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Nota di contenuto	Front Cover; Keeping Found Things Found; Copyright Page; Contents; Preface; Contributors; Chapter 1. A study and a practice; 1.1 Keeping found things found; 1.2 An ideal and the reality; 1.3 A brief history of PIM; 1.4 Who benefits from better PIM and how?; 1.5 A study and a practice; 1.6 Looking forward: A map for this book; Chapter 2. A personal space of information; 2.1 Starting out; 2.2 What is information to us?; 2.3 How is information personal?; 2.4 The information item and its form; 2.5 Defining a personal space of information; 2.6 Making sense of the PSI 2.7 Looking back, looking forward Chapter 3. A framework for personal information management; 3.1 Starting out; 3.2 Perspectives on personal information management; 3.3 PIM activities to map between information and need; 3.4 PIM-related activities and PIM-related areas; 3.5 Weaving PIM activities together; 3.6 Looking back, looking forward; Chapter 4. Finding and re-finding: From need to information; 4.1 Starting out; 4.2 Getting oriented; 4.3 Everyday finding: Death by a

thousand look-ups; 4.4 Finding is multistep; 4.5 The limitations in ideal dialogs of finding  
 4.6 Way finding through the PSI 4.7 Looking back, looking forward;  
 Chapter 5. Keeping and organizing: From information to need; 5.1 Starting out; 5.2 Getting oriented; 5.3 Everyday keeping and organizing: To each his own; 5.4 Keeping is multifaceted; 5.5 The limitations of future perfect visions; 5.6 PICing our battles; 5.7 Looking back, looking forward; Chapter 6. Maintaining for now and for later; 6.1 Starting out; 6.2 Getting oriented; 6.3 Maintaining for now; 6.4 Maintaining for later; 6.5 Maintaining for our lives and beyond; 6.6 Looking back, looking forward  
 Chapter 7. Managing privacy and the flow of information 7.1 Starting out; 7.2 Getting oriented; 7.3 Managing the outflow; 7.4 Managing the inflow; 7.5 Staying in the flow; 7.6 Looking back, looking forward;  
 Chapter 8. Measuring and evaluating; 8.1 Starting out; 8.2 Getting oriented; 8.3 A yardstick for measuring PIM practice elements; 8.4 What can research tell us about methods of measuring and evaluating in our practices of PIM?; 8.5 Measuring and evaluating in real life; 8.6 Can self-study of PIM practices contribute to the larger study of PIM?; 8.7 Looking back, looking forward  
 Chapter 9. Making sense of things 9.1 Starting out; 9.2 Getting oriented; 9.3 Making sense as outcome vs. activity; 9.4 Making sense of things as a PIM activity; 9.5 Methods for making sense; 9.6 Looking back, looking forward; Chapter 10. Email disappears?; 10.1 Starting out: Is email a very successful failure?; 10.2 PIM problems in email: The one-two punch; 10.3 PIM activities in email; 10.4 Future visions of email; 10.5 Looking back, looking forward; Chapter 11. Search gets personal; 11.1 Starting out; 11.2 Search-as-interaction; 11.3 Search-as-technology; 11.4 Making search more personal  
 11.5 Wayfinding and search

## Sommario/riassunto

WE ARE ADRIFT IN A SEA OF INFORMATION. We need information to make good decisions, to get things done, to learn, and to gain better mastery of the world around us. But we do not always have good control of our information - not even in the "home waters" of an office or on the hard drive of a computer. Instead, information may be controlling us - keeping us from doing the things we need to do, getting us to waste money and precious time. The growth of available information, plus the technologies for its creation, storage, retrieval, distribution and use, is astonishing and sometimes bewildering.