

# Project Management Tools for Success



**Change is Good:**

**You Go First! Leading Others To and Through Change**

**Tuesday, April 2, 2019**

**Jennifer Thom Dalzin**

**Director of Digital Initiatives and Services**

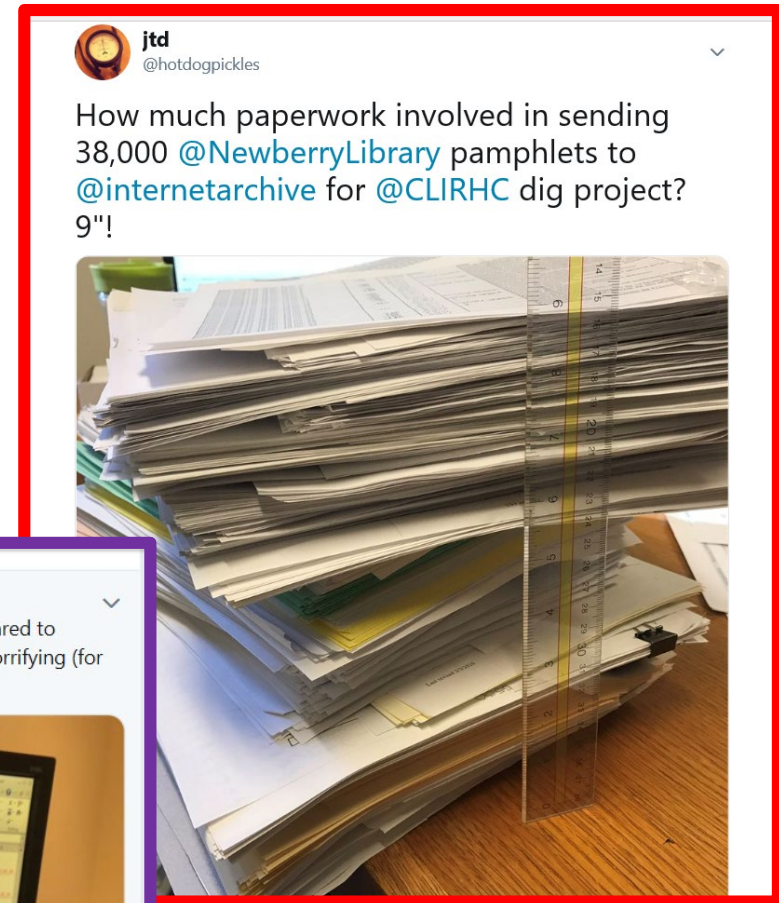
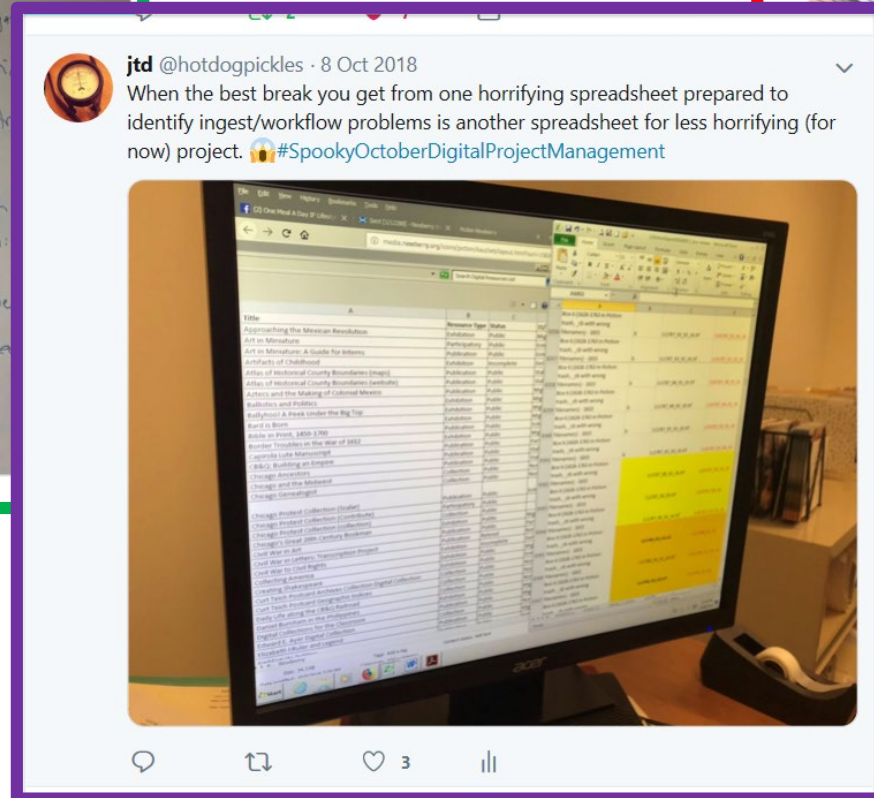
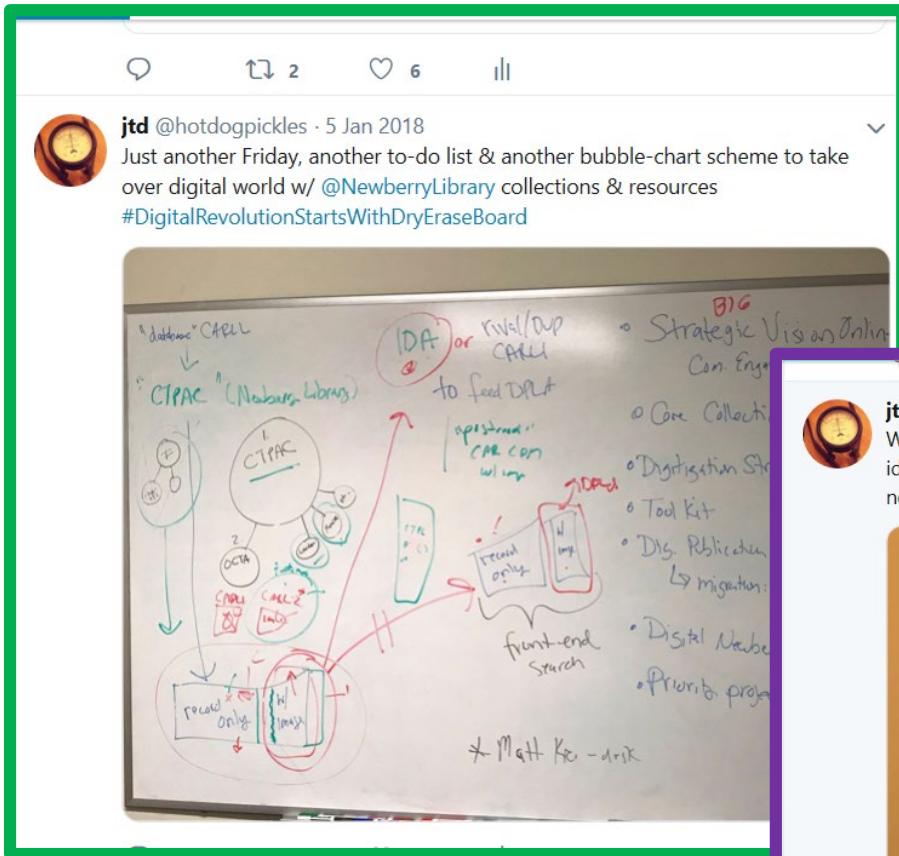
**Newberry Library**

