Contents

Acknowledgments ix
Introduction xi

I Personal Information Management: The Curation Perspective 1

1 Personal Archives and Curation Processes 5
2 Keeping 33
3 Management 51
4 Exploitation 79

Part I: Summary 101

II Hierarchical Folders and Their Alternatives 103

5 The Search Alternative 107
6 The Tagging Alternative 121
7 The Group Management Alternative 141
8 Why Is Navigation the Preferred PIM Retrieval Method? 161

Part II: Summary 175
III  The User-Subjective Approach to PIM Systems
Design  179

9  The User-Subjective Approach  181
10  The Subjective Importance Principle  185
11  The Subjective Project Classification Principle  203
12  The Subjective Context Principle  211

Part III: Summary  223

Conclusions and Future Directions  225

Notes  241
References  243
Index  271