

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: Deselection in Law

Project Leader: Benjamin Fasching-Gray

Project Outputs:

Tasks/Project Outputs	Deadline	Percentage of Time Spent on Responsibilities (equaling 100%)
Create a table listing all items more than 10 years old in all K subclasses	5 March	10%
In the same table: Evaluation of each item's relevance to the collection with emphasis on the following criteria: currency of information and authority, comparison of subject matter with curriculum, circulation statistics for the item, physical condition and recommend either retention, removal or storage	26 March	20%
Change item record location field to match final decision for each item	9 April	10%
Affix storage labels to items to be stored and shelve those items, process deselected items, shelf retained items	30 April	10%
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 studious atmosphere	Continuous	5%
Additional tasks as assigned	Continuous	5%

Qualifications needed to accomplish tasks and responsibilities:

- Familiarity with MS Office
- Attention to detail
- Ability to work in a team
- Some physical labor