**[dalzinj@newberry.org](mailto:dalzinj@newberry.org)**

# (Trying) Lots of Project Management Tools ...



(With some) success.



Single access point for all the relevant information about a project including.

- Communication
- Providing information with all stakeholders
- File sharing
- Assigning, scheduling, tracking tasks to completion
- Visualize work - Calendars, timelines
- Reporting
- Documentation / Institutional archives

# Newberry Library

## MappingMovement

- > 01) Production Complete
- > 1) In Production
- > 2) Essays in Review
- > 3) Commissioned Essays\_Comple
- > 4) Commissioned Essays\_Incomp
- > 6) Old Essay Plans in Limbo
- > Contributor Paperwork and Reim
- > Grand Bibliography
- > **Item Management**
- > Mapping Movement Permissions
- > Mapping Movement Reports
- > Mapping Movement research gu
- > MM Workflow
- > Old TOCs and progress charts
- > Old Tracking Docs



Folders



Up



Refresh



Upload



New

Name	Size	Type	Date Modified
Material removal forms		Folder	2/26/15 9:21 AM
Coding Key for MM.docx	13.61 KB	File DOCX	7/23/15 4:55 PM
Digitization 130903.docx	14.68 KB	File DOCX	9/3/13 11:32 AM
Fisk Mississippi Maps.docx	12.54 KB	File DOCX	4/15/13 3:02 PM
Flashdrive PNY 16 GB Contents 130730.docx	13.34 KB	File DOCX	7/30/13 3:21 PM
Flashdrive PNY 16 GB Contents 130821.docx	14.79 KB	File DOCX	8/20/13 5:22 PM
Flashdrive PNY 32 GB Contents 130710.docx	13.91 KB	File DOCX	7/9/13 12:38 PM
Flashdrive PNY 32 GB Contents 2.docx	13.12 KB	File DOCX	2/1/13 3:51 PM
Flashdrive PNY 32 GB Contents 3 130416.docx	13.07 KB	File DOCX	4/15/13 3:18 PM
Items PN woud like to take to NW 7_10 and sen	14.22 KB	File XLSX	7/11/13 5:39 PM
Items that can go to NW 6_14.xlsx	11.55 KB	File XLSX	6/14/13 4:52 PM
Items that could go to NW 7_10 and by courier	14.21 KB	File XLSX	6/24/13 3:26 PM
Items that could go to NW 7_10.xlsx	13.52 KB	File XLSX	7/9/13 11:12 AM
Items that could go to NW 7_16 or 18.xlsx	12.64 KB	File XLSX	7/16/13 4:39 PM
Items the can be discharged due to digitization.	9.11 KB	File XLSX	6/14/13 3:20 PM
Upload Correspondence Spring 2013.docx	31.32 KB	File DOCX	7/23/13 2:45 PM

