



## COLLEGE OF MICRONESIA-FSM

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*Office of the Director  
Learning Resources Center*

October 13, 2011

### MEMORANDUM

**TO : Acting VPIA**

**FROM : Director, Learning Resources Center**

**SUBJECT : MONTHLY REPORT, September 2011**

#### **VISITORS: (154)**

Chuuk Campus, (52)  
National Campus, (10)  
Pohnpei Campus, (92)

#### **PERSONNEL:**

Chuuk Campus

- Annual evaluations for Jayleen Kokis and Kersweet Eria have been completed and sent to the National Campus

#### **ACTIVITY HIGHLIGHTS:**

Chuuk Campus

- Jayleen and Kersweet conducted two presentations on PDL and OPAC to students.
- MITC staff assist IT division to fix the all-in-one printer at the Admissions office.
- MITC staff helped set up the PA system and LCD projector for Lore Nena from the National campus who did a presentation on EDUCATION U.S.A.
- LRC including MITC requested for 9 (6 for Library, 3 for MITC) work study students this semester

FMI Campus

- Alice received two (2) copies of National Geographic Magazines for the month of June and July 2011. A check for a yearly subscription was sent on the 24<sup>th</sup> of Sept.
- A second visit was made by Jenny Ernest and two other ladies from National HPO (Historical Preservation Office and Archives) of Pohnpei.

- Three work-study students are now helping with the library project of re-shelving the books for easier access among the courses offered.

#### Kosrae Campus

- Jane Barnwell from PREL visited the Rose Mackwelung Library (RML)
- Karleen Manual, MITC Coordinator was here to train new PREL Pacific Educator in Residence (PEIR), Shiver Edmond, on the Pacific Digital Library (PDL) from 9/13-16/11
- Phase two of library trainings conducted by FSM National Archives staff took place from 9/13-16/11
- Received 144 new materials plus 12 titles donated by National Campus LRC.

#### National Campus

##### Cataloger (Lucy)

- Transferred from the Processing Room to the Pacific Stack where she will be evaluating and doing original cataloguing of donated and backlog Pacific materials.
- Trained two work study students who had been assigned me on how to read and understand call numbers so they will be able to perform correct shelving and shelf-reading of library materials.
- Prepared and certified time sheets for the work study students, and submitted them to the Work Study Coordinator at the Financial Aid Office.
- Submitted work plan to the LRC director in compliance with her instruction

##### Government Documents (Julia)

- Initiated the reorganization of the tables the New Zealand Reading Room to accommodate more study area for students
- Reorganized Gov Docs study area to accommodate more space for studying: the new set up (closed collection) is to discourage students from loitering among the Gov Docs shelves.
- Cleared out the Electric Room: included moving of shelves and cabinets in the room and among the shelves
- Started listing the newly processed U.S. Gov Docs materials to find ways to make it accessible and available to the community
- Will work on the bibliography for the newly cataloged materials and send it out to the COM community once finished sorting the contents of the shelves moved
- Hired two work study students (Brenda Moses and Mylee Mario) who worked a total of 11 hrs for this month
- Brenda is working on the list of materials to be sent to Gwen for approval to dispose

#### MITC

- Karleen did her 4th PDL upload. New documents were sent to NZ consultants in New Zealand so that they can add them on Pacific Digital Library site.
- MITC has 4 work study students
- MITC big table is broken and now fixed by maintenance staff.
- PEACESAT satellite is at its final stage of operation as predicted, and it is still not known, the type of service it will alternate to. Luciano will update us when he gets report from main office in Hawaii.

