



# COLLEGE OF MICRONESIA-FSM

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*Office of the Director  
Learning Resources Center*

March 6, 2013

## MEMORANDUM

**TO :** Vice President, Instructional Affairs

**FROM :** Director, Learning Resources Center

**SUBJECT :** Monthly Report, February 2013

### VISITORS: (70)

National Campus, 17

1. Yin Hasegara
2. Giryang Park
3. Narmi Fujiki
4. Genki Nemato
5. Shizka Sakon
6. Letian Chi
7. Yuki Umehara
8. Rico Rico
9. Giryang Park
10. Yin Hasegara
11. Letian Chi
12. Takeshi Naruse, Reitaku University, Faculty of Foreign Studies in Japan

13. Akiro Noda – from Tokyo University, Marine Science and Technology. Research and Training vessel Umitaka Maru from Japan. He came in with 30 Japanese students
14. Takafumi Ura – Second Secretary from the Embassy of Japan
15. Dr. Yasuji Oshima from Aichi Konan College in Japan.
16. Tosiwo Liwy from the United Church of Christ in Sokehs Pah came to do research on Mortlockese migrated from Mortlocks during the 1940-1960's.
17. Patrick Blank, Research and videographer

Pohnpei Campus, (53)

- 24 ACE Students assisted by Cindy Edwin
- 24 UB students assisted by Glenda Cornelius
- Tosiwo Liwy
- Tokaji Yamada
- Terry Dawe

## PERSONNEL:

- Darsy Augustine resigned from MITC effective February 15.

## ACTIVITY HIGHLIGHTS:

### Chuuk

- This semester the LRC hired three work-study students. Media technician Mr. Asito covered an inauguration ceremony in Satawan. Mr. Asito and his assistant Mr. Herman also covered the Chuuk Public Forum held at the Chuuk Development Center held on February 21, 2013.

### Kosrae

- Assisted RML Staff in exporting 3,800 MARC records into their new automation system, Small Library Organizer Pro. Version 2.8.
- One PO in the amount of \$492.41 was submitted for approval.
- Jane Barnwell from PREL and Shra K. Renton, RML Librarian, visited the LRC.
- The LRC was opened on Saturdays February 2, 9, 16 & 23 from 8:00am - 12:00pm.

### National

- The college recruitment tape is being worked on and is almost complete.
- Pacific Digital Library master list has been updated based on new added items on PDL site.
- Total of 508 government documents were processed for the month.
- The week of February 4-8, Media Technician Edson Asito from Chuuk campus received training on cataloging of media collection and upgraded his skills in video editing with the use of Final Cut Pro and Adobe Photoshop.
- A farewell luncheon was held for Darsy Augustine on February 14 at Kaselehia Diner.
- A special contract request was submitted for the recently vacated Media Technician position at the LRC in addition to a personnel requisition for the same position.
- Follett cataloging module problem was fixed on February 13. Steps for resolving the issue was documented and saved for future use.
- Services of maintenance were requested via email to address the backdoor of the Pacific collection where water continues to seep in when it rains and broken light switches.
- Director met with Cengage Learning, Josephine Oracion, Senior Sales Executive regarding invoice payments for duplicate titles and a trial extension for Gale Databases.

### Pohnpei

- Library was closed at 3:00 PM on February 6 due to the tsunami warning.
- Charity was called to assist Joyce Roby (HTM Instructor) in interviewing few HTM students on the 15<sup>th</sup> and 18<sup>th</sup> of February.

### Yap

- A claim letter was sent to Learning Resources for two items missing in the Intermediate Math Cart— Advice was already received from Learning Resources for the shipment of said items.
- Access codes for instructor's resources for textbooks *The Administrative Professional: technology and procedures by Fulton (2011)*, *Managing Small Business 14<sup>th</sup> ed by Moore*, *Microsoft Office 2010 (CA 100)* and *Communicate! 12<sup>th</sup> and 13<sup>th</sup> ed. by Verdeber* were received and downloaded for instructors' use.
- Assistance was provided to Alice (FMI) who needed help with cataloging and taking statistics for monthly reports.

- Inventory of library collections is on-going.
- The ACCJC rubrics survey was completed as requested by ALO Harriss.
- The patron database was updated 100% to include all 187 students in the spring 2013 official enrollment list.