Destination Progress

Status Uploaded

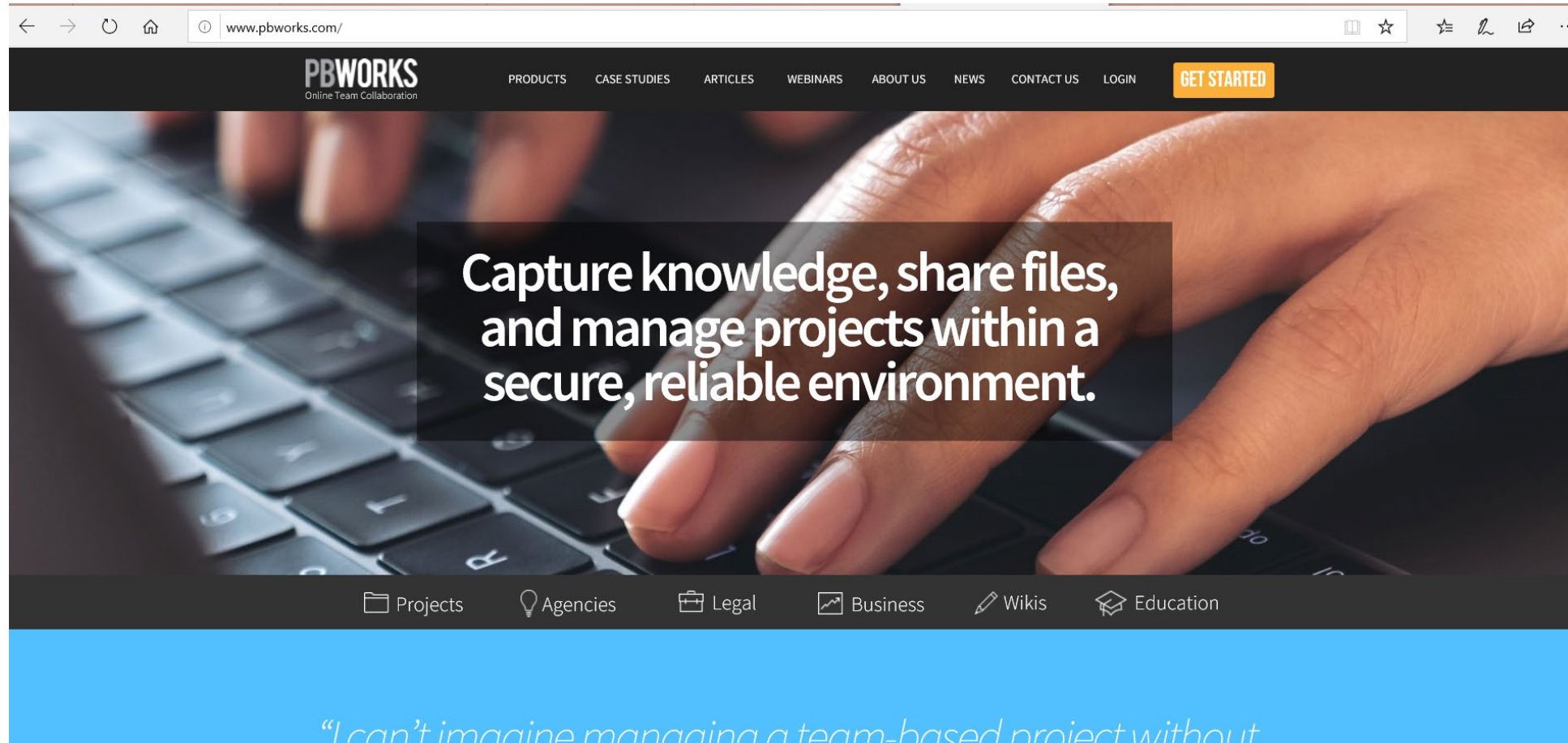
File Size

Speed

Left

Elapsed

# www.pbworks.com/






# My PBworks

[Home](#)[Profile](#)[Email](#)

## My Workspaces

A list of all the workspaces that you have created or can access. You can't leave workspaces that you have created, but you can delete workspaces you no longer need from the workspace's Settings page.

Workspace	Last Changed	Enable Notifications	
<a href="#">newberrycat.pbworks.com</a>	323 views, last was 20 secs ago 3 days ago	<input type="checkbox"/>	 <a href="#">Leave this workspace</a>
 <a href="#">nldiswiki.pbworks.com</a>	24 views, last was 3 yrs ago 1 yr ago	<input checked="" type="checkbox"/>	 <a href="#">Leave this workspace</a>

 – a space you created  – a space you administer other spaces

## Preferences

### Notify me when my workspaces change

This setting applies to each workspace individually: you might get two emails per workspace.

My PBworksWorkspacesNewberryCat

WikiPages & Files

NewUpload files

Pages & Files

All Pages

All Files

Unfiled Items

FOLDERS

Cataloging Documenta...29

FRC-CLIR68

Map Recon6

NACO5

Processing6

Wing-CLIR9

FRC-CLIR

DeleteMoveRename folderDelete folder

☐ Name

Special techniques for FRC pamphlets.docDOC8 years

Q and APage8 years

Using PDF Creator to print a batch of OCLC records at once.docDOC8 years

Staff StuffPage8 years

Evaluation InformationPage8 years

Online history resourcesPage8 years

Formatting and CapitalizationPage8 years

Recent Research by ReadersPage8 years

Genre Terms for French PamphletsPage8 years

Legal and Latin Subject HeadingsPage8 years

FRC Colloquium IVPage8 years

frc\_colloquium.pptxPPTX8 years

FRC ColloquiumPage8 years

Publishers' Prospectuses and CatalogsPage8 years

case frc 17861.jpgJPG8 years

FRC DocumentationPage7 years

Search this workspace

Used 46 MB of 2 GB

Share this folder

Search

☆ Q and A

last edited by  David 8 years ago

 Page history

*Enter project cataloging questions and comments here. Feel free to add-on to a question or answer.*

Q: Should we always note errata?

A: Yes, it could mean a different printing.

Q: If the errata are printed on a page and not laid in, would the note read something like "Err

A: Exactly (Eric)

Q: Relative to the discussion of added entries, what if there is an individual who is only referred to in the individual includes the title in a 670? Is any further justification for the added entry necessary?

A: Similar to accepting information in a publisher's authority record as justification for supply authority record for the individual/organization. Information in the authority record is its own

Q: What do we do with the GPub fixed field? Some records have "f" in the field; do we change it?

A: The field should be blank. OCLC Bibformats states that the [GPub code](#) is used for "current editions." If early governments have technically been replaced by later governments, they would not be changed.

Q: So take it out if it's there?

A: Yes. (Eric)

Q: Some records in OCLC have a bracketed date (not "probable," i.e. no "?"). When we can't find the source, should we add it?

A: If the OCLC record doesn't provide the source for the imprint date in a note, add "?" (Alar

<http://newberry.pbworks.com/w/page/50052021/Saint-Sulpice%20Collection%20Reference%20Source>

number in the 510. There may be exceptions to deal with on a case-by-case basis, but this should be the general approach.



**David said**  
at 8:40 am on Aug 20, 2010  
[Reply](#)



**Eric said**  
at 12:49 pm on Aug 23, 2010  
[Reply](#)

Go with your inclination to add the church property/confiscation headings as well. Someone may be interested in the topic apart from/without knowledge of the fact that it was sometimes done to back the assignat.



**Eric said**  
at 3:30 pm on Aug 26, 2010  
[Reply](#)

There's been some debate on peer reviews as to whether statements like "Imprimée par ordre de la Convention nationale" should be cited as "--P. [1]" when taken from below the caption title for a quoted note. I would argue that when a statement like this appears after the caption title, but before the beginning of the text of the pamphlet, you do not need to cite the location when creating a quoted note. Sometimes there is a horizontal bar or head-piece dividing the caption title from the text of the pamphlet; from what I've seen, "printed by order of..." statements generally appear before that horizontal bar, along with the caption title... further justification in my opinion for not citing the location. However if you are quoting, say, one of the abbreviated title-like statements at the bottom of the page (in the signature area), this would be a case for citing the location of the quote as "--P. [1]".



**Kate S. said**  
at 12:06 pm on Aug 31, 2010  
[Reply](#)

How should we cite the signature title things if they are at the bottom of the title page? Should we use "--Bottom of t.p." or can we leave that off?



**Eric said**  
at 11:11 am on Sep 1, 2010  
[Reply](#)

See David's post below.... it was orphaned when I deleted my response.



