



COLLEGE OF MICRONESIA-FSM

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*Office of the Director
Learning Resources Center*

September 12, 2012

MEMORANDUM

TO : **Vice President, Instructional Affairs**

FROM : **Director, Learning Resources Center**

SUBJECT : **Monthly Report, August 2012**

VISITORS: (6)

Chuuk Campus, (2)

Mr. Chris Gilmete and Mr. Boyd Johnnyboy from the National campus visited us this month. The purpose of their visit was to install new computers in the computer lab and the LRC.

Pohnpei Campus, (4)

The followings visited the library to seek library assistance, do research and read materials, etc.:

1. Tosiwo Liwy
2. Roy Ezekias

LRC Director Jennifer Hainrick and Reference librarian Juvelina Rempis visited the Pohnpei campus library to provide assistance on collection development, acquisitions procedures, and Follett module training.

PERSONNEL:

Chuuk

- Ms. Jayleen Kokis continues her master's program in library science this fall to begin on August 29. Her two courses are *Advanced Management of Information Agencies* and *Public Libraries*.
- Mr. Edson Asito is tasked to assist students who are taking the Art class online. He also assisted Education division fix their copier machine.

ACTIVITY HIGHLIGHTS:

Chuuk

- LRC staff are scheduled to do a short lecture to students on the OPAC, EBSCO, PDL and other search engines next week August 28-31 and first week of September 2012.
- MITC set up the PA system for the registration, and assisted students with new IDs and stickers.

FMI

- Ms. Pagal administered students' evaluation and tabulated on courses taught for the summer 2012:
 - MSG-091, Basic First Aid
 - MSG-090, Fire Fighting Prevention & Control
 - MSG-092, Occupational Health & Safety(Navigation Part)/(Engineering Part)
 - MSG-089, Survival Technique/Shipboard Security
- She has also ordered some materials from Book House, Inc. to support the courses offered.
- An extra table is now in the library, providing a seat count of 16 chairs for both tables.
- Two computers are now in the library for research purposes.

Kosrae

- A good number of incoming college students visited the RML during orientation week.
- LRC Director and MITC Coordinator were both instrumental in assisting KC library technician with converting materials from Dewey Decimal Classification System to Library of Congress Classification system.
- KC library technician attended mini workshop held by DCR Director on creating news articles.
- Full library services should resume by October 2012.

National

- Several of the library staff members took part in the Visionary Summit on August 8-9. Director served as a facilitator in the summit.
- Freshmen registration and faculty workshops were held in the MITC classrooms.
- Re-adjustments of the Pacific serials and un-cataloged materials and rearrangement of furniture in the MITC and Technical Services and reference computers were done to provide space and easy access to materials.
- Duplicate materials from the Pacific collection were donated to FSM Congress library.
- MITC staff assisted Dalihla Waltu from Peer Counseling compiling COM-FSM staff photo for the Peer guides training.
- Karleen Manuel traveled to Chuuk, Yap and Kosrae for photo and video shooting. Clips captured will be used for the COM-FSM webpage, publications, brochures and COM-FSM video productions.
- Karleen Manuel covered the Chuuk Campus graduation when she was in Chuuk in July 2012.
- Director traveled to Kosrae from August 13-17 for site visit at the new Kosrae campus library and for reconversion of library materials. Ms. Rempis acted in her stead while she was away.
- Evaluation of duplicate Pacific materials is ongoing to help clear up space on the shelves and for distribution to state campuses in need.
- Evaluation of the Dr. Lois Englberger collection is ongoing in preparation for the exhibit/ceremony of the collection at the end of September.
- The HINARI module was developed by Ms. Rempis to be used for instruction for Nursing and Public Health students.
- The Board of Regents held their August 10 meeting in the New Zealand Reading room.
- 503 government documents items were processed the months of July to August.

Pohnpei

- A meeting on Orientation and Registration was held on August 6th.
- Ten groups of students were oriented on the library by Peer Advisors.
- A presentation on the use of the OPAC with the help of a brochure was given to new students.
- The library was closed for rearrangement of computer stations and media room cleaning the week of August 13-17.
- A Pohnpei Campus Community General Assembly was held on August 24th.

Yap

- Manned the Bookstore during the registration this Fall semester-August 14-17, 2012.
- Assisted students' researches for SS 170 and SS 150 classes.
- Catalogued and carded 49 volumes of books.
- Prepared PO for renewal of subscription to Saipan Tribune.
- Prepared Receiving Report for items received from Bess Press.
- Requested for Instructor's editions and other supplements for the textbooks:
 - Human Development by Crandell, 9th ed. --- online access code received; downloaded and printed instructor's resources; still waiting for the hard copies
 - Elementary and Intermediate algebra ----- online access code received; downloaded and printed instructor's resources; still waiting for the hard copies
 - World History by Duiker, 6th ed. ----- book was shipped
 - Physical Science/Shipman ----- book and CD-ROM received
 - Be A Better Reader Level F & G ----- Sales representative promised to deliver. Also coordinated with Martin Mingii
- Submitted revised LRC Assessment-Fall 2010-Summer 2011.
- Explored and tested features of KOHA, the free integrated library software, which COM-FSM LRC is planning to migrate to from Follett for database maintenance. Sent feedbacks to Jennifer.

