

Sustainability Policy

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## Scope

The National Library of Scotland recognises that its operations and practices have an impact on society and on the environment, and is fully committed to ensure that its activities take account of the need to support social, economic and environmental sustainable development practices both locally and globally.

The Library operations and activities include but are not restricted to energy usage, water consumption, waste production, travel, work patterns and those of its supply chain.

## Definitions

The Library defines sustainability as;

ˈthe ability of all people throughout the world to satisfy their basic needs and enjoy a better quality of life without compromising the quality of life of future generationsˈ.

## Policy statement

The Library is committed to sustainability as a guiding principle within our work. Concern for the environment is an integral and fundamental part of this commitment. Our aim is to reduce the impact on the environment from our operations and use our collections for wider influence and to build greater climate literacy across Scotland.

## Principles

The National Library of Scotland will seek to implement the principles of sustainability within the following specific areas:

### Compliance and environmental legislation

The Library will aim to comply with all relevant and applicable sustainability legislation, regulations and environmental codes of practices.

### Planning

The Library will produce a Library wide Climate Action Plan (CAP) which will outline the steps it will be taking to reduce its own impact on the environment. The CAP will cover Adaptation, Mitigation, Sustainable Development and Wider Action.

### Wider Action

The Library will use its collections to support research into sustainable action, and encourage and support sustainable behaviour in the wider community through our outreach and events programme.

### Reporting

The Library will gather information on the baseline position, monitor performance and report to the Library Leadership Team, its Board, the Scottish Government and the public on its progress in meeting targets and on the measures being implemented to enhance sustainability.

### Energy, water and other resources

The Library will reduce the use of energy, water and other resources.

### Waste management

The Library will actively promote waste and water minimisation within its workplaces and encourage reduction, by managing demand, re-use or recycling where practicable.

### Transport and travel

The Library will encourage the use of sustainable transport by its employees, users and suppliers. It will seek to minimise unnecessary or environmentally damaging movement of people and goods.

### Responsible purchasing

The Library is committed to ensuring, where reasonable, that the procurement of goods, services and construction works, brings improvements to the social, economic and environmental wellbeing of the local and wider community.

### Review

The Library will continually review its practices to minimise its impact on the environment and to identify improved sustainable development ways of working.

## Governance – roles and responsibilities

We will allocate roles and responsibilities across the Library to ensure that our sustainability activities align with the Library’s strategy and are appropriate and effective. The following is a non-exhaustive list of these roles & responsibilities.

### Library Board

Ultimate responsibility for the operations of the Library and oversight of sustainability activities.

### Chief Operating Officer

Delegated responsibility for the drafting, reporting and monitoring the CAP.

### Head of Estates

Executes work on CAP objectives and collects information to enable completion of the various reporting duties.

### Climate Action Leads

Will act as leads for the delivery of the CAP, draft reports to the the Chief Operating Officer, lead the Green Team and provide annual Sustainability Reports.

### Library Leadership Team

The Library Leadership Team will:

* Approve the CAP
* Review Library performance against the CAP
* Be responsible for delivering some elements of the CAP
* Monitor risks and risk reduction measures relating to sustainability.

### All Library staff

Be responsible, to the best of their abilities, for working in a sustainable manner and undertaking assigned objectives within the CAP.

##  Related policies and procedures

Business Travel & Expenses Policy

Procurement Policy

[Procurement Strategy as published on Library website](https://www.nls.uk/about-us/policies-and-reports/procurement/)

Collections Environmental Policy

## Document information

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## Document control

| Date | Action |
| --- | --- |
| 12 January 2024 | Redraft of old Sustainability Development Policy into new format. |