**Eric said**  
at 1:03 pm on Aug 27, 2010  
[Reply](#)

I keep referring to this section of AACR2 for forming headings for persons, so I thought it may help others as much as me to have it on the Wiki:

AACR2. 22.5D1. Articles and prepositions

FRENCH

If the prefix consists of an article or of a contraction of an article and a preposition, enter under the prefix.

Le Rouge, Gustave

La Bruyère, René

Du Ménil, Édéstand Pontas

Des Granges, Charles-Marc

Otherwise, enter under the part of the name following the preposition.

## ☆\*FrontPage

last edited by Jessica 1 year ago

Page history

Share this page

[Authority Control](#)[Catalog Issues \(VuFind, Web Voyage\)](#)[Cataloging Documentation](#)[Cataloging Management Group](#)[Classification](#)[FAST Subjects](#)[Finding Aids](#)[Cataloging training and Miscellany \(helpful links, tips, etc\)](#)[NACO](#)[Processing, Labeling, and Marking](#)[Project Cataloging](#)[RDA](#)[Tags Used](#)

Comments (0)

## Navigator

## FRC-CLIR

- Announcements
- Bibliographies of French printers, booksellers, and p
- Bibliographies to materials from French Revolutiona
- Bound With Linking for Saint-Sulpice Collection
- Brown Libretto Collection Documentation

Pages

Files

options

## SideBar

## Recent Activity

## NACO Personal Names

Search this workspace

1 If you are citizen of an European Union member nation, you may not use this service unless you are at least 16 years old.

1 Want help organizing your Dropbox or Google Drive? Try Dokkio, a new service from the creators of PBworks. [Click here to apply for the beta.](#)

## ☆H Howard Hughes Moby Dick Collection Specifications

last edited by Megan 2 months, 1 week ago

Page history

Share this page

# H. Howard Hughes Moby Dick Collection

## General Information

The H. Howard Hughes collection is an eclectic mix of editions, secondary sources, adaption, ephemera, and artifacts. Hughes, a Melville scholar who taught at Texas Wesleyan College, collected anything Melville related but especially Moby Dick editions. Many works from this collection maybe held on other sections of the Melville Collection. Cataloging funding provided by The Gladys Kriebel Delmas Foundation.

## Bibliographies

### Phelps, L. R. Herman Melville's foreign reputation

Ref Z8562.58 .P47 1983

For translations of Melville's works

## Duplicates

The entire collection has been examined for Newberry duplicates and should be noted on the inventory. Duplicates have not been pulled from the collection. If you discover a duplicate please add the call number of the Newberry copy to the "Newberry Duplicates" column on the spread sheet

## Navigator

- ★ Starred Pages and Files
- 📁 Cataloging Documentation
- 📁 FRC-CLIR
- 📁 Map Recon
- 📁 NACO
- 📁 Processing

Pages

Files

options

## SideBar

## Recent Activity

NACO Personal Names  
edited by JessicaMelville Project  
edited by MeganCataloging Moby Dick  
added by Megan

# Bridge to Piction Mapping of Embedded Metadata


last edited by  Christy 3 years ago

 Page history

Bridge/Photoshop IPTC Field Name	Piction Field Name	Embedded IPTC Field Name	Notes
Creator*	Creator	IPTC.80_BYLINE	Place in quotes (see below)
Headline	Date	IPTC.105_HEADLINE	
Description	Description	IPTC.120_CAPTION	
Title	Title	IPTC.5_IMAGE NAME	
Job ID	Projects, Exhibits, and Collections	IPTC.103_ORIGINAL TRANSMISSION REFERENCE	Separate with semi-colons
Instructions	Job Number	IPTC.40_SPECIAL INSTRUCTIONS	
Credit Line	Link to Catalog	IPTC.110_CREDIT	
Source	Call Number	IPTC.115_SOURCE	
City	Full Volume?	IPTC.90_CITY	
Keywords	Notes (Internal)	IPTC.25_KEYWORD	

\*For creators, place the entirety of the text with quotes, e.g. "Doe, John, 1953-1978" or "Doe, Jane, 17


Piction Field Name	Bridge/Photoshop IPTC Field Name	Embedded IPTC Field Name
Title	Title	IPTC.5_IMAGE NAME
Creator	Creator	IPTC.80_BYLINE
Call Number	Source	IPTC.115_SOURCE
Description	Description	IPTC.120_CAPTION
Date	Headline	IPTC.105_HEADLINE
Projects, Exhibits, and Collections	Job ID	IPTC.103_ORIGINAL TRANSMISSION REFERENCE
Link to Catalog	Credit Line	IPTC.110_CREDIT
Job Number	Instructions	IPTC.40_SPECIAL INSTRUCTIONS
Full Volume?	City	IPTC.90_CITY

 Share this page

 Put this page in a folder

 Add Tags

 Control access to this page

 Copy this page

## Navigator

### ★ Starred Pages and Files

• AV Metadata Cleanup

• AV Metadata Guidelines

• **Bridge to Piction Mapping of Embedded Meta**

• Collection Services Metadata Fridays

• File Naming

Pages

Files

options

## ★ File Naming

last edited by  Catherine Gass 2 years ago

 Page history

**When naming .tiff and .PDF files to be used in Piction use the following guidelines.**

Use the call number for the base of the file name

Do not include: folio, VAULT, oversize

Include: sheet music

Use all lowercase letters

No spaces, periods or dashes, instead use underscores

If there is a volume number include it as vol\_1 or vol\_2 etc

If there is a folder number include it as fl\_001 or fl\_002 etc (using a three digit number)

If there is a number (no. 2) include it as no\_1 or no\_2 etc

If there is a box include it as box and the number as 001, (box\_001 using a three digit number)

If there is a series include it as ser

Use mod\_ms for Modern Manuscript

Use mms\_ for Midwest Manuscript

### PULLMAN EXAMPLES

pullman\_05\_02\_03\_roll\_1\_plan\_mdb\_1472.tiff

pullman\_05\_02\_03\_fl\_1\_plan\_mdb\_1472.tiff

### Examples of PDF file names:


case\_gv1024\_a92\_1916\_vol\_1


ruggles\_486

wing\_zp\_535\_1169

 Put this page in a folder

 Add Tags

 Control access to this page

 Copy this page

## Navigator

### ★ Starred Pages and Files

• AV Metadata Cleanup

• AV Metadata Guidelines

• Bridge to Piction Mapping of Embedded Metadata

• Collection Services Metadata Fridays

• **File Naming**

Pages

Files

options

## SideBar

[Edit the sidebar](#)

## Share this workspace


Add a new **writer** to the workspace.


