



COLLEGE OF MICRONESIA-FSM

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*Office of the Director
Learning Resources Center*

February 25, 2011

MEMORANDUM

TO : Vice President, Instructional Affairs

FROM : Acting Director, Learning Resources Center

SUBJECT : MONTHLY REPORT, February 2011

VISITORS: (12)

Six Palikir Elementary students; Four Nanpei High School students; Betty Clark William, Office of Historic Preservation National Archives; and William Yamnang.

PERSONNEL

Jennifer Hainrick was appointed as Acting LRC Director from February 7-21, 2011 while Lucy Oducado was on medical leave.

ACTIVITIES/HIGHLIGHTS

Julia Martin is participating in the Workshop for United Nations Depository Library in Oceania held in Canberra, Australia from February 28, 2011 to March 1, 2011.

Jennifer Hainrick left for Honolulu, Hawaii to participate in the February 28 to March 8, 2011 workshop sponsored by PPEC titled "Capacity Building for Educational Excellence through Program Review and Integrated Institutional Planning: Case Studies for Accreditation Success."

COM-FSM LRC staff participated in the 2007 Excel Workshop facilitated by Edper Castro during the 2011 Staff Development Day.

The Institute of Museums and Library Services (IMLS), and Pacific Resources for Education and Learning (PREL) in collaboration with the College of Micronesia-FSM, and LAMP Association Inc., hosted its first Strategic Learning Community training on February 14 to 18, 2011 at COM-FSM National campus. Participants are Public Library, FSM Supreme Court, FSM Dept. of Education, FSM Office of Historic and Preservation, Library of Congress, Pohnpei Catholic School, Pohnpei Dept. of Education, various Public Schools, Pohnpei Campus, National Campus and Pohnpei Public Health Library.

The COM-FSM LRC completed and submitted the 2010 Academic Library Survey by the U.S. Department of Education, last February 23, 2011.

TOPICS RESEARCHED: (9)

- Globalization
- Mythology
- Dictionary
- Physical education
- Short stories
- Egypt
- Math
- Obesity
- Language

STATISTICS:

Circulation Desk	
Patron LRC usage	19,205
New Library Cards	4
Non-compliance to LRC policy	89
Overdue Books	40
Materials Circulated	743
Booking of library use	0
Canon copies	1,663
Fines paid	\$21.70
Clearance/withdrawal	7

Computer Usage

General Applications	1,732
Reference	3,397
E-mail	1,425
Visitor Usage	6
Technical Assistance	231

Curriculum Resources Center

Number of Classes	21
Materials Used	876

Pacific Collection

Books on Reserve	93
Copying	0
Visitors	2
Materials circulated manually	
Patron Usage	1,809
Topics Researched	9

Periodicals Received/Processed

General	85
Pacific	106

Catalogued Materials

General	20
Reference	2
Added Copies (Pac.) (CRC)	8
Donations (Gen)	3
CRC	2
CD ROMS	12
Total Materials Catalogued	47

Processed Materials

Materials Labeled	24
Materials Date Due Slip	27
Materials Bar coded	5

Government /UN/FAO materials received and Catalogued

UN	20
FAO	18
Processed Gov't/UN/FAO Doc.	54
Total Materials Catalogued/Processed	92

Acquisitions Department

Expenditure	\$1,234.00
Acquisition Purchases	78
Acquisitions Received	118

Inter-Library Loan**ILL Sent**

Print materials sent to other institution	2
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Non-Print material sent to other institutions	12
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ILL Received:

Print materials received from other institutions	6
Non-print materials received from other institutions	19

Reference Encounters

CRC	24
Periodicals	3
Pacific	9
Reference	17
Circulation	12
MITC	3
Total Reference Encounters	68

Number of Work-Study Students

Serials Section	2
MITC	3
Pacific	14
Acquisition	1
Total Work Study Students	20

Number of Work-Study Hours

Serials Section	28.30
Pacific	102.41
MITC	42
Acquisition	16
Total Work-Study Hours	188.71

Donations

Pacific	30
Total	30

MITC (Audio Visual Division)

Audiovisual materials checked out	16
Audio Productions	1
Manual check out	10
Audio records updated	5
Audio materials duplication (COM activities)	11
Audio materials cataloged	10

Equipment checked Out	4
ID Cards issued	23
ID Cards Validated	30
SSb Radio users	1
Number of classes held in MITC	17
COM meetings/workshops in MITC Rooms	19
Non COM meeting/workshops in MITC Rooms	3
Patrons provided with reference/research services	3
Patrons Tours/Orientation	2
Peacesat Audio conference	6
Print Productions	10
Setup Audio systems for activities/class	5
Digital Photos	20
COM Video Coverage	4
Non COM Video Coverage	1
SSB radio users	1
Video Showing in MITC Rooms/Boots	25
Video coverage and burned in DVD format	5
Scan documents (books)	47
PDL files OCR	167
File edited	10
Item file created for upload	50
MITC documents filed	16
Workstudies	3
Photo's uploaded in Follette	94
Reel to reel conversion	10
Scan pages (books) for PDL	47
Scan photos (CCM ID pictures	354

(50 photos taken - 23)

LRC Orientation/Training Modules

Topics covered	Facilitator	Section	Instructor	No. of Students	Date/Time of Training
Library Instruction	Juvelina Rempis	Expo Writing 1	Tracy Resetar	15	2:00-3:00
Library Instruction	Juvelina Rempis	Expo Writing 2	Tracy Resetar	15	2:00-3:00

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