### **LRC VENUE BOOKINGS:**

- Kosrae Campus HR committee used the LRC for their meeting.
- The Pohnpei Campus Library was reserved for ACE students from 1:30 to 2:30 on February 8<sup>th</sup> and opened for UB students from 11:30-12:30 on February 9<sup>th</sup>.

### **MEETINGS/WORKSHOPS:**

- LRC staff from the National and Pohnpei campuses participated in the Accreditation Workshop led by ALO Harriss on February 5<sup>th</sup>
- LRC Staff from National, Pohnpei, and Yap campuses participated in the Staff Development Day activities on February 22<sup>nd</sup>.
- Yap campus librarian attended an all-campus meeting on February 25<sup>th</sup>.
- LRC staff at the National Campus attended a campus community meeting on February 27<sup>th</sup>.
- Director participated in Management Team meetings on February 12 and 26, IEMP narrative meetings on February 7 and 12, an Instructional meeting on February 14, and a meeting on February 21<sup>st</sup> with President Daisy with Jane Barnwell from PREL regarding continued EBSCO subscriptions and updates on the Library Education for the U.S.-Affiliated Pacific (LEAP) cohort at the University of North Texas.

### **TOPICS RESEARCHED:**

#### Chuuk (6)

1. FSM population
2. Typhoons
3. Migration
4. Extinction of species
5. History of Micronesia
6. Geography of the Pacific

#### National (39)

- |   |   |
|---|---|
| 1. Custom and belief  | 13. Yapese cultural dances  |
| 2. Global Warming   | 14. Ballet dances   |
| 3. Gregorian Chants   | 15. Sea level rise in low islands   |
| 4. Japanese Tea Ceremony                                    | 16. Theism in philosophy  |
| 5. Materialism  | 17. School education in secondary language arts   |
| 6. Native American culture                                  | 18. Phonics   |
| 7. Pollution  | 19. Existence of God  |
| 8. Sacred pipe ceremony                                     | 20. Sakau plant and its uses  |
| 9. Adolescent suicide in the Federated States of Micronesia | 21. Betel nut chewing and its health effect   |
| 10. Important aspect of music                               | 22. Kolonia town historical background  |
| 11. Rate of adolescent suicide for males in Micronesia      | 23. Describe the current power needs of the FSM and what power the FSM is currently using |
| 12. Incest in Micronesia                                    |   |

24. FSM constitution, Article II: Supremacy
25. Trukese (Chuukese) suicide
26. Education law (Title 40) – Disabilities education act
27. SPC – what does it stand for? What's its main purpose in the region? What is its role in the Pacific region?
28. How can we help to prevent further suicide in our Micronesian communities?
29. Kosraean native birds. Any government and general information about these birds?
30. Traditional fish trap – preservation on how to use a traditional fish trap (for class)
31. FSM National government policies on Agriculture
32. FSM National government policies on Economics
33. FSM National government policies on Food security
34. FSM National government policies on Health
35. FSM National government policies Environment
36. Number of imported cars in 2011, 2012, 2013
37. Word sounds in the Ponapean language
38. Fish names in the local languages (Chuuk, Kosrae, Pohnpei, Yap)
39. Comparing China tea ceremony and Pohnpei Sakau ceremony

#### Pohnpei (4)

1. Political Problems in PNG
2. Pacific Geography
3. Introductory of Botany
4. Educational Policies

#### Yap (17)

1. Agriculture : growing food for the world
2. Biographies of Scientists
3. Breastfeeding
4. Climate Change & global warming
5. Cloning
6. Diseases in Micronesia: Cancer, Diabetes, Heart diseases, Hypertension, STI  
Government and the history of the following:
7. 4 states of FSM: Pohnpei, Chuuk, Kosrae, Yap
8. Marshall Islands
9. Nations of Polynesia and Melanesia: Solomon Islands, American Samoa, etc.
10. Northern Marianas
11. Palau
12. Ulithi, Lamotrek, Fais
13. Mental health : depression
14. Philosophers: Rene Descartes, David Hume, etc.
15. Poultry
16. The Cell (Biology)
17. Traffic Safety

### STATISTICS:

#### Programs/Services

|                      | CC   | KC   | NC    | PC   | YC   |
|----------------------|------|------|-------|------|------|
| Patrons usage        | 3351 | 1831 | 22459 | 5536 | 2166 |
| Reserve materials    | 25   | 0    | 113   | 1    | 21   |
| Materials circulated | 304  | 128  | 1122  | 232  | 808  |
| Visitor usage        | 0    | 0    | 63    | 7    | 24   |

