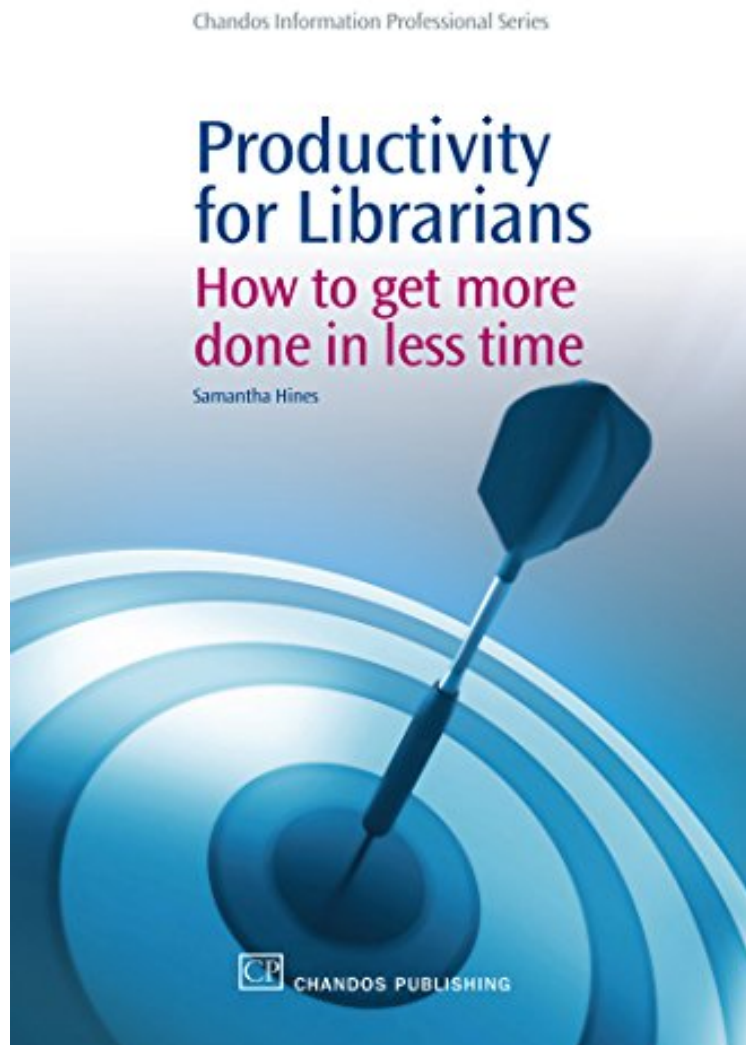


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Productivity for Librarians: How to Get More Done in Less Time (Chandos Information Professional Series)

Samantha Hines

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Productivity for Librarians provides tips and tools for organizing, prioritizing and managing time along with reducing stress. The book presents a resources guide for continued learning about and exploration of productivity in relation to individual circumstances featuring motivation, procrastination and time management guidelines. Addressing the unique challenges faced by librarians, the author supplies a balanced view of a variety of tools and techniques for dealing with overwork and stress. There are many books on productivity, but none specifically targeted at library workers. We face unique challenges in our profession and this book will address these. This book will not espouse a single approach to dealing with overwork and stress, but will instead present a balanced view of several tools and techniques that are of assistance. This book provides a resource guide for continued learning about and exploration of productivity as applied to the readers' individual circumstances. The author has also created an online community for readers to share information and continue their work.

...an engaging, easy-to-read style. The real value of the book is its practicality; useful tips and strategies are provided that can be used immediately as well as integrated more thoughtfully in the longer term. [hellip;] [This will] put any librarian who spends time with this book on the path to productivity., Journal of the Canadian Health Libraries Association
About the Author
Samantha Schmehl Hines received her MS in Library and Information Science from University of Illinois Urbana-Champaign in 2003. She has worked as a cataloguer for the National Czech Slovak Museum Library in Cedar Rapids and as a reference librarian at Kirkwood Community College in Iowa City. In 2004 she was hired by Mansfield Library at the University of Montana-Missoula and is currently the Distance Education Coordinator/Social Science Librarian/Reference Desk Manager.