



# COLLEGE OF MICRONESIA-FSM

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*Office of the Director  
Learning Resources Center*

## MEMORANDUM

**TO :** Vice President, Instructional Affairs

**FROM :** Director, Learning Resources Center

**SUBJECT :** Monthly Report, August 2013

### PERSONNEL:

Charity Ileyagisiug resigned from her post as Library Technician at Pohnpei campus effective August 2. Neileen Rosario was contracted as her temporary replacement until September 30.

### ACTIVITY HIGHLIGHTS:

#### Kosrae

- Collected \$.45 was collected for printing services.
- Access was granted to 48 KHS students to view a DVD on prenatal development as requested by their instructor.

#### National

- Inventory and rearrangement of LRC collections and resources was a success due to the cooperation of all staff involved.
- A news story was shared with IT department for inclusion on the newsfeed.
- MITC provided ID services to Pohnpei Campus. Luciano Mathias spent two weeks at Pohnpei Campus on August 26-September 09, 2013 issuing ID cards to students
- Video projects completed for this month by MITC include the LEAP graduation video, the LEAP photo album slide show, and FSM President Mori's message for the COM-FSM Convocation ceremony.

#### Pohnpei

- Weeded materials were displayed outside the library for public use.
- LRC was closed from August 5-9 due to rearrangements of the resources and collections.
- The LRC received a new shelf to house the media collection.
- Patron records are updated into the Follett system to match the new IDs issued.

Yap

- The instructor's manual for the new 10<sup>th</sup> edition of The Conscious Reader- (EN 110 – Rosa Tacheliol) was downloaded and printed for instructor use.
- Librarian manned the bookstore during the Fall 2013 registration from August 13-15.
- Receiving report for Book House was prepared.
- Ms. Guarin assisted Alice of FMI in preparing purchase orders for Book House and find funding for said PO with the assistance of National campus LRC.

### **MEETINGS/WORKSHOPS:**

- Charity participated in the Peer Advisors meeting at the student services center on Aug 01.
- Rihter and Neileen attended the Pohnpei all-campus meeting on Aug 23.
- Susan participated in the following meetings: Faculty meeting on Aug 16; Staff meetings on Aug 12 & 16, BECA meeting on Aug 22; Fixed Assets meeting with Danny Dumantay on Aug 19 & 22; and Yap all-campus meeting on Aug 26.

### **TOPICS RESEARCHED:**

National (6)

1. Arts (History)
2. Bilingualism
3. Drawing
4. Human Anatomy
5. Special Education
6. Thesaurus

Pohnpei (4)

1. Social science
2. Computer science
3. Entrepreneurship
4. Dictionary of Law

Yap (3)

1. Bookkeeping
2. Micronesia: Politics and types of government
3. Physical science: Definition and Branches

### **STATISTICS:**

#### **Programs/Services**

	<b>CC</b>	<b>KC</b>	<b>NC</b>	<b>PC</b>	<b>YC</b>
Patrons usage	510	801	11479	1979	1321
Reserve materials	0	0	29	8	0
Materials circulated	21	249	364	210	421
Visitor usage	3	0	9	5	17

#### **Computer Usage**

	<b>CC</b>	<b>KC</b>	<b>NC</b>	<b>PC</b>	<b>YC</b>
General application	11	86	2669	358	179
Reference	43	165	0	0	151

Email	27	69	0	0	199
Computer Assists	3	1	37	23	14

### Reference Encounters

	CC	KC	NC	PC	YC
Reference encounters	4	22	90	2	14

### Collection Development

	CC	KC	NC	PC	YC
Total volumes	10635	1583	66192	6481	9880
New Acquisitions	0	45	6	2	146
Cataloged	85	96	252	0	56
Donations	0	74	0	7	0
Serials	0	0	104	1	0
Withdrawn	4	0	0	0	0
Expenditures	\$473.74	0	\$10576.34	\$2395.08	\$5581.83

### Inter-Library Loan

	NC	PC
ILL sent	26	0
ILL received	4	0

### MITC

ACTIVITY	National
Audio production	1
Audiovisual materials cataloged	7
Audiovisual materials labeled	2
COM meetings/workshops in MITC Rooms	16
COM Video Coverage	5
Digital Photos	50
Equipment checked out	4
Equipment repaired/maintained	40
ID Cards issue for new comers	276
ID Cards re-issue due lost or damage	36
ID Cards Validated	1017
ID or Cards Laminated	20
ID Photos Taken	276
Manual video check out (boots & MITC classrooms)	5
MITC documents filed	5
New Acquisitions (film)	1
Non COM Video coverage	2
Number of classes held in MITC	23
Patron Tours/Orientations	8
Patrons provided with reference/research services	7
Poster & Signs laminated	4
Print Productions	10
Scan documents for COM/PIALA	61

Setup Audio systems for activities/class	7
SSB radio users	1
Total fees collected for ID cards	\$180.00
Video burned into DVD format	109
Video Production	3
Video Showing for classes in MITC Rooms	5
Viewing in Booths	30

## **Library Instruction**

### **Chuuk**

52 students were instructed on the use of OPAC and PDL the first week of instruction.

### **Kosrae**

The Library Assistant gave a presentation to 18 History of Micronesia students this month.

### **National**

26 students were instructed on the use of the library catalog (OPAC) for effective searching and retrieval of resources.

### **Pohnpei**

35 students were instructed on the rules and procedures of using the Pohnpei Campus LRC.

### **Yap**

42 students received a general library orientation by Ms. Guarin.

5 students receive a general library orientation with special emphasis on references for occupation/career choices

## **PROFESSIONAL and/or COMMUNITY INVOLVEMENT:**

Pohnpei Campus LRC donated their weeded materials to PICS High School.