

Webster Vienna Training Scholarship (WVTS): Project Proposal

Department: Library

Semester: Spring 2021 (from January 2021 to May 2021)

Estimated weekly workload in hours: 5 / 10 / 20

Program Level: Undergraduate/Graduate

Scholarship Amount: equivalent of the tuition of one 3-credit course

Project Title: Collection Assessment by comparison with Credit Hours

Project Leader: Benjamin Fasching-Gray

Project Outputs:

Tasks/Project Outputs	Deadline	Percentage of Time Spent on Responsibilities (equaling 100%)
Create visual comparison of percentage holdings in relevant subjects to the percentage of total credit hours in corresponding departments	5 February	10%
Create visual comparison of percentage of loan transactions in each subject with the enrollment percentages as described above	19 February	10%
Prepare recommendation of how many new items should be selected in each subject area to match holdings and enrollment percentages	5 March	10%
Of the subjects requiring more books, which subject had the highest percentage of loans? Identify new, quality books to purchase for that subject	30 April	20%
Provide front desk service including but not limited to processing loan transactions, resetting passwords, reserving group project rooms and answering the telephone.	Continuous	40%
Maintaining: shelf order in the collection, printer paper and toner, refilling staplers, as well as insuring a quiet studios atmosphere	Continuous	5%
Additional tasks as assigned	Continuous	5%

Qualifications needed to accomplish tasks and responsibilities:

- Familiarity with MS Office, especially Excel
- Attention to detail
- Ability to work in a team