Climate Action Planning Tool

Action Plan for Library Services

By exploring, selecting and prioritising your impacts you have undertaken *a simple materiality assessment* for your department. With a better understanding of your departmental impacts we can suggest actions to include as part of your departmental planning processes. To customise your action plan: Remove any actions not relevant to your department Edit any actions that are presented Add custom actions you wish to include Update to include progress made to date (including adding evidence) The sustainability team will help you develop your action plan in more detail and how you can use it to drive progress.

Buildings

Select actions to explore impacts relating to design and use of your buildings. Select actions from this list that you have in progress, are ready to start or have already completed.

Your issues

Your action plan

1 We will be an advocate for sustainability with the New Library design team
BREEAM (Building Research Establishment Environmental Assessment Method) is applied to all building projects, so sustainability is part of standard practice. We will ensure the library Climate Action Group have excellent awareness of best practice in sustainable design so we can proactively represent sustainable principles as the design process continues.

→ **Library Climate Action Group to input into New Library Design** In progress
Library Climate Action Group will continue to monitor the environmental impact of the planned new library build. This will likely be a advocacy role, since environmental impact is built into the design process.

2 Gather data on Library space usage
We will produce a Sustainability and Library Spaces report in Q4 2023, which will gather and present data about our building occupancy. This will be presented to the Senior Management Team. The report will give us the evidence base we need to help us assess whether we are providing our essential services in an efficient way. As an example, the data should include library head count and an indication of dwell time compared to with environmental costs. When completed, we will have a clearer understanding of the types of spaces we need to work efficiently and productively while meeting our sustainability goals. This will tie into the work the central Sustainability team will be doing around efficient space utilisation, Campus Framework study space audit and University-wide initiatives, such as the Blended Working review.

→ **Library Climate Action Group to produce energy usage report for Library SMT** Not started
We will work with partners in other parts of Professional Services, e.g. the Sustainability team to access any available data re energy usage in library-controlled spaces.

3 Develop information resources for users of our spaces and ensure these are made available

Gathering data on our spaces is fundamentally important but does not go far enough. Staff and students are understandably concerned about the level of local control they have over their environment. We must establish just what is within the Library's power to influence and what must be conducted collaboratively with other teams. For example: Is it possible to have energy information form pasrts of a building? Separate control over different areas within a building? Could energy be saved if this was so? What is the energy cost for our anti-theft systems? How can we ensure our buildings are heated efficiently without impeding accessibility? Can we reduce the energy usage arising from the storage of our collections? Once we've answered some fundamental questions, we can produce Library Space Users Guides for each type of space under Library control. Via awareness raising initiatives, we aim to make our colleagues more aware of the costs and benefits of working in different spaces and in different ways. Our goal is to allow colleagues to operate from an informed standpoint and, working with library user, decide the best course of action

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Produce user guides for each type of library space Not started
Library Climate Action Group to coordinate the production of local guides.

Consumption

Select actions to minimise the carbon created through the goods and services your department buys. Select actions from this list that you have in progress, are ready to start or have already completed.

Your issues   **Your action plan**

1 Procurement
The Library will develop a divisional Sustainable Procurement Policy in partnership with the central sustainable procurement team, to help minimise climate impact. We'll also continue to actively influence collective procurement policy, for example via; SUPC book frameworks and Jisc content negotiations. We will investigate the climate impact of cloud-based digital resources. On the one hand we're conscious of a continuous energy cost, on the other the likely positive effect or a theoretically infinitely reusable ebook as opposed to a finite paper counterpart. Working with colleagues in collections, the Climate Action Group will aim to access and assess significant data as part of the HE sector. We acknowledge this work is new and complex and so unlikely, in the short term, to directly inform our divisional Sustainable Procurement Policy. We will interrogate the service contracts we purchase for equipment such as photocopiers and security equipment. This work will inform our divisional Sustainable Procurement Policy. There is some concern over the climate-cost of our current deaccessioning process. The Climate Action Team will input into the existing Deaccession Policy from an environmental sustainability perspective. We will work with colleagues in other divisions to address concerns over using Barclays for library purchasing.

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Produce a divisional Sustainable Procurement Policy Not started
Climate Action coordinator & SMT sponsor - in partnership with the central sustainable procurement team.

Analysis of service contracts held by Library Services Not started
Library Climate Team to coordinate from wider library team.

Influence collective procurement initiatives Not started
Director of Library Services with input form wider library team.

Input into collection de-commissioning policy Not started
Library Climate Action Team.

