

## Selected Resources

### Telecommuting: Not Just Phoning It In

Presented by Liz Mason and Marlene Anderson, Bismarck State College Library  
September 25, 2008 - NDLA Conference – Mandan, ND

#### WEB RESOURCES

<http://www.yourata.com/index-2.html> - American Telecommuting Association

<http://www.reason.org/ps338.pdf> - Balaker, Ted. *The Quiet Success: Telecommuting's Impact on Transportation and Beyond*. Policy Study No. 338, November 2005: reason.org/ps338.pdf

<http://www.shrm.org/> - Society for Human Resource Management

<http://telecommutingjournal.com/> - Telecommuting Journal (blog)

<http://www.telcoa.org/index.htm> - The Telework Coalition

<http://www.telework.gov/Index.aspx> - TeleWork.Gov

<http://www.nd.gov/hrms/managers/telecommuting.html> - Managers: Telecommuting Program Model

<http://www.nd.gov/risk/forms/docs/telecommuting-policy.pdf> - State of North Dakota Telecommuting Policy (including sample telecommuting agreement)

<http://www.bismarckstate.edu/hr/genpol/Telecommuting.pdf> - Bismarck State College Telecommuting Policy (including sample agreement)

[http://delicious.com/tag/telecommuting\\_NDLA](http://delicious.com/tag/telecommuting_NDLA) - Bookmarks for this program on Delicious

#### PERIODICAL Resources

Altman, Ellen, and Allan Pratt. "Personnel & Staff Development." *Journal of Academic Librarianship* 21, no. 2 (March 1995): 145. *Business Source Premier*, EBSCOhost.

"Are You Working Remotely or Remotely Working?" *Office Pro* 68, no. 3 (April 2008): 10-10. *Business Source Premier*, EBSCOhost.

Bednarz, Ann. "Teleworkers can damage main office work culture." *Network World* 25, no. 2 (January 14, 2008): 16-16. *Business Source Premier*, EBSCOhost.

Bednarz, Ann. "Teleworking not an experiment at NSF." *Network World* 25, no. 13 (March 31, 2008): 22-28. *Business Source Premier*, EBSCOhost.

"Blog roll." *Associations Now* 4, no. 10 (September 2008): 25-25. *Business Source Premier*, EBSCOhost.

"Challenging Conventional Wisdom about Telecommuting Policies." *HRMagazine* 53, no. 8 (August 2008): 10-10. *Business Source Premier*, EBSCOhost.

"Dress for success—in your pajamas." *Kiplinger's Personal Finance* 62, no. 10 (October 2008): 20-20. *Business Source Premier*, EBSCOhost.

Esola, Louise. "More work/life programs cater to fathers' needs." *Business Insurance* 42, no. 25 (June 23, 2008): 17-18. *MasterFILE Premier*, EBSCOhost.

Frauenheim, Ed. "Telework May Harm Workers Left at Office, Study Posits." *Workforce Management* 87, no. 3 (February 18, 2008): 10-10. *Business Source Premier*, EBSCOhost.

Gurchiek, Kathy. "Telecommuters Can Still Climb Ladder." *HRMagazine* 53, no. 8 (August 2008): 22-22. *Business Source Premier*, EBSCOhost.

Hager, Ashley Z., and Kristina N. Klein. "Telecommuting: 10 Legal Considerations." *Employee Benefit Plan Review* 63, no. 3 (September 2008): 8-10. *Business Source Premier*, EBSCOhost.

Hart, Steve. "Remote Working -- It's About Trust." *New Zealand Management* 55, no. 3 (April 2008): 48-51. *Business Source Premier*, EBSCOhost.

Kennedy, Shirley Duglin. "It's All in a Typical Day's Work." *Information Today* 19, no. 4 (April 2002): 32. *Business Source Premier*, EBSCOhost.

Leung, Calvin. "Handling teleworkers." *Canadian Business* 81, no. 5 (March 31, 2008): 34-34. *Business Source Premier*, EBSCOhost.

McCune, Jenny. "Tales of Telecommuting." *Office Pro* 67, no. 6 (August 2007): 12-16. *Business Source Premier*, EBSCOhost.

Moe, Tricia. "Personal View of Telecommuting." *Online* 29, no. 5 (September 2005): 25-25. *Business Source Premier*, EBSCOhost.

Pace, Andrew K. "Librarians Not in Libraries." *Computers in Libraries* 24, no. 9 (October 2004): 32-35. *Business Source Premier*, EBSCOhost.

"Planning Enhances the Potential of Telecommuting Success." *HR Focus* 85, no. 4 (April 2008): S1-S4. *Business Source Premier*, EBSCOhost.

"Q&As for Companies Considering Telecommuting." *Payroll Manager's Letter* 24, no. 13 (July 07, 2008): 3-5. *Business Source Premier*, EBSCOhost.

Skillman, Keith C. "Remote patrol." *Associations Now* 4, no. 10 (September 2008): 26-30. *Business Source Premier*, EBSCOhost.

Strom, David. "A Manager's Guide to Telecommuting." *Baseline* (August 2008): 49-49. *Business Source Premier*, EBSCOhost.

"Telecommuting in Practice: How It Works." *HR Focus* 85, no. 4 (April 2008): S2-S3. *Business Source Premier*, EBSCOhost.

"Tips on How to Telecommute the 'Right' Way." *HR Focus* 85, no. 8 (August 2008): 8-9. *Business Source Premier*, EBSCOhost.

### **BOOK Resources**

Bredin, Alice. *The Virtual Office Survival Handbook*. New York: John Wiley & Sons, 1996.

Cullen, Kevin. *Work and Family in the EWork Era*. Amsterdam; Tokyo: IOS Press, 2003.

Dinnocenzo, Debra A. *101 Tips for Telecommuters: Successfully Manage Your Work, Team, Technology, and Family*. San Francisco: Berrett Koehler, 1999.

Dziak, Michael J. *Telecommuting Success: A Practical Guide for Staying in the Loop While Working Away From the Office*. Indianapolis, IN: Jist Publishing, 2001.

Ellison, Nicole B. *Telework and Social Change: How Technology Is Reshaping the Boundaries between Home and Work*. Westport, Conn.: Greenwood Publishing Group, 2004.

Froggatt, Cynthia C. *Work Naked: Eight Essential Principles for Peak Performance in the Virtual Workplace*. San Francisco: Jossey-Bass, 2001.

Jackson, Paul J. *Virtual Working: Social and Organisational Dynamics*. London: Routledge, 2002.

Jackson, Paul J. and Jos van der Wielen. *Teleworking: International Perspectives: From Telecommuting to the Virtual Organisation*. London; New York: Routledge, 2002.

Read, Brendan B. *Home Workplace: a Handbook for Employees and Managers*. San Francisco: CMP Books, 2004.

Shaw, Lisa. *Telecommute! Go to Work without Leaving Home*. New York: Wiley & Sons, 1996.

Vega, Gina. *Managing Teleworkers and Telecommuting Strategies*. Westport, Conn.: Greenwood Publishing Group, 2003.

Zelenka, Anne Truitt. *Connect!: a Guide to a New Way of Working from GigaOM's Web Worker Daily*. New York: Wiley, 2008.