



# COLLEGE OF MICRONESIA-FSM

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

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Phone: (691) 320-2480/2481/2482

Fax: (691) 320-2479

Email: jenniferh@comfsm.fm

**FROM:** Juvelina R. Rempis  
**TO:** Jennifer Hainrick, LRC Director  
**SUBJECT :** Pohnpei Campus Visit  
**DATE:** March 13, 2012 (8:00 am- 5:00 pm)

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## **Purpose of the Visit :**

My primary purpose of this site visit was to assess the entire collection for collection development.

## **Summary:**

I started my visit at Pohnpei campus library at 8:00 am. At first I talked to Nercy Simina to know her concerns or problem that needs more attention. She showed me the arrangement of the collection. After we talked I proceed to the shelves to start the evaluation of the collection. I've noticed that some of the collection needs to reclassify especially the Pocket Books and the Young Adult Collection.

During my assessment of the collection, I found out that most of the collection needs to update especially the Reference Collection. I pulled out 121 pocket books; 113 books from General Collection and 40 books from the Reference Collection for withdrawn. I also pulled out 36 books for reclassification. I wrote down some titles for purchase to update those books on the shelves. After pulling out the books from the shelves, I instructed Nercy to make a list of all the books I pulled out and send it to the community college for recommendations and suggestions.

After finishing the assessment of the collection, Nercy informed me that she cannot use the Follett software for cataloging. Every time she downloads the file from other database, always there is an error occur. I tried to find out the problem and I fixed it. We tried to catalog several titles and it successfully imported all the data we download.

Nercy mentioned to me that she needs help on the original cataloging, so I showed her on how to assign call numbers and subject headings and even how to use the cataloging tools (LCSH & LCCS)

## **Recommendation:**

Pohnpei Campus Library needs to update the collection especially the Reference Collection. They need to reclassify the Pocket Books and Young Adult Collection according to format. Needs to recommends and purchased more books to update the collection. Staff needs training on cataloging. They need complete volumes of Library of Congress Classification Schedule (LCCS). They need assistance on cataloging of original cataloging of books.