## Reference (Juvel)

- Completed the listing of the bibliography of new processed books for September 2011
- Finalized the listing of all duplicate copies of Pacific Collection from the University of Hawaii and the backlog of the Pacific Collection
- Weeded and deleted the records of 82 titles from the General and the Reference Collection and replaced them with the new and current editions
- Completed the tally for the Library Instruction classes

## Pohnpei Campus

- The Follet system is now working thanks to National and Pohnpei campus IT staff.
- Glenda Bloom, an SDA High school freshman, is doing her 2 hours Community Project volunteer in the library and she will work until the end of October.
- LRC Volunteer for the month of September: Uin-Siry Roh, Sinamy Villazon, Terleen, Margret Johnny, Melten Leopold, Latricia Herry, Marcia Etse, Micklynn Paul, & Marmy Jacob.
- Counselor Cindy Edwin along with her 72 ACE students used the library for library tour and brief orientation on resources and services of the LRC.
- Maintenance provided a new ID holder for computer users. Thanks to maintenance for their hard work.
- IT provided another computer in addition to the 4 computers to be used for the students.
- Four (4) work study students started.
- Ms. Monica and Dr. Hogan visited the library to get feedback and ideas about the COM distance education project.
- Inputting and updating library cards: (56) New, (28) Updated, (23) NC students, (1) Patron.
- Assessed and cleared outdated magazines and donated to the office of HTM and other schools.

## Yap Campus

- Attended Staff meeting with Rencelly Nelson on HR updates
- Prepared another PCA for a Bookhouse PO with Pelma
- Requested CENGAGE Learning for the instructor's edition of the textbook: Refining Composition Skills, 5<sup>th</sup> ed.
- Catalogued and carded 12 volumes of books
- Updated patron database in the Follett System (entered 70 new records ; updated 158 records of continuing and re-admissions)
- Set-up AV equipment for PY 201 class's video showing at the Science Lab and "Disaster Preparedness Presentation" for the Maintenance Staff at the AV Room.
- Prepared "No chewing betel nut and no spitting" signs for posting at the Science Building.
- Requested the LRC National Campus through ILL (Bruce Robert) a copy of the textbook, "Introduction to the peoples and cultures of Micronesia by William Alkire"

## **TOPICS RESEARCHED: 158**

Chuuk Campus (10)

National Campus (105)

Pohnpei Campus (28)

Yap Campus (15)

## STATISTICS:

	<b>Chuuk</b>	<b>FMI</b>	<b>Kosrae</b>	<b>National</b>	<b>Pohnpei</b>	<b>Yap</b>
Booking of library use			57			7
Clearance/withdrawal	5			16	4	1
Copier usage				2941	240	296
Fines paid				\$20.60	\$ 33.55	\$.20
Materials circulated	101		64	1578	422	1261
Noncompliance with LRC policies	8			118		
Overdues	32	5		46	5	7
Patron usage	5184	166	732	29,422	6427	2984
Reference encounters			19	122	28	29
Reserves				252		36
New accounts			129	64	56	70

### Computer Usage

	<b>Chuuk</b>	<b>FMI</b>	<b>Kosrae</b>	<b>National</b>	<b>Pohnpei</b>	<b>Yap</b>
Reference/General	866	7	593	7357	1113	758
E-mail				1876		367
Visitor usage				32	1	3
Computer assists	8			157	88	39
ARIEL			12			

### Collection Development

	<b>Chuuk</b>	<b>FMI</b>	<b>Kosrae</b>	<b>National</b>	<b>Pohnpei</b>	<b>Yap</b>
No. of volumes (updated)				63,348		9,032
New Acquisitions			2	234	56	7
Donations	63			13	3	
Withdrawn				82	303	
Cataloged	63			315	13	12
Expenditures				\$80.86	\$400	\$96.19

### Inter-Library Loan

	<b>National</b>	<b>Pohnpei</b>
Request sent	7	1
Request received	5	

## Library Instructions

Module	Class/Instructor	No. of students	Date/Time	Campus
Training/Orientation	Cyndi Edwin	76	9/9/11	Pohnpei
Pacific Digital Library	Jayleen Kokis	27	9/7/11	Chuuk
OPAC	Kersweet Eria	35	9/5/11	Chuuk
Library Orientation	ESL079/Fagolimul	17	9/17/11	Yap
Library Orientation	ACE English/Masiwemai	17	9/16/11	Yap
Information Literacy and the Library	EN120b/Masiwemai	14	9/22/11	Yap
OPAC & Electronic Resources	EN120b/Perkins	20	9/5/11 8:00AM	National
OPAC & Electronic Resources	EN120b/Keller	20	9/7/11 9:00AM	National
OPAC & Electronic Resources	EN120b/Keller	15	9/7/11 2:00PM	National

