



**Find Legal Answers Agreement  
1 July 2024 to 30 June 2027**

**Agreement between the State Library of NSW and XXXX Library**

Find Legal Answers is a free legal information service for the people of NSW. It is a partnership between NSW public libraries and the State Library of NSW.

The State Library provides quality legal information to NSW public libraries via standard legal collections, the Find Legal Answers website, promotional material, and legal education campaigns. The Library also provides professional development courses which build the skills, knowledge and confidence of public library staff to meet the legal information needs of their communities.

NSW public libraries provide legal information to their communities by ensuring the availability of the Find Legal Answers collections, promotion, providing legal education events and information, and by ensuring their staff have the skills and capabilities to provide legal information and referral.

## **The State Library of NSW agrees to provide the following:**

### **Collections**

- Two free copies of new Find Legal Answers Tool Kit titles for your main library location at XXXX.
- Biannual collection reviews of the Find Legal Answers Tool Kit and Law Books for Libraries collection.
- Collection advice on the management of additional legal collections (legal material held by your library which is not part of the Tool Kit and Law Books for Libraries collections).

### **Find Legal Answers website**

- Quality legal information, online books and sources of legal assistance on the Find Legal Answers website.

### **Professional development**

- Face to face workshop, focusing on why clients need to know about the law, where to find information, and delivering community legal education programs.
- Online Find Legal Answers training via the PL Portal.

### **Community legal education**

- Facilitate opportunities for your library to host community legal education with legal and government service providers including Legal Aid NSW and community legal centres.

### **Promotional material**

- Find Legal Answers branded promotional material.
- Digital content for social media including targeted campaigns for Law Week, Youth Week and the Seniors Festival.

### **Reference services**

- Reference support for legal inquiries beyond the scope of local collections.

### **Find Legal Answers service support**

- Collection updates and new developments through regular communication including the Find Legal Answers email list, Public Library Services enews and the Find Legal Answers website.
- Information to support the delivery of the Find Legal Answers service on the Public Library Services website.

## **XXXX Library agrees to the following:**

### **Collections**

- Catalogue and make available Find Legal Answers Tool Kit titles provided by the State Library for your main library location at XXXX.
- Purchase one copy of new titles for the Find Legal Answers Tool Kit collection held in [LIBRARY BRANCHES].
- Remove outdated titles from the Find Legal Answers Tool Kit in all your library locations as advised by State Library staff.
- Purchase one copy of new titles and remove outdated titles from the Law Books for Libraries collection held in the XXXX Library as advised by the State Library.

### **Professional development**

- Ensure staff regularly complete Find Legal Answers training.

### **Promotion**

- Display the Find Legal Answers Tool Kit titles in the Tool Kit stand or in appropriate face out shelving in all library locations.
- Ensure Find Legal Answers promotional materials are available in all library locations and key locations within the local community.

### **Find Legal Answers staff contact**

- Nominate appropriate staff members as staff contacts, who will be responsible for updating the collections, organising training and coordinating events.

### **Evaluation**

- Provide feedback about community events, partnerships, and programs.

**Signed by Head, Public Library Services and by the Library Manager/ Director  
for XXXX**

**Head Public Library Services, State Library of NSW**

Name: Cameron Morley

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Library Manager/ Director for XXXX**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_