



COLLEGE OF MICRONESIA-FSM

P.O. Box 159, Kolonia, Pohnpei
Federated States of Micronesia 96941
Phone: 691.320.2480 x140 jenniferh@comfsm.fm Fax: 691.320.2479

*Office of the Director
Learning Resources Center*

November 10, 2011

MEMORANDUM

TO : Acting VPIA

FROM : Director, Learning Resources Center

SUBJECT : MONTHLY REPORT, October 2011

VISITORS: (130)

Chuuk Campus, (34)
National Campus, (4)
Pohnpei Campus, (28)
Yap Campus, (64)

PERSONNEL:

Chuuk Campus

- LRC has seven work-study students this semester.
- Ms. Kokis continues to work on her PDL Project and at the same time do her online courses for her masters program.

ACTIVITY HIGHLIGHTS:

FMI Campus

- Work study students are working on the last shelves in the library.
- Check for the National Geographic magazines was received, subscription will be maintained for this year. (Still waiting for August, September & October's Magazine).

Kosrae Campus

- The Kosrae Library Association is in full gear the next 13 days until the 2011 PIALA conference.

National Campus

Government Documents (Julia)

- Been helping out at Circulation Desk (2nd Flr.)
- Weeding U.S. Gov. Docs. (I need space for the newly processed reports and documents from the House of Senate and the House of Representatives)
- Sorting and shelving the many hearings and reports.
- Started another shelf-reading. (Three different individuals and I were looking for some books that OPAC said to be available but couldn't be found on the shelves. I asked them to come back so I could look for them. Fortunately, I found them and (unfortunately) realized that the materials are already messed up again. Must be before I start turning away students from hanging around the shelves).
- Completed and submitted the online survey from Juan Santos.
- I'm still working on and will have to finish and submit the Biennial Survey by the end of this month.

MITC

- Metal shelves have been moved from room between circulation area and library to recording room. MITC video tapes were been re-arranged to avail more space for videos.
- Luciano Mathias wrote a letter to main PEACESAT office in Hawaii inquiring status of PEACESAT and still has not got any respond from them.
- Two holes were covered by maintenance staff in MITC recording office.
- Karleen Manuel Samuel conducted a mini PDL training with Jane Barnwell during SLC training.

Special collections

- Bruce attended the second Strategic Learning Community training that was held at the MITC division on October 14 to 17, 2011. The workshop included cataloging using Dewey Decimal, grant writing and the use and access of the Pacific Digital Library and how people can contribute to the database.

Reference (Juvel)

- Sent the listing of all duplicate books (New Books; Donation from The University of Hawaii and 2nd floor Pacific Collection) to all state campus librarians :

Nercy Simina (Pohnpei Campus) selected :

Withdrawn Books - 18
From UH Donation - 42
2nd Floor Pacific - 10

Susan Guarin (Yap Campus) :

From UH Donation - 10
New Books - 6

Kersweet, Eria (Chuuk Campus

From UH Donation - 25

Michael Williams - Left over copies

Pohnpei Campus

- Glenda Bloom and Sarah Lena Ditchen, students from SDA School are currently assisting in the library every Friday for their Community Project until December 6, 2011.
- Displayed weed out materials outside the library for students.
- The library shelves were repaired and fixed by the maintenance staff.
- Volunteer for the month of October: Uin-Siry Roh, Glenda Bloom, Sarah Lena Ditchen, Belinda Ladore, Melten Leopold, & Marmina Jacob.
- HTM Instructor Joyce along with her class visited the library to do research.
- Thanks to IT staff for their continuous support in providing technical services to the library to enhance the needs of the students. Hope they will try to finish up the other unfinished work.
- The work study students are trying to finish up the cleaning and dusting in the library.
- Cleared outdated magazines and donated to Awak, Sekere, & Palikir ECE centers.
- Assisted Maioleen Donre from Awak ECE in finding needed materials for her classroom.
- Assisted 56 students in filling out the on-line Student Satisfactory Survey.
- Inputting and updating library cards: (11) New, (3) Updated, (4) NC students, (1) Patron.
- Anna Dela Cruz, Instructor of BU95 Office Procedure, scheduled her students to utilize their free time and volunteer in the library. Great appreciation to Anna for your initiative and consideration.