## Work Study

	Chuuk	FMI	Kosrae	National	Pohnpei	Yap
Work study students		3		22	4	2
Hours worked		60		351:07	76:30	5:10

## MITC

	National	Chuuk
Audiovisual donated	33	
Audiovisual material duplication (COM activities)	3	
Audiovisual materials cataloged	36	
Audiovisual materials labeled	36	
Audiovisual records updated	5	
COM meetings/workshops in MITC Rooms	19	18
Digital Photos	40	
Equipment checked out	1	
Equipment repaired/maintained	1	
Graphic Productions	12	
ID Cards issued	24	2
ID Cards Validated	35	15
ID or personal Cards Laminated	2	
ID Photos Taken	24	
Manual video check out	5	6
MITC documents filed	15	
New Acquisitions (film)	33	

Non COM meeting/workshop in MITC Rooms	1	
Number of classes held in MITC	28	4
Patron Audiovisual equipment training/support	4	
Patron Tours/Orientations	1	
PDL files OCR		
Files edited (rename/edit content)	4,206	
Item files created for upload	105	
Page scanned	23	
Photos uploaded in Follett	118	
Print Productions	21	
Reel to reel conversion	30	
Scan documents for COM	1	
Setup Audio systems for activities/class	5	
Video conversion	3	
Video coverage	8	
Video burned into DVD format	2	
Video Showing in MITC Rooms/Booths	12	
Work-study hour	16	

## **PROFESSIONAL and/or COMMUNITY INVOLVEMENT:**

### Chuuk Campus

- Jayleen is volunteering at Berea Christian High School in organizing resources by subjects as a partial requirement for her online course.

### National Campus

- Lucy: Connecting to Collections (C2C) second narrative report will be due in October 2011. I am currently coordinating with the state C2C members for any updates so they can be included in the report that will be submitted to IMLS main office in Washington, D.C.
- Bruce: Met with the Mayor of Pingelap (Mr. Makir Keller) and his clerk (Mrs. Flora Ikosia) for the Pingelap archival program and meet the new clerk and acquaint her with the immense task which she will be tackling in a few weeks.

### Pohnpei Campus

- Donated 4 boxes of outdated magazines to the Elementary schools.

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

### Chuuk Campus

- One major concern/problem with the LRC staff is the chewing betel-nut on campus most especially in the library. We encountered many students chewing betel-nut in the library and we can not tolerate this kind of attitude anymore. I would like to ask the administration office here at Chuuk campus and the National campus to act on this situation.

### FMI Campus

- Another table is needed to accommodate the student's needs for studying and doing their assignments.

#### Kosrae Campus

- Circulation and other reports could not be generated because server that runs Follett is still in Pohnpei for repair. Figures reported on periodicals and reference materials were manually counted after patron use.
- Patron statistics is for the RML computer lab only. DOE librarian did not take statistics from main library floor.
- The RML is faced once again with rats chewing on book spines.

#### National Campus

- MITC/LRC scanner that scans negative prints can no longer scan negative prints. Therefore this project of scanning negative prints from Archive collection is now on hold.
- Julia: What can be done to improve the WiFi on the 2<sup>nd</sup> floor of the library? LRC staff need to be role models for complying with LRC policies, especially being quiet. Pacific Collection staff need to work on a schedule to make sure the Circulation Desk is never left unattended.

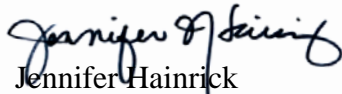
#### Pohnpei Campus

- OPAC computer is still pending for reconnection.
- Library was closed during lunch period on two days due to lack of staff.

#### Yap Campus

- Librarian's computer cannot connect to the Follett OPAC in the server. (Pius is looking into the problem)
- The Library's copier machine is not in good order.

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