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Advancing Digital Empowerment  
of Libraries in Europe

## Case studies template

PR2

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## Introduction

This document provides the template for the development of the Case Studies on digital transformation in libraries.

The ADELE project aims to contribute to the internationalisation of organisations that choose a path of digital transformation. Through the network they can connect, collaborate, compare, and exchange ideas with organisations across Europe and beyond.

The 100 case studies are aimed at initiating the digital transformation of libraries and inspiring libraries that want to improve their performance on certain areas of the tool.

The areas of the ADELE tool cover the use of digital technologies in libraries from different perspectives: management, infrastructure and equipment but also lifelong learning, users training opportunities and community and stakeholders involvement.

The case studies may be linked to an activity, a service, a new professional profile, an initiative, a place or a library infrastructure in line with the areas and the statements of the ADELE tool. We aim to create a database of good practices to foster innovation and the adoption of digital practices in the library.

Library presenting the case study  
(Name, city, website and contact  
details)

Biblioteca civica G. Arpino di Nichelino (TO)  
website: [www.bibliotecanichelino.it](http://www.bibliotecanichelino.it)  
General email: [biblioteca@comune.nichelino.to.it](mailto:biblioteca@comune.nichelino.to.it)  
Contact email: [loredana.pilati@comune.nichelino.to.it](mailto:loredana.pilati@comune.nichelino.to.it)



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<b>Title of the case study</b>	Trello tool
<b>Area of ADELE tool illustrated by the case study</b> <i>Please underline the selected area</i>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <i>Management</i></li> <li><input type="checkbox"/> <i>Infrastructure, Equipment and Support</i></li> <li><input type="checkbox"/> <i>Continuing Professional Development</i></li> <li><input type="checkbox"/> <i>Self-reflection on digital competences</i></li> <li><input type="checkbox"/> <i>Learning opportunities on digital competences for users</i></li> <li><input type="checkbox"/> <i>Collaboration, Networking, and Community</i></li> </ul>
<b>Description of the experience: aim, methods and outcomes</b>	<p>Trello is a popular project management tool known for its visual and user-friendly approach, making it a valuable tool for organizing and managing tasks and projects in various personal and professional settings, also in the library.</p> <p>Trello can be a valuable tool for libraries, offering a digital platform to organize, track, and collaborate on various library-related tasks, projects, and workflows. It provides a visual and collaborative platform where librarians can create boards representing different projects, workflows, or areas of focus within the library.</p> <p>For example, a library could create a Trello board for managing the acquisition and cataloging of new books. Each book can be represented as a card, containing relevant details such as title, author, publication information, and status. The cards can be moved across lists to indicate different stages of the acquisition process, such as "To Be Ordered," "Received," "Being Cataloged," and "Cataloged." This allows librarians to track and update the progress of each book efficiently.</p> <p>Trello can also be used to coordinate library events and programs. A board can be created to represent an upcoming event, with cards for tasks such as planning, promotion, logistics, and post-event evaluation. Each task can be assigned to different team members, and due dates can be added to ensure timely completion.</p> <p>Furthermore, Trello can be used for managing library projects, such as digitization initiatives, collection development plans, or outreach programs. The visual nature of Trello's boards and cards makes it easy to monitor the status of tasks, track deadlines, and foster collaboration among library staff members.</p>
<b>Resources needed to implement the idea</b> <i>Please, provide any link and/or send them in attachment</i>	The necessary resource is the account Trello
<b>Target groups</b>	Library Staff members, librarians and collaborators
<b>Elements of innovation</b>	<p>One innovative aspect of using Trello in a library setting is its ability to streamline and centralize project management and collaboration. Trello provides a digital platform that allows library staff to efficiently track and manage various tasks, projects, and workflows in one place.</p> <p>By utilizing Trello, libraries can enhance their organizational processes by visualizing and structuring tasks through boards and cards. This allows librarians to have a clear overview of ongoing projects, tasks, and their respective statuses. The visual nature of Trello boards makes it easy to see the progress of different initiatives</p>

	<p>and identify any bottlenecks or areas requiring attention. Moreover, Trello's collaborative features enable effective teamwork and communication among library staff members. Team members can collaborate on tasks, leave comments, attach relevant files, and receive notifications, ensuring seamless coordination and facilitating efficient project completion.</p> <p>Additionally, Trello's flexibility allows libraries to adapt the tool to their specific needs. Libraries can create custom boards and lists tailored to different projects, departments, or areas of focus. This flexibility enables libraries to use Trello for a wide range of purposes, such as managing book acquisitions, coordinating library programs and events, organizing digitization efforts, or tracking collection development plans.</p> <p>The innovative aspect of using Trello in a library lies in its ability to optimize project management, foster collaboration, and enhance organizational efficiency in a digital environment.</p>
<b>Tips to other library staff using this idea</b>	To fiddle around with the tool and learn how to use it
<b>Keywords</b>	#management #workflow #internalcommunication
<b>References</b>	website: <a href="https://trello.com/it">https://trello.com/it</a>