#### Computer Usage

|                     | CC  | KC  | NC   | PC  | YC  |
|---------------------|-----|-----|------|-----|-----|
| General application | 61  | 354 | 2035 | 962 | 542 |
| Reference           | 493 | 661 | 3772 | 0   | 195 |

|                  |     |   |      |    |     |
|------------------|-----|---|------|----|-----|
| Email            | 334 | 0 | 1386 | 0  | 215 |
| Computer Assists | 7   | 6 | 121  | 80 | 26  |

### Reference Encounters

|                      | CC | KC | NC | PC | YC |
|----------------------|----|----|----|----|----|
| Reference encounters | 6  | 21 | 90 | 4  | 29 |

### Collection Development

|                  | CC       | KC       | NC        | PC      | YC       |
|------------------|----------|----------|-----------|---------|----------|
| Total volumes    | 10,237   | 1,395    | 66,990    | 6,377   | 9,641    |
| New Acquisitions | 0        | 0        | 30        | 53      | 4        |
| Cataloged        | 20       | 0        | 300       | 67      | 42       |
| Donations        | 0        | 0        | 0         | 2       | 0        |
| Serials          | 0        | 0        | 156       | 76      | 0        |
| Withdrawn        | 0        | 0        | 0         | 0       | 0        |
| Expenditures     | \$588.64 | \$492.21 | \$3316.22 | \$39.95 | \$101.35 |

### Inter-Library Loan

|              | NC | PC |
|--------------|----|----|
| ILL sent     | 15 | 1  |
| ILL received | 15 | 1  |

### MITC

|   |    |
|---|----|
| Audiovisual materials cataloged                   | 15 |
| Audiovisual materials labeled                     | 15 |
| COM meetings/workshops in MITC Rooms              | 9  |
| COM Video Coverage                                | 7  |
| Digital Photos                                    | 60 |
| Equipment repaired/maintained                     | 10 |
| Graphic Productions                               | 5  |
| ID Cards re-issue due lost or damage              | 48 |
| ID Cards Validated                                | 60 |
| ID or Cards Laminated                             | 10 |
| ID Photos Taken                                   | 48 |
| Manual video check out (booths & MITC classrooms) | 19 |
| New Acquisitions (film)                           | 15 |
| Non COM meeting/workshop in MITC Rooms            | 4  |
| Number of classes held in MITC                    | 32 |
| PDL files OCR                                     | 30 |
| Files edited (rename/edit content)                |    |
| Item files created for upload                     |    |
| Page scanned                                      |    |
| Photos uploaded in Follett                        | 70 |
| Print Productions                                 | 10 |

|  |     |
|--|-----|
| Scan documents for COM/PIALA             | 339 |
| Scan photos (CCM ID pictures)            | 2   |
| Setup Audio systems for activities/class | 5   |
| Video burned into DVD format             | 6   |
| Video Showing for classes in MITC Rooms  | 24  |

## Library Instruction

| Module                         | Class / Instructor     | No. of Students | Campus   |
|--------------------------------|------------------------|-----------------|----------|
| Library resources and services | Individual sessions    | 3               | Yap      |
| Library research               | SS150/Figirliyong      | 30              | Yap      |
| OPAC & e-journals              | EN120 Expos II/Madison | 12              | National |
| OPAC & e-journals              | EN120 Expos II/Madison | 13              | National |
| OPAC & e-journals              | EN120 Expos II/Vierra  | 16              | National |

## Work Study

|                   | CC    | KC | NC     | PC | YC |
|-------------------|-------|----|--------|----|----|
| Total WS students | 3     |    | 13     |    |    |
| Total HRS earned  | 60:00 |    | 145:26 |    |    |

## PROFESSIONAL and/or COMMUNITY INVOLVEMENT:

Chuuk

- LRC Librarian Mr. Eria participated in the Chuuk State Public Forum held at the Chuuk Development Center and asked questions in regard to Chuuk Public Library.

## CONCERNS, PROBLEMS, COMMENTS, SUGGESTIONS:

National

- The maintenance personnel finally fixed air conditioners in the Pacific Stack.