

# **FEDERATED STATES OF MICRONESIA**

## **LIBRARY SERVICES PLAN**



**1999 - 2003**

Submitted March 3, 1999

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Department of Health, Education and Social Affairs  
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## **Preface**

The Federated States of Micronesia's Library Service Plan 1999 – 2003 was developed by librarians, archivists, curators and other interested parties from across the FSM. It was developed in part to meet requirements of the U.S. Library Services and Technology Act.

The FSM's National Division of Education coordinated the development of the Library Services Plan. For additional information on the Library Services Plan or its implementation, please contact the FSM LSTA Coordinator at the following address.

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## **Introduction**

The Federated States of Micronesia (FSM) Library Services Plan 1999 – 2003 has been prepared by a broad group of librarians, educators and museum personnel, under the coordination of the FSM Division of Education in accordance with the U.S. Library Services and Technology Act (LSTA) of 1996. The Library Services Plan was developed during a nationwide Writing Session<sup>1</sup> held at the Micronesian Seminar in Kolonia, Pohnpei from January 11 – 15, 1999.

The FSM Library Services Plan is as much a Strategic Plan as it is a LSTA State Plan addressing the issue of electronic linkages. This is due to the fact that much of the library, museums and archives development in the FSM is still in its infancy. Issues such as providing adequate facilities and trained staff, improving services and holdings, and ensuring that all islands and communities in the FSM have access to basic library services are of major importance.

Public libraries, where they exist, primarily serve State government and population centers leaving much of the population under or not serviced. Many schools and communities do not have libraries or are substantially under served. Often a school “library” is only a small room with books and no trained staff.

Development of electronic linkages is hampered by a number of factors. One is the lack of trained staff in the use and support of information systems that are already available to the public. A second factor is the lack of adequate infrastructure and facilities to support electronic linkages. As an example, only 38% of the approximately 180 public schools in the FSM have access to reliable sources of electricity. An additional factor is the lack of funding to support librarian positions. Most elementary school are staffed by teachers who often have a full or near full time teaching load.

There are however, positive points to note. A small but dedicated cadre of mature and committed staff are in place. The College of Micronesia – FSM (national and state campuses), public libraries in Kosrae, Pohnpei and Yap and school library programs in Kosrae and Yap provide a sound base for enhancement and expansion of services.

## **FSM Overview**

The FSM is a small island-developing nation in the Western Pacific. It is aligned with the United States through a Compact of Free Association. The FSM is composed of the States of Chuuk, Kosrae, Pohnpei and Yap. From Yap in the west to Kosrae in the east,

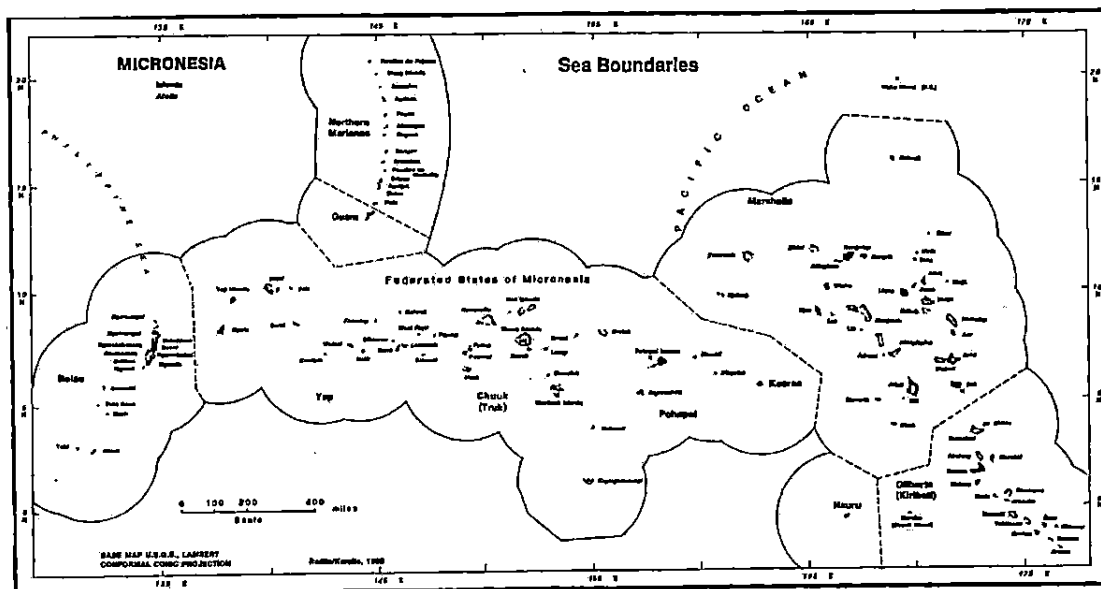
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<sup>1</sup> The participants listing is attached as appendix A.

the FSM covers over 2,500,000 square kilometers of the central Pacific. The 111,500 citizens of the FSM are spread over its seventy-one inhabited islands, atolls and inlets. From the lush, green high islands of Pohnpei and Kosrae to the outer island atolls of Pohnpei, Chuuk, and Yap, the 607 islands, atolls and islets are dots on the immense expanse of the Pacific Ocean.

