



COLLEGE OF MICRONESIA-FSM

POHNPEI CAMPUS

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February 29, 2012

MEMORANDUM

TO : Director, National LRC

CC : Acting Campus Director, Pohnpei Campus

FROM : Library Technician, Pohnpei Campus

SUBJECT : Monthly Report, February 2012

VISITORS (18)

The followings visited the library to seek library assistance, do research and read materials:

Atarino Helieisar, Tosiwo Liwy, Cindy Edwin, (15) Ace students,

Activities and Highlights:

Feb 10. Counselor Cindy Edwin brought her ACE students to the library to gain more information on how to use the OPAC, to familiar with the services of the library, & know how to read call numbers.

Feb. 14. Joint the Management Team in meeting the New President in the Conference Room.

Feb 27. Rihter Hellan started her contract as the Library Assistant I. She will be working until July 31, 2012. Her duties are providing circulation services to patrons, keep and maintain statistics of the library and provide technical assistance.

Topics/Inquiries researched: (11)

1. Nan Madol Ruins.
2. Domestic violence.
3. Child Abuse.
4. Pohnpei Invasive plants.
5. Typhoon in Pohnpei.
6. War in Pohnpei.
7. Invasive plants of Pohnpei.
8. Spanish Wall.

9. Bell Tower in Pohnpei.
10. Child abuse.
11. . Refrigeration and Air conditioning.

I. STATISTICS

Circulation Desk	
Patron Usage	3860
New Library Cards	3
Overdue Books	8
Materials Circulated (all collection types)	297
Printer Usage	246
Canon copies	116
Fines paid	\$28.29
Reserves	3
Clearance/withdrawal	1

Hours of Works Study	
On – Campus	54
Volunteer	4

Expenditures:	
Acquisitions Purchases	\$165.00
Acquisitions Received:	
Periodicals Rec'd	36
Books	6
Total	42

Materials Cataloged	
Books	0

Booking of Library use	<u>1</u>
Noncompliance with LRC policies	<u>2</u>
New Accounts	<u>3</u>
Serials processed	<u>36</u>
No. of volumes (updated)	<u>n/a</u>

Computer Usage:	
General Applications	497
Visitor's	0
Technical Assist	88

Donation	
Books	1

ILL Request	0
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Reference encounters	11
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Training & Orientation	1(15) Students
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Withdrawn:	
Magazines	109

PROFESSIONAL and/or COMMUNITY INVOLVEMENT:

None

CONCERNS/COMMENTS/SUGGESTIONS:

Submitted by:

Nercy Syne-Simina
Library Technician, LRC