



Co-funded by
the European Union



Advancing Digital Empowerment
of Libraries in Europe

Case studies template

PR2

ICCU – December 2022





Advancing Digital Empowerment
of Libraries in Europe

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)

Cesare Pavese library, Casalecchio di Reno
Website: www.casadellaconoscenza.it
General email: biblioteca@comune.casalecchio.bo.it
Contact email: fsilvestri@comune.casalecchio.bo.it

 Co-funded by
the European Union

The European Commission support for the production of this publication does not constitute endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein



<p>Title of the case study</p>	<p>Slack tool</p>
<p>Area of ADELE tool illustrated by the case study <i>Please underline the selected area</i></p>	<p><u>x</u> <i>Management</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Infrastructure, Equipment and Support</i> <input type="checkbox"/> <i>Continuing Professional Development</i> <input type="checkbox"/> <i>Self-reflection on digital competences</i> <input type="checkbox"/> <i>Learning opportunities on digital competences for users</i> <input type="checkbox"/> <i>Collaboration, Networking, and Community</i>
<p>Description of the experience: aim, methods and outcomes</p>	<p>Our library is organized on two floors. The offices, where the ten librarians and members of staff work, are situated in different parts of the library.</p> <p>We implemented Slack, an instant messaging platform, for three main reasons: firstly, to avoid the use of paper; secondly, to make sure that all colleagues are informed and updated on all related activities in the library; and thirdly, to keep communications focussed on the relevant tasks at hand.</p> <p>Communications can be individual or organized into thematic channels. The different channels can be created depending on the team's aims.</p> <p>We have 10 channels, divided into two main categories: physical places (ex: ground floor, Children Library) and activities (ex: social media communications). Each member of staff joins one or more groups depending on their role in the library. This helps the staff to have the right amount of notifications in order to prevent confusion and information overload.</p> <p>We managed to avoid using group emails, which we found to be an unproductive way of communicating. Slack developed a faster way of communication between the teams.</p> <p>Furthermore, Slack is useful when we are working in silent areas and we cannot telephone our colleagues.</p>
<p>Resources needed to implement the idea Please, provide any link and/or send them in attachment</p>	<p>Librarians and temporary staff Creation of a workspace in www.slack.org</p>
<p>Target groups</p>	<p>Librarians and temporary workers in teams</p>
<p>Elements of innovation</p>	<p>The main innovation is the possibility for our team group to work on files and/or projects at the same time, communicating in groups chat divided into projects or departments.</p>
<p>Tips to other library staff using</p>	<p>At first, the staff were taught the full functions of the platform. It was important to make sure that all the colleagues were</p>



Advancing Digital Empowerment
of Libraries in Europe

this idea	comfortable with the new work space as some of the staff members were diffident due to lack of specific digital skills. After the first instructions on how to use Slack were implemented, the teams followed up to discuss modifications and/or implementations. The staff were encouraged to use the platform regularly until it became a custom work tool.
Keywords	#workflow #internalcommunication #management
References	www.slack.com



Co-funded by
the European Union

The European Commission support for the production of this publication does not constitute endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein

