing skills at the National Campus MITC. Edson was urged to apply for staff development to assist with funding for his upcoming training.

Since the last site visit in March 2012, the following needs have been addressed:

- Other Follett programs are now used daily – circulation and backup; Training has been done on the use of the inventory module, to be implemented during school break
- Bookends have been shipped and are in use
- Library of Congress cataloging tools have been shipped and are in use
- Cataloging training on video tapes and DVDs
- Purchase of current and updated materials is ongoing
- Two barcode scanners have been ordered and are in use

I returned to Pohnpei on January 20, Sunday night.



Jennifer Hainrick
Director, Learning Resources Center