



COLLEGE OF MICRONESIA-FSM

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*Office of the Director
Learning Resources Center*

DATE: August 8, 2011

MEMORANDUM

TO : Vice President, Instructional Affairs

FROM : Acting Director, Learning Resources Center

SUBJECT : MONTHLY REPORT, July 2011

VISITORS: (238)

Chuuk Campus, (93)
National Campus LRC, (78)
Pohnpei Campus library, (10)
Yap Campus (1)
FMI-Yap (56)

ACTIVITY HIGHLIGHTS

Chuuk Campus

- Mr. Eria assists with the COMET administered on July 22, 2011.
Processed 6 vertical files

FMI Campus

- Ms. Pagal is still in the process of labeling and re-shelving books on shelves for easier access.

National Campus

- MITC Assist Leeroy Lynch from Xavier High School to complete his 40 hours Christian Community Service Project by digitizing LRC Pacific materials.
- Pacific Librarian Bruce Robert participated in the 27th Pacific Educational Conference (PEP) last July 19-21, 2011. He presented "Library Skills as part of the College Readiness presented by Jean Thoulag and Karen Simion.

- MITC helped Pohnpei Public Library convert 7 of their VHS tapes to DVD format.
- Make a complete list of 10 boxes of duplicate copies of books for Pacific Collection from University of Hawaii
- Conducted the inventory last July 25-29, 2011.

The following is the Inventory Result by Collection:

Collection	Number of Missing
Archives	90
Curriculum Resources Center	60
General	87
Gov Doc	32
MITC	4
Pacific	177
Pacific Periodical (2 nd floor)	64
Paperback	34
Reference Collection	23
Vertical file (2 nd floor)	22
Total	593

Pohnpei Campus

- Provide assistance to students and staff in borrowing some Pacific books through the Inter-Library Loan System.
- Received Japanese materials from the HTM division and will be put on shelf at the Japanese collection.
- Placed an order requested by instructor Debra Perman for a Pacific book entitled The Mystery of Nanmadol written by Christine Mason.
- A new computer station is constructed by the maintenance to be used for the OPAC computer.
- Library Amnesty week started July 11 – 29, 2011.
- Involved in the screening and interviewing of applicants for the LRC Director position at the National Campus.

Kosrae Campus

- RML received a 40ft container of library furniture donated by REPAC this month.
- Jane Barnwell from PREL conducted a workshop to school librarian from July 7-15, 2011.

Yap Campus

- Received 85 volumes of library materials, as follows:
Purchased from Bookhouse: 75 volumes; DVDs from Library Video Co.: 10
- Prepared and submitted receiving reports for materials received from Bookhouse and Library Video Co.
- Working with Rosemary Manna to acquire the instructor's resources and supplements to textbooks to be used in Fall. Recently secured online access to Instructor's Resources for the CA 100 textbook, Microsoft Office 2007 from Cengage Learning Asia Pte. Ltd.

TOPICS RESEARCHED:

National Campus (21)

1. Achromatopsia in Pingelap
2. FSM flags and its symbol meanings
3. Pohnpeian meanings and grammar in its dictionary form
4. Synonyms of Pohnpei
5. Old photos of Pohnpei
6. Children stories in Pohnpei
7. Crimes handled by Micronesia Legal services
8. Medical and health planning in FSM
9. Domestic violence in Micronesia
10. Basket weaving in the Pacific
11. Gambling in Micronesia
 - a. Effects of it and how compare to other places
 - b. First crocodile in Pohnpei
12. Betel nut and its health effects
13. Vehicles in FSM
14. Culture in Pohnpei
15. Dancing and Kava preparation in Pohnpei
16. Curfews on teenage in Pohnpei state
17. Some Chuukese culture and old stories
18. United State military in Micronesia
19. The law of the sea pertaining to Micronesia
20. Coral reefs of the Pacific
21. Gambling in Pohnpei

Pohnpei Campus (14)

1. Marijuana
2. First born in Pohnpei
3. Activities in Pohnpei
4. Kava
5. Coconut tree
6. Pohnpei Traditional
7. Pingelap custom & beliefs
8. Skin disease
9. Writing proposal plan. Marketing strategies of hotels.
10. Sakau
11. Stretch, cooling down, & warm up exercise.
12. Nan Madol
13. Lemon tree
14. Motivations

