

Webster Vienna Training Scholarship (WVTS): Project Proposal

Department: Library

Term: Fall 2020

Estimated weekly workload in hours: 10

Scholarship Amount: 50% of two UG/G 3-credit course

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 previous academic year Masters Theses citations: <ul style="list-style-type: none"> <li>• What percentage refer to open access material?</li> <li>• What percentage refer to resources available through library holdings?</li> <li>• Compare total numbers of theses within each subclass with holdings in that subclass</li> <li>• Prepare visual presentations of data</li> </ul>	October 16	15%
From the list of <b>books</b> cited in theses, adjust weight of priority for purchase for those items not in physical holdings	November 6	10%
Prepare a list of all <b>journals</b> cited, noting any holdings, noting number of times each journal was cited	November 20	15%
Identify newest and best books in subclasses where percentage of theses was greater than percentage of holdings and adjust priority weights accordingly	December 18	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