Yap Campus

- Attended staff meeting with SS Staff-National on October 10 at 10:00- 11:00 AM.
- Attended staff Meeting with Frankie Harriss on Accreditation October 26 at 1:45 -2:45 PM.
- Received 21 new books: 19 titles, purchased from Bookhouse and 2 titles donated by Steven Young Uhk of Land-Grant
- Received from CENGAGE Learning the instructor's edition of the textbook: Refining Composition Skills, 5th ed. and a complimentary of the textbook.
- Received certified POs and checks for learning resources (Bookhouse, Insight Media, Learning Resources Inc. and Wa'ab Wireless) from the Seppie Fund sent by Roland Irons. Orders to corresponding companies were sent out.
- Received 2 laptops and a scanner (from Seppie Project) from Wa'ab Wireless.
- Prepared and sent Yap-LRC 2013 Budget Proposal to Juvelina and Roland.
- Catalogued and carded 43 volumes of books
- Set-up AV equipment for SS 120 class' video showing at the Science Lab : Weather and Climate

TOPICS RESEARCHED: 82

Chuuk Campus (14)

1. History of Ramalum
2. History of Toleisom
3. History of Moch
4. History of Wonei
5. Population of Wonei
6. Population of Toleisom
7. Population of Lamuluk

8. Population of Fefan
9. Population of Kuttu
10. Population of Pissewar
11. Population of Weno
12. Population of Moch
13. Population of Fonoton
14. Plants in Chuuk and their environment

National Campus (38)

1. Effects of teenage pregnancies in Pohnpei
2. Bilingualism in Micronesian history
3. PICS high school curriculum
4. Grace Chrisholm Young biography
5. Secondary education in Micronesia
6. Women in progress in Micronesia
7. Immigration in FSM
8. Coconut crab in Micronesia
9. Conservation and effects of runoffs in the FSM
10. FSM in the games yearbook
11. Beautification on Ponape
12. Mokil history and genealogies
13. Marine protected areas of Micronesia
14. Historical backgrounds of Micronesia
15. Shipwrecks in Chuuk and its effect on the environment
16. Overfishing in Micronesia and its effect
17. Dredging in Micronesia and its effect on the environment
18. Rules and cultural practices (normal practices) in the Pohnpeian culture
19. Tourism in Chuuk - how much does Chuuk state generate annually from Tourism
20. Clam, sponge, coral reef, fish
21. Many cruises in FSM
22. Changing culture in FSM
23. Song for the Sokehs rebellion in vernacular
24. United Nations day and its meaning
25. Sakau - its advantages and disadvantages
26. Love stick in Chuuk and its meaning
27. The effects of higher education in the Pacific
28. What is Maoism?
29. Traditional cooking in Micronesia
30. FSM outward migration
31. Teen pregnancy in FSM
32. Comparison and contrast on Protestant and Catholicism in Pohnpei
33. Nutrition in Micronesia
34. College dropouts in Micronesia - what causes it?
35. Substance abuse in FSM
36. Livelihood in Mwoakilloa (Pohnpei)
37. Causes of students failing in college
38. Dramatic consequences of psychology

Pohnpei Campus (14)

1. Diabetes
2. Grant writing
3. Effective communication
4. Landmarks of Pohnpei
5. Anatomy
6. Folktales of Pohnpei
7. Medical assistant
8. Government leaders of FSM
9. Music
10. Communication in person
11. Summary of books
12. Motion pictures
13. World History
14. Micronesian history

Yap Campus (16)