Add

[User settings](#)


## Recent Activity

 **lowet@newberry.org**  
removed by Jennifer

 **huntone**  
removed by Jennifer

 **gaborn**  
removed by Jennifer

# basecamp.com/

 **Basecamp**


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# We've been expecting you.

All growing businesses run into the same fundamental problems. Hair on fire, buried under email, stuff everywhere. The good news? [Basecamp solves them.](#) **Try Basecamp free for 30 days:**

enter your email address

Start a free 30 day trial

Or,  Sign up with Google



Re:Re:Re: 90

How was I supposed to know?

Who has it?

Hey! Nobody told me that!

BLAH BLAH

17

Help

Basecamp 2

New stuff!

Projects

Calendar

Everything

Progress

Everyone

Me

Jump to a...

Newberry Library: Newberry Mapping Movement

152 Discussions

3 To-dos

70 Files

3 Text documents

Events

Latest project updates

Mar 19

You commented on [Next Steps](#)

Mar 7

Jen W. commented on [Next Steps](#)

Mar 4

Rodolfo V. commented on [Next Steps](#)

See all updates

Discussions

Post a new message

Watch a quick video about Discussions

Jennifer T.

Next Steps

- Hi Rodolfo, Thanks for helping us exploring options. We had actually had a meeting here at the Newberry in mid-January to discuss long-term plans for the site and had

Mar 19

4

Rodolfo V.

Domain DCV Validation --

- Hi Jen, I hope you are doing well. Our SSL vendor requires yearly domain validations for the domain mappingmovement.newberry.org. This requires adding an

Oct 25, 2017

Jen W.

Metadata export for digitized content?

- Hello, We were hoping to repurpose the Mapping Movement metadata records -- e.g. "Item Metadata" shown here

Jul 28, 2016

Pete N.

Query about replacing six images (four items)...

- Hi Austin, That did the trick; thanks! Pete

Jul 28, 2016

24

Michael W.

Requesting password for our new intern

- Hi Rodolfo, I'm able to get onto the site now, thanks! Best, Michael

Jul 12, 2016

4

Here's who's on this project

Invite people to this project and start working together in seconds. Everyone you invite will receive a welcome email.

To add more people, type names or email addresses:

Watch a quick video about inviting your team

Add a personal welcome message:

Hi there. We'll be using Basecamp to share ideas, gather feedback, and track progress during this project. Simply log in or create an account and you'll be up and running in no time.

Send invitation

Andrew Epps

Eppsa@newberry.org

Gerard Panganiban

gerard.panganiban@northwestern.edu

Jen Wolfe

wolfej@newberry.org

Jennifer Thom

thomj@newberry.org

Jessica Grzegorski

grzegorskij@newberry.org

Jim Akerman

akermanj@newberry.org

Maisie O'Malley

omalleym@newberry.org

Michael Weinrib

mweinrib@uchicago.edu

[147 more discussions](#)

## To-do lists

[Add a to-do list](#)

[Watch a quick video about To-Do Lists](#)

### Things needed from Newberry

- ☐ about content needs to be written [Newberry Library](#)
- ☐ node/512 has no items assigned to it
- ☐ node/520 has no images assigned to it [4 comments](#)

[Add a to-do](#)

[131 completed to-dos](#) across 8 to-do lists

Completed lists: [Added to Web/Content Folder](#), [Content Ingest](#), [Content Management](#), [Image Processing](#), [Images Tiled and Ingested](#), [NewberryMM Drupal Update](#), [Semantic Web update](#)

## Files

[Add files](#)

[Watch a quick video](#)



**posters.zip**

Added by Austin C. on Jul 28, 2016 · 4 MB

[24 comments](#) [Label...](#)



**posters.zip**

Added by Austin C. on Jul 28, 2016 · 4 MB

[24 comments](#) [Label...](#)



**newberry\_screenshots.z**

Added by Austin C. on Jul 27, 2016

[24 comments](#) [Label...](#)



Basecamp 2 **New stuff!**

[Projects](#)

[Calendar](#)

[Everything](#)

[Progress](#)

[Everyone](#)

[Me](#)

[Sign out](#)

[Jump to a project, person, label, or search...](#)

## Newberry Library: Newberry Mapping Movement

### Discussions

#### Searching for **metadata**

[All matches](#) by [anyone](#) in this project ([search all projects](#)).

March 19



#### Re: Next Steps

...export **metadata** from the back-end. Would you be able to point us in a direction for this? While we may need to provide a static site on temporary basis, our hope is to have minimal downtime for more robust functionality that has been prioritized by Jim. Access to the specialized **metadata** is a ke...

March 7



#### Re: Next Steps

Jen Wolfe – Hi Rodolfo, We'd love to get a data export for the map **metadata**, but we're not seeing that functionality in the admin module. Is there API functionality? If not, can you send me an export, or point me towards someone who could do this? Thanks! Jen Wolfe

July 28 2016



#### Metadata export for digitized content?

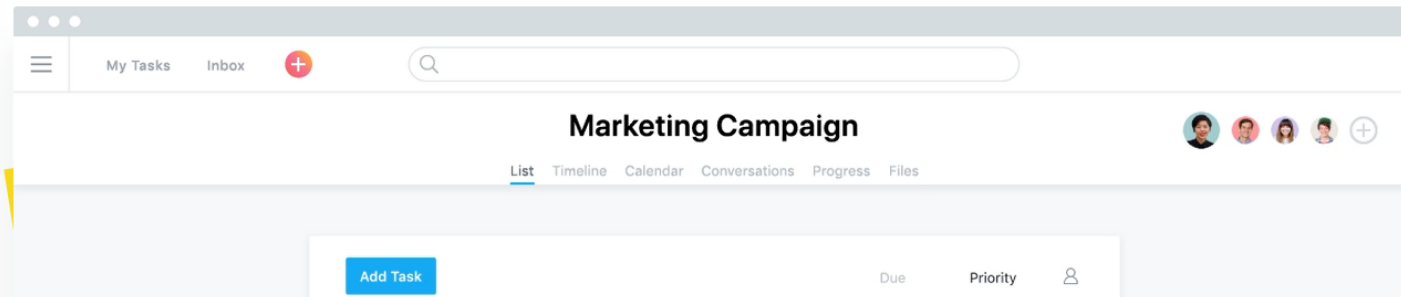
Jen Wolfe – Hello, We were hoping to repurpose the Mapping Movement **metadata** records -- e.g. "Item **Metadata**" shown here <http://mappingmovement.newberry.org/item/air-navigation-map-no-2-experimental-washington-dc-uniontown> for use in our internal digital asset management system


