

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: Reorganization of Law Material
Project Leader: Benjamin Fasching-Gray

Project Outputs:

Tasks/Project Outputs	Deadline	Percentage of Time Spent on Responsibilities (equaling 100%)
Evaluation of each item in all K subclasses based 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 October	30%
Change item record location field to match final decision for each item	9 November	10%
Affix storage labels to items to be stored and shelve those items, process deselected items, shelf retained items	30 November	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 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
- Some physical labor