



## COLLEGE OF MICRONESIA-FSM

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

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*Office of the Director  
Learning Resources Center*

January 4, 2010

### MEMORANDUM

**TO :** Vice President, Instructional Affairs

**FROM :** Acting Director, Learning Resources Center

**SUBJECT :** MONTHLY REPORT, December 2010

#### **VISITORS: (1)**

Emily Naparalla – Pohnpei State Government (World Park Office)

#### **ACTIVITIES/HIGHLIGHTS**

Ms. Jennifer Hainrick is back to her full-time work. She earned her BA degree in elementary education last fall.

#### **TOPICS RESEARCHED: (19)**

- ❖ Cultures of Micronesia
- ❖ Domestic violence in Micronesia especially FSM
- ❖ Separation of power
- ❖ Check and balance in political situation
- ❖ Comparing similarities of Chuuk Island and outer islands of Chuuk
- ❖ Myths, legends, poetry in Micronesia
- ❖ Duties and responsibilities of FSM President
- ❖ Who is the FSM President currently presiding
- ❖ Who is the Vice-President
- ❖ What are his duties
- ❖ Teenage pregnancy

- ❖ Global warming
- ❖ Music
- ❖ Special education
- ❖ Brain injury
- ❖ Drug addiction
- ❖ Social issues
- ❖ Agriculture
- ❖ Diabetes

**STATISTICS:**

| <b>Circulation Desk</b>      |         |
|------------------------------|---------|
| Patron LRC usage             | 10,737  |
| Non-compliance to LRC policy | 14      |
| Overdue Books                | 57      |
| Books on Reserve             | 1       |
| Materials Circulated         | 866     |
| Canon copies                 | 1986    |
| Fines paid                   | \$37.09 |
| Clearance/withdrawal         | 34      |

| <b>Computer Usage</b> |       |
|-----------------------|-------|
| General Applications  | 1,383 |
| Reference             | 1,547 |
| E-mail                | 710   |
| Visitor Usage         | 6     |
| Technical Assistance  | 46    |

| <b>Pacific Collection</b>     |       |
|-------------------------------|-------|
| Books on Reserve              | 279   |
| Copying                       | 0     |
| Visitors                      | 1     |
| Materials circulated manually | 25    |
| Patron Usage                  | 1,281 |
| Topics Researched             | 10    |

| <b>Periodicals Received/Processed</b> |     |
|---------------------------------------|-----|
| General                               | 108 |
| Pacific                               | 83  |

| <b>Catalogued Materials</b> |    |
|-----------------------------|----|
| General                     | 32 |
| Reference                   | 8  |
| CRC                         | 20 |
| CD                          | 6  |

|                                   |           |
|-----------------------------------|-----------|
| Donations (New) PB                | 3         |
| <b>Total Materials Catalogued</b> | <b>69</b> |

**Government /UN/FAO materials received and Processed**

|                                  |            |
|----------------------------------|------------|
| Gov't Docs                       | 177        |
| <b>Total Materials Processed</b> | <b>177</b> |

**Acquisitions Department**

|                       |          |
|-----------------------|----------|
| Expenditure           | \$552.55 |
| Acquisition Purchases | 252      |
| Acquisitions Received | 132      |

**Inter-Library Loan**

**ILL Sent**

|   |    |
|---|----|
| Non-Print material sent to other institutions | 22 |
|---|----|

**ILL Received:**

|  |    |
|--|----|
| Non-print materials received from other institutions | 15 |
|--|----|

**Reference Encounters**

|                                   |            |
|-----------------------------------|------------|
| Pacific                           | 10         |
| Reference                         | 122        |
| Circulation                       | 35         |
| <b>Total Reference Encounters</b> | <b>167</b> |

**Number of Work-Study Students**

|                                  |           |
|----------------------------------|-----------|
| Serials Section                  | 2         |
| Pacific                          | 8         |
| <b>Total Work Study Students</b> | <b>10</b> |

**Number of Work-Study Hours**

|                               |            |
|-------------------------------|------------|
| Serials Section               | 24.5       |
| Pacific                       | 105.50     |
| <b>Total Work-Study Hours</b> | <b>130</b> |

**Donations**

|              |          |
|--------------|----------|
| General (PB) | 3        |
| <b>Total</b> | <b>3</b> |

**MITC (Audio Visual Division)**

|   |     |
|---|-----|
| Audiovisual materials checked out             | 26  |
| Audio visual materials cataloged              | 10  |
| Equipment checked Out                         | 6   |
| Manuel video check out                        | 10  |
| ID Cards issued                               | 9   |
| ID Cards Validated                            | 9   |
| ID Photos Taken                               | 9   |
| Number of classes held in MITC                | 9   |
| COM meetings/workshops in MITC Rooms          | 6   |
| Patron Audiovisual equipment training/support | 5   |
| Print Productions                             | 2   |
| Setup Audio systems for activities/class      | 1   |
| Print Productions                             | 2   |
| COM Video Coverage                            | 17  |
| Peacesat audio conference                     | 1   |
| Digital Photos                                | 15  |
| Video showing in MITC Rooms/Boots             | 15  |
| PDL files OCR                                 | 190 |
| File edited                                   | 15  |
| Reel to reel conversion                       | 10  |
| Scan photos (CCM ID pictures)                 | 226 |

**CONCERNS, PROBLEMS, COMMENTS, SUGGESTIONS:**

Amito Phiach's special contract, ended his contract last December 30, 2010. We profoundly appreciate to his numerous contributions to the library.

Submitted by:



Lucy Oducado  
Acting Director, Learning Resources Center

cc: President, COM-FSM  
Vice President, Administration  
Vice President, Support & Student Affairs