

COLLEGE OF MICRONESIA-FSM



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*Office of the Director
Learning Resources Center*

February 17, 2012

MEMORANDUM

TO : Vice President, Instructional Affairs

FROM : Director, Learning Resources Center

SUBJECT : MONTHLY REPORT, January 2012

VISITORS: (44)

National Campus, (16)
Pohnpei Campus, (11)
Yap Campus, (17)

PERSONNEL:

- Jayleen Kokis and Jenny Hainrick are enrolled in two courses at University of North Texas as part of their requirements for their graduate degree program in library science.

Chuuk Campus

- LRC staff were tasked to assist Student Service staff to administer the COMET from January 26, 2012 to the first week of February.
- On January 26, Kersweet Eria was requested by Mr. Alvios William to give a brief lecture to his Expos students on how to search using different search engines.

National Campus

- Karleen Manuel Samuel attended PIALA's first meeting this year on Facebook and submitted a report of the minutes to PIALA board members.
- Dr. Robert Hogan is back with us helping COM-FSM creating distance education programs.
- Mayliza Ariote is taking Reading Methods class on MWF at 11:00am-12:55pm this semester as part of her third year requirements in Education.
- Luciano Mathias is taking three classes this semester. His class schedule is below:

CLASS – Spring 2012

Subject

Day

Time

Marine Biology	MWF	11:00-11:55
Lap	Thur.	2:00 – 4:55
Geography	MWF	2: 00-2:55
Environmental Studies	MWF	3:00-3:55

ACTIVITY HIGHLIGHTS:

Chuuk Campus

- No activities occurred in the LRC due to the renovation since December 2011. LRC staff assisted in the MITC and the IT staff in the computer lab.
- Edson Asito, Media Specialist, fixed 3 copier machines for Education Division, Business Division, and IC secretary. He also fixed his air conditioner in his own office. Media staff provided an LCD projector and PA system to the Public Health department for their workshop with students. They also set up the PA system during administration meeting with students. MITC staff also assisted in the computer lab.

Kosrae Campus

- Construction of the new Kosrae Campus library started the first week of January 2012.
- Library staff are moving materials and library furniture back onto the main library floor of the Rose Mackwelung Library. About 50% of the work is done.
- The RML will be the venue for the upcoming Pacific Judicial Conference in February 2012.

National Campus

Gov Docs (Julia)

- A total of 473 items (5 yrs and older) have been weeded from the collection. 49 of them were in the system and have been deleted and reported above. The list has been sent to University of Hawaii Government Documents Librarian Gwen Sinclair, depository library regional supervisor for review and advice for action.
- A confirmation of receipt for the Biennial Survey was received.
- Julia has started browsing the United Nations books left in the Pacific Stack and found some about the Pacific. Any material related to the Pacific will be transferred to Lucy for review and cataloging, and the rest will be discarded. Project is still on-going.
- Julia signed up to be a member on the Planning and Research Committee (PRC) and the Human Resources Committee. January 24th was her first time to attend the (HRC) and January 26th was her first meeting with the PRC. PRC is now working in sub-committees to specifically deal with/address specific issues/needs. Julia is with the sub-committee to review the Governance Policy. All members are encouraged to go online to review documents/comments/vote, etc.

MITC (Karleen)

- MITC room between circulation area and library is being converted into a group study area.
- 69 MITC records (weeded materials) were removed from the Follett system.

Reference (Juvel)

- Relocated general vertical files to be used for the paperback collection.
- Requested the Maintenance Department for the installation of shelves for the Reference Collection after which paperbacks were moved and adjustments made to the Reference and General Collection to provide more space for new books.
- Call number guides for all shelves were replaced.

- 163 paperbacks and 54 General Collection were pulled out for evaluation/weeding.
- 62 books were selected for purchase to be added to the library collections.

Pohnpei Campus

- Post up loitering policy to decrease students from littering and making noises.
- Over Due Notice was posted up for students who have not returned their library materials.
- Results of the Amnesty Month: 13 patrons returned their overdue materials.
- Inputting and updating library cards: (24) New, (46) Updated, (21) NC students, (2) Patron.
- Jan 09-17. Rihter Hellan, volunteered and assisted with the routine and daily maintenance of the library.
- Jan 12-13, 23-25, & 27-31. The library was closed during lunch time due to lack of staff.
- Jan 13. Lester Ezekias, Bruce Robert, & Lucy Oducado visited the library to work on the Connection to Collections grant survey.
- Jan 13. Glenda Bloom, Ronda Helgenberger, & Sarah Ditchen, students from SDA School started their Volunteer Project every Friday afternoon.
- SDSU on-line students were using the library to do their research.
- Jan 26. Library was closed from 3:00 – 5:00 due to family obligation.