TOPICS RESEARCHED: 28

Chuuk (2)

1. History of Uman
2. History of Fanapanges

National (11)

1. Alcoholism in FSM
2. Kinds of activities held during Pohnpei Liberation day
3. Micronesian legends regarding Nan Madol
4. Philosophy
5. Pingelap legends and folklore
6. Poems
7. Pohnpei Liberation day and its events
8. Ponapean language
9. Postmodernism
10. Power of Attorney in relation to Social security
11. Short Stories

Pohnpei (1)

1. Administrative Professional

Yap (14)

- | | | |
|---|---------------------------------|--|
| 1. Ancient Civilizations: Egypt, Greece, Rome, etc. | History of the following areas: | 11. Marshall Islands |
| 2. Coconuts | 6. American Samoa | 12. Palau |
| 3. Crops in Micronesia | 7. Chuuk | 13. Pohnpei |
| 4. My plate | 8. Commonwealth of the Marianas | 14. Yap and Outer islands : Fais, Ifaluk |
| 5. Scientists' contribution to human nutrition | 9. Fiji | |
| | 10. Kosrae | |

STATISTICS:

Programs/Services

	CC	FMI	KC	NC	PC	YC
Patrons usage	533	164	1717	13747	2413	1030
Reserved materials	-	-	-	69	6	8
Materials circulated (all)	9	-	85	432	109	520
Visitor usage	2	107	-	13	0	10

LRC computer usage

	CC	FMI	KC	NC	PC	YC
General application	139	-	121	1373	533	224
Reference	2	87	98	1706	-	150
Email	-	-	0	701	-	148
Technical assistance	2	-	0	94	5	5

LRC Reference Encounters

	CC	FMI	KC	NC	PC	YC
Reference encounters	2	64	2	57	1	15

Collection Development

	CC	FMI	KC	NC	PC	YC
No. of volumes (updated)	9894	-	-	-	-	9502
New Acquisitions	3	-	0	185	138	146
Backlog	7	-	-	96	-	0
Donations	-	-	-	40	4	0
Withdrawn (all)	6	-	-	69	-	0
Cataloged	3	-	-	359	52	49
Serials processed	-	-	-	147	32	0
Expenditures	-	-	-	\$7416.34	\$186.00	\$5437.49

Inter-Library Loan

	NC	PC

Request sent	1	0
Request received	4	0

Work Study

No work study students for this month.

MITC

	National	Chuuk
Audiovisual donated	1	
Audiovisual material duplication (COM activities)	11	
Audiovisual materials cataloged	3	
Audiovisual materials labeled	3	
Audiovisual purchased	1	
COM meetings/workshops in MITC Rooms	13	
COM Video Coverage	2	
Digital Photos	1274	
Equipment checked out	1	
Graphic Productions	5	
ID Cards issued	220	199
ID Cards Validated	700	
ID or personal Cards Laminated	13	
ID Photos Taken	220	
Manual video check out	11	1
MITC documents filed	10	
New Acquisitions (film)	1	
Non COM meeting/workshop in MITC Rooms	1	
Non COM Video coverage	1	
Number of classes held in MITC	13	
Patron Audiovisual equipment training/support	1	
Patron reference encounters		199
Patron Tours/Orientations	200	
PDL files OCR	75	
Files edited (rename/edit content)	104	
Item files created for upload	19	
Page scanned		
Photos uploaded in Follett	91	
Poster laminated	1	
Print Productions	20	
Scan documents for students, staff, faculty (COM)	18	
Scan documents for COM/PIALA	3	
Scan photos (CCM ID pictures)	220	
Setup Audio systems for activities/class	25	
Video burned into DVD format	1	
Video Showing in MITC Rooms/Booths	7	

Library Instruction

- Ms. Rempis conducted two library instruction classes for 4 Nursing students on August 28. Another class was conducted for 15 Public Health students on the use of the HINARI resource.
- Ms. Guarin at Yap Campus library conducted general orientation for 63 new students and 17 students in EN120B course taught by Jovita Masiwemai.
- Ms. Charity at Pohnpei Campus library conducted general library orientation for 10 groups of students.

PROFESSIONAL and/or COMMUNITY INVOLVEMENT:

None at this time.

CONCERNS, PROBLEMS, COMMENTS, SUGGESTIONS:

Kosrae

- 25% of materials were not converted because records are not readily available.
- KC library technician spent time after working hours and weekends to assemble metal shelves.
- Tables for LRC did not arrive with library chairs as informed by vendor.

Pohnpei

Inventory process has been completed with a total of 212 items missing, 6011 marked items and 286 unmarked items.