Municipal Technical Advisory Service
INSTITUTE *for* PUBLIC SERVICE

MTAS Research and Information Center
New Acquisitions List
February 2020

You may download these items from the MTAS Knowledgebase:

Animal control in selected Tennessee cities. MTAS. Seven Tennessee cities were surveyed to find out how animal control is managed. ([More](#))

City websites, agendas, minutes and credit card payments. MTAS. The MTAS Research and Information Center team worked to find out which Tennessee cities have websites, publish city council agendas and meeting minutes and whether or not the cities will take a credit card from a citizen to pay a bill. ([More](#))

Communications Director. MTAS. This job description was written for the Director for Administration and Communications role in Gallatin, TN. The purpose of this position is to captivate and engage current and new audiences with the city. ([More](#))

Conflict of interest disclosure form. MTAS. This conflict of interest form should indicate whether the person has a financial or other interest in, or acts as an officer or a director of, any outside entity whose financial or other interests would reasonably appear to be affected by their work with the city. ([More](#))

Drain easements in selected Tennessee cities. MTAS. Nine Tennessee cities were surveyed to find out how they handle drainage easements. ([More](#))

Evaluation of a City Manager. **Angie Carrier**. This is a form that can be used to evaluate a City Manager in any town or city in Tennessee. ([More](#))

Failure to receive authorization for the issuance of debt. (Part 8 of 10-part series on the 10 Most Common Audit Findings for Tennessee Municipalities. Al Major. A series of articles from MTAS discussing the most common audit findings for Tennessee cities and Towns as reported by the Tennessee State Comptroller's Office. ([More](#))

School district management and debt. MTAS. Three Tennessee cities were surveyed to find out whether or not the school district and their debt is managed by the city. ([More](#))

Use of financial advisor in selected Tennessee cities. MTAS. Five Tennessee cities participated in a survey regarding whether or no they use a financial advisor. ([More](#))

Wrecker inspections in selected Tennessee cities. Honna Rogers. Nine Tennessee cities were surveyed to find out who handles inspection for wreckers called to the scene following a motor vehicle accident. ([More](#))

A new digital strategy for America's library. Greg Landgraf. In American Libraries. – Vol. 50, no. 3/4 (March/April 2019), p. 38-41. The Library of Congress expands its online offerings through letters, maps and colors as part of its new five-year digital strategy. [Article] ([More](#))

Bing vs. Google: what patrons should know about search. Jeffrey Meyer. In Computers in Libraries. – Vol. 39 – no. 7 (September 2019), p. 12-15. It's information overload. The amount of material online is almost incalculable. This includes scientific data, advertisements, social media posts, government documents and personal websites. [Article] ([More](#))

Block-chain reaction: how library professionals are approaching block-chain technology and its potential impact. Carrie Smith. In American Libraries. – Vol. 50, no. 3/4 (March/April 2019), p. 26-33. American Libraries interviewed five librarians and information professionals who are at the forefront of blockchain technology about what library workers need to know about blockchain, the role libraries can play in educating the public, and the ways this emerging technology could affect libraries themselves. [Article] ([More](#))

Building Tennessee's tomorrow: anticipating the state's infrastructure needs July 2018 through June 2023. David Keiser, et al. His report is the 18th in a series of reports on Tennessee's infrastructure needs pursuant to Public Chapter 817, Acts of 1996. The report presents an inventory of infrastructure needed in Tennessee with associated costs. The report includes a one-page summary of needs for each county in Tennessee. [Book] ([More](#))

Closing gaps in Tennessee's waste tire program and giving local governments more flexibility to prevent illegal tire dumping. Bob Moreo, et al. TACIR was asked to study illegal tire dumping and Tennessee's waste tire program. [Book] ([More](#))

Copyright: what everyone needs to know. Neil Weinstock Netanel. Copyright law was once an esoteric backwater, the special province of professional authors, publishers, and media companies. This is no longer the case. In the age of social media and cloud storage, we have become a copying and sharing culture. Much of our everyday communication, work, and entertainment now directly involves copyright law. Copyright law and policy are ferociously contested. Record labels, movie studios, book publishers, newspapers, and many authors rage that those who sage music, video, text, and images over the internet are stealing their property.—Back cover. [Book] ([More](#))

