MCLS
MIDWEST COLLABORATIVE
for LIBRARY SERVICES
Building better libraries
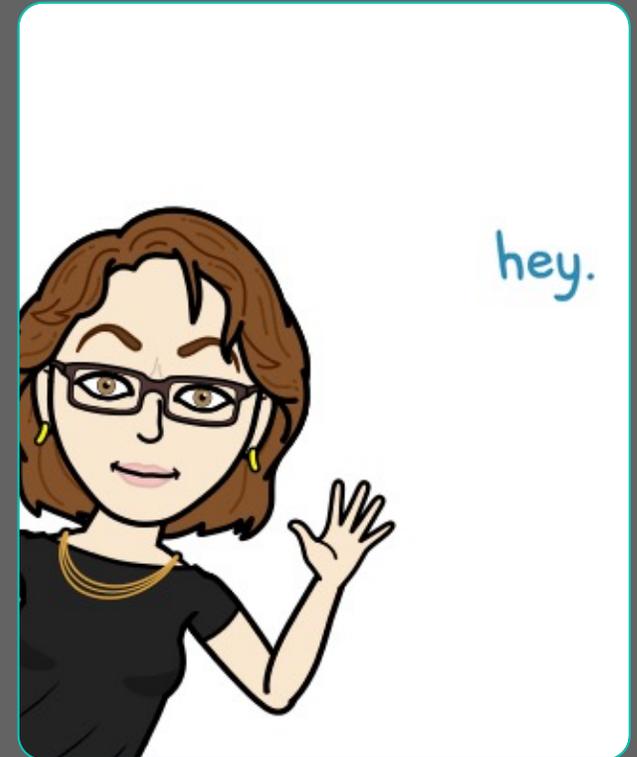
My Favorite Tech Tools & Tips for Busy Librarians

Pam Seabolt
Library Strategist
Midwest Collaborative for Library Services

- Been with MCLS since 2017

- Earned my Bachelor's of Science from Purdue University in 2003

- Earned my Master's of Library Science from IUPUI in 2007

- Completed certificates for Facilitation Skills, Facilitating Virtual Training, and Harwood Institute's Public Innovator's Lab

- Worked in Indiana libraries for much of my life in a variety of positions

- Currently live in Lafayette, IN, and love geeking out on podcasts, all things vintage, and crafting

All the info

https://wke.lt/w/s/q-EKcG

Finding the Right Tools

- 1. Make sure you use the right technology

- 2. Incorporate automation tools

- 3. Manage passwords effectively

- 4. Only use technology where you need help the most

- 5. Use browser extensions

- 6. Organize your time with a calendar app

- 7. Take advantage of free applications

- 8. Use less technology altogether

- 9. Enhance what you already have

- 10. Set clear goals and keep it simple

Forbes Technology Council. "Ten effective ways to Increase Productivity Using Technology," *Forbes,* May 2017.

Productivity

Software or technology that you use to complete a task or job.

Note Taking Tools

Microsoft One Note

Evernote / Penultimate (Apple)

Notability (Apple)

Others:
NoteLedge, Zoho Notebook, Squid, HandWrite Pro

Paper by Dropbox

Notes (Apple) / Google Keep

Snipping/Screenshot tools

Uses

O Notes during meetings/conferences

O Make notes while meeting with staff or patrons

O Able to access them anywhere

Design

- Canva
- Google Slides
- Google Drawings
- Prezi
- BigHugeLabs

BIG HUGE LABS

Home of fd's Flickr Toys.

Helping you do cool stuff w...
Have fu...

So f...

All Toys, Games & Utilities »»»»

Jump to...

Movie Poster
Be a star! Customize a movie poster for a friend or loved one.

Motivator
Make your own inspirational or satirical motivational poster.

Jigsaw
Create customized jigsaw puzzles from your photographs.

Photobooth
Create vintage photo booth strips. Four poses! Say cheese!

Magazine Cover
Show your friends how famous you really are on your own magazine cover!

Pop Art Poster
Become a pop icon! Create a cool pop art poster in a lo-fi, multi-panel style.

Mosaic Maker
Make a mosaic from a photoset, favorites, tags, or individual digital photographs or images.

Hockneyizer
Create a unique photo collage in the style of the artist David Hockney.

FX
Transform your photos with fun special effects and filters.

