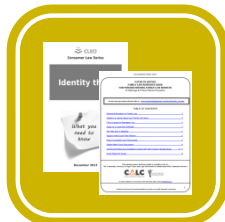


Libraries & Justice Partnership Readiness Checklist for Community Legal Clinics

ENSURE UP-TO-DATE LEGAL INFORMATION IN LIBRARIES



<input type="checkbox"/>	Help library staff order CLEO print resources 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 local Family Law Paths to Justice Guide for Referrals
<input type="checkbox"/>	If desired, audit library “legal resources” collection for currency and credibility

ELECTRONIC RESOURCES AVAILABLE TO LIBRARIES & PATRONS



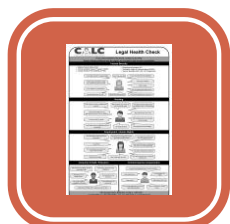
<input type="checkbox"/>	Maintain a “For Librarians” page on Clinic website, with links, referrals and info
<input type="checkbox"/>	Ask for each library computer’s opening screen to have an icon for Clinic website
<input type="checkbox"/>	Ask for each library computer screen to have an icon for CLEO’s website .
<input type="checkbox"/>	Ask for each library computer screen to have an icon for CLEO’s Steps to Justice site , which CLEO is encouraging organizations to embed on their own websites to ensure information never goes out of date, as it is updated by CLEO.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 PLE Learning Exchange 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. Steps to Justice
<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 "Where To Go for Help" Referral chart

SUPPORT LIBRARY TO BUILD LEGAL LITERACY AWARENESS



<input type="checkbox"/>	Provide poster size Legal Health Awareness Poster
<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