



Massachusetts Trial Court Law Libraries Public Library Initiative

QUICK REFERENCE GUIDE FOR PARTNER LIBRARIES

All public libraries across Massachusetts are welcome to join the Massachusetts Trial Court Law Libraries' [Public Library Initiative](#), which provides the public with access to virtual court services via the comfort and convenience of their local library. Requirements for joining the Initiative as a Partner Library are outlined below.

1. Technology and Hardware Requirements:
 - a. A device (such as a desktop, laptop, or tablet) with stable internet access, video and audio capabilities, and printer access. Partner Libraries may determine what cost, if any, is associated with printing services they provide.
 - b. Headphones and a semi-private or private space available for use during video hearings and chats are preferable, when available.
 - c. Easy link to the [A2J website](https://www.mass.gov/orgs/massachusetts-access-to-justice) (<https://www.mass.gov/orgs/massachusetts-access-to-justice>) for quick reference on any devices that are made available for use by library patrons seeking to access court services.
2. If you want to promote the Public Library Initiative on your library's website (or other online presence) as a Partner Library, please include the following language:
 - a. The (insert library name) is proud to partner with the Massachusetts Trial Court Law Libraries to offer access to virtual court services through the Public Library Initiative. For more information about the virtual services that are available through the Trial Court, please visit: <https://www.mass.gov/orgs/massachusetts-access-to-justice>.
 - b. Please outline any information specific to your library's offering of services, such as processes for reserving rooms or computers in advance, hours of availability, etc.
 - c. Partner libraries **may not** directly embed any Trial Court content or logo into their website and are asked to link to our services as found on Mass.gov. Our virtual court services and online resources are continually being updated and expanded. This requirement helps to ensure that court users are getting the most up-to-date and accurate information about our virtual court services.
 - d. Please submit your proposed website to publiclibraryproject@jud.state.ma.us for review, along with a signed **ACKNOWLEDGEMENT OF TERMS FOR PARTNER LIBRARIES**, and after approval by the Trial Court Law Libraries, you may refer to your library as a "Partner Library" under the Public Library Initiative.
3. Schedule a training session with the Trial Court Law Libraries for your staff prior to the launch of services at your location to learn more about our virtual court resources.
4. If you wish to promote the partnership via a press release, media advisory or other means, please contact us for review and approval of any press materials.

Questions? Please contact us at publiclibraryproject@jud.state.ma.us



Massachusetts Trial Court Law Libraries
Public Library Initiative
**ACKNOWLEDGMENT OF TERMS FOR PARTNER
LIBRARIES**

I have reviewed the **QUICK REFERENCE GUIDE FOR PARTNER LIBRARIES** on Page 1 above and I understand and agree to the terms for Partner Libraries under the Public Library Initiative.

Library Name: _____

Signature: _____

Printed Name: _____

Date: _____

Please provide your Library contact information, as you would like it to appear on our website:

Library Name: _____

Location(s): _____

Phone: _____

Email address: _____

Website: _____

Please submit to publiclibraryproject@jud.state.ma.us