Crafting engaging content to achieve social media success. Sara Roye, Nick Tanzi. In Computers in Libraries. – Vol. 39 – no. 7 (September 2019), p. 4-8. As is common to library outreach, we go where our patrons are. In Q1 2018, Facebook saw 2.19 billion unique users. Cognizant of these numbers, libraries have embrace. [Article] ([More](#))

Fragmented truths: who's doing what to minimize 'fake'. Barbie E. Keiser. In Online Searcher. – Vol. 43 – no. 6 (November/December 2019), p. 10-18. No one doubts that "fake news" is a fake concern. It's not enough to simply wring our hands at the pervasiveness of fake news and bemoan the inability of too many people to recognize what is true and what is not. [Article] ([More](#))

Free speech – or free-for all? : "First Amendment audits" push privacy limits. Taylor Hartz. In American Libraries. – Vol. 51 – no. 1/2 (January/February 2020), p. 20-21. Article looks at how recent "First Amendment audits" in public libraries may violate privacy rights of library users. [Article] ([More](#))

From digitization, through digitalization to digital transformation. Dobra Savic. In Online Searcher. – Vol. 43 – no. 1 (January/February 2019), p. 36-39. Many articles, blog posts, and comments have been written about the differences among these three terms, so you can rightfully ask why yet one more should be written. [Article] ([More](#))

HBR guide to getting the right work done. Harvard Business Review Guides. Whether you're a new professional or an experienced one, this guide will help you: prioritize and stay focused; work less but accomplish more; stop bad habits and develop good ones; break overwhelming projects into manageable pieces; conquer e-mail overload; write to-do lists that really work. [Book] ([More](#))

HBR guide to making every meeting matter. Harvard Business Review Guides. This guide offers practical tips to make your meetings easier to prepare for, more enjoyable to run,k and more productive. In time, these steps will become so ingrained you won't be able to imagine running a meeting any other way. You'll learn how to: determine whether you even need to meet; manage basic meeting prep; orchestrate group decision making; get the most of web-and-phone-conferencing tools; cope with chronic latecomers, windbags and other common problems; turn a bad meeting around; keep the momentum going with prompt meeting follow-up; develop a reputation for running great meetings. [Book] ([More](#))

HBR guide to persuasive presentations. Nancy Duarte. Harvard Business Review Guides. Terrified of speaking in front of a group? Or simply looking to polish your skills? No matter where you are on the spectrum, this guide will give you the confidence and the tools you need to get results. Learn how to win over tough crowds, organize a coherent narrative, create powerful messages and visuals, connect with and engage your audience, show people why your ideas matter to them and strike the right tone, in any situation. [Book] ([More](#))

HBR guide to project management. Harvard Business Review Guides. Project management is a daunting task for both those who are new to the business world and seasoned veterans. Keeping a diverse group of people focused, motivated, on budget and working together toward a common goal is always a challenging undertaking. In HBR Guide to Project Management, tips, advice and tools are presented that will help both new and veteran project managers deliver results effectively and efficiently. From planning to build-up, implementation and closeout, the HBR Guide to Project Management guides project managers through each step of their projects, thereby increasing their chances of delivering quality results on time and on budget. – Provided by the publisher. [Book] ([More](#))

Improving utility succession and workforce development planning. David K. Clark. In Journal AWWA. - Vol. 111 – no. 8 (August 2019), p. 12-22.   Article discusses the succession planning efforts of the Metropolitan Water District of Southern California. [Article] ([More](#))

Improving victim safety with global positioning system (GPS) monitoring as a condition of release for defendants accused of domestic violence. Jennifer Barrie, et al. TACIR's report on its study of the effects and implementation of Global Positioning System (GPS) monitoring as a condition of release for defendants accused of stalking,

sexual assault, domestic violence and violations of orders of protection, which was prepared in response to Public Chapter 827, Acts of 2018. [Book] ([More](#))

