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Free Web App Trello: Your Key to Institutional Memory in Your Subject Librarian Departments

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Free Web App Trello:
Your Key to Institutional Memory in Your Subject Librarian Departments

The problem:

You have a new subject librarian assignment and don't know how the previous librarian collaborated with the department

– OR –

You are busy doing great work with your department and don't know how to keep track of it all

The solution:

TRELLO!

What's Trello?

Free and online
- Access from anywhere
- Sync to all your devices

Flexible
- Move and edit on the fly
- Share access selectively

Feature-rich but easy to use
- Communicate
- Search and filter
- Attach files
- Set deadlines

Get a free account and jump right in at https://trello.com

The bottom line:

Customize your Trello board to meet your needs, and it will be the centralized place for your subject-librarianship record-keeping.

Then you can easily pass it on to the next person assigned to that department so they can stand on the shoulders of giants instead of starting from scratch.

Search the whole board for topics or courses

Use checklists to make plans and track your progress
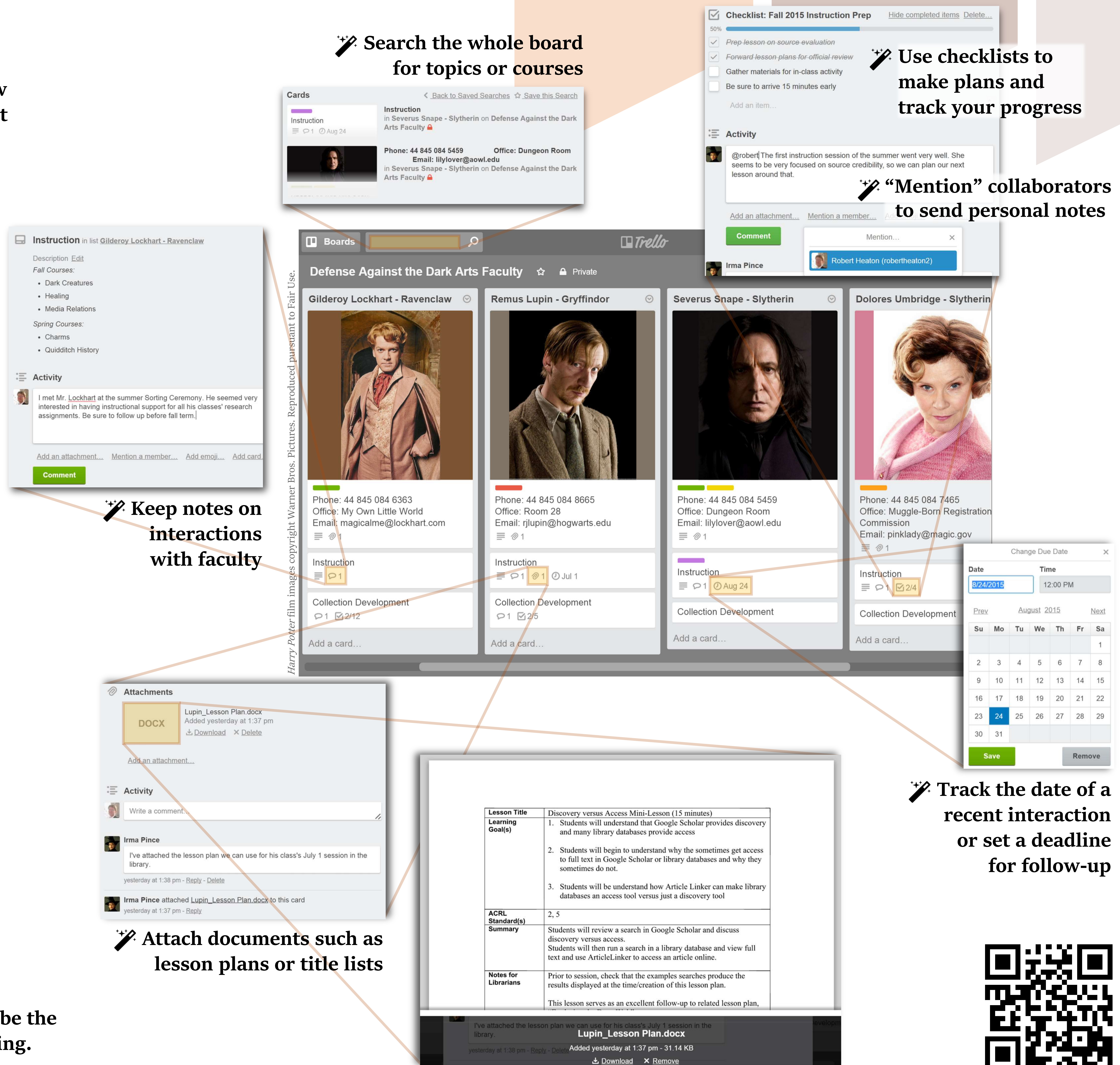
"Mention" collaborators to send personal notes

Keep notes on interactions with faculty

Track the date of a recent interaction or set a deadline for follow-up

Attach documents such as lesson plans or title lists

Preview attachments right in Trello

Access the example board online:
https://trello.com/b/bM7BthzH