Map Maker
Make a map of where you've been or where you're going.

Mat
Add a museum-style mat to your digital images.

Pocket Album
Create and print a pocket-sized photo album.

Badge Maker
Make your own ID card, press pass, name tag, or any other kind of identification.

Calendar
Create monthly calendars from your photographs. Three different printable styles.

Scanning Tools

Office Lens

Genius Scan
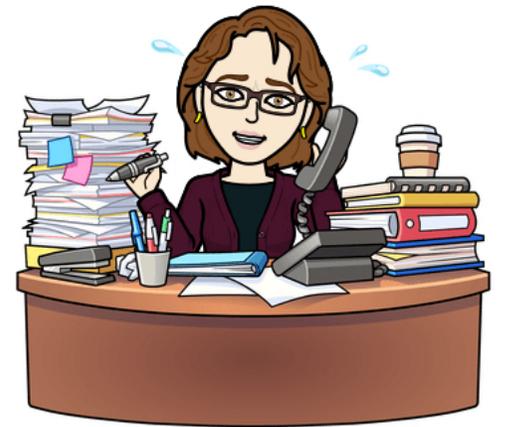
CamScanner (free & paid versions)

Notes (Apple)

Google Drive

Organizing

Or just getting stuff done…

Tasks

Microsoft To Do

Tick Tick

Todoist

Google Tasks

Reminders (Apple)

IFTTT (If This Then That)

Apple Shortcuts

Photos

Photo Editing

	PS Express
	Adobe Capture
	Camera +2 (Apple)
	Photomyne
	Gimp
	Fotor

Fun Photo Generators

Snapchat

Facebook/Messenger

Instagram

ShakeIt Photo (Apple) / Polaroid Originals (Google Play)

GiphyCam

Collage Layout (Instagram, PS Express, etc.)

Meme Generators

Word Cloud Generators (Word It Out, Wordle, etc.)

BigHugeLabs

Stock Images

Pixabay

Pexels

Unsplash

KaboomPics

NegativeSpace

Stockvault

Vectorstock

Canva

Pik Wizard

Engagement

A relational process that facilitates communication, interaction, involvement, and exchange

Slack

Discord

Twitch

Wakelet

FlipGrid

TimeToast

Timeline JS

ThreeCents (Apple)

Padlet

QR Code

Digital Privacy

Encompasses Information (Data) Privacy, Communication Privacy, and Individual Privacy

Password Savers/ Generators

LastPass (free or subscription)

1Password (subscription)

Apple Passwords

Google Passwords

Privacy Tools

Choose Privacy Everyday

Data Detox Kit
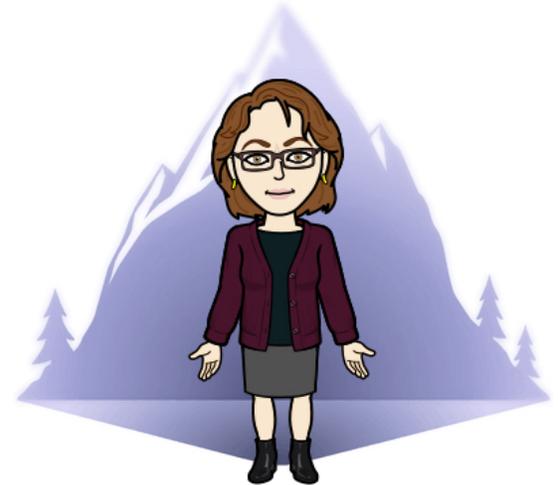
Virtual Privacy Lab

Connect Safely

How Secure is My Password?

Duck Duck Go

Well-Being

The state of being comfortable, healthy, or happy.

Sleep Pillow (Apple)

White Noise (Android, Apple)

Calm

WeCroak

Track your phone usage

Other Stuff

Just because I like it…

	Bitmoji
	Podcasts
	Yelp/AroundMe/TripAdvisor
	GoodReads
	Measure/Level
	8MM (Apple) / Vintage 8MM Video (Android)
	Soundhound

Favorite Tips

Shortcuts, software, or other technology that makes life easier.

- Keyboard Shortcuts

- Tech Glossary

- Invest in a portable charger

- Get a Bluetooth speaker

- Use the scheduling feature to send emails

- Experiment, explore, and have fun!

Thank you!

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