



COLLEGE OF MICRONESIA-FSM

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

Phone: 691.320.2480 x140

comfsmllib@comfsm.fm

Fax: 691.320.2479

*Office of the Director
Learning Resources Center*

November 19, 2012

MEMORANDUM

TO : Vice President, Instructional Affairs

FROM : Director, Learning Resources Center

SUBJECT : Monthly Report, October 2012

VISITORS:

Chuuk Campus (1)

1. COM-FSM VPIEQA Ms. Frankie Harriss visited the Pacific Room in the LRC.

National Campus (2)

1. Miller Benjamin from U municipality assisting IREI for research
2. Danko Taborosi from Batutona G. Belbrade, Serbia

Pohnpei Campus (7)

1. Rencelly Nelson
2. Kevin
3. Sinolet Lekka
4. Ms. Elicado
5. Lucy Oducado
6. Security
7. Vanta Warren

PERSONNEL:

Chuuk

- Annual evaluation for Jayleen Kokis has been submitted to Chuuk campus HR office to be review, and sign by campus Dean. This semester 5 work-study students join the LRC staff to assist provide services to patrons.

ACTIVITY HIGHLIGHTS:

Chuuk

- A representative from Northwest Region office visited the MITC and requested list of students from that region for they will assist them with their scholarship. Mr. Asito continue assist students taking the Art class online by scanning their work to their instructor Ms. Karen Simion. Two work-study students join MITC workforce this semester. Media technician Mr. Edson Asito has been generous enough to assist IT staff fixed computers and printers and also set up equipment during workshops and/or events on campus.

Kosrae

1. Continued with Dewey to LC conversion this month. 779 of 1,223 volumes converted to date.
2. 42 Kosrae High School students used the LRC to view DVD on child development.
3. KC Student Services staff used the LRC for their meeting.
4. News Story workshop was help in the LRC.
5. Land Grant staff used the LRC for their meeting.
6. KC Human Resource Committee used the LRC for their meeting.
7. Catalogued 51 books donated by Pohnpei Campus LRC and National LRC.
8. Submitted 2 local PO for 1ea. Copier/printer and 3 ea. World Maps for approval.
9. Assisted carpentry instructor with installation of 1 ea. deadbolt on door in the stacks area.

National

- Copies of the C2C final report were mailed to the libraries and other entities for their copies. The COM-FSM libraries have their own copy for their collections.
- The Human Resources (HR) Committee met twice this month. Major work completed is the committee's Terms of Reference and are currently working on three urgent HR policies. Julia and Alfred Olter are the only professional staff on the committee and if the TOR is approved, only one will be allowed to remain on board.
- Darsy Augustine was elected to participate in a Field Producer training in Marshall on December 3rd to 8th 2012. He is schedule to fly out from on November 30th 2012 and return on December 11, 2012. All expenses will be sponsored by Oceania Television Network, OTV.
- Karleen Manuel Samuel was the recipient for Karen Peacock scholarship this year. This scholarship is to support participants who will be attending the Hawaii Library Conference that will be held in Maui, Hawaii on November 30-Dec. 1, 2012.
- A piano donated by Kyowa Shipping Company Ltd was stored in MITC recording room waiting for administration office to identify its permanent location.
- COM-FSM faces video has been revised and now waiting for the final edit. When done, MITC will send a copy to DCR office for review.
- October bibliography list was prepared and sent out.
- Assessment worksheets were prepared and sent out to the library staff at all campuses for their review and input. They have been revised per comments received and posted on the LRC wiki.
- LRC Director traveled to Salt Lake City, Utah to present results of the FSM Connecting to Collections Grant survey at the American Association of State and Local History (AASLH) Annual Conference.

Pohnpei

- Interns and work study students assisted in the library with cleaning and re-shelving misplaced books.
- Library staff attended a meeting regarding the Accreditation Work Checklist.

Yap

- Susan completed the LRC assessment for fall 2011-summer 2012, assessment worksheets for fall 2012-summer 2013, and the budget proposal for 2014.
- Meetings attended include a regular staff meeting, presentation on Fraud Awareness, and a Fire Drill meeting with Francisco Mendiola.
- Susan also provided assistance to Alice of FMI with her assessment worksheets, and participated in the ACCJC rubrics survey.
- Receiving reports for items received from Book House and Highsmith were prepared and submitted.
- Additional library supplies and a steel cabinet were also received to be included in the library.

