



COLLEGE OF MICRONESIA-FSM

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*Office of the Director
Learning Resources Center*

DATE: June 13, 2011

MEMORANDUM

TO : Vice President, Instructional Affairs

FROM : Acting Director, Learning Resources Center

SUBJECT : MONTHLY REPORT, May 2011

VISITORS: (12)

National Campus LRC, 1
Pohnpei Campus library, 11

PERSONNEL

Chuuk Campus

Jayleen Kokis is on leave until the 25th of this month.

National Campus

Jenny and Julia have both been selected as recipients for the LEAP scholarships to assist them for their masters in library science studies at University of North Texas. A get-together was held for Joana and Paula on May 31st with food and gifts.

Pohnpei Campus

Library assistant, Mesihna Ezekias, gave birth to a health baby girl on May 16th and will be using her maternity leave and sick leave until June 6th.

ACTIVITY HIGHLIGHTS

Chuuk Campus

Library staff members were tasked to clean and shelve new books and rearrange the Pacific Collection Room.

FMI Campus

Alice labeled and re-arranged books on shelves.

Kosrae Campus

10 of 16 computers were replaced with better functioning units this month.

Michael received 10 boxes of donated books to the Rose Mackwelung Library from the Peace Corps Office.

National Campus

Luciano assisted FSM Bank's request in converting a VHS to DVD format.

A copy of the COM-FSM graduation (53rd commencement exercise) and COM-FSM Founding day were sent out to Pohnpei Island cable for display.

Juvelina prepared a bibliography of newly processed materials for distribution.

Pohnpei Campus

Nercy received 15 book donations and 24 serials.

Yap Campus

Susan accomplished the following:

- Prepared and submitted POs for the SEPIIE Project : SpED and Elem Ed program resources—i.e. books (Bookhouse), videos (Insight Media), manipulatives (Learning Resources, Inc.), and laptops/scanner (Wa'ab Wireless)
- Prepared and submitted PO for renewal of subscriptions to Saipan Tribune.
- Prepared the Self Assessment-Import Declaration (SAD) for purchased books from Bookhouse and donations from Jane Barnwell.
- Received book donations from John Mafel (2 titles) and Jovita Masiwemai (1 title).
- Scanned and made copies (2) of the book, "New Pacific Nutrition" by Nancy Rody.
- Tabulated the results of the In-Library Use Survey for Spring 2011 conducted from April 27-29. There were 63 respondents: (students - 57 (90.47 %); faculty or staff - 6 (9.52%))

TOPICS RESEARCHED: 14

National Campus (10)

- Health Career Opportunity Program (HCOP)
- Teenage suicide
- Importation of goods / statistics
- Migration
- History of FSM
- FSM passport web link

- LAMP Association, Inc.
- History of Pingelap
- Pacific nutrition
- Election in FSM, what is the result?
- Coral reef, global effects

Pohnpei Campus (4)

- India
- Intelligence
- Bible Atlas
- PCC English courses

STATISTICS:

	Chuuk	FMI	Kosrae	National	Pohnpei	Yap
Patron usage	1047	43	433	8065	945	526
New accounts					21	
Overdues			108	30	17	
Materials circulated	220		82	273	57	153
Copier usage				1569	321	
Fines paid				\$101.36	\$10.90	
Clearance/withdrawal				64	5	
Booking of library use			34			
Reserves				74		34
Reference encounters	10	4	6	23	6	4

Computer Usage

	Chuuk	FMI	Kosrae	National	Pohnpei	Yap
General applications	272		29	860	76	102
Reference			261	1157		42
E-mail				831		94
Visitor usage				11	2	1
Technical assists	5		1	144	12	3
NIDA			5			
Ariel			36			

Collection Development

	Chuuk	FMI	Kosrae	National	Pohnpei	Yap
New Acquisitions				301	28	
Donations				63	39	3
Withdrawn				135	0	0
Cataloged	224	0	0	253	0	0

Expenditures				\$ 5323.36		
Purchases				15	27	

Inter-Library Loan

	Chuuk	FMI	Kosrae	National	Pohnpei	Yap
Sent				20		
Received				1		

	Chuuk	FMI	Kosrae	National	Pohnpei	Yap
Work study students				12		

MITC (National Campus)

Audio Productions	0
Audiovisual material duplication (COM activities)	33
Audiovisual materials (VHS, DVD, CD) repaired	0
Audiovisual materials cataloged	8
Audiovisual materials checked out.....	10
Manual video check out.....	0
Audiovisual records updated	4
Audiovisual purchased	0
Audiovisual donated.....	0
ID or personal Cards Laminated.....	0
Equipment checked Out	2
Equipment repaired/maintained.....	5
Graphic Productions	10
ID Cards issued.....	3
ID Cards Validated	10
ID Photos Taken	3
New Acquisitions (film).....	0
Number of classes held in MITC.....	15
COM meetings/workshops in MITC Rooms.....	0
Non COM meeting/workshop in MITC Rooms	0
Patron Audiovisual equipment training/support	0
Patron Tours/Orientations	0
Patrons provided with reference/research services.....	5
Peacesat audio conference	0
Peacesat video conference	0
Print Productions	30
Setup Audio systems for activities/class	0
SSB radio users.....	0
Digital Photos	480
Temporary ID Cards Issued.....	0
COM Video Coverage	6
Non COM Video coverage.....	3
Video Showing in MITC Rooms/Boots	10

Video coverage and burned into DVD format	9
Video conversion.....	0
Video Production.....	0
Scan documents for COM	15
Scan pages (books) for PDL.....	0
Photos uploaded in Follett.....	11
PDL files OCR	67
File edited	10
Item files created for upload.....	2
MITC documents filed	10
Work-study hour.....	0
Reel to reel conversion	10
Scan photos (CCM ID pictures)	5

PROFESSIONAL and/or COMMUNITY INVOLVEMENT

National Campus MITC office responded to several requests for videotaping and they were ECE Sekere & Pehleng School Graduation, the seventeenth congress (appointed by the FSM President) and Salapwuk Elementary School graduation.

CONCERNS, PROBLEMS, COMMENTS, SUGGESTIONS:

Chuuk Campus

Termites have invaded the library especially the Pacific Collection Room. Newspapers and other books have been damaged due to these termites.

FMI

The FMI library doesn't have any computers for student use.

National Campus

Air condition compressor for the air conditioner in the Pacific librarian's office is broken. Maintenance has been informed of this problem.

Computer for Gov Docs librarian is not functioning properly. IT has been informed of this problem.

Pohnpei Campus

IT needs to look into the needs of the library computers before summer school starts.

Submitted by:



Jennifer Hainrick
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