

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 Development using Faculty Research
Project Leader and supervisor: Benjamin Fasching-Gray

Project Outputs:

Tasks/Project Outputs	Deadline	Approximate Percentage of Time Spent on Responsibilities
Examine one Webster Vienna faculty member's published research: Has the faculty member published books or book chapters that are not currently in library holdings, and if so, prepare a list to be ordered. Which articles can we legally make green open access in an institutional repository?	5 March	20%
Add the list of cited books that are not in the library to the list of books being considered for purchase and adjust priorities accordingly	2 April	10%
In collaboration with the faculty member: Identify newest and best books in the faculty member's areas of interest. Obtain Green OA documents and metadata for institutional repository	30 April	20%
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