1. Austronesian languages
2. Body language
3. Circulatory System
4. Climate Change
5. Climate and Weather
6. Cross-cultural communications
7. Library Services
8. Maslow's Hierarchy of Needs
9. Mitosis
10. Natural disasters
11. Navigation in Micronesia
12. Overfishing
13. Reproductive system
14. Sexual harassment
15. Suicide , Teen suicide
16. Teen pregnancy

STATISTICS:

| | Chuuk | FMI | Kosrae | National | Pohnpei | Yap |
|------------------------|--------------|------------|---------------|-----------------|----------------|------------|
| Booking of library use | | | 21 | 6 | | 9 |
| Clearance/withdrawal | 2 | | 1 | 20 | 1 | 1 |
| Copier usage | | | | 3,768 | | 8 |
| Printer Usage | 126 | | | | 144 | |
| Fines paid | | | | \$98.96 | \$17.65 | \$6.10 |
| Materials circulated | 33 | | 409 | 1,499 | 552 | 1208 |
| Library Cards | | | 69 | | 11 | |

| | | | | | | |
|---------------------------------|-------|----|-----|--------|------|------|
| Noncompliance with LRC policies | | | | 91 | | 2 |
| Overdues | 44 | 2 | | 53 | 5 | 10 |
| Patron usage | 4,927 | 46 | 555 | 22,871 | 6689 | 2696 |
| Reference encounters | 15 | 2 | | 123 | | 31 |
| Reserves | | | | 155 | | 33 |
| New accounts | | | | 14 | | |

Computer Usage

| | Chuuk | FMI | Kosrae | National | Pohnpei | Yap |
|------------------|--------------|------------|---------------|-----------------|----------------|------------|
| Reference | 614 | 3 | 423 | 3,696 | 1613 | 157 |
| General | 15 | | 116 | 2,102 | | 605 |
| E-mail | | | | 1,482 | | 243 |
| Visitor usage | | | | 31 | 2 | 4 |
| Computer assists | 6 | | | 143 | 211 | 19 |
| ARIEL | | | 16 | | | |

Collection Development

| | Chuuk | FMI | Kosrae | National | Pohnpei | Yap |
|--------------------------|--------------|------------|---------------|-----------------|----------------|------------|
| No. of volumes (updated) | | | | | | |
| New Acquisitions | | | 2 | 12 | | 19 |
| Donations | 24 | | | 8 | 5 | 2 |
| Withdrawn (Magazines) | | | | | 200 | |
| Cataloged | 24 | | 20 | 134 | 13 | 43 |
| Serials processed | | | | 208 | | |
| Expenditures | | | | \$3,225.17 | | \$735.78 |

Inter-Library Loan

| | National | Pohnpei |
|------------------|-----------------|----------------|
| Request sent | 3 | |
| Request received | | |

Library Instructions

| Module | Class/Instructor | No. of students | Date/Time | Campus |
|---|-------------------------|------------------------|------------------|---------------|
| Use of Library and Resources (Individual Instruction) | | 2 | 10/ 6/ 11 9:00AM | Yap |

| | | | | |
|---|--------------------|----|-------------------|----------|
| Use of Selected References (OOH, DOT, O*Net, GOE) | SS 100 / Yangerluo | 7 | 10/11/11 11:45 AM | Yap |
| Modules 2 & 3 | EN 120b / Perkins | 19 | 10/11/11 11:00 AM | National |
| Modules 2 & 3 | EN 120b / Biza | 20 | 10/28/11 12:00 AM | National |
| Modules 2 & 3 | EN 120b / Biza | 13 | 10/28/11 2:00 PM | National |

Work Study

| Hours of Work | Chuuk | FMI | Kosrae | National | Pohnpei | Yap |
|---------------------|-------|-----|--------|----------|---------|-----|
| Work study students | | | | 13 | | 3 |
| Hours worked | | | | 242.5 | | 97 |
| On-Campus | | | | | 84 | |
| Volunteer | | | | | 16 | |

