



Facing eviction? Need to find legal help? Come visit our Indiana Legal Help Kiosk! The kiosk is available whenever the library is open until 15 minutes before closing (see below). Through the kiosk, you can connect with legal aid organizations, find free housing-focused legal clinics, and access housing legal information and forms.

For housing and other legal needs, you can always check out the legal resources available at IndianaLegalHelp.org.

KIOSK IS AVAILABLE:

Monday-Thursday 9 am-7:45 pm

Friday 9 am-4:45 pm

Saturday 9 am-3:45 pm

Closed Sundays



HOW TO USE THE INDIANA LEGAL HELP KIOSK

Click the links below to watch helpful instructional videos to learn how to use the Indiana Legal Help Kiosk.

- VIDEO: How a Kiosk User Finds Organizations and Events:
<https://youtu.be/QOPy85OKl04>
- VIDEO: How a Kiosk User Finds Forms and Resources:
<https://youtu.be/FgaO9M43HkA>
- VIDEO: Using the Scanner with the Legal Desktop Kiosk:
<https://youtu.be/s-cCNiAh9gU>



How does a user print?

Kiosk users may elect to print the details of an eviction sealing event, instructions, a form, or other legal information. With both the freestanding and desktop kiosks, the kiosk user would select the **print button or icon at the top of the screen** and follow the screen prompts.

- The desktop printer defaults to printing two-sided documents.
- The freestanding printer prints one page at a time. **The kiosk user must remove the printed page from the tray for the next page of the document to print. If the page is not removed within a few seconds, the kiosk will retract the page.** This is a privacy feature for confidentiality.

What about privacy?

The kiosk has built-in privacy features including clearing screens within a few minutes of non-use. You or the kiosk user may notice a black notification box of a pending screen clear. To automatically initiate a screen clear, you can click on the image of an open door in the top menu

bar on the kiosk screen. As an additional privacy feature, the freestanding kiosks will retract paper that has not been removed from the printer.



When would a user need to use the scanner?

The scanner will scan when an application in the kiosk requires it. For example, the Emergency Rental Assistance application may require an upload of certain documents (i.e., lease, photo ID, etc.). The kiosk arrived with a transparent folder that may be used to scan crumpled or frayed paper documents and nonstandard size items such as a photo ID.

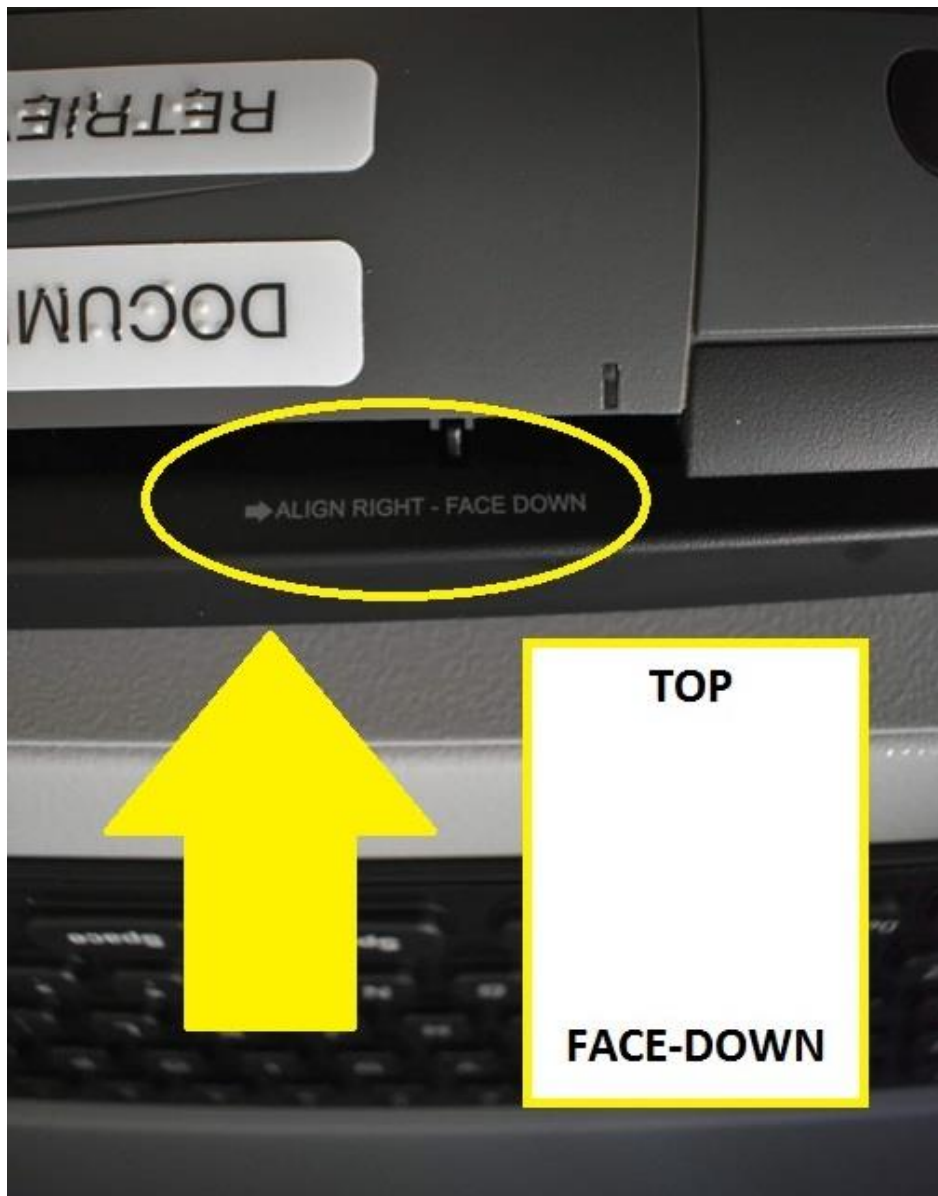
If a user tries to scan a document that is not required as part of an application on the kiosk, the scanned document "goes nowhere" and is not accessible.