State capitals are connected by Continental/ Micronesia 727 airline service that also allows access to international destinations. Normally service is two to three flights east and west bound a week. While small commuter planes connect a few of the outer islands, most of these islands are connected only by ocean going field trip ships. Normally it will be a month or more between stops of only a few hours to each of the outer islands.

The size of the FSM can be seen in the map below shows the location of the FSM and its various islands in the Western Pacific and the extent of its sea boundaries.



The economy of the FSM is weak. Average per capita income in 1996 was only \$1,657. Per capita income ranges significantly: Kosrae - \$2,074, Pohnpei - \$2,061, Yap - \$1,951, and Chuuk - \$991. Currently GDP is heavily dependent on government expenditures – expenditures largely supported by Compact funding provided by the United States. Compact funding from the United States is expected to significantly decrease in 2001 after renegotiations of economic provisions for the Compact of Free Association. Key development areas involve fisheries/marine, tourism, agriculture and small-scale manufacturing.

The climate has a significant impact on library facilities and holdings. The FSM lies in the tropics with temperatures ranging daily from 85° to 95° with humidity normally 85%

or above. Rainfall ranges from 100 inches per year on atolls to 200 inches or more on the high islands of Pohnpei and Kosrae. Many schools and dwellings are also near the ocean with a high salt content in the cooling sea breezes and trade winds. Electrical services are mainly centered in or near the State centers.

The FSM has over 13 major languages or dialects. No two States share the same major language; however, many of the FSM citizens are able to converse in more than one FSM language. The FSM is still very much of an oral society with a slowly evolving written culture. The unofficial, official language of the FSM is English and is the primary means of communication among the citizens of the different states in the FSM and the language of government and business. However, English is the first language of less than 5% of FSM citizens.

### **Development of the FSM Library Services Plan**

The FSM Library Services Plan was developed to meet the requirements of the Library Services and Technology Act and to address basic needs for libraries and linkages between libraries, museums and archives. The FSM Division of Education was designated as the contact point for the LSTA program in the FSM. The FSM LSTA Coordinator and staff from the College of Micronesia - FSM attended an overview meeting conducted by Institute of Museums and Library Services (IMLS) staff in Honolulu, Hawaii during the month of November 1998.

As the FSM is spread over such a wide ocean area and programs and services are delivered at the state level while the national government works to improve cooperation and collaboration across the FSM, a nationwide Writing Session to include broad participation from public and school libraries, museums and archives in the FSM was deemed the most appropriate means for development of this Library Services Plan. A steering committee was formed from librarians, educators, historic preservation officers and archivists who reside on Pohnpei where the FSM Capital, National Government Offices and the main campus of the College of Micronesia are located. The Steering Committee's primary purpose was to help determine potential participants, develop information packages, determine and prepare presentations and serve as facilitators for the Writing Session. The steering committee was composed of the following individuals:

Jimmy Hicks, LSTA Coordinator, FSM Division of Education  
Dakio Syne, Director, COM-FSM Learning Resource Center  
Jean Thoulag, COM-FSM Title III Coordinator  
Chris Bull, COM-FSM Title III Software Specialist  
Jones George, FSM Archivist  
Rufino Mauricio, FSM Historic Preservation Officer  
Corinna deWolff, Center Government Documents Librarian COM-FSM Learning Resource Center  
Carmina Lihpai, Librarian, Pohnpei Public Library

Zenen Ocampo, Librarian, PICS High School  
Judy Caldwell, Librarian, Micronesian Seminar

The Writing Session was held the week of January 11 – 15, 1999 at the Micronesian Seminar in Kolonia, Pohnpei. A listing of participants and the meeting agenda is attached in the appendix. The Writing Session primarily was seen as a means to discuss potential goals and activities needed for development of the Library Services Plan. Since a gathering of FSM librarians is a rare occurrence, the meeting also addressed basic issues of library and museum services, barriers and solutions to improving service delivery, and additional funding and training resources for libraries and museums. A draft plan was emailed to participants and other interested parties across the FSM for review and comment prior to finalization.

## **Libraries in the FSM**

### *Public Libraries*

There are public libraries in Pohnpei and Yap with a combined Public/High School/COM-FSM Extension Campus library in Kosrae. Generally the libraries are small with limited ability to increase holdings and to provide linkages to electronic information sources. Libraries are located in State centers and have limited or no ability to extend services to remote areas or outer islands. Chuuk, the largest state with over 50% of the FSM population does not have a public library.

### *School Libraries*

While only a small percentage of schools have libraries, there is however increasing awareness of the need for school libraries to support instructional programs and especially for improving reading skills. However, there are still only a limited number of school libraries in operation. Only 6% of the 178 public schools in the FSM have established libraries<sup>2</sup> with an additional 5% actively working at establishing libraries. Most of the established libraries are at the secondary level. Numerous other schools are interested in establishing libraries, but resources are limited. The U.S. Peace Corps has an assistance program for development of school libraries, but in general trained school personnel are not available for set up and operation of libraries, nor are regular teaching staff trained in the use of libraries to support instructional programs. Approximately 50% of schools are located on outer or remote islands in the FSM and could provide services to those communities.

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<sup>2</sup> Based on estimates provided by the Peace Corps using a definition of a school library as having an organized, circulating collection with at least part time staff assigned to supervise its operation.

