

Webster Vienna Training Scholarship (WVTS): Project Proposal

Department: Library

Semester: Fall 2021 (from September to December)

Estimated weekly workload in hours: 10

Program Level: Undergraduate

Project Title: Collection Assessment and Development using Masters Theses Citations

Project Leader and Supervisor: Benjamin Fasching-Gray

Project Outputs:

Tasks/Project Outputs	Deadline	Approximate Percentage of Time Spent on Responsibilities
Examine citations of Masters Thesis submitted between November 2020 and June 2021: <ul style="list-style-type: none"> • What percentage refer to resources available through library holdings? • Compare total numbers of theses within each subclass with holdings in that subclass • Prepare visual presentations of data 	October 16	15%
From the list of books cited in theses, adjust weight of priority for purchase for those items not in physical holdings	November 6	10%
Identify newest and best books in subclasses where percentage of theses was greater than percentage of holdings and adjust priority weights accordingly	December 18	25%
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
- Attention to detail
- Ability to work in a team