



# COLLEGE OF MICRONESIA-FSM

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*Office of the Director  
Learning Resources Center*

February 2, 2011

## MEMORANDUM

**TO :** Vice President, Instructional Affairs

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

**SUBJECT :** MONTHLY REPORT, January 2011

### **VISITORS: 16**

Fourteen Palikir Elementary Students; Emanuel Ohrey, Mand Community Madolehnimw and Orden Ohry, Office of the Marine Resources, Pohnpei State.

### **ACTIVITIES/HIGHLIGHTS**

On January 12 to 17, Karleen Manuel Samuel attended a Pacific Digital Library training in Majuro, Marshall Islands.

Luciano Mathias is enrolled in two classes this Spring semester as a requirement to complete his AA Degree.

MITC produced a recruitment tape for the COM-FSM recruitment team.

The Learning Resources Center system wide prepared and submitted the follow up report for the Accreditation Report to the Vice President of instructional Affairs. These report was forwarded to the Accreditation Liason Officer.

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

- ❖ Love-fairy tale
- ❖ Compact of Free Association with Republic of Belau (Palau)
- ❖ Revised Compact of Free Association with the Marshall Islands
- ❖ Covenant with the Commonwealth of the Northern Marianas Islands (CNMI)
- ❖ Organic laws establishes the CNMI

- ❖ Organic laws establishes Guam
- ❖ Types of love
- ❖ Cook Islands foods
- ❖ Stranded Micronesians
- ❖ First Micronesians contact with Foreigners
- ❖ FSM annual report from Palikir
- ❖ Ponape floras
- ❖ Agriculture in subsidies of Pohnpei
- ❖ Information on Poultry and Swine
- ❖ FSM Compact of Free Association
- ❖ Cook Islands' culture and way of living
- ❖ Kosrean 'fafa' taro pounding – its significance in the Kosrean culture and its uses
- ❖ Plants and its local in Pohnpei, Yap, Chuuk and Kosrae
- ❖ Climate changes in the Pacific Islands and how it effects the environment

## STATISTICS:

<b>Circulation Desk</b>	
Patron LRC usage	19,904
New Library Cards	20
Non-compliance to LRC policy	250
Overdue Books	34
Materials Circulated	828
Canon copies	1,854
Fines paid	\$74.84
Clearance/withdrawal	27

## **Computer Usage**

General Applications	1,830
Reference	2,963
E-mail	1,493
Visitor Usage	19
Technical Assistance	213

## **Curriculum Resources Center**

Number of Classes	25
Materials Used	1,107

## **Pacific Collection**

Books on Reserve	57
Copying	0
Visitors	2
Materials circulated manually	0
Patron Usage	1,402
Topics Researched	21

**Periodicals Received/Processed**

General	129
Pacific	109

**Catalogued Materials**

General	27
Reference	6
Paperback Books	1
Donation (Gen)	1
<b>Total Materials Catalogued</b>	<b>35</b>

**Processed Materials**

Materials Labeled	41
Materials Heated	55
Materials Covered	2
Materials Date Due Slip	32
Materials Repaired	6

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

Gov't Docs	1
UN	14
FAO	3
Materials Processed	135
<b>Total Materials Catalogued/Processed</b>	<b>153</b>

**Acquisitions Department**

Expenditure	\$36,979.29
Acquisition Purchases	143
Acquisitions Received	109

**Inter-Library Loan****ILL Sent**

Print materials sent to other institution	1
Non-Print material sent to other institutions	21

**ILL Received:**

Non-Print materials received from other institutions	12
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**Reference Encounters**

CRC	8
Pacific	19
Reference	62
Circulation	13
<b>Total Reference Encounters</b>	<b>102</b>

**Number of Work-Study Students**

Serials Section	1
Pacific	3
<b>Total Work Study Students</b>	<b>4</b>

**Number of Work-Study Hours**

Pacific	1.5
<b>Total Work-Study Hours</b>	<b>1.5</b>

**Donations**

Pacific	21
General	103
<b>Total</b>	<b>124</b>

**Materials Withdrawn**

General (Books)	9
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**MITC (Audio Visual Division)**

Audio Production	2
Audio materials duplication (COM Activities)	1
Audiovisual materials checked out	25
Audio Materials cataloged	2
Audio records updated	10
ID or personal Cards Laminated	1
Equipment checked Out	2
Graphic Productions	1
ID Cards issued	181
ID Cards Validated	900
ID Photos Taken	181
Number of classes held in MITC	20
COM meetings/workshops in MITC Rooms	10
Patron Audiovisual equipment training/support	2
Print Productions	5
Setup Audio systems for activities/class	40
Digital Photos	20
Peacesat Audio Conference	4
Peacesat Video Conference	2
COM Video Coverage	3
Video Production	1
Video Showing in MITC Rooms/Boots	15
Video coverage and burned in DVD format	1
PDL files OCR	164
Photo's uploaded in Follett	10
Item file created for upload	77

File edited	20
MITC documents filed	10
Reel to reel conversion	6
Scan photos (CCM) ID pictures	52

### LRC Orientation/Training Modules

Topics covered	Facilitator	Section	Instructor	No. of Students	Date/Time of Training
LRC Training Modules	Bruce Robert	Research Methods 1	Dehlina Manuel	15	1/18/11 11:00-12:25
LRC Training Modules	Bruce Robert	Research Methods 1	Dehlina Manuel	19	1/20/11 2:00-3:25
Pre-Test/Post Test	Roland Irons	Research Methods 1	Dehlina Manuel	15	1/18/11 11:00-12:25
Pre-Test/Post Test	Roland Irons	Research Methods 1	Dehlina Manuel	19	1/20/11 2:00-3:25
LRC Training Modules	Julia Martin	Expository Writing	Tracy Resetar	22	1/26/11 2:00-3:35
Pre-Test/Post Test	Roland Irons	Expository Writing	Tracy Resetar	22	1/26/11 2:00-3:35
LRC Training Modules			Monica Rivera	15	9:00-10:25
LRC Training Modules			Monica Rivera	15	11:00-12:25
Pre-Test/Post Test	Roland Irons		Monica Rivera	15	11:00-12:25
Pre-Test/Post Test	Roland Irons		Monica Rivera	15	9:00-10:25

Submitted by:



Lucy Oducado  
Acting Director, Learning Resources Center

Cc: President, COM-FSM  
Vice President, Administration  
Vice President, Support & Student Affairs  
Vice President, Land Grant  
Director, Research and Planning  
State Campus Librarians