

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 using Circulation Statistics
Project Leader: Benjamin Fasching-Gray

Project Outputs:

Tasks/Project Outputs	Deadline	Approximate Percentage of Time Spent on Responsibilities
Compare percentages of total loans in previous academic year with percentages of total holdings for individual subclasses	4 October	5%
Compare turnover in individual subclasses	18 October	5%
Prepare visual presentations of data	2 November	5%
Identify areas of collection that require attention: Underutilized holdings and High turnover categories	16 November	5%
Identify potential items of interest in to be purchased for the high turnover categories and identify items to be deselected or promoted from the underutilized categories	18 December	30%
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