

Webster Vienna Training Scholarship (WVTS): Project Proposal

Department: Library

Term: Fall 2020

Estimated AVERAGE weekly workload in hours: 10 (weeks 1&2 20 hrs a week)

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

Project Title: Textbook Service Support

Project Leader and Supervisor: Benjamin Fasching-Gray

Project Outputs:

Tasks/Project Outputs	Deadline	Approximate Percentage of Time Spent on Responsibilities
Distributing textbooks: Check that student is authorized to collect textbook(s), provide equitable and courteous customer service, provide desk and inspection copies to faculty, maintain documented record of distribution, collect returned textbooks from students who have dropped	Weeks 1 to 3	40
Maintaining Textbook Service inventory: Keep careful counts of textbook inventory and enrollments	Weeks 1 to 4	5
Prepare list of students who dropped without returning textbooks	Week 5	5
Coordinate Overstock: prepare returns (document and package), move post-distribution inventory to storeroom and adjust storeroom inventory and shelving accordingly	Week 7	5
Prepare Textbook Service for following term distribution	Week 8	5
Provide library front desk service: processing loan transactions, resetting passwords, reserving group project rooms and answering the telephone.	Continuous	30
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:

- Flexible schedule
- Familiarity with MS Office
- Some heavy lifting
- Attention to detail
- Ability to work independently and in a team