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## Make more time for the work that matters most

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<≡

Home

My Tasks

Inbox

Portfolios

Favorites

Favorite projects by clicking the ☆

Show more

Reports

Teams

▶ DIS


▶ What is the Midwest - Digi...

+ Add Team

Browse Other Teams

Invite your team and start collaborating!

Invite to Asana

 My Tasks in newberry.org ...


[List](#) [Calendar](#) [Files](#)

Go to any project or task...

+ New

?

Upgrade



Add Task

▼

🔍

▼ New Tasks

✓

Review digital publications

rights-and...

●

✓

IA Graff sub collection? < Graff Issues

●

✓

New rights statement < Ayer Issues

●

✓

New rights statement < Graff Issues

●

✓

Contact IDA to shut down collections < Teich CDM Issues

●

✓

Draft "forms part of original CTPAC" statement < Teich CDM Issues

●

✓

draft new rights statement < Teich CDM Issues

●

✓

Review for copyright problems < Data export for all CDM collections

●

✓

Review CDM collections and provide rights statements

rights-and...

●

✓

Global Commodities - images?

PICTION c...

●

>

✓

AM African American - where with image recreate

PICTION c...

●

>

✓

Move objects from Adam Matthew Ayer folder to General

PICTION c... Nov 10, 2017

●

>

✓

Discuss color bar folder with John

PICTION c...

●



Add Task



✓ Review CDM collections and provide rights statements



✓ Teich CDM Issues



✓ Graff Issues



✓ Review digital publications



✓ Ayer Issues



✓ Add Notice and Takedown field



✓ Draft and request CARLI edit for homepages



✓

✓

## Ayer Issues



Unassigned



Due Date



Description



rights-and-repro



Split two-ups



add rights statement to remaining items in InProcess-AM Ayer



Move all items to General in Piction



data export in Piction for all items



Review data export for copyright, CDM vs IA



New rights statement



Under contract with Adam Matthew Digital until September 27, 2016

B

I

U

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☐

☐

|

@

😊

Comment

Followers



Following

## Team settings



General

**Members**

Advanced

8 of 15 members invited. Upgrade for more power and control.

Upgrade

### Members



Claire

dapkiewicz@newberry.org



Jen W

wolfej@newberry.org



Jennifer

dalzinj@newberry.org



Jessica Grzegorski

grzegorskij@newberry.org



John

powellj@newberry.org



Matt K

krcm@newberry.org



Matthew Clarke

clarkem@newberry.org




Meghan McCloud

mccloudm@newberry.org

Invite More Members

# Trello.com


Trello

Log In [Sign Up](#)

## Trello lets you work more collaboratively and get more done.

Trello's boards, lists, and cards enable you to organize and prioritize your projects in a fun, flexible, and rewarding way.

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Team Tasks

Doing

Done

April 2015 onsite visit

Software update and content migration

Public access -- rebranding of Discoverer? "Architecture"?

Metadata overlay or spreadsheet view for batch editing?

Improved searching on Call Number or File Name fields?

Viewers: PDFs? Books? Maps?

AV files and settings -- discussion of download options, etc.

AV postload script needed to delete items after upload?

Add sort options to Workbench / Discoverer? (e.g. by Date field)

Possible to export data and images together, as download module would imply?

+ Add another card

NO ACTION

Is it possible to remove "undefined" in tombstone and replace with a blank space?

Can sub-lightboxes inherit the settings of their parents? This is most important with the users, as it'd be laborious to have to add the same 15 users for each sub-lightbox.

Recreate web derivatives

Verify/tweak the functioning of phrase searches in quotes

Can we get a review of how pick lists and thesauri work to decide if we want to use them (now, or in the future)?

+ Add another card

Still to be Reviewed

Active Directory round 2 changes from Drin

The site is still running on Apache for all components AFAIK. It was explained that SSO (Newberry integrated logins) required Apache, but the rest of the site was to run using IIS.

When uploading a single item, the metadata entered prior to upload isn't actually saved in the record.

WB/Disc icons: is there a different (simpler) icon set, or a way to have some pop-up text define these? Staff are reporting that these are hard to see and not always obvious in their functionality.

How does a keyword field identify matches?

+ Add another card

Currently Working On

AD-Authentication

Some assets somehow have two UMO ids and two sets of differing metadata

Lightbox emails aren't being sent -- there's no indication to the user that nothing happened, but they never arrive in recipient's inbox.

Metadata - population for ingest - EK to finalize configuration.

+ Add another card

Piction Fixed

+ Add a card

CONFIRMED FIX

Semi Colon and s

KEYWORD meta

Is it possible to ch

names in the adva

drop-down to their

rather than things

PUBLISHER\_ORI

NOT in advanced

inconstently

Orders & emails --

authorization notif

customer placing t

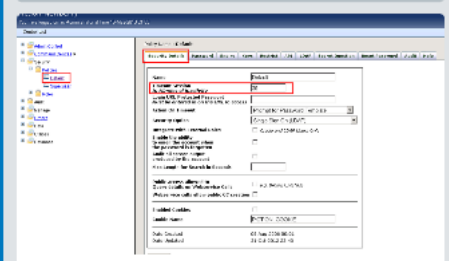
get any email upon

order.

