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

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**Robert Heaton**  
Electronic Collections Librarian

# 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

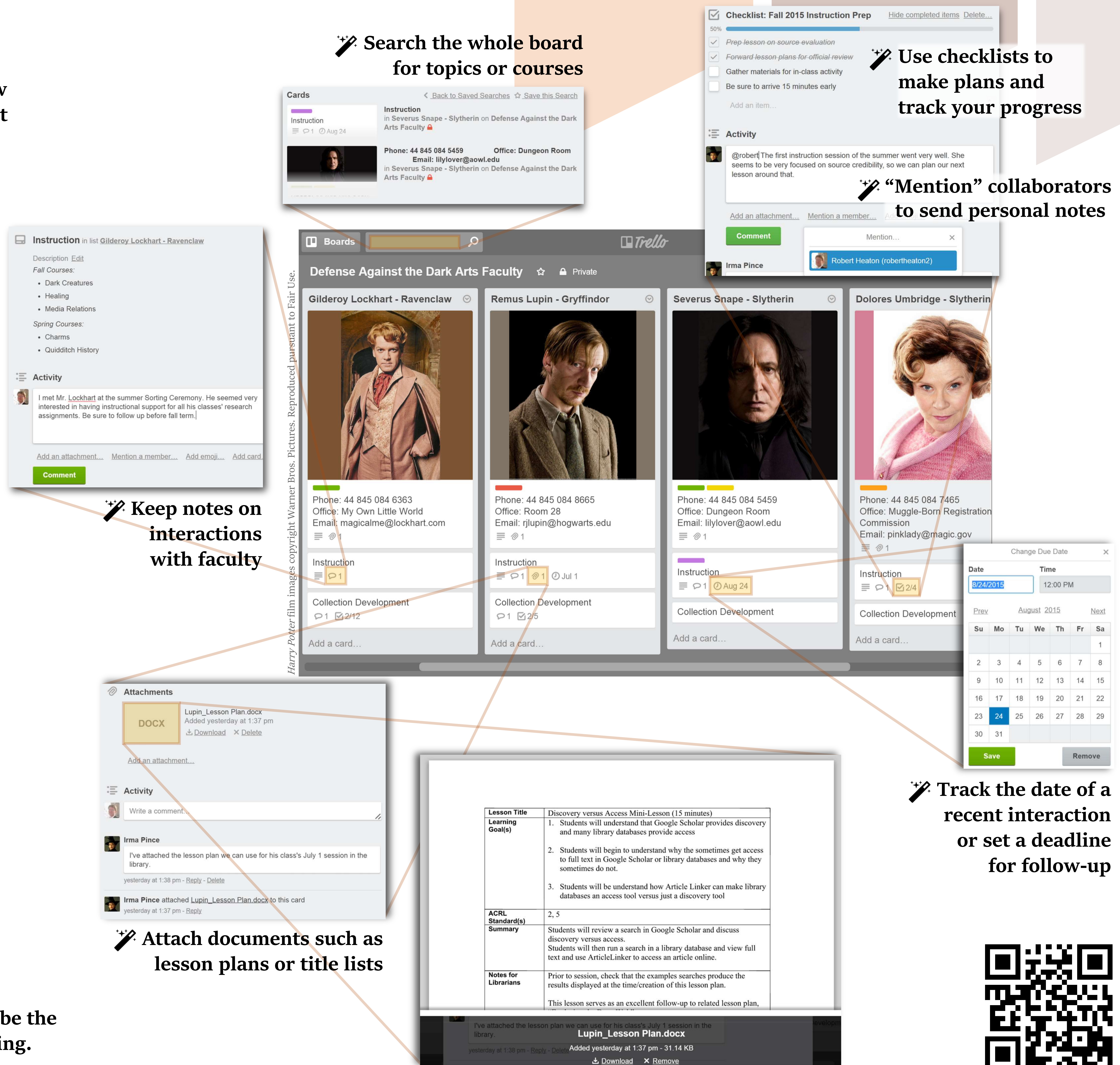
📝 Keep notes on interactions with faculty

📎 Attach documents such as lesson plans or title lists

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

📄 Preview attachments right in Trello

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



The screenshot shows a Trello board titled "Defense Against the Dark Arts Faculty". The board is organized into columns representing different faculty members: Gilderoy Lockhart - Ravenclaw, Remus Lupin - Gryffindor, Severus Snape - Slytherin, and Dolores Umbridge - Slytherin. Each column contains cards with details like phone numbers, office locations, and email addresses. A card for Severus Snape includes a checklist for "Fall 2015 Instruction Prep" with items like "Prep-lesson on source evaluation" and "Gather materials for in-class activity". An activity feed on the right shows a mention of Robert Heaton. An attachment of a document titled "Lupin\_Lesson Plan.docx" is shown with a preview of the lesson plan content.

Lesson Title	Discovery versus Access Mini-Lesson (15 minutes)
Learning Goal(s)	<ol style="list-style-type: none"> <li>1. Students will understand that Google Scholar provides discovery and many library databases provide access</li> <li>2. Students will begin to understand why they sometimes get access to full text in Google Scholar or library databases and why they sometimes do not.</li> <li>3. Students will understand how Article Linker can make library databases an access tool versus just a discovery tool</li> </ol>
ACRL Standard(s)	2, 5
Summary	Students will review a search in Google Scholar and discuss discovery versus access. Students will then run a search in a library database and view full text and use ArticleLinker to access an article online.
Notes for Librarians	Prior to session, check that the examples searches produce the results displayed at the time/creation of this lesson plan. This lesson serves as an excellent follow-up to related lesson plan.

