

Bi-Weekly Report Library Bi-Weekly Report, M12-F23Sept2016

Title:

Report Date: September 23, 2016

Bi-Weekly Plan for 1. Processing Room:

Previous Week:

No. of New Books Processed: **6** new books

No. of New Books Cataloged: **6** new books from Grumdrop & 23 Journals

No. of Orders Processed (PRs, POs, Invoice): 2

- check status on Rowman and Littlefield book orders with Solo(Procurement).Still waiting for shipment
- received last 2 books back order from Gumdrops

NO. Maintenance Repair Service Requested: 9

- MIS, install camera in workroom staff computers
- Ref area, install adobe reader on 2nd computer
- Henry Whillas, fixing security gate
- MIS, Alvin-ERC staff computer running slow. Installed anti-virus on staff computer and #1 student computer
- MIS, Jack-computers physical count for WASC visit accreditation
- MIS, Ben-workstudy computer unable to connect at REF area.Taking PC 7 to be scanned for virus, (pending)
- Kooline-AC warm air, worker put in coolant in 2 ACs
- MIS-Hamina-Ref area studnt computer #2, they brought back the CPU
- MIS, Ben-Ref Area-printing down

2. Circulation Desk:

Daily Head Count Total: **4684**

New Library Cards: **24**

Circulation Statistics (Borrowed Materials): **92**

3. Reference Desk:

Computer usage: **619**

Typing: **352**

Research: **174**

Email: **93**

OPAC: **84**

Flash drive/Scan: **62**

Student program represented: Accounting (64), Agribusiness (1), Architectural draft (4), Bachelor's in Ed. (6), Business mgmt. (17), Civil engineering (10), Community member (16), Criminal justice (57), Elementary ed. (97), General agri. (13), Health Sci. (39), Human Serv. (16), Liberal arts (144), Marine sci. (16), Music (5), Nursing (85), Pol. Sci. (13), Pre-law/Assoc. (9), Samoan studies (1), Other (2).

4. Special Collections: Special Collections: Samoa and Pacific Island Nations Collection

Student use count: **17**

Selected topics: Faalupega; Pacific history; Changes in American Samoa since Missionaries; Reading (Where we once belonged); Samoan history; Quiet room to study (non-Pacific material); Use of copy machine; Tour of Pacific collection;

Samoa poetry verses; Samoa legends.

Student program represented: 4 Liberal Arts; 2 Education; 1 General Agriculture; 3 Criminal Justice; 1 ROTC; 1 Nursing; 3 Community Members; 1 Staff; 1 Elementary School student.

5. Education Resource Center (ERC) Room

Computer usage: **254**

Research: **76**

Typing: **143**

Email: **35**

Student program represented: 10 Accounting, 1 Agribusiness, 2 B.Ed, 8 Business Management, 51 Criminal Justice, 2 Electronics, 24 Elementary Education, 3 General Agriculture, 6 Health Science, 1 Human Services, 108 Liberal Arts, 6 Marine Science, 32 Nursing, 1 Political Science, 11 Pre-Law, 1 Visual Arts

6. Other

- F16Sept2016 Director emailed in to Dean Letupu the Library's update for Accreditation Report Standard II B (SIIB). The only submitted library update for SIIB is the inclusion of completed 2016 Spring Library User Surveys as additional and new evidence to SIIB List of Evidence at the end of SIIB portion of ASCC's accreditation report.
- R22Sept2016 Don Nelson from MIS uninstalled the expired "BitDefender" computer protection software from all Library computers.
- R22Sept2016 Director attended called DOSS meeting at the DOSS Career Transfer Center (CTC), by the ASCC Gym, to work on DOSS Student Handbook despite Library completing their assigned Library portion of DOSS Student Handbook in advance; another DOSS scheduled meeting for F23Sept2016 to continue help in completing DOSS Student Handbook
- F23Sept2016 H&H AC Inc., started installation work for brand new 2 Library AC Units.

Challenges: Dean of Student Services and 1to2 DOSSAdmin leadership and direction in simplifying and completing each DOSSAdmin work assignments.

Recommendations: Continue to maintain and sustain library mission readiness status in all work areas and facility.

Bi-Weekly Plan for Upcoming Week:

Start: 10/1/2015

End: 9/30/2016

Progress: Completed

Providing Department: Learning Resource Center

Responsible Roles: Learning Resource Center Director (Elvis Zodiacal)

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