



## COLLEGE OF MICRONESIA-FSM

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*Office of the Director  
Learning Resources Center*

DATE: September 2, 2011

### MEMORANDUM

**TO : Acting Vice President, Instructional Affairs**

**FROM : Director, Learning Resources Center**

**SUBJECT : MONTHLY REPORT, August 2011**

#### **VISITORS: (110)**

Chuuk Campus, (19)

Pohnpei Campus library, (13)

FMI-Yap, (78)

#### **PERSONNEL:**

- Jayleen Kokis, Jennifer Hainrick, and Julia Martin participated in a Web Institute for their Masters in Library Science program at University of North Texas that was held at the Outrigger Guam Resort in Guam on Aug. 9-19, 2011.
- Bruce attended the PARBICA 14 conference held in Apia, Samoa on August 20-29
- LRC staff (Jenny, Juvel, Karleen, Lucy from National campus, Kersweet from Chuuk campus, Nercy from Pohnpei campus, and Susan from Yap campus) participated in the President' Retreat on Aug. 24-26, 2011.

#### **ACTIVITY HIGHLIGHTS**

##### **Chuuk Campus**

- LRC staff continues to assist students, faculty and staff with information and other library related work. Media staff assisted setting up PA system during the registration week and assisted Mr. Higashi's class to show some DVDs for his World History class while he was in Pohnpei for the President's retreat.

##### **FMI Campus**

- Ms. Pagal participated in a workshop from August 8th-12th hosted by the YSLA (Yap State Library Association) which focused on how to improve the libraries at all the schools on the island and outer islands of Yap, and familiarizing the teachers, who are part time librarians, on how a library works; Dewey classification was introduced to the local teachers; Visits were made to six public school libraries: Tomil, FMI, Gagil, Gilman, Dalipebinaw, and Bael; Books were also donated from Yap Campus during the last day of the workshop

### **Kosrae Campus**

- It took two days and six librarians to offload a 40 ft. container packed with donated furniture from REPAC
- Director Kephas provided a 2.5 ton cargo truck to aid in transporting donated furniture to 6 school libraries

### **National Campus**

- **Lucy:** Involved in the re-arrangement of the Processing Room for a conducive place to work with; Assisted former Acting Director (Juvelina) in weeding out the outdated and duplicate materials stored inside the supply room
- **MITC:** A smart board has been installed in MITC Room 1 and now awaiting for testing; The big writing board mounted in MITC Room 1 has been constructed into a portable board; A new outlet was put in MITC recording room for LRC/MITC laminator machine; MITC received a new Mac laptop for editing; MITC submitted a request to Micronesian Seminar for their first productions in DVD format for COM instructional use and was granted provided that MITC replaced the blank DVDS for requested videos; Karleen is now working on another batch of books (about 110 titles) to upload onto the Pacific Digital Library site
- **Juvel:** Compiled the July 2011 monthly report of the LRC-National and state campuses and submitted to Acting VPIA; Assessed and cleared donated materials and gave away duplicate copies to other schools; Re-arranged tables and chairs to provide more space; Organized the Circulation and CRC Collection; Conducted a meeting on Aug. 11<sup>th</sup> with the LRC staff in preparation for the first day of instruction; Prepared bibliography for the month of August 2011; Attended a meeting for Planning and Resources Committee meeting on August 11<sup>th</sup>; Conducted a meeting on Aug. 25<sup>th</sup> with Susan Guarin (Yap), Nercy Simina (Pohnpei), Kersweet Eria (Chuuk), Jenny Hainrick (National), & Karleen Manuel (National) to address their concerns/problems encountered in their respective areas
- Freshmen orientation was conducted in the LRC by the following staff: Bruce, Jenny, Julia, Julie, Juvel, and Lucy

### **Pohnpei Campus**

Nercy accomplished the following:

- Conducted orientation for more than 250 new students
- Received a new Pacific fiction book from Robertson Publishing entitled The Mystery of Nan Madol by Christine Mason
- Met with new LRC Director and library staff at the China Restaurant regarding state campus concerns and requests on Aug. 25