Instagram as a cultural content curation platform. Tara Calishain. In Online Searcher. – Vol. 43 – no. 5 *(September/October 2019), p. 16-21. If you use the Instagram app, or read about Instagram in the news, you probably have a fair idea of what it's all about: beautiful people doing beautiful things in beautiful settings. [Article] ([More](#))

Intelligent paper sorting: advances in paper separation that can help operations remain profitable. Rick Zettler. In TD. – Vol. 73 – iss. 7 (July 2019), p. 44-48. Article looks at advances in recycling paper separation that can help operations remain profitable. [Article] ([More](#))

Lightweight usability testing: a heavyweight impact on database access. Brittany Richardson. In Computers in Libraries. – Vol. 40, no. 1 (January/February 2020), p. 14-18. User-experience (UX) testing of the library website and online resources has a healthy history at the University of Tennessee-Chattanooga's Library (UTC Library). Through the years, various librarians have undertaken testing. During spring 2019, efforts were made to standardize lightweight usability testing practices to inform web development. Initial efforts supported improvements to a locally developed databases page. [Article] ([More](#))

Metadata literacy: what every librarian needs to know about the changing landscape. Tom Adamich. In Computers in Libraries. – Vol. 39 – no. 10 (December 2019), p. 24-28. A list of questions and answers, which cover several current and emerging key metadata concepts. [Article] ([More](#))

Other duties as assigned: front-line librarians on the constant pressure to do more. Anne Ford. In Computers in Libraries. – Vol. 50 – no. 1/2 (January/February 2019). "American Libraries:" asked seven librarians—public, academic and school; urban and rural – their thoughts about the many directions in which their profession finds itself pulled. [Article] ([More](#))

Preparation and techniques to avoid meeting chaos. Daniel Foth. In the Municipality. – Vol. 115 – no. 1 (January 2020)**.** This article focuses on a two-step process for a chair (mayor) to effectively "preside" over a council or board meeting. [Article] ([More](#))

Reengineering the library: issues in electronic resources management. In the past ten years, managing electronic resources has become an increasing part of a librarian's duties. This text addresses some of the most important changes impacting contemporary academic libraries: licensing, cost containment, troubleshooting and technical support, and much more. The contributing authors share their expertise and experience in different aspects of electronic resources management, to help readers develop a better understanding of the ongoing changes. – adapted from introduction. [Book] ([More](#))

Sorting it out: the latest innovations and developments in sorting equipment for MRFs. Lori Lovely. In MSW Management. – Vol 29 – no. 7 (November/December 2019), p. 20-27. Article looks at the latest innovations and developments in sorting equipment for MRF's (materials recovery facilities). [Article] ([More](#))

The work of their hands: and how we got it into ours. Jessica Dame, Sheila Dorsey. In Computers in Libraries. – Vol. 39 – no. 8 (October 2019), p. 4-8. The South Carolina State Library (SCSL), similar to many state libraries, provides access to publications produced by state agencies, and state-supported academic institutions. [Article] ([More](#))

U.S. Census Bureau: American community survey's statistical testing tool. Roger Magnus. In Online Searcher. – Vol. 43 – no. 6 (November/December 2019), p. 26-31. You can criticize governments for many things, but extensive data collection is not one of them. The U.S. government in particular, has raised the art and science of data gathering to a new level. [Article] ([More](#))

Unmasking Facebook's 'hidden' posts, photos, and videos. Edward J. Ajaeb. In Online Searcher. – Vol. 43 – no. 1 (January/February 2019), p. 28-31. Facebook is perhaps the most widely used social networking platform, particularly in the United States. It's no wonder that researchers and investigators are constantly turning to Facebook as one of the first resources they use when gathering information about an individual, business or topic. [Article] ([More](#))

What are you getting with your service level agreements? Scott McIver. In APWA Reporter. – Vol. 86 – iss. 8 (August 2019), p. 66-68. A service level agreement with the departments supported can show the value of the services provided and build stronger relationships with clients. [Article] ([More](#))

Workplace law 2020: what has and will affect your workplace. Burton J. Fishman. In Federal Employment Law Insider. – Vol. 17 – no. 6 (February 2020), p. 1-2, 4. Every employer was affected by several decisions made, regulations and orders issued, or laws passed by the three branches of government in 2019. [Article] ([More](#))