Monitor sector wide advice on e-resources Not started
Coordinated by Library Climate Action team with input form wider library team.

2 Reduce, recycling & reuse
We feel we reply too much on use of single use stationary, items such as pens, envelopes . Also, we have concerns over the nature and quantity of packaging material we purchase - can more of it be reused or recycled, or are biodegradable alternatives available? We're aware of some conflicting data regarding the use of plastic book covers; does an increase in robustness outweigh the environmental impact? The Climate Action Group will look at the implications of library services becoming 'single use plastic free'. This will, for example, impact on vending machines in ASSL. This will feed into the Sustainable Procurement Policy. There is a recognition that we rely too heavily on single-use signs and information. This stems from the use of SharePoint as a repository of resources, to be printed out as required and then disposed of. While this can be very efficient in terms of staff time, it encourages the single use model. We will investigate the founding of a collection of physical signs. This will be done by staff awareness raising measures. There are concerns we are disposing of electrical/IT equipment via WEEE without first trying to reuse/recycle. We will increase library use of UoB Reuse…

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Report on implications of becoming 'plastic free' Not started
Coordinated by Library Climate Action team with input form wider library team.

Analysis of equipment decommissioning procedures Not started
Coordinated by Library Climate Action team with input form wider library team.

Analysis of library signage Not started
Coordinated by Library Climate Action team with input form wider library team.

Analysis of packing materials Not started
Coordinated by Library Climate Action team with input form wider library team.

Analysis of stationary Not started
Coordinated by Library Climate Action team with input form wider library team.

Monitoring sector wide advice on book coverings Not started
Coordinated by Library Climate Action team with input form wider library team.

Monitor IT Purchasing policies Not started
Coordinated by It Services, with input from Library Climate Action team.

3 Catering
It is recognised that food production & logistics can have significant environmental costs. It has been suggested that large-scale and unpopular changes might be needed in the long-term. In the short term we will work with our colleague in catering to make progress in term of climate sustainability. This will principally be done via library-user awareness raising, for example, by supporting informed food choices via the use of the BBC Climate change food calculator.

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Travel

Select actions to lower the carbon impact of your department through travel and transport. Select actions from this list that you have in progress, are ready to start or have already completed.

Your issues

Your action plan

1 Travel and logistics
We're now in receipt of carbon data relating to library staff travel form the central Procurement Team and external provider ClarityBT. We're unable to commit to targets at this time, as some important conferences and external partners are unfortunately returning to real-world meetings, post-COVID. However, we will adopt a divisional policy of 'virtual-first' to minimise real world travel and monitor the reports for trends. We have plans to swap to an electric library van for on-campus transfer of content, in 2023. Through awareness raising we'll encourage colleagues to consolidate departmental deliveries to minimise environmental impact.

→ **Swap to Electric Library Van** Not started

Monitor travel trends Not started
Coordinated by Library Climate Action Group.

Promote a 'virtual first' approach to travel Not started
Coordinated by Library Climate Action team with input form wider library team.

Advocacy

Actions that relate to curriculum, transparency and advocacy are in this final section. Select actions from this list that you have in progress, are ready to start or have already completed.

Your issues

Your action plan

1 Environmental Sustainability & Library Strategy
Environmental Sustainability has been identified as a strategic 'crosscutting theme', impacting every team in across our Division. The Environmental Sustainability Coordinator is currently Stephen Gray (Head of Research Support), the sponsor and representative for Climate Sustainability on the Library Services Senior Management Team is Lin Amber (Acting Associate Director, Content). The library has formed a Climate Action Group, drawn from across the division, with Student Union representation. The group consists of; Coordinator, 2x Officers for Procurement & Recycling, 2x Officers for Library Spaces and a Communications Officer. A survey conducted in Q4 2022 identified many library colleagues who wish to become actively involved with climate action within the Library in 2023.

→ **Bring in wider participation from Library colleagues** Not started
Coordinated by Library Climate Action team.

Begin regular Climate reporting to SMT Not started
Climate Sustainability Coordinator.

2 Advocacy campaigns
We recognise targeted communications campaigns are key to raising awareness of environmental sustainability and implementing change. We will roll out clear and concise messages aimed at individual communities, principally library staff and library users, as our environmental sustainability activities evolve. We will continue to promote and support participation in schemes such as the Green Impact Programme. Our new Library Services SharePoint site will be the first point of reference for divisional climate sustainability information.

→ **Add climate resources to Library SharePoint** Not started
Coordinated by Library Climate Action team.