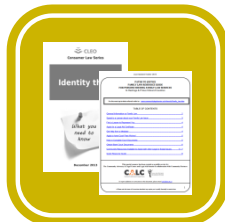


# Libraries & Justice Partnership Readiness Checklist for Community Legal Clinics

## ENSURE UP-TO-DATE LEGAL INFORMATION IN LIBRARIES



<input type="checkbox"/>	Help library staff order <a href="#">CLEO print resources</a> online
<input type="checkbox"/>	If appropriate, ensure CLEO print resources are displayed in Library
<input type="checkbox"/>	Provide info on other local legal referrals (for Family law, Criminal law, etc.)
<input type="checkbox"/>	Provide <a href="#">local Family Law Paths to Justice Guide for Referrals</a>
<input type="checkbox"/>	If desired, audit library "legal resources" collection for currency and credibility

## ELECTRONIC RESOURCES AVAILABLE TO LIBRARIES & PATRONS



<input type="checkbox"/>	Maintain a "For Librarians" page on Clinic website, with links, referrals and info
<input type="checkbox"/>	Ask for each library computer's opening screen to have an icon for Clinic website
<input type="checkbox"/>	Ask for each library computer screen to have an icon for CLEO's <a href="#">website</a> .
<input type="checkbox"/>	Ask for each library computer screen to have an icon for CLEO's <a href="#">Steps to Justice site</a> , which CLEO is encouraging organizations to embed on their own websites to ensure information never goes out of date, as it is updated by CLEO

## PROVIDE TRAINING TO LIBRARY STAFF TO MAKE GOOD REFERRALS



<input type="checkbox"/>	Provide legal awareness training to library staff, link to CLEO's <a href="#">PLE Learning Exchange</a> for training materials for library staff
<input type="checkbox"/>	Train staff to signpost patrons to the appropriate legal help by Clinic and LAO
<input type="checkbox"/>	Help staff to refer patrons to Clinic and CLEO websites, incl. <a href="#">Steps to Justice</a>
<input type="checkbox"/>	Make it easy for library staff to consult with Clinic staff - through 'hotline' or email/fax
<input type="checkbox"/>	For easy reference, provide URL for <a href="#">"Where To Go for Help" Referral chart</a>

## SUPPORT LIBRARY TO BUILD LEGAL LITERACY AWARENESS



<input type="checkbox"/>	Provide poster size <a href="#">Legal Health Awareness Poster</a>
<input type="checkbox"/>	Offer to provide legal information workshops to library patrons
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

## WORK TOGETHER WITH LOCAL LIBRARIES



<input type="checkbox"/>	Work with library staff to identify needs in your community
<input type="checkbox"/>	Visit libraries as required to update materials and maintain relationships
<input type="checkbox"/>	Offer 'refresher' training to keep library staff up to date, as needed
<input type="checkbox"/>	Bring together Courthouse or Law library staff with Public Library staff
<input type="checkbox"/>	Provide a direct "hotline" for librarians with questions to clinic staff