### *Academic & Research Libraries*

The College of Micronesia – FSM is the only Institute of Higher Education in the FSM. It is primarily a liberal arts college and provides AA/AS degrees and is accredited by the Western Association of Schools and Colleges. The main campus is located in Palikir, Pohnpei with branch campuses located in each State (including a branch in Kolonia, Pohnpei). A Learning Resource Center (LRC) is located on the main campus with branch libraries at each state campus. A special Pacific Collection is located at the LRC.

Research libraries are found at the Micronesian Seminar and the Institute of Natural History in Yap. The Micronesian Seminar is recognized for its collection on the history, cultures, and government of Micronesia.

### *Other Libraries*

Numerous State and national government departments and agencies have collections of materials loosely called libraries, but few organizations have organized systems and permanent staff charged with operation of the libraries. Exceptions are the libraries for the FSM Congress and Supreme Court. The materials in these various collections representative a substantial source of information on issues of importance to the development of the Nation.

### *Archives and Museums*

Archives and museums are also evolving. Archives are primarily seen as a government function with a National Archives in Palikir. Museums are often an extension of the Historic Preservation Programs that exist in each FSM State with funding assistance from U.S. Federal Programs.

## **Goals**

The FSM has established six (6) major goals to carry out its responsibilities under the LSTA and the need for overall improvement in and delivery of library services.

**Goal 1:** Establish or enhance electronic linkages, between and among libraries, archives and museums in the FSM and with information sources.

**Goal 2:** Enhance basic services delivery and promote improvement of infrastructure and facilities.

**Goal 3:** Develop and deliver training programs for library staff and users of the libraries. ↙

**Goal 4:** Promote public education and awareness of libraries as information systems and sources for lifelong learning.




**Goal 5:** Develop local and nationwide partnerships for the establishment and enhancement of libraries, museums and archives.

**Goal 6:** Improve quality of information access for all segments of the FSM population and extend access to information to under served segments of the population.

### Priorities

The following are general priorities for the FSM Library Services Plan. The priorities represent needs for overall improvement of the libraries, museums and archives. The priorities are based on the fact that currently libraries, museums and archives development is in its infancy in the FSM. Specific priorities will change from year to year as programs are developed. The FSM Division of Education will develop yearly priorities in consultation with librarians, library users and other interested parties.

1. Establishment of new libraries and enhancement of existing library facilities to increase accessibility of all FSM citizens to library resources and services. Outer islands and remote areas generally have no access to libraries or information sources. New facilities or mechanisms need to be established to provide access to information resources for the public. Existing public and school libraries facilities often lack adequate staffing, climate control and electrical connections needed to meet the needs of the community. Existing public and school libraries also need to improve their facilities and services delivery to meet the needs of disabled individuals and other special populations.
2. Provide training and professional development for library operation and use of new information technologies. A survey held during the Writing Session indicated that public and school libraries staff do not currently possess the skills needed to effectively provide assistance in the use of new information technologies. Well designed training programs with mechanisms for follow up technical assistance and support need to be developed and implemented. 
3. Promote collaboration and cooperation among libraries, museums and archives for sharing of holdings and technical ability. Limited holdings, financial capacity, and human resources are major barriers to improving library services. Collaboration and cooperation is needed among libraries, museums and archives to maximize scarce resources.
4. Develop recommended standards and guidelines for library services in the FSM. The ability to share resources and information could be significantly increased by development and implementation of recommended standards and guidelines for library services. Standardization could assist with sharing of holdings and holdings

information, increase availability of technical assistance, and provide guidance as new libraries and library services are setup.

5. Increase access to electronic information sources. Existing public and school libraries have limited or no access to electronic linkages including basic services such as email and connections to the Internet. The priority need is to establish basic electronic linkages for all libraries, followed by extending access to electronic information to all users.

## Activities

**Goal 1:** *Establish or enhance electronic linkages, between and among libraries, archives and museums in the FSM and with information sources.*

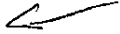
*link to training.*

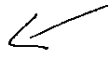
Before discussing problems and barriers to enhancing electronic linkages between libraries, archives and museums a review of positive points is appropriate.

The infrastructure needed for enhancing electronic linkages is being developed on the main islands of each State in the FSM: Chuuk (Weno), Kosrae, Pohnpei and Yap by the FSM Telecommunications Corporation. FSM Telecommunications has installed and is enhancing basic telephone services and Internet connectivity. Basic phone rates are reasonable with commercial rates at \$16 a month and residential rates at \$8 per month. Phone calls between FSM states range from \$1 down, depending on time and day of calls. International rates are substantially higher. FSM Telecommunications became an Internet Service Provider in December 1996 with rates set at \$19.95 per month. Five hours is included in the basic monthly charge with additional hours at \$1.95 per hour. Currently rates are considered low compared to Pacific norms for developing island nations, but reduced rates for education and health or group or bulk rates are not currently available. PREL Star (U.S. Star Schools program) is also gearing up for operation during 1999. The PREL Star programs covers not only the FSM, but also other Pacific entities. Using an Orion satellite to be launched in March 1999, it will broadcast education programs and training activities and can allow for two-way communications depending on uplink capability. Basic costs for ground stations range from \$2,500 for a receive only station to approximately \$60,000 for a send/receive station. Installation costs are extra and could be as much as \$10,000 if outside assistance is needed for installation. The number of ground stations needed can be significantly reduced depending on the networking capabilities in each state. \$300,000 is being paid per year for use of the transponder on the satellite. PEACESAT is an additional operation, but has recently had substantial problems with its GOES-3 satellite and repair and maintenance of ground stations.

A number of factors affect setup and maintenance of electronic linkages: climate, infrastructure, geography, maintenance costs, trained users and financing. The climate in Micronesia is harsh on electronic equipment. Constant high temperatures (85° to 95°

daily highs throughout the year), high humidity (85% or above), heavy rainfall (100 inches on atolls up to 200 inches or more on high islands), and significant salt content in cooling sea breezes and trade winds. The FSM is also subject to typhoons, especially in its western states of Chuuk and Yap. Only 38% of schools (communities) have access to electricity making basic computer use difficult or dependent on generators or solar systems and limits access to air conditioning of library facilities. The fact that the population is spread over 71 inhabited islands means that personnel must be trained in repair and operation of equipment or depend on site visits by maintenance personnel. This lack of qualified maintenance personnel has hampered effective use of electronic equipment throughout the history of Micronesia. Even on the main islands, there is a lack of trained maintenance personnel as can be seen by problems with operations of the PEACESAT program.

Training and program design is also a vital need. Past practices have shown that a lack of proper planning for implementation of use of computers and other electronic media have resulted in less than effective usage of equipment and resources. While we are seeing a rapidly expanding use of the Internet and greater sophistication of computer usage, normal usage is still at very basic levels. Positive aspects are the elementary and secondary computer and information system programs being developed by education offices in Kosrae and Yap and schools being served by the U.S. Peace Corps Library Assistance Program. 

A survey of the participants to the Writing Session indicated that library staff at public and school libraries have received little formal training in computer usage and indicated a high need for structured training and follow up support so as to implement quality programs for the public and students. Where computers are available in schools, usage is often limited to word processing. 

Program design has also been a weak point. Often equipment is obtained with no software and then the question is asked – What are we going to do with the machines and equipment?

Financing is a key issue. Installation and operation of systems for electronic linkages between and among libraries and with external information sources is costly in terms of direct funding for equipment, maintenance, training and connection fees. Also there is a high cost in terms of human time committed to the support of users use of electronic linkages. The economic situation in the FSM is quite grim at present and is expected to get worse after 2001 when the Compact's financial provisions are up for negotiation with the United States. Even funding for the LSTA program in the FSM is tied into the year 2001 date.

**Activity A:** Survey libraries, archives and museums to determine existing levels of electronic linkages, hardware, software, level of current and needed training, and facilities readiness to support electronic linkages. (1999)

**Activity B:** Propose guidelines and standards for establishment and enhancement of electronic linkages between libraries, museums and archives in the FSM and with outside information sources and for program design and evaluation procedures. (1999 – 2000)

**Activity C:** Survey resources available in or to the FSM for establishment, enhancement and training for implementation of electronic linkages for libraries, museums and archives. (1999 – 2000)

**Activity D:** Support programs for digitization of materials related to the history, government, traditions, languages and cultures of the FSM. (2000 – 2003)

**Activity E:** Establish a FSM-wide union Catalogue (database) to be located at the COM-FSM Learning Resource Center. (1999 – 2001)

**Activity F:** Request each State and the National Government to establish a regional records manager. (1999)

**Activity G:** Support programs for training in using electronic linkages. (1999 – 2003)

**Activity H:** Request FSM Telecommunications Corporation (local ISP) to consider group rates and discounts for schools, libraries, museums and archives for Internet access. (1999)

**Activity I:** Support programs to ensure basic electronic linkages (computer hardware and software and email and Internet access fees) for libraries in the FSM. (1999 – 2001)

**Evaluation:** Report yearly on levels and trends in Internet usage, number of items in electronic library catalogues, and access to FSM library web sites for public and school libraries, museums and archives.

**Goal 2:** *Enhance basic services delivery and promote improvement of infrastructure and facilities.*

Improvement of library, museums and archives services and systems are hampered by a wide range of issues. Not even all states in the FSM have access to public libraries much less individual communities. Development of school libraries is in its infancy.

There are public libraries in Yap and Pohnpei, and Kosrae combines its secondary and COM-FSM campus library in one. Generally, only secondary school libraries have air conditioning. Only a limited number of elementary schools have libraries. Museums are

often only a small collection of items in some cases attached to the State Historic Preservation Offices. Generally, conditions are not conducive to preservation and maintenance of materials in libraries and museums. Staff are dedicated but often overworked. Providing assistance to users for newly established information services or support for electronic linkages often cannot be fully addressed. Additionally, holdings tend to be small with large numbers of donated and outdated books. Funding is needed to increase all aspects of collections, especially nonfiction and reference materials, to provide computer equipment, software and connection fees for email and Internet access.

Materials stored at departments and agencies at both the national and state levels represent a substantial source of information on issues important to the economic and social development of the states and nation. Assistance and programs need to be developed to organize these materials and make them available to other government agencies and the public.