- As of August 24, LRC computers usage is now limited to 30 minutes sessions for each student to accommodate all the needs of the students

### **Yap Campus**

Susan accomplished the following:

- Acquired instructional resources for the textbooks : Power Learning, 5<sup>th</sup> ed and Text and Thought, 2<sup>nd</sup> ed (textbook for ACE English)
- Added one shelf to accommodate new books.
- Catalogued and carded 21 volumes of books
- Conducted 2 library orientation sessions with new (freshmen) students.
- Manned the bookstore during the Fall Semester registration (issued books)
- Prepared POs for Bess Press, Library Video Company and Bookhouse.
- Received 24 volumes of library materials as follows:
  - Bookhouse: 6 volumes
  - National Campus LRC: 12 volumes
  - Book donations: 4 volumes
- Received 3 boxes of books and learning materials from Guam Federation of Teachers
- Updating Patron Database in the Follett System (ongoing)

### **TOPICS RESEARCHED: 25**

#### **National Campus (13)**

1. Legends of Micronesia
2. Reptiles, lizards, geckos, and coconut crabs of Micronesia
3. Reading materials for 2<sup>nd</sup> graders in the Pohnpeian language
4. Definition of some words in the Pohnpeian language
5. Migration from Satawan island (Mortlocks) to Fiji in the 1800s
6. Migration on forced labor from Mortlocks in 1863 – 1873 in Samoa
7. What are the regions in the Pacific and how many are there?
8. Child & parent interaction in Micronesia
9. Comparing private schools & public schools in the FSM
10. Dual citizenship in the FSM
11. Education in Chuuk
12. Foreign investment in FSM
13. History of Cook Islands and its customs

#### **Pohnpei Campus (10)**

1. Sakau
2. Steve Job
3. Bill Gates
4. Charles Babbage
5. Ada Lovelance
6. Marcian “Ted” Hoff
7. Computer tips
8. Lower & higher islands in Pacific
9. Timelines of the Pacific Islands
10. Micronesian Islands

## Yap Campus (2)

1. Human nutrition
2. Biographies of scientists who made great contributions to biology

### STATISTICS:

	<b>Chuuk</b>	<b>FMI</b>	<b>Kosrae</b>	<b>National</b>	<b>Pohnpei</b>	<b>Yap</b>	<b>TOTAL</b>
Booking of library use	0	0	0	3	0	0	3
Clearance/withdrawal	0	0	0	63	4	0	67
Copier usage	0	0	0	924	305	0	1229
Fines paid	0	0	0	\$ 53.80	\$ 12.05	0	\$ 65.85
Materials circulated	38	19	81	918	423	445	1924
Current fines	-	-	59	-	-	-	59
Noncompliance with LRC policies	5	0	4	54	0	0	63
Overdues	0	0	102	1	0	0	103
Patron usage	2007	91	398	17208	3320	1285	24309
Reference encounters	2	0	0	37	35	11	85
Reserves	0	0	0	86	0	4	90
New accounts	0	0	179	109	1	0	289

### Computer Usage

	<b>Chuuk</b>	<b>FMI</b>	<b>Kosrae</b>	<b>National</b>	<b>Pohnpei</b>	<b>Yap</b>	<b>TOTAL</b>
Reference/General	504	0	166	3758	481	318	5227
E-mail	0	0	73	1212	0	166	1451
Visitor usage	0	0	0	22	1	0	23
Computer assists	0	0	0	130	48	7	185
ARIEL	0	0	10	0	0	0	10

### Collection Development

	<b>Chuuk</b>	<b>FMI</b>	<b>Kosrae</b>	<b>National</b>	<b>Pohnpei</b>	<b>Yap</b>	<b>TOTAL</b>
No. of volumes (updated)	-	-	-	62873	-	9025	71898
New Acquisitions	0	0	5	299	75	6	385
Donations	0	0	0	0	3	16	19
Withdrawn	0	0	0	0	0	0	0
Cataloged	23	0	0	228	0	21	272
Expenditures	\$0	\$0	\$0	\$4050.30	\$157.50	0	\$4207.80