Yap Campus

- Received 17 book donations from Margie Falanruw of the Yap Institute of Natural Sciences.
- Updated Follett patron database, updated records of continuing students and created 17 new accounts.
- Cataloged and carded 34 books. Added these to the Follett Collection Database.
- Assisted Prof. Shunsuke Nagashima of the Research Center for the Pacific Islands, Kagoshima University in his research on Yap.
- Manned the bookstore during registration week from January 4-6, 2011, issued textbooks and collected promissory notes.
- The AV Room is designated as a classroom for ED 292 every Tuesday and Thursday, 10:05-11:30.
- Set-up AV equipment for Rosa's class (ED 292: Practicum)
- The AV Room was booked for two staff meetings this month.
- Helped prepare the SAD (Import Duty) for materials received by the Voc Ed.

TOPICS RESEARCHED:

Kosrae Campus (3)

1. Materials on Kosrae
2. History of Micronesia
3. Famous speeches

National Campus (21)

Reference (6)

1. Leadership
2. Domestic Violence
3. Immigration
4. Short stories
5. Mammals
6. Learning Disabilities

Special collections (15)

1. Food and nutrition in Micronesia
2. Nan Madol history
3. German Bell Tower and how it came into existence
4. Sokehs rebellion.
5. What happened to our college graduates?
6. Botanical garden in Pohnpei and history
7. Spanish wall history and how it was built
8. Domestic violence in Micronesia between parents and children
9. Wife beating in Micronesia
10. Child abuse in Micronesia
11. Code of ethics
12. FSM Dual citizenship
13. Canoe building in Mwoakilloa, Pohnpei
14. Leadership in Education
15. Cook Islands, its population and government

Pohnpei Campus (11)

1. Pacific Leadership
2. Leadership
3. Biography of President Obama Barrack
4. Biography of Steve Jobs
5. Bell tower
6. Spanish Wall
7. Botanical Garden (Pohnpei)
8. PICS High School
9. Coast Way (Dekehtik)
10. Sokehs Mass Grave
11. Historical Places in Kolonia

Yap Campus (15)

1. FSM Constitution
2. FSM Laws and selected cases
3. Yap Constitution
4. Yapese Culture
5. Western and eastern philosophies
6. Branches of biology
7. Scientists and their contribution to biology
8. The Microscope
9. Types of essays
10. Martin Luther King's speech: I Have a Dream
11. Psychology
12. Time management
13. Giant swamp taro
14. Landscaping: focal point
15. Multigrade teaching

STATISTICS:

Programs/Services

	CC	FMI	KC	NC	PC	YC
Patrons usage	0		491	16789	4666	1747
Reserved materials	0		-	71	2	-
Materials circulated (all)	0		24	581	279	754
Visitor usage	0		-	53	0	-

LRC computer usage

	CC	FMI	KC	NC	PC	YC
General application	0		63	2263	647	160
Reference	0		21	335	0	326
Email	0		127	1360	0	411
Technical assistance	0		-	119	32	17

LRC Reference Encounters

	CC	FMI	KC	NC	PC	YC
Reference encounters	0		3	68	11	11

** Chuuk: For usage statistics, there is nothing to report since few References and reserved materials were temporarily housed in the counseling center: 14 students used dictionaries and 1 Supplemental Reader. No report from FMI was turned in.*

Others statistics

	CC	FMI	KC	NC	PC	YC
Booking of library use	-	-	34	0	0	-
Clearance/withdrawal	-	-	3	55	12	2
Copier usage	-	-	-	1251	423	13
Printer Usage	-	-	-	-	32	268
Fines paid	-	-	\$5.00	\$141.93	\$17.05	\$2.80
Library Cards	-	-	165	0	24	-
Noncompliance	-	-	-	85	4	-
Overdue Materials	-	-	99	3	6	-
New accounts	-	-	22	40	2	17

Collection Development

	CC	FMI	KC	NC	PC	YC
No. of volumes (updated)	-	-	4,725	63,787	6,548	9,195
New Acquisitions	-	-	-	-	48	17
Backlog	-	-	54	46	0	-
Donations	-	-	-	22	10	-

Withdrawn (all)	-	-	-	88	-	-
Cataloged	-	-	-	152	2	34
Serials processed	-	-	76	231	48	-
Gov Docs processed	-	-	-	218	-	-
Expenditures	-	-	-	\$14,726.16	\$121.00	-

