

Legal Information Access Centre (LIAC) Agreement 1 July 2021 to 30 June 2024

Agreement between the Legal Information Access Centre (LIAC), Public Library Services, State Library of NSW and XXX Library



The State Library of NSW agrees at no charge to:

Collections

- provide two free copies of new Find Legal Answers Tool Kit titles for your main library location at XXX - one for reference, one for loan
- provide updates to the Find Legal Answers Tool Kit and Law Books for Libraries collections twice a year
- provide 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

- manage the Find Legal Answers website to support public libraries to deliver plain English legal information to their communities
- provide information to support the delivery of the Find Legal Answers service on the Public Library Services website

Training

- provide staff training

Community legal education

- provide opportunities to host community legal education with legal service providers including Legal Aid and community legal centres

Promotion and communication

- provide Find Legal Answers promotional material
- provide content for social media including targeted social media campaigns such as Law Week, Youth Week and the Seniors Festival
- inform of collection updates and new developments through regular communication including the LIAC email list, Public Library Services enews and the Find Legal Answers website

Reference services

- provide reference support for legal inquiries beyond the scope of local collections

XXX Library agrees to:

Collections

- catalogue and make available new Find Legal Answers Tool Kit titles provided by the State Library for your main library location at XXX - one for reference, one for loan
- 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- remove outdated titles from the Find Legal Answers Tool Kit in all your library locations as advised by LIAC
- purchase one copy of new titles and remove outdated titles from the Law Books for Libraries collection held in the XXX Library as advised by LIAC
- ensure any additional legal resources in the library's collection, in addition to the Find Legal Answers collections, are also up-to-date by consulting with LIAC

Training

- 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 (eg brochures, bookmarks) are available in all library locations and key locations within the local community

LIAC contact

- nominate one or two staff members as LIAC contacts, who will be responsible for updating the collections, organising training and coordinating events

Evaluation

- provide feedback about community events and local partnerships such as Law Week

Signed by Manager, Public Library Services and by the Library Manager/ Director for XXX Library

Manager, Public Library Services, State Library of NSW

Library Manager/ Director for XXX Library

Name: Cameron Morley

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____