TOPICS RESEARCHED:

Chuuk (4)

1. Alcohol
2. Abortion
3. Typhoon Chata'an
4. Location of each island in the Pacific

National (39)

1. Air quality in Micronesia
2. Baseball
3. Books by Nasako Weires
4. Business Law
5. Car/Transportation
6. College Achievement
7. Consequences of change in family structures
8. Deforestation
9. Deforestation in Micronesia
10. Diabetes
11. Effect of culture change in the family structure in Micronesia
12. Food (General)
13. FSM Constitution Day
14. Global Warming
15. Health issues
16. History of Pohnpei according to the Book of Luelen
17. History of Ponape/Pohnpei in accordance with the Book of Luelen
18. Human growth
19. Intention of publishing the first Pingelapese dictionary
20. Intentional Torts law
21. Law
22. Nan Madol ruins compared to the Lelu ruins
23. Nanotechnology
24. Philosopher Biography
25. Photo pictures of Pohnpeian from the past
26. Photos of other traditional Pohnpeian baskets
27. Picture of Pingelap during German era
28. Pingelapese languages and their usage
29. Plutonium
30. Pohnpeian – English dictionary to explain some unknown vocabularies
31. Pollution (Air, Water & Noise)
32. Population culture on how to greet people and respect
33. Soccer
34. Suicide in Chuuk, Micronesia
35. Teenage Smoking
36. The names of certain animals (skinks and turtles) from Pingelap. Does anyone know them in the local language? Blue tailed skink, green turtle,
37. Traditional baskets of Pohnpei (Lap Kupwu)
38. Tsunami in Micronesia
39. What Pingelapese language are available

Pohnpei (11)

1. Carpentry
2. Chemistry
3. Construction Tools
4. FSM National Government

5. Introduction to Plasma Science
6. Medical Terminology
7. Micronesia toward Modernization
8. Muscle Dystrophy

9. Neurological Disorder
10. Rain Forest
11. Tourette Syndrome

Yap (17)

1. Child Abuse
2. Cloning
3. Diabetes
4. Domestic Violence
5. Dubai's Artificial Island City
6. Egyptian Art and Language
7. Global warming
8. Governance Structure of Yap
9. Heart Diseases

10. How was electricity invented?
11. Inventions
12. New Zealand
13. Papua New Guinea
14. Periodic Table of Elements
15. Renewable energy
16. Traditional Extended Family in Yap
17. Yap Statistical Data

STATISTICS:

Programs/Services

	CC	KC	NC	PC	YC
Patrons usage	3750	2176	29976	15,714	2602
Reserved materials			136		26
Materials circulated (all)	221	184	1214	273	1263
Visitor usage	2		120	2	0

LRC computer usage

	CC	KC	NC	PC	YC
General application	900	505	3251	1424	690
Reference	15	741	5722	-	317
Email	-	-	1619	-	253
Technical assistance	16	5	113	4	25

LRC Reference Encounters

	CC	KC	NC	PC	YC
Reference encounters	4	13	72	11	33

Collection Development

	CC	KC	NC	PC	YC
No. of volumes (updated)	10,203		66,248	6,282	9,542
New Acquisitions	123		3	69	36
Backlog	3		0		
Donations	4		13	5	
Withdrawn			7		

Cataloged	128	51	281	16	43
Gov Docs processed			263		
Serials processed			208		
Expenditures		\$ 577.96	\$ 2813.64	\$333.98	\$1091.42

Inter-Library Loan

	NC	PC
Request sent	21	1
Request received	11	1

Work Study

Pohnpei Campus work study hours earned: 200

National Campus work study hours earned: 195:02

MITC

Audio production	2
Audiovisual material duplication (COM activities)	1
Audiovisual materials cataloged	13
Audiovisual materials labeled	50
COM meetings/workshops in MITC Rooms	17
COM Video Coverage	04
Digital Photos	316
Equipment checked out	06
Graphic Productions	10
ID Cards issued	31
ID Cards Validated	40
ID or personal Cards Laminated	2
ID Photos Taken	31
Manual video check out (boots & MITC classrooms)	5
MITC documents filed	10
Non COM meeting/workshop in MITC Rooms	1
Non COM Video coverage	1
Number of classes held in MITC	23
Patrons provided with reference/research services	1
PDL files OCR Files edited (rename/edit content) Item files created for upload Page scanned	12
Photos uploaded in Follett	20
Poster laminated	20
Print Productions	10
Reel to reel conversion	06
Scan documents for COM/PIALA	10
Setup Audio systems for activities/class	10
Video burned into DVD format	1

Video Showing in MITC Rooms/Booths	55
Work-study hour	37.55

Library Instruction

Yap Campus

Use of Reference sources for 24 students in Ms. Masiwemai's ESL092 class

Use of OPAC for 2 students by individual appointments

PROFESSIONAL and/or COMMUNITY INVOLVEMENT:

None at this time.

CONCERNS, PROBLEMS, COMMENTS, SUGGESTIONS:

Chuuk

LRC encountered problem with space in the Pacific Room. As the Pacific Collection rapidly grow with limited space for shelves. We might not have enough room for new Pacific materials in the years to come. The ONLY option we may have is to extend LRC building to the counseling building and that will give us more space for the Pacific Room.

Kosrae

Still trying to track down order placed with Mason Crest Publishers which according to vendor's Warehouse manager was addressed and shipped to Danny Dumantay. LRC Director communicated with Comptroller and is still waiting on the status of this inquiry.