The U.S. Peace Corps has an ongoing program for assistance to schools for setup, operation and training of selected schools across the FSM. However, the program is directed at providing volunteers while facilities, infrastructure improvements, and counterpart staff must be provided by departments of education.

**Activity A:** Develop and update yearly a profile of existing libraries (status, needs, address, contact person, technology profile etc.). (1999 – 2003)

**Activity B:** Seek additional sources of local and foreign funding to enhance delivery of basic services and provide for upgrading of faculties, electronic linkages and staff. (1999 – 2003)

**Activity C:** Seek funding to ensure that all libraries have means of climate control to extend longevity of materials/equipment. (1999 – 2003)

**Activity D:** Support formation of a FSM library organization. (1999)

**Activity E:** Seek local funding to ensure delivery of basic library services in all states. (1999 – 2003)

**Activity F:** Seek funding and alternate sources of materials to improve holdings. As a priority seek means to increase local language materials. (1999 – 2003)

**Activity G:** Support programs and training to organize and develop holdings in departments and agencies at the national and state levels. (2000 – 2003)

**Evaluation:** A database will be developed for the recording of status of libraries in the FSM. A report on trends in library services will be prepared yearly.

**Goal 3:** *Develop and deliver training programs for library staff and users of the libraries.*

A survey taken during the FSM Library Services Plan Writing Session indicated that few public and school librarians have significant training for use of electronic linkages and information technologies. Higher levels of training are found in the library staff of COM-FSM and in the Yap and Kosrae school systems. Significant effort on a sustained basis is needed for effective training in understanding and use of information systems. Where training has occurred, it has often been with little support for ensuring implementation at the work site.

Training in basic library services is also needed, especially for teachers, school librarians and volunteer assistance. This training could be designed to emphasize computer based information systems beginning with the initial setup of libraries. Present library staff could also benefit from training designed to enhance their skills in training and assisting users in use of computers, networks and Internet linkages. Training would also be appropriate for design and implementation of State and nation-wide computer based support and help systems for users.

A number of problems are faced in providing quality training. Training is primarily being conducted on an organization by organization basis with little or no coordination across the states or the nation. Organizing onsite training for library staff can be difficult and expensive due to their small number and their geographic separation across the islands of Micronesia.

**Activity A:** Develop a skills profile for all library, museum and archive staff positions. (1999)

**Activity B:** Develop and provide periodic updates to operational manuals for school and public libraries, museums and archives. (1999 – 2000)

**Activity C:** Support programs to provide continuous training and on site support in new technological developments and information systems. (1999 – 2003)

**Activity D:** Appoint a National Circuit Training Coordinator to survey training needs, coordinate and plan training, and deliver or arrange for training. (1999 – 2001)

**Activity E:** Identify training contact/coordinator for each state. (1999)

**Activity F:** Recruit local students and assist them in seeking out scholarships for professional training outside of the FSM. (2000 – 2003)

**Activity G:** Establish a Summer Training Institute offering training based on needs as determined by the National Coordinator in collaboration with state coordinators and recruiting on and off island expertise as instructors. (2000 – 2003)



**Activity H:** Support design and development of programs for orientation and training of users of information systems. (1999 – 2000)

**Evaluation:** A variety of evaluation techniques will be used. Data collection and analysis to include: sign-in sheets for attendance at workshops, training etc.; feedback survey from users; continual update and monitoring of skills and upgrading of skills by library staff; written progress reports; and an external evaluation to occur at the end of year two activities.

**Goal 4:** *Promote public education and awareness of libraries as information systems and source for lifelong learning.*

FSM's roots are in its oral culture. Even as it makes a transition into a more complex oral/written, it is still grounded in its oral culture and local languages. Understanding the power of the written word and how access to world wide knowledge will improve understanding and decision making is still not fully realized in Micronesia.

Funding issues have also hampered the development of cooperation across libraries and museums in the FSM. Under the Trust Territory of the Pacific Islands (TTPI), administered from World War II to 1986 by the United States under a United Nations mandate, a library services coordinator was stationed at TTPI Headquarters on Saipan to help coordinate library efforts. Funding has not been sufficient to fund such a position in the FSM. This lack of coordination has contributed to a number of issues. One issue is the lack of a Union Catalog. Second, while there is a significant effort to ensure that local languages maintain their strength and vitality, there are few local language materials in libraries in the FSM. Mechanisms for sharing of information, staff, training opportunities and holdings are not in place. But perhaps the biggest issue is that the public is not sufficiently aware of what materials and information are available in the FSM or through electronic means, outside of the FSM.

With the world moving into an information-based economy, a major goal of this plan is to increase the level of awareness, understanding and use of libraries and museums to promote lifelong learning and as places to get answers to questions that affect a citizens livelihood.

**Activity A:** Promote public understanding and interest in libraries and museums through a variety of activities including a nationwide Library/Museum Week, integrated school curriculum on use of libraries and information resources, news letters and other means to convey information to the public. (1999 – 2003)

**Activity B:** Promote the enhancement of libraries by inclusion of first language materials, oral histories, video programs from the Micronesian Seminar, Pacific Missionary Aviation, and other sources on the history, culture and traditions of Micronesia, increased access to electronic sources of information, and as a place of lifelong learning. (1999 – 2003)

**Activity C:** Establish and enhance outreach programs by improving physical condition of libraries and museums (including upgrading of electrical needs and climate control), providing alternate means to bring holdings to the public, and providing programs on information literacy. (1999 – 2003)

**Evaluation:** Conduct periodic customer surveys on use of library systems.

**Goal 5:** *Develop local and nationwide partnerships for the establishment and enhancement of libraries, museums and archives.*

Geography, telecommunications, language barriers, emerging political systems and other factors have hampered the development of partnerships for establishment and enhancement of libraries, museums and archives in the FSM. While a National Library has been on the books since the 70s, funding has not been appropriated for its establishment and operation.