How do I scan a document?

While in an application that requires a scanned document, (1) place the document **FACE DOWN** (aligned right to the guide) with the top of the document toward the scanner. (2) Press the **SCAN ICON** at the top of the screen. It will scan one page at a time. (3) Follow the instructions on the screen.

These photos show the scanner on a freestanding kiosk.





What happens if I scan when uploaded materials aren't required?

If a user tries to scan a document that is not required as part of an application on the kiosk, the scanned document "goes nowhere" and is not accessible.

INDIANA LEGAL HELP KIOSK ADDITIONAL SCANNER INSTRUCTIONS

SCANNER: USE PLASTIC SLEEVES FOR SMALL OR CRUMPLED ITEMS

- Plastic sleeves are available to place smaller items, like an ID, wrinkled papers, receipts, undersized documents, etc., to run through the scanner. To avoid jamming the scanner, you can place these items in the sleeves and then load the sleeve into the scanner. Sleeves are available from the circulation desk (ask our staff to assist you). PLEASE RETURN THE SLEEVES TO THE CIRCULATION DESK WHEN FINISHED USING THEM.



Indiana Legal Help Kiosks provide legal information and resources related to housing (rent and eviction, landlord/tenant issues, and foreclosure).

| The Kiosk allows a user to: | The Kiosk does NOT: |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Look up information about the eviction process, how to apply for housing or utility assistance, eviction sealing and more. | The kiosk does not provide legal advice. Only attorneys may provide legal advice. |
| Look up legal information, videos, and referrals. | The kiosk does not allow web surfing or access to any websites not approved for this project. |
| Locate a FREE legal clinic convenient to their location/availability. | The Kiosk does not allow a user to access email. To take a form home, we recommend the kiosk user print the form and instructions. |
| Find a legal assistance provider that may provide FREE legal services. | The kiosk does not resolve legal issues. It aims to bridge the digital divide and provide additional self-help resources. |
| Complete an Emergency Rental Assistance application through Indiana Housing and Community Development Authority or IndyRent, <i>when available</i> . | |
| Complete and print a self-service legal form. | |
| Scan a document into an embedded application on the site (i.e., lease for housing assistance application). | |
| Coming Soon: chat with a legal navigator during certain hours to obtain additional legal information (<i>legal navigators do not provide legal advice</i>). | |

Submit questions or comments to kiosk@inbarfoundation.org