

**New Materials | January 2021**  
 MTAS Research and Information Center



Title	Format	Get it
<p><b>Construction inspection manual.</b> American Public Works Association. Construction Inspection Subcommittee. This title is an updated version of the APWA Construction Inspection Manual and includes all facets of public infrastructure inspection including roles and responsibilities of an inspector, pre-construction planning, documentation, communication risk management and legal issues, scheduling and project close-out.</p>	Book	<a href="#">Request</a>
<p><b>Data visualization on a budget: simple tips, techniques and low-cost tools.</b> Linda Hofschire. Many information professionals are required to regularly report data about the work being done in their libraries. The author introduces new tips and techniques for presenting data to those who require it.  <i>(In Computers in Libraries - Vol. 40, no. 5 (July/August 2020) p. 18-22).</i></p>	Article	<a href="#">Request</a>
<p><b>Deep work: rules for focused success in a distracted world.</b> Cal Newport. “Deep work is the ability to focus without distraction on a cognitively demanding task. It’s a skill that allows you to quickly master complicated information and produce better results in less time.”</p>	Book	<a href="#">Request</a>
<p><b>Health insurance provision in cities with less than 10 employees.</b> Frances Adams-O’Brien. Twelve cities responded to a request for information regarding whether they provide insurance benefits when there are less than 10 employees on the payroll.</p>	Survey	<a href="#">Download</a>
<p><b>How to become a straight-A student: the unconventional strategies real college students use to score high while studying less.</b> Cal Newport. The author offers time-management strategies, tips on taking tests, techniques for writing essays better and faster, and self-assessment tests to help students analyze their study skills.</p>	Book	<a href="#">Request</a>

<b>How to take smart notes: one simple technique to boost writing, learning and thinking – for students, academics and nonfiction writers.</b> Sonke Ahrens. “The Take Smart Notes principle is based on established psychological insight and draws from a tried and tested note-taking-technique.”	Book	<a href="#">Request</a>
<b>Paid maternity leave and short-term disability in selected Tennessee cities.</b> Frances Adams-O’Brien. Twelve cities responded to a request for information regarding paid maternity leave and short-term disability insurance for their employees.	Survey	<a href="#">Download</a>
<b>Quality assurance program for enforcement and inspection programs.</b> Dennis Wolf. MTAS Fire Consultant Dennis Wolf authored this template that can be used by any city or town to provide a means of measuring the quality of fire inspections performed.	Form	<a href="#">Download</a>
<b>Stormwater management manual: an overview of programs and practices.</b> American Water Works Association. The Stormwater Management Manual is designed for stormwater managers and those seeking certification as an APWA Certified Stormwater Manager, as well as those wishing to gain an overview of programs and practices.	Book	<a href="#">Request</a>
<b>Tennessee trivia.</b> Ernie & Jill Couch. “Tennessee trivia is the fun-filled who, what, when, where, and how book of the great Volunteer State.”	Book	<a href="#">Request</a>
<b>The elearning designer’s handbook: a practical guide to the eLearning development process for new eLearning designers.</b> Tim Slade. A step by step guide for building and managing an eLearning project.	Book	<a href="#">Request</a>
<b>The plight of the working mother.</b> Theresa Agovino. Moms with jobs are feeling the strain of the pandemic – and leaving the workforce in droves. <i>(In HR Magazine – Vol. 65, no. 4 (Winter 2020), p. 28-36).</i>	Article	<a href="#">Request</a>

<p><b>The self-learning blueprint: a strategic plan to break down complex topics, comprehend deeply and teach yourself anything.</b> Peter Hollins. “The skill of self-learning is the ability to change your circumstances and get from Point A to Point B. This book will point the reader to Point B using a number of scientifically-proven techniques and information.”</p>	Book	<a href="#">Request</a>
<p><b>Urban street design guide.</b> National Association of City Transportation Officials. The NACTO Urban Street Design Guide shows how streets of every size can be reimagined and reoriented to prioritize safe driving and transit, biking, walking, and public activity.</p>	Book	<a href="#">Request</a>
<p><b>When a governing body wants to change its mind.</b> Daniel Foth. In this month’s ‘For the Good of the Order’ column – the author addresses bring back motions. (<i>In The Municipality – Vol. 115, no. 12 (December 2020), p. 26-27</i>).</p>	Article	<a href="#">Request</a>