The Pacific Islands Association of Libraries and Archives (PIALA) provides a regional organization for discussing issues, but a FSM specific association has not been set up. PIALA's mission is to assist Pacific libraries and archives in understanding common problems and also as a means of providing key training to staff. Yearly meetings are held in various locations throughout the Pacific.

New opportunities are being opened up through improved telecommunications. All state centers are now wired for telephone and Internet connections through the FSM Telecommunications Corporation. Organizations such as COM-FSM and departments of education in Kosrae and Yap are developing internal electronic systems to improve sharing and access to information. Programs such as PREL Star (part of the U.S. Star Schools Program) are providing alternate means for communications across the FSM. Prior to these systems being developed, most decisions and discussions were put off until conferences or face to face meetings could be arranged. Mail options are still unreliable. Mail between and among FSM states can take weeks to arrive with foreign mail arrival very unpredictable.

Politically the FSM is a loose federation with many powers reserved to the States. Often this results in artificial barriers to cooperation. Given the small population and limited resources of the FSM substantial benefits could result from cooperation and sharing of financial and human resources.



**Activity A:** Develop suggested standards for library and museum services and procedures. (1999 – 2000)

**Activity B:** Establish a formal structure for information sharing between libraries in the FSM. (1999 – 2000)

**Activity C:** Improve communications between libraries by ensuring libraries have basic electronic access and development of a list serve for FSM libraries and museums. (1999)

**Activity D:** Recommend establishment or enhancement of state level advisory councils for libraries, museums and archives. (1999)

**Activity E:** Conduct an Inter-Library loan feasibility study, followed by development and implementation of a pilot system. (1999 – 2000)

**Activity F:** Share information and resources for first language materials. (1999 – 2001)

**Activity G:** Recommend establishment of the proposed National Library (Public Law 7 – 148) to assist in overall coordination activities. (1999)

**Activity H:** Support formation of a FSM library organization. (1999)

**Evaluation:** Report yearly on: levels of first language materials in libraries in the FSM and amount of inter library loan. Monitor and report on programs for increasing collaboration among libraries, museums and archives in the FSM.

**Goal 6:** *Improve quality of information access for all citizens and residents of the FSM and extend access to information and information services to those under served.*

Accessibility to libraries, museums, archives and information sources is severely hampered in the FSM by geography, different language groups and cultures, and funding. The 71 inhabited islands in the FSM are spread over 2,500,000 square kilometers of ocean. Often, these islands are accessible only by ocean going field trip vessels that make circuits (stops of a few hours for loading and unloading every month or so) of the outer islands in each State.

The numerous local languages and dialects (13 or more) in the FSM also hinder accessibility for the total community. Some of these languages and dialects have less than 2,000 speakers. FSM languages are facing many of the same factors that have resulted in language loss or shift in other societies. Each State and the National

Government is taking steps to strengthen local languages and libraries can play a major role in this effort.

A third area is the lack of trained staff and understanding of the needs of the disabled. The school system's special education program is actively working to develop a cadre of trained staff, but most libraries do not have staff, resources or facilities to assist the disabled.

**Activity A:** Increase library holdings in Micronesian language materials. (1999 – 2003)

**Activity B:** Identify technologies that can help establish and enhance library services to outer islands and remote sites. (1999 – 2003)

**Activity C:** Develop and implement community training programs on use of technology and library services. (1999 – 2003)

**Activity D:** Increase collaboration and cooperation in seeking funding for library services at the State and National level. (1999 – 2003)

**Activity E:** Develop programs and provide training to enable library and information services to the disabled. (2000 – 2003)

**Evaluation:** Report yearly on the number of communities with specific library services and the level of those services for the disabled.

### **Evaluation – General**

The FSM will use a variety of evaluation techniques for its LSTA programs and provide an annual report as required by the Institute of Museums and Library Services. A yearly data collection will be conducted to gather information on: level and type of library services being provided to users, enhancement of technology for access to electronic linkages, training and follow up on training during the year, number and percentage of FSM residents having access to library services, actual library use and other information as requested.

Each LSTA subgrant recipient will be required to provide quarterly and final reports. The final report will cover how well the project met its goals and objectives, barriers encountered and means to overcome those barriers, statistical data, and information on means to replicate the program or project in other areas.

The FSM will also seek external review of FSM library, museum and archive programs in its context as a developing nation with recommendations for improvement.

## **Librarians and Library User Involvement**

The FSM will seek input from librarians, library users, and other interested parties on implementation of the FSM Library Services Plan and setting of yearly priorities.

**Conduct periodic library user surveys:** With the assistance of libraries throughout the FSM, librarian and user surveys will be conducted on implementation of the FSM Library Services Plan with input on needed changes and establishment of yearly priorities for subgrants.

