



*Because libraries are at the heart of our communities  
and justice is at the heart of our democracy.*

***Should you have any questions regarding this program please contact  
lawyersinlibraries@mbf.org.***

**Library Responsibilities:**

- Set program time of approximately 2 hours, adjusted according to individual collaborations between library and lawyer(s).
- Set up a Legal resources/access to justice materials section (materials will be provided) and, if possible, maintain that area ongoing after the event.
- Advertise the event in local community including: public calendars, post on website and if possible press release with local information (suggested release will be provided by organizer and e-mailed by mid-March). Ask partner lawyer(s) if they wish their name(s) to be released in promoting the event. Feel free to promote however is most effective for your community.
- Provide a space for the visiting lawyer and the patrons and designate a location for individual consultations if applicable.
- Have HelpMELaw.org running on one of the library computers during the event for demonstration purposes.
- Have a designated librarian or volunteer on site to facilitate the day including printing materials including sign-up sheet and evaluations for patrons and librarians (to be provided electronically), duties to include:
  - facilitating sign-in for all patrons as they arrive to the program;
  - making attorney bios, if offered, available at front desk, printed on library letterhead.
- Send an invitation to your Board of Directors
- Provide library feedback to organizers on form provided electronically.

**Attorney Responsibilities:**

- Contact your library and confirm with the library time of start.
- Consult with library re: outreach and if you want your name included in outreach.
- Provide a presenter bio to library for printing on library letterhead (library will distribute as requested to patrons). As this is a pro bono event, we request that you do not distribute your business card unsolicited to attendees.
- Possible participation in media interviews.
- Download all information from website familiarize self with it: Expect materials to be posted by April 1st.

- Decide whether you will do the presentation followed by general questions from the audience only, or if you will also provide individual consultations of approximately 15- 20 minutes for a small number of attendees (instructions for both formats will be in the on-line materials).
- Review materials prior to April 15th and call with any questions at least 1 week prior to May 1st.
- If you will be using PowerPoint projection, coordinate with library (note that most libraries have PowerPoint capabilities, but not all). The presentation outline will be PowerPoint ready should you opt to use it.
- Re-connect with your librarian during the week prior to your event and show up at least 15 minutes early.
- Provide feedback to organizer regarding participation in the program by faxing or emailing a provided evaluation form.