

Get Organized Online: Tools for Librarians

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Recommended “package” for librarians:

Backpack *lists, notes, reminders*

<http://www.backpackit.com/>

My life is on my Backpack pages. I have two accounts, one for home and one for school, to take full advantage of the five free pages. You can pay \$7/month for up to 100 pages (my husband has this account and feels it's well worth the money).

30boxes *calendar*

<http://www.30boxes.com/>

I have tried many online calendars, and this one is the best. My family uses it constantly, and I've also used it with teachers at school.

EditGrid *spreadsheets*

<http://www.editgrid.com/>

I recently used an EditGrid spreadsheet to have book fair volunteers sign up for shifts, and several people commented on how easy it was to use.

GoodReads *books*

<http://www.goodreads.com/>

Especially useful to keep track of upcoming books when I hear about them, who recommended books to me, and my opinion of books I've read. I have a “to-order” shelf that I use when I'm putting together an order of new books for my library. My GoodReads friends include other middle school librarians, as well as my two sisters.

More online tools that you may want to try:

Bloglines: or GoogleReader; you need to use an RSS reader

Gmail: searchable archived email

del.icio.us: save your bookmarks and websites

WordPress: online publishing software

Mojo Helpdesk: customer service ticket tracking