**Communications:** Communication will be ongoing to keep libraries and organizations updated on the implementation of the FSM Library Services Plan. An electronic forum and/or list serve will be established for open discussion on libraries and the library services plan in the FSM.

**Publicity:** The FSM Division of Education's newsletter Currents and other national and State information dissemination systems will be used to provide a broad base of information on library services programs, subgrant applications and other program events.

**Development and Discussion of the Plan:** The contents of the FSM Library Services Plan were developed during the Writing Session held from January 11 – 15, 1999 at the Micronesian Seminar in Kolonia, Pohnpei. The actual writing of the plan was done by the LSTA coordinator based on the discussion and decisions made during the Writing Session Workshop. Revision of the plan was based on comments submitted during the plan review period from February 8 – 19, 1999.

**Distribution of the Plan:** The draft FSM Library Services Plan was distributed through email and in print copies to libraries and interested organizations and individuals across the FSM. Libraries were requested to provide the document to the public and to interested parties for comment. Completed copies of the plan were provided to public, academic and special libraries in the FSM and to State Departments of Education. Additional copies were provided to State Governors and other interested departments and agencies at both the national and state levels. Updates and amendments to the Library Services Plan will be distributed in the same manner.

## **Administration**

The FSM Division of Education (administrative agency for the FSM LSTA) program will spend not more than four percent (4%) of the LSTA grant to administer the LSTA program. Primary activities for administration of the LSTA program will deal with conducting the subgrant process, public awareness and understanding, and communications related to those activities. Due to the small size of the FSM grant, additional funds will be sought to support public awareness and education and

coordination and collaboration between and among libraries, archives and museums in the FSM. Financial management and tracking is provided by the FSM Department of Finance and Administration.

## **Policies & Procedures**

### **USE OF FUNDS**

1. Library Services and Technology Act (LSTA) funds will be used to fund competitive subgrant programs (minimum of 96% of LSTA funds) and administrative costs (maximum of 4% of LSTA funds).
2. Subgrant programs will be developed in line with goals, activities, policies, priorities and procedures contained in the FSM Library Services Plan, amendments to that plan as approved by the Institute of Museum and Library Services (IMLS), and yearly priorities established in consultation with librarians and library users across the FSM.
3. It is understood that available resources are insufficient to meet all library needs in the FSM. The FSM will actively seek additional funding sources to support goals, activities, policies and priorities of the FSM Library Services Plan.

### **SUBGRANTEES**

The FSM ensures accountability for use of federal funds received. Subgrants will only be to libraries with demonstrated commitment to library services as evidenced by appropriate leadership staffing, services, equitable resources sharing and other forms of commitment as listed below.

1. An academic library must be an accredited institution entitled to confer degrees, with funds reserved for materials going to the library. The library must have a professionally trained librarian, an organized collection and provide services to the public or have a commitment to resource sharing.
2. School (public and private) libraries must have an accessible, organized collection, means for upgrading of holdings, staff specifically designated (even if part time) for management and operation, and a commitment to resource sharing.
3. Research libraries must have a librarian or trained staff specifically designated (even if part time) for management and operation, an organized collection, and a commitment to resource sharing.

4. A public library must have a librarian or trained staff specifically designated (even if part time) for management and operation, an accessible, organized collection, means for upgrading of holdings, and a commitment to resource sharing.
5. A special library must have a librarian or trained staff specifically designated (even if part time) for management and operation, an accessible, organized collection, means for upgrading of holdings, and a commitment to resource sharing.

#### **GENERAL POLICIES**

1. All subgrant recipients shall agree to participate in resource sharing, nationwide interlibrary loan service to the extent practicable, and shall provide holdings data of library materials for inclusion in a nation-wide library database.
2. Libraries receiving subgrant funds to establish new program activities, or services should indicate a willingness to commit post-grant support to their continued operation.
3. Library proposals must be appropriate in terms of current long term plans of the library or organization of which it is a part.
4. The use of technology to improve access to library services and resource sharing is a major theme of the FSM Library Services Plan. Requirements may be made to ensure technological compatibility and allow for sharing of records and bibliographic information.
5. Annually, the FSM Division of Education in consultation with libraries across the FSM will determine whether applications for subgrants will be accepted and priorities for subgrants based on the FSM Library Services Plan and on availability of funding under the LSTA program. Limits may be made on the size and number of subgrants to be awarded.
6. All subgrant awardees will be required to provide evaluation data on programs, services and projects funded under the LSTA. Details of the required evaluation activities will be included in the subgrant application package. Failure to provide required data and evaluation information may disqualify a library from future subgrants. The FSM LSTA Program may select any subgrant recipient for project review by LSTA staff or an outside evaluator.
7. Successful applicants must agree to share the results of projects with other libraries.
8. Libraries receiving grants must have adequate financial procedures and controls in place for handling and accounting of U.S. federal programs funds. An accounting of funds will be required of all subgrantees.

9. Reviewers for subgrant applications will be selected from employees at the national government complex in Palikir, Pohnpei. Reviewers will be selected based on their interest, background in use of technology, and knowledge related to program design and implementation. An orientation/training will be provided to all reviewers prior to the actual review process.

