

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: Recovery or Replacement of Missing Items

Project Leader and Supervisor: Benjamin Fasching-Gray

Project Outputs:

Tasks/Project Outputs	Deadline	Approximate Percentage of Time Spent on Responsibilities
Using both the card system and the integrated library solution software (Sierra), student will identify all items marked as missing, lost or damaged	4 September	5%
Confirmation of this list (checking the shelves)	11 September	5%
Analysis: Which LC subclasses have the highest percentages of missing items? What percentage of missing items are used as textbooks in courses?	18 September	10%
For each missing item, identify last patron to have borrowed (where possible). Contact each of these patrons to request the item's return. Renew items checked out to full time faculty.	9 October Follow up 20 November Provide list of deadbeats 27 November	20%
Identify and list item replacements: have the missing items been superseded? Are the missing items still in print? What are the newest, best books on the same subjects?	13 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 studious 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