



Library and Lawyer Responsibilities

Library Responsibilities:

- Set program time of approximately 2 hours, adjusted according to individual collaborations between library and lawyer(s).
- Provide a space for the event, and a separate location for individual consultations (if needed/applicable).
- Have the PowerPoint presentation ready for the partner lawyer (s) to use.
- Consider setting up a resource section or table before the event with handouts, brochures, information that patrons can take when they come. Suggestions for materials include:
 - Printouts of popular forms from Montana Law Help
 - Brochures on legal topics from Montana Legal Services Association
 - Book display with materials related to legal topics in your collection
 - Biography of the partner lawyer(s)
 - Legal resources available in the community
 - Having MontanaLawHelp.org up on a computer for people to use
 - State Bar of Montana's Lawyer Referral and Information Service
 - AskKarla.org: Online advice platform for low-income individuals to ask civil legal questions
- Advertise the event in local community. Make sure to ask partner lawyer(s) if they want their names included in event promotion. Suggested methods for promotion include:
 - Library website and social media
 - Local community event calendars
 - Flyers in public spaces
 - Press release with local information
- Have a librarian on site to facilitate the event, provide a sign-in sheet, and distribute evaluation forms for patrons.
- Request participant feedback with evaluation forms and return to MSL afterwards.

Attorney Responsibilities:

- Contact the library you are working with and confirm details for the event (time, location, length of event, etc.).
- Consult with the library regarding outreach and if you want your name/information included in outreach materials.
- Provide a presenter bio to the library for patrons to take if wanted.
- Review PowerPoint outline and talking points, and discuss with librarian if you want to change anything. You are welcome to alter the PowerPoint to include other talking points in your presentation, but we do ask that you keep the focus of the presentation on the role of law in society, why it is important, and/or the 2020 Law Day theme of voting rights and the 19th amendment.
- Bring copies of the PowerPoint and presentation outline to the event.
- Arrive at least 15 minutes before the event starts and check in with the librarian
- Provide feedback to the State Library regarding participation in the program by responding to the evaluation survey.