### **RESTRICTIONS FOR USE OF LSTA FUNDS**

1. Applicable Federal, FSM and State laws, rules and regulations shall govern the use of LSTA funds.
2. No financial commitment of subgrant funds may be made until a fully executed Letter of Agreement containing the signatures of appropriate officials, and issues an Advise of Allotment.
3. No subgrant project may proceed without receiving appropriate approval documentation from the FSM Division of Education.
4. LSTA funds may not be used for basic operating costs of a library.
5. LSTA funds may not be used to supplant previously available local funds.
6. LSTA funds may not be used for construction, or improvements of library facilities.

### **PROCEDURES**

1. Applications from Public or Special Libraries must be submitted and signed by the authorized person. This may be the librarian, Board Chairman, organization head, or other designated individual.
2. Applications submitted by a consortium or group of libraries must be signed and administered by the lead library. Each member of the consortium must provide written acknowledgment of its participation in the consortium. The lead library will be accountable for administration of funds for all libraries.
3. School library applications must be approved and signed by the State Director of Education.

### **Timeline**

On the following page is a Gantt chart of major activities under the FSM Library Services Program. In addition to the Gantt chart the following are dates related to the development of the FSM Library Services Plan.

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**FSM Library Services Plan 1999 - 2003**

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Date	Activity
November 11 – 12, 1998	IMLS Meeting on Library Services for Pacific Entities held in Honolulu Hawaii
November 21 – 25, 1998	PIALA Meeting with Special FSM meeting on LSTA Plan Development held in Kosrae, FSM
December 7 – January 7, 1999	Steering committee planning meetings for the Writing Session
January 11 – 15, 1999	FSM Library Services Writing Session held at the Micronesian Seminar in Kolonia, Pohnpei, FSM
February 8 – 19, 1999	Draft Library Services Plan review and comment period
February 19, 1999	FSM Library Services Plan submitted to IMLS
April – May 1999	Initial Subgrant Notification to interested libraries
June 1999	Initial awards
October – November (Yearly)	Subgrant Notification to interested libraries
December (Yearly)	Awards
November (Yearly)	Yearly report on status of Library Services in the FSM

## Appendix

### ***FSM LSTA Writing Session Participants***

<i><b>First Name</b></i>	<i><b>Last Name</b></i>	<i><b>Title</b></i>	<i><b>Organization</b></i>
Kimeuo	Kimiuo	Chief, Special Services	Chuuk DOE
Karaten	Relech	Media Education Coordinator	Chuuk DOE
Lynn	Sipenuk	Librarian/Teacher	Chuuk DOE, Chuuk High School
Kersweet	Eria	Librarian	COM-FSM Chuuk Campus
Iris	Falcam	Pacific Librarian	COM-FSM Learning Resource Center
Dakio	Syne	Director	COM-FSM Learning Resource Center
Corinna	deWolff	Librarian, Government Documents	COM-FSM Learning Resource Center
Lucas	Dosung	Cataloging Librarian	COM-FSM Learning Resource Center
Phyllis	Silbanuz	Instructor	COM-FSM Pohnpei Campus
Kenye	Belcourt	Librarian	COM-FSM Pohnpei Campus
Jean	Thoulag	Title III Coordinator	COM-FSM Title III Program
Chris	Bull	Software Specialist	COM-FSM Title III Program
Catalino	Cantero, Ph.D.	Deputy Director	FSM Department of HESA
Jones	George	Archives Specialist	FSM Division of Archives & Historic Preservation
Rufino	Mauricio	Historic Preservation Officer	FSM Division of Archives & Historic Preservation
Oliver	Joseph	Administrator, Vocational & Adult Education	FSM Division of Education
Jimmy	Hicks	LSTA Coordinator	FSM Division of Education
Weldis	Welley	Program Development Administrator	FSM Division of Education
Fredrico	Primo	Commercial Manager	FSM Telecommunications
Romeo	Aliksa	School Librarian	Kosrae DOE
Wilson	Kephas	SPED Coordinator/Technology	Kosrae DOE
Takeo	Likiaksa	Head Librarian	Kosrae DOE, Rose Mackwelung Library
Jeff	Henry	Programming & Training Officer	Peace Corps
Kani	Le	Librarian, Peace Corps Volunteer	Peace Corps
Patrick	Wertog	Vice Principal	Pohnpei Catholic School
Martin	Weirlang	Education Specialist	Pohnpei DOE
Julie	Gomez	Librarian, Pohnpei Studies Program	Pohnpei DOE
Joe	Felix	Pohnpei Studies Coordinator	Pohnpei DOE
Jack	Chen	Librarian, Peace Corps Volunteer	Pohnpei DOE, Ohmine Elementary School
Zenen	Ocampo	Librarian	Pohnpei DOE, PICS High School
Carmina	Lihpai	Librarian	Pohnpei Public Library
John	Tun	Deputy Historic Preservation Officer	Yap Historic Preservation Office
Isabel M.	Rungrad	Librarian	Yap Public Library
Francis	Filmed	Principal	Yap SEED
Lorenzo	Sartilug	Inclusive Education Coordinator	Yap SEED
Helen	Salap	Librarian	Yap SEED, Outer Islands High School

*January 11 - 15, 1999, Micronesia Seminar, Pohnpei*