



COLLEGE OF MICRONESIA-FSM

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February 13, 2018

MEMORANDUM

TO: Karen Simion, Vice President of Instructional Affairs

SUBJECT: Monthly Report, January 2018

This report outlines activities for campus libraries at the College of Micronesia-FSM during the month of January 2018.

ACTIVITY HIGHLIGHTS:

- *CTEC*: Two novels were donated by faculty Joyce Roby; Rihter was appointed to serve on the ad hoc committee for the Math instructor position.
- *Kosrae*: SS170 class requested to use the LRC on TTH at 11:15am-12:30pm for their class.
- *Yap*: Assisted in registration for spring 2018; conducted library orientation for four classes; provided instructional resources for textbooks in *Elementary and Intermediate Algebra*, *Introduction to Physical Science*, and *Introduction to Geography*.
- *National*: Director revised a grant proposal to COM Land Grant for approval with the assistance of VPIA Simion. A tour was conducted for one new instructor in Public Health; Ms. Benjamin completed checking of General shelves letters A-G and is now on letter H.

TOPICS RESEARCHED:

CTEC (5)

1. Administrative professional
2. Blue moon by Noel Allison
3. Computer applications
4. Criminal procedure
5. Whale Rider

NATIONAL (17)

1. Children's books (Around the World Cinderella series)
2. CUYA youth center and how can I get help?
3. Diseases (Brain)
4. Effects of cash economy in FSM
5. Exceptional children
6. Exceptional disabilities
7. Exceptional learners
8. Feminism (women's roles)
9. Foreign investments in the Micronesian region
10. FSM migration
11. FSM migration to other places in the Pacific region
12. Ideas (principles)
13. Migration within the Micronesia area

14. Studies of fisheries management in FSM
15. Study of tourism development in Truk and in FSM

16. Suspense (literature)
17. Tourism in Micronesia

YAP (16)

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| <ol style="list-style-type: none"> 1. Archery – equipment, target range, and dimensions 2. Car mechanics – electrical transmission 3. Factoring techniques (Algebra) 4. Factors that affect economic development 5. Globalization 6. How geography affects weather 7. Lamotrek island 8. Landscaping | <ol style="list-style-type: none"> 9. LRC resources and services 10. Neolithic farming villages 11. Newton's 2nd Law 12. Nuclear Micronesian languages 13. Safety rules 14. What is health? 15. Woleai island 16. Writing skills |
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STATISTICS:

Programs/Services

	CC	KC	NC	CTEC	YC	TOTAL
Patrons usage	1862	518	9705	1249	459	13793
Reserve materials	5	0	41	0	0	46
Materials circulated	17	113	210	34	151	525
Visitor usage	0	0	1	1	25	27

Computer Usage

	CC	KC	NC	CTEC	YC	TOTAL
Total Usage	628	183	1763	216	184	2974
Computer Assists	2	0	53	88	2	145

Reference Encounters

	CC	KC	NC	CTEC	YC	TOTAL
Total Transactions	3	43	50	5	7	108

Collection Development

	CC	KC	NC	CTEC	YC	TOTAL
Total volumes	10635	2518	70608	4537	10685	98983
New Acquisitions	0	20	109	16	0	145
Cataloged	9	62	261	13	54	399
Donations	64	0	0	16	0	80
Serials	0	0	109	0	0	109
Withdrawn	0	0	0	0	0	0
Gov Docs			0			

LIBRARY INSTRUCTION:

Campus	Sessions	Students	Topic	Courses	Instructor
YC LRC	4	72	Orientation (3); The Library and Reading	EN120b; EN120a; SS150; EN110	Masiwemai (EN); Yangerluo (SS)
NC LRC	2	32	E-journals (2)	NU100; NU123	Dacanay
TOTAL	6	104			

MITC SERVICES:

Audiovisual materials labeled	79
Audiovisual record updated	58
COM meetings/workshops in MITC Rooms	22
COM Video Coverage	1
COM Video Edited	1
Digital Photos	10
Equipment check-out	4
ID Photos Taken	150
ID Cards re-issue due lost or damage	129
ID Cards validated	500
ID Cards renewed	21
Meal card lamination	7
Manual video checkout	2
Posters laminated	26
Non COM Video Coverage	1
Setup Audio systems for activities/class	2
Scan documents for student/staff	2
Total fees collected for ID cards	\$105.00
Viewing in Booths	1
Video downloading for Class	1
Video conversion	58
Video Showing for classes in MITC Rooms	7

PROFESSIONAL/COMMUNITY SERVICE:

- *Yap:* Attended Student Success committee meeting on January 19, 2018 – approval of Dec. 13 minutes and presentation of Director of Student Life on how to meet college's measures of success.
- *National:* Director participated in a Fundraising/Steering committee meeting on January 15th, an online PIALA Board meeting on January 23rd, and a Curriculum Committee meeting on January 29th.

CONCERNS/COMMENTS:

None at this time.

Respectfully submitted by,



Jennifer Helieisar
Director, Learning Resources Center

cc : All campus librarians