MITC

| | National | Chuuk |
|---|----------|-------|
| Audio Productions | 5 | |
| Audiovisual donated | 0 | |
| Audiovisual material duplication (COM activities) | 2 | |
| Audiovisual materials (VHS, DVD, CD) repaired | | |
| Audiovisual materials cataloged | 8 | |
| Audiovisual materials labeled | 3 | |
| Audiovisual purchased | 2 | |
| Audiovisual records updated | 5 | |
| COM meetings/workshops in MITC Rooms | 8 | |
| COM Video Coverage | 4 | |
| Digital Photos | 20 | |
| Equipment checked out | 6 | |
| Equipment repaired/maintained | 0 | |
| Graphic Productions | 10 | |
| ID Cards issued | 28 | 4 |
| ID Cards Validated | 30 | |
| ID or personal Cards Laminated | 4 | |
| ID Photos Taken | 28 | |
| Manual video check out | 11 | |
| MITC documents filed | 20 | |
| New Acquisitions (film) | 0 | |
| Non COM meeting/workshop in MITC Rooms | 1 | |
| Non COM Video coverage | | |
| Number of classes held in MITC | 29 | 9 |
| Students Use MITC Lab | | 8 |
| Patron Audiovisual equipment training/support | 17 | |
| Patron Tours/Orientations | 0 | |

| | | |
|---|-----|----|
| Patrons provided with reference/research services | | 27 |
| PDL files OCR | 75 | |
| Files edited (rename/edit content) | 0 | |
| Item files created for upload | 0 | |
| Page scanned | 269 | |
| Peacesat audio conference | | |
| Peacesat video conference | | |
| Photos uploaded in Follett | 0 | |
| Poster laminated | | |
| Print Productions | 10 | |
| Reel to reel conversion | 16 | |
| Scan documents for COM | 7 | |
| Scan photos (CCM ID pictures) | | |
| Setup Audio systems for activities/class | 17 | |
| SSB radio users | | |
| Temporary ID Cards Issued | 3 | |
| Video conversion | 0 | |
| Video coverage | 3 | |
| Video burned into DVD format | 3 | |
| Video Production | | |
| Video Showing in MITC Rooms/Booths | 10 | |
| Work-study hour | 45 | |

PROFESSIONAL and/or COMMUNITY INVOLVEMENT:

National Campus

Lucy: Prepared the 2nd Narrative and Financial report for the Connections to Collections grant and sent to Interim President for his review, comments and signature after which I electronically transmitted to IMLS main office in Washington, DC in compliance of the grant requirements. Grant Project Final Report is due on June 2012.

Yap Campus

- Worked with Erica Ruwepin for the Connections to Collections Project in Yap.

CONCERNS, PROBLEMS, COMMENTS, SUGGESTIONS:

Chuuk Campus

- LRC problem is the invasion of termites in the Pacific collection room, at the ceiling and around in the LRC. There are cracks and holes in the ceiling soon to fall down on students. The ceiling of the LRC definitely needs to be replaced and painted.

Kosrae Campus

- Although the library's automated system has been working, accurate circulation reports could not be generated. Junior fiction collection seems a little too high, but this is what Follett generated.
- Patron statistics is for the RML computer lab only. DOE librarian did not take statistics from main library floor.

National Campus

- Lexmark T620 printer located in the New Zealand reading room was taken by IT last week to fix a problem of printing. When print, left side print is much lighter than the right side printing.

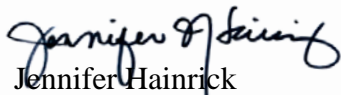
Pohnpei Campus

- The Circulation computer is the only computer accessing the Follett program so this causes the slowing down of cataloging, using OPAC & printing.
- Melten Leopold volunteers to monitor the LRC during my absence.

Yap Campus

- There is still a problem with the librarian's computer which cannot connect to the Follett OPAC in the server.
- The LRC copier was recently fixed.
- Two computers were taken to the IT Lab for repair.
- An air-conditioning unit is not in good working condition and so is a lighting fixture.

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