Order By: not wor

or Workbench

+ Add another car



# Trello

The screenshot shows the Trello web interface. At the top, there's a blue header with the Trello logo and a 'New stuff!' button. Below the header, a search bar is labeled 'Find boards by name...'. On the left, a sidebar lists 'STARRED BOARDS' (with a description: 'Star your most important boards to keep them right at your fingertips.') and 'RECENT BOARDS' (listing 'Newberry Calendar: Digit...'). The main section is titled 'Personal Boards' and displays a grid of boards: '2019 Digitization Projects', 'Cataloging + Uploading', 'Dalzin work to Do', 'DIS Meeting Board', 'Home', 'Metadata projects', 'NEWBERRY - Punchlist', 'Newberry Calendar: Digital Projects 2014', and 'Religious Change Digital Initiatives'. A 'Create new board...' button is at the bottom of the grid. A 'boards' sidebar on the left lists the same boards in a scrollable list.

The screenshot shows the Trello mobile app interface. At the top, a blue header displays the Trello logo and a '+' icon. Below the header, a section titled 'PERSONAL BOARDS' lists the same boards as the web interface: '2019 Digitization Projects', 'Cataloging + Uploading', 'Dalzin work to Do', 'DIS Meeting Board', 'Home', 'Metadata projects', 'NEWBERRY - Punchlist', 'Newberry Calendar: Digital Projects...', and 'Religious Change Digital Initiatives'. At the bottom, a navigation bar includes icons for 'Boards', 'Home', 'Search', 'Notifications', and 'Account'.

2019 Digitization Projects Personal ... Show Menu

November 2018

Tuck Postcards  
Jan 31

Paid customer orders

New Acquisitions

What is the Midwest: 1888 Strike

What is the Midwest: Auto guides

What is the Midwest: Metcalf family papers

IWW

Tuck postcard description (interns)  
Jan 31

What is the Midwest? Midwest Connections  
Dec 20, 2018

+ Add another card

December 2018

Tuck Postcards  
Jan 31

Paid customer orders

IWW

New Acquisitions

French Pamphlet Rebrand/reorder  
2

Chicago 1918

CONTENTdr  
1

Frontier to Home

Reduce digitization backlog

+ Add another card

Internet Archive & CDM backlog - links from finding aids

in list February 2019

LABELS

Metadata/Discoverability

Essential Work

+

Description

Add a more detailed description...

Add Comment

Write a comment...

🔗 @ 😊 📎

Save

Activity

Jennifer Dalzin

added this card to February 2019

Nov 19, 2018 at 12:35 PM

Hide Details

ADD TO CARD

Members

Labels

Checklist

Due Date

Attachment

POWER-UPS

Get Power-Ups

ACTIONS

Move

Copy

Watch

Archive

Share

# www.wrike.com

Mail - Jennifer Dalzin - Outl Welcome to Wrike! My Work - Wrike Accounts - Wrike

https://www.wrike.com/workspace.htm?acc=1441823#path=mywork

Wrike

Inbox My Work Dashboards Calendars Reports Stream

Filter

DIS TEAM

Departments

Development

Marketing

Sales

Personal

Shared

Welcome to Wrike!

TODAY Mar 21

+ New task

THIS WEEK Mar 17 - Mar 23

NEXT WEEK Mar 24 - Mar 30

LATER After Mar 30

Welcome to Wrike!

5 Must Try Features in Wrike Business

when you're done

COMPLETED

**Your trial has expired**

Looks like your free trial for **DIS Team** account has expired. Don't worry, all your data is safely preserved in Wrike. You may continue using Wrike's powerful collaboration features by purchasing a subscription, or you may downgrade to Free (5 users) plan to access your data and use basic task management tools. If you have any questions, please contact our [Customer Support](#).

Purchase subscription

Add Users Wrike Assistant

Mail - Jennifer Dalzin - Outl Ease project planning pain Getting started with prc

https://www.wrike.com/tour/

New to Wrike? Watch this demo to see it in action.

+1-877-779-7453 Contact Sales Company Careers English

Wrike Solutions Product Pricing Customers Resources

Get started for free Login

Collaborative Work Management for Market Leaders

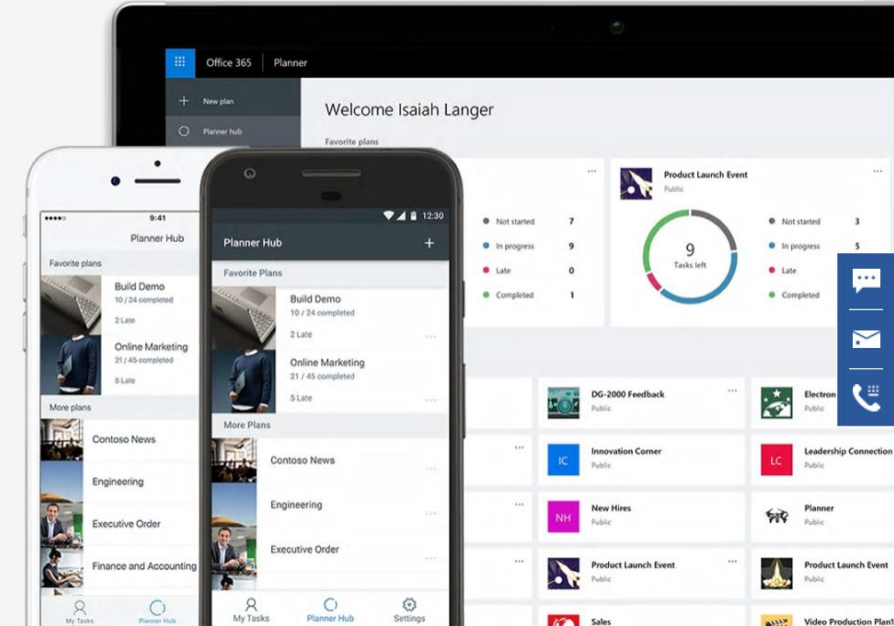
Increase productivity, enhance team collaboration, and do transformational work with Wrike's powerful yet easy-to-use workspace.

Get started for free

business email

7:37 PM 3/21/2019

# Organize teamwork with Microsoft Planner

[SEE PLANS & PRICING](#)[WATCH THE VIDEO >](#)


Take the chaos out of teamwork and get more done! Planner makes it easy for your team to create new plans, organize and assign tasks, share files, chat about what you're working on, and get updates on progress.