### Inter-Library Loan

	<b>National</b>	<b>Pohnpei</b>	<b>TOTAL</b>
Request sent	17	1	18

Request received	17	1	18
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### Library Instructions (National campus)

Module	Class/Instructor	No. of students	Date/Time
OPAC	EN120b/Amy Ulm	17	8/22/11, 10:00 am
OPAC	SS280/Delihna Ehmes	16	8/25/11, 10:55 am
OPAC, Electronic Resources	SS280/Delihna Ehmes	8	8/25/11, 9:30 am
OPAC	EN120b/Monica Rivera	19	8/30/11, 9:30 am
OPAC	EN120b/Monica Rivera	19	8/30/11, 11:00 am

### MITC

	National	Chuuk
Audio productions	1	
Audiovisual donated	0	
Audiovisual material duplication (COM activities)	1	
Audiovisual materials (VHS, DVD, CD) repaired	0	
Audiovisual materials cataloged	0	
Audiovisual purchased	0	
Audiovisual records updated	0	
Audiovisual materials circulated	13	28
COM meetings/workshops in MITC Rooms	17	
COM Video Coverage	3	
Digital Photos	10	
Equipment checked Out	0	
Equipment repaired/maintained	0	
Graphic Productions	0	
ID Cards issued	276	201
ID Cards Validated	1000	
ID or personal Cards Laminated	7	
ID Photos Taken	276	
MITC documents filed	10	
New Acquisitions (film)	0	
Non COM meeting/workshop in MITC Rooms	0	
Non COM Video coverage	0	
Number of classes held in MITC	8	3
Patron Audiovisual equipment training/support	0	
Patron Tours/Orientations	10	
Patron usage	-	141
Patrons provided with reference/research services	1	
PDL files OCR	79	
File edited	637	
Item files created for upload	0	

Peacesat audio conference	0	
Peacesat video conference	0	
Photos uploaded in Follett	44	
Poster laminated	2	
Print Productions	10	
Reel to reel conversion	5	
Scan documents for COM	9	
Scan pages (books) for PDL	0	
Scan photos (CCM ID pictures)	0	
Setup Audio systems for activities/class	5	
SSB radio users	0	
Temporary ID Cards Issued	0	
Video conversion	0	
Video coverage and burned into DVD format	1	
Video Production	0	
Video Showing in MITC Rooms/Booths	17	

**PROFESSIONAL and/or COMMUNITY INVOLVEMENT:**

**National Campus**

Bruce conducted a LAMP Association, Inc. meeting at the Department of Education on Aug. 19<sup>th</sup>; Lucy participated in the meeting.

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

**Chuuk**

Media staff needs training on how to catalog video and audio

**National Campus**

**Juvel:** Not enough shelf space for the General & Reference Collections; Not enough chairs or tables for the students to read due to the increasing number of laptop users; No staff maintaining the CRC collection. Most of the returned books are not shelved properly

**MITC:** Big laminator machine is now working properly

**Pohnpei Campus**

- Follett system is down so Nercy couldn't use the circulation or run her reports
- The library was closed on Aug. 23<sup>rd</sup> during lunch hour due to lack of staff
- Great appreciation to the following students who volunteered to assist in the library: Latricia Herry, Nerlynn Syne, Marcia Etse, Sandra Gallen, Berry Barnabas, Dencent Rosario, & Marmina Jacob

**Yap Campus**

Cataloging module in the Follett System is now working. (Thanks to Pius)

Submitted by:



Jennifer Hainrick  
Director, Learning Resources Center

cc: President, COM-FSM  
Vice President, Administration  
Vice President, Support & Student Affairs  
Vice President, CRE  
Director, Research and Planning  
State Campus Librarians