

CONTENTS

<i>Preface</i>	<i>viii</i>
<i>Introduction</i>	<i>x</i>
1 Collecting Information	1
2 Classifying Information	22
3 Organizing Information	43
4 Retrieving Information	64
5 Utilizing Information	86
6 Governing Information	108
7 Studying Information	130
8 Designing Information	152
9 Preserving Information	173
10 Imagining Information	194
 <i>Bibliography</i>	 <i>205</i>
<i>Index</i>	<i>238</i>