Wed 3/6/2019 1:18 PM


Newberry All Staff ▾

I've made available Office 365 Planner for all staff. This can be accessed through the Office 365 apps launcher, though you won't automatically see it and will need to click "All apps". If you use it frequently, it would be a good idea to pin it to the launcher. Alternatively you can access it directly at <https://tasks.office.com>.

Planner is a tool for setting up, assigning, and scheduling tasks for individuals or groups. It's very similar to Trello, if you're familiar with that software, but as part of the Office 365 suite of apps, it's fully integrated with your email and calendar. Also, when you create a new "plan" you can associate it with an existing Office 365 group. Otherwise it will create a new group (with an associated email address and calendar).

New plan

Planner hub

My tasks

Favorites

Recent plans

PP

365 Planner as Project M...

Get the Planner app

PP

365 Planner as Project Man... ☆  
365 Planner as Project Management software?

To do

+





Board

Charts

Schedule

...

Add new bucket





+5


Mem


Members


Enter name to add a member


Alexandra McGee


Catherine Gass


Claire Dapkiewicz


Jennifer Dalzin

Jennifer Wolfe

Jessica Grzegorski

John Powell

Juan Molina Hernandez

Melissa Griffith

Notifications

nders (1)

Dismiss all

terly Report due

a Tuesday, April 2, 2019

Dismiss

minutes before

Snooze

view more

# Project management tools software are great for sharing and collaboration.

When selecting, consider:

- Cost
- Number of users
- Integration with other institutional tools
- Ease of use



PM software is not substitute for:

- Adequate project staffing, planning, or timelines
- Staffed trained in PM best-practices
- Institutional commitment to planning, authority, accountability
- Institutional policies about version control/document file naming, records retention

“Tools create habits. Without a common tool, your teams will never develop consistent practices for project management. Consistent practice is the key to long term improvement. An easy tool ... is often a great choice because it is EASY for many people to use. Choosing a tool is one of my top three recommendations for long term PM improvement.”

Outlook

Search

New message

Reply all

Delete

Archive

Move to

Categorize

Undo

The new Outlook

Favorites

Sent Items 13568

Drafts 4

Add favorite

Folders

Inbox 40058

doug

Pins

Junk Email

Drafts 4

Sent Items 13568

Deleted Items 325

Pre-2013

Archive

Conversation Hist...

New folder

Sent Items

2003

dillardj

VM 25 call numbers in the usVM catalog

10/22/2003

Hi Janice, We've run across some items in the usVM composer/title drawers th...

2004

halvorsonH; smedbergh

usVM

7/12/2004

Lori and I did a bit of quick checking in the usVM drawers since our meeting la...

2005

smedbergh

6A newspapers

3/17/2005

Hi Heather, Is there a list of the 6A newspapers that w...

Heather Smedberg; Cataloging; Zuidemak

Re: Newspapers

I am not actively changing any Case A6 newspapers th...

Heather Smedberg; Recon; Zuidemak

Re: Newspapers

I am not actively changing any Case A6 newspapers th...

Heather Smedberg; Cataloging; Zuidemak

Re: Newspapers

Karen has just given me the list and I have run a repor...

VM 25 call numbers in the usVM catalog

Jennifer Thom <thomj@newberry.org>

Wed 10/22/2003 1:56 PM

dillardj <dillardj@newberry.org>

Hi Janice,

We've run across some items in the usVM composer/title drawers that I have not been able to locate or figure out. There are numerous items that have call numbers such as:

VM

25

.89

Z51s

They are interfiled in the usVM drawers but do not have the "us" prefix. In the majority of cards (all but one that I've found) there is a note in the upper right corner that says "Piano."

I did some preliminary hunting in the grey boxes on BA but came up blank. I checked the pre-

Newberry Library

My Folders

Home.dalzinj

\_bookmarkbackups

2014-

Adam Matthews Projects

Budgets

Conference, quarterly, annual reports

ContentMigrationPlan

County Boundaries

DAM\_Proposal

Digital Strategy document

Documents

Downloads

DPLA

DPLA WDL Hathi

Destination Progress

Folders

Up

Refresh

Upload

New

Download as zip

Share

Copy

Cut

Paste

Delete

Name	Size	Type	Date Modified
CRL French project		Folder	2/16/16 11:21 AM
Voices		Folder	12/27/17 3:43 PM
Voices of the revolution		Folder	7/9/18 4:11 PM
Additions to December_8_2016_Shipment.xlsx	250.76 KB	File XLSX	12/21/16 11:48 AM
Bastille Tour.docx	67.76 KB	File DOCX	7/12/17 11:33 AM
CLIR - Voices of the Revolution.xlsx	29.16 KB	File XLSX	1/10/17 10:12 AM
CLIR French Pamphlets.docx	13.35 KB	File DOCX	2/11/16 4:51 PM
CLIR Newberry Project Plan 4_21.docx	67.74 KB	File DOCX	4/21/15 3:21 PM
CLIR Newberry Project Plan 4_27.docx	66.96 KB	File DOCX	4/27/15 11:22 AM
CLIR Visit.docx	15.65 KB	File DOCX	10/31/16 11:15 AM
clir.additional.documents.pdf	5.66 MB	File PDF	10/24/13 11:43 PM
CLIR.Frenchpams.final2013.doc	133.5 KB	File DOC	10/29/13 2:07 PM
Collection Description CZ and JG.docx	57.51 KB	File DOCX	4/10/15 12:08 PM
Copy of Internet Archive Pilot expenses.xlsx	10.67 KB	File XLSX	3/2/16 1:01 PM
Dear Search Committee.docx	16.21 KB	File DOCX	4/1/15 12:57 PM
December Shipment.xlsx	250.72 KB	File XLSX	12/12/16 9:57 AM
December_8_2016_Newberry_Shipment_856_18	139.98 KB	File XLSX	12/12/16 3:58 PM
dpla.jpg	75.29 KB	File JPG	4/27/15 2:05 PM
Draft_FPP_WhitePaper_12015.docx	36.77 KB	File DOCX	2/19/15 4:53 PM
FRC open data press release 090517_jd.docx	496.25 KB	File DOCX	9/5/17 10:44 AM
FRC open data press release 090517_jt.docx	496.17 KB	File DOCX	9/5/17 10:41 AM
hathi inn	73.68 KB	File JPG	4/27/15 2:05 PM

Status Uploaded File Size Speed Left Elapsed