

Webster Vienna Training Scholarship (WVTS):  
Project Proposal

Department: Library  
Semester: Spring 2022 (from February 7 – April 29, 2022)  
Estimated weekly workload in hours: 10  
Program Level: Undergraduate

Project Title: Collection Assessment using Circulation Statistics  
Project Leader and supervisor: Benjamin Fasching-Gray

Project Outputs:

Tasks/Project Outputs	Deadline	Approximate Percentage of Time Spent on Responsibilities
Compare percentages of total loans and turnover in individual subclasses over the past 5 years	4 March	10%
Prepare visual presentations of data, showing trends in circulation data	18 March	5%
Identify areas of collection that require attention: Underutilized holdings and High turnover categories	25 March	5%
Identify potential items of interest in to be purchased for the high trending categories and identify items to be deselected or promoted from the underutilized categories	13 May	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