Yap Campus (12)

1. Tinian : history & government

2. Micronesian legends
3. Stories for Children
4. Multigrade teaching
5. Classroom management
6. FSM statistical data
7. Torts and Damages (Law)
8. Rocks : Types and Identification
9. Minerals
10. Weather & Climate: Tornadoes/Hurricanes
11. Shakespearean English
12. Student success

STATISTICS:

	Chuuk	FMI	Kosrae	National	Pohnpei	Yap	TOTAL
Booking of library use			34				34
Clearance/withdrawal				23	8		31
Copier usage				1988	37		2,025
Printer usage	166						
Fines paid				\$ 49.29	\$ 13.95		\$63.24
Materials circulated	565	2	76	917	91	674	2,325
Materials Usage (In house)	31		3	93			127
Current fines			61				61
Noncompliance with LRC policies	6			28			34
Overdues			113	60	12		185
Patron usage	2734	2	238	17338	1558	2261	24,131
Reference encounters	6	1	3	41	17	20	88
Reserves				322		148	470
Library cards			54	8	1		63

Computer Usage

	Chuuk	FMI	Kosrae	National	Pohnpei	Yap	TOTAL
General applications			86	1690	158	516	2,450
Reference	753		152	2539		119	3,563
E-mail				1108		228	1,336
Visitor usage				84			84
Technical assists				162	17	38	217

Ariel			41				41
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Collection Development

	Chuuk	FMI	Kosrae	National	Pohnpei	Yap	TOTAL
New Acquisitions	54		1	136	20		211
Donations	20			13	53		86
Withdrawn				6			6
Cataloged	25			28	2	74	129
Expenditures				1,620.90	\$ 302.54		\$1,923.44

Inter-Library Loan

	Chuuk	FMI	Kosrae	National	Pohnpei	TOTAL
Request sent				2	3	5
Request received				4		4

Work Study

	Chuuk	FMI	Kosrae	National	Pohnpei	TOTAL
Work study students				12	4	16
Hours worked				59:15		59:15

MITC (National Campus)

Audio Productions	1
Audiovisual material duplication (COM activities)	20
Audiovisual materials (VHS, DVD, CD) repaired	0
Audiovisual materials cataloged	27
Audiovisual records updated	13
Audiovisual purchased	0
Audiovisual donated	0
ID or personal cards laminated	1
Equipment checked out	13
Equipment repaired/maintained	1
Graphic productions	0
ID cards issued	22
ID cards validated	22
ID photos taken	22
New acquisitions (film)	0
Number of classes held in MITC	55
COM meetings/workshops in MITC rooms	5
Non COM meeting/workshops in MITC rooms	5

Patron audiovisual equipment training/support	0
Patron tours/orientation	0
Patrons provided with reference/research services	0
Peacesat audio conference	0
Peacesat video conference	0
Print productions	20
Setup audio systems for activities/class	15
SSB radio users	0
Digital photos	0
Temporary ID cards issued	0
COM video coverage	1
Non COM video coverage	2
Video showing in MITC rooms/booths	7
Video coverage and burned into DVD format	2
Video conversion	7
Video production	0
Scan documents for COM	5
Scan pages (books) for PDL	0
Photos uploaded in Follett	0
PDL files OCR	0
File edited	0
Item files created for upload	0
MITC documents filed	10

PROFESSIONAL and/or COMMUNITY INVOLVEMENT

National Campus

Darsy Augustine assisted the FSM media team filmed the President Inauguration ceremony on July 19, 2011.

CONCERNS, PROBLEMS, COMMENTS, SUGGESTIONS:

National Campus

The scanner that scans negative photos can no longer scan negative print.

Pohnpei Campus

Library was planned to do Inventory from July 25 – 29 and due to shortage of man power, it is now postponed to next semester.

Kosrae Campus

The RML operated for half the day from the last reporting period till the 29th of this month because the supplies needed to replace panel box controlling cooling systems is still on order.

Yap Campus

The problems with the Follett (cataloging/reports) are still unresolved, thus updating the collection database is still on hold. Monthly reports from the system cannot be generated. Library has no more shelving space for the new books so adjustment of shelves and discarding of old materials will be done next week.

Submitted by:



Juvelina R. Rempis
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