Inter-Library Loan

	NC	PC
Request sent	2	0
Request received	15	0

Work Study

Hours of Work	CC	FMI	KC	NC	PC	YC
Work study students	-	-	-	-	0	2
Hours worked	-	-	-	-	-	-
On-Campus					-	
Volunteer					73.5	

MITC

Chuuk Campus

Number of new ID	42
Number of ID replacement	22
Student visitors/Interviews/Questions/Sticker for ID	315
Number of faculty use MITC lab for showing film to students	03
Number of student check out materials/research	0
Faculty/Staff check out materials	09
Faculty/Staff return materials	08
Student use printer	0

National Campus

Audio Productions	
Audiovisual donated	0
Audiovisual material duplication (COM activities)	3
Audiovisual materials (VHS, DVD, CD) repaired	
Audiovisual materials cataloged	3
Audiovisual materials labeled	3
Audiovisual purchased	
Audiovisual records updated	70
COM meetings/workshops in MITC Rooms	11
COM Video Coverage	4
Digital Photos	5

Equipment checked out	3
Equipment repaired/maintained	2
Graphic Productions	5
ID Cards issued	147
ID Cards Validated	940
ID or personal Cards Laminated	
ID Photos Taken	147
Manual video check out	5
MITC documents filed	30
New Acquisitions (film)	
Non COM meeting/workshop in MITC Rooms	
Non COM Video coverage	
Number of classes held in MITC	15
Patron Audiovisual equipment training/support	2
Patron Tours/Orientations	
Patrons provided with reference/research services	
PDL files OCR	128
Files edited (rename/edit content)	62
Item files created for upload	5
Page scanned	
Peacesat audio conference	
Peacesat video conference	
Photos uploaded in Follett	19
Poster laminated	1
Print Productions	15
Reel to reel conversion	
Scan documents for COM	6
Scan documents for PIALA	21
Scan photos (CCM ID pictures)	
Setup Audio systems for activities/class	10
SSB radio users	
Temporary ID Cards Issued	
Video conversion	1
Video burned into DVD format	1
Video Production	1
Video Showing in MITC Rooms/Booths	17
Work-study hour	0

Library Instruction

National Campus				
Module	Class / Instructor	No. of Students	Date/Time	Location
OPAC & Use of Electronic Resources	Zachary Sands	16	January 25, 2012 12:00-1:00 pm	MITC
OPAC & Use of Electronic	Zachary	20	January 25, 2012	MITC

Resources	Sands		2:00-3:00 pm	
OPAC & Use of Electronic Resources	Monica Rivera	21	January 26, 2012 9:30-11:00 am	Lang Lit Computer Lab
OPAC & Use of Electronic Resources	Monica Rivera	19	January 26, 2012 11:00-12:30	Lang Lit Computer Lab

PROFESSIONAL and/or COMMUNITY INVOLVEMENT:

National Campus

On January 11, 2012, Bruce Robert, Lester Ezekias and Lucy Oducado started their follow-up and documentations of the statuses or conditions of historical collections in all libraries and holding entities in Pohnpei State in line with the IMLS C2C grant. The follow-up survey aimed to document this type of collections was critical especially providing descriptive information essential to the preservation needs assessment of historical collections held by holding institutions in the State of Pohnpei. They noticed that some of the libraries are under renovation and their collections are in poor conditions while the renovation is ongoing. This information will be used for the final report to the IMLS Connection to Collection Statewide Grant Project. The follow-up took 8 days but there are still some libraries and holding institutions whose responses the C2C surveys are yet to be received. As soon as completed surveys from these institutions are received, the data will be included in the tabulated information part of the report.

Yap Campus

- C2C project at Yap with Erica Ruwepin and Helen Salap is still ongoing.

CONCERNS, PROBLEMS, COMMENTS, SUGGESTIONS:

Chuuk Campus

- The staff are hoping that LRC renovation will be done sooner than expected so services can resume for users. Another concern is the computers in the LRC. Most of the time students are having hard time trying to open Microsoft word and to do research. These computers have been used for about nine years now and need to be replaced with new sets purchased from the technology fee. Every semester students pay one hundred dollars for technology fee and they deserve to have new computers.

Kosrae Campus

- The Library was without Internet connection from Jan. 9 to the morning of the 13th due to a faulty network switch. We were temporarily connected the afternoon of the 13th so that we could access Patron Maintenance on Follett to update student ID Cards.
- Library automated system crashed resulting in loss of around 200 plus records as reported in December 2011 monthly report. There are still 141 books unaccounted for.
- We are still assessing damaged materials caused by rats chewing on book spines. We suspect it happened during the holidays.

Yap Campus

- Three computers are not working at the moment. IT staff have been notified.