

March 23, 2012

To : National Campus LRC Director
Thru : Chuuk Campus Acting Director
Thru : Chuuk Campus Instructional Coordinator
From : LRC Chuuk Campus
Subject : Monthly Report March 2012

Highlights of LRC activities during this month of March 2012 for your easy access.

Visitors:

The following VIP from COM-FSM visited our LRC during this month of March 2012. The LRC director Mrs. Jennifer Hainrick and her cataloger Ms. Juvelina came on February 29 and left on March 1, 2012. The purpose of their visit was to assist staff with the scanner brought with them, assist with the Follett Programs, weeding of books, assist with information on what to do with the collections, and some other LRC related matters. COM-FSM President, Dr. Daisy and Vice President Mr. Ringlen visited LRC and the Pacific Room. They took pictures of the Pacific Room and asked why this room didn't renovate. They also asked if there is an action plan to work on this room. The last VIP visited the LRC was Region Mr. Enlet. Other number of visitors stated on the statistical data below.

Personnel:

Work-study program started Monday this week March 19, 2012. Six students were assigned to work here at the LRC until the end of this semester. Ms. Jayleen Kokis continue her online courses for her master degree in Library and Information Science. Mr. Mac Emwalu assist at the computer lab from 8-12 Monday thru Friday until a new computer lab staff come on board. Vice President for Chuuk Women's Club, Ms. Myjolyne Kim invited the LRC staff to do a presentation at the Chuuk Youth Cultural Day on March 31, 2012.

Activities:

Activities assigned by the LRC director when she was here are as follows: Re-cataloging of the paperbacks and Reference materials, weeding, re-arrange of books, relocate the OPAC, re-arrange study tables and computer tables, and some other LRC related matters. Re-catalog is half way done, weeding is done, re-arranged is half done, re-arranged of tables and OPAC done. Clearing of the Pacific Room is almost done, looking for space for the newspapers and other materials.

The following are MITC activities during this month:

- Lending projector to IT to be use for the legal counsel workshop
- Shooting video and take pictures during President’s visit
- Shooting video interviews of students, staff, and faculty for recruitment tape and send to the National campus MITC
- Taking pictures of Vice President Ms. Mariana Ben Dereas
- Provide assistance to 8 students who lost their identification cards
- Assist Alton’s students in showing movies at the MITC lab
- Convert old Chuukese pictures into video format

Statistics:

PROGRAM SERVICES:

Number of Volumes	10,659
Books cataloged March 2012	46
Number of books weed from Collection	280
Patron Usage	5,451
Non-compliance with policy	05
Circulated Materials	445
Visitors	24
Clearance/Withdrawn	01
Printer Usage	57
Extended hours	118
Upward Bound Students	05

TOPIC SEARCH:

Tuberculosis
Suicide
History of Nama Island

COMPUTER USAGE:

Internet search/General Application	947
Reference	03
Technical assistance	02

MEDIA COLLECTION:

Media Statistical Data:

Number of New ID	-0-
Number of ID replacement	10
Student visitors/interview/question/sticker for ID	77
Number of faculty use MITC lab for showing film to students	36

Number of student check out materials/research	01
Faculty/Staff return materials	04
Student use printer	0

Problems/Concern/Suggestions

Problems encountered after the renovation. (1) 2 air- conditioners are not working anymore, and 2 works but not function properly. (2) 5 florescent lights are not working anymore. Before the renovation, there was ONLY 1 florescent light burned, now 5 burned out.

We hope someone from the administration/maintenance office would come up with something to remedy these problems.

Sincerely yours,

Kersweet Eria

xc: Alton Higashi, Rick Chiwi, Roger Arnold, Maika Puala