

MFT Library Services Sustainability Policy

We are committed to promoting sustainability across the Library Services, with the goal to reduce our impact on the environment. We will be proactive in implementing good environmental practices in all aspects of our operations, including through our buildings, supplier and purchasing choices, and through staff and user behaviour.

Collections

- The Library Services will take a digital-first approach to purchasing book requests. Users will be offered an e-book in the first instance, price and availability permitting. This will enable their requests to be fulfilled in a timelier manner and ensure they are available for use at all library sites
- We will continue to develop and promote our collection of resources on sustainability

Energy Efficiency

- Energy efficient lighting will be used at all library sites
- Lights will be switched off when rooms are not in use
- Staff will be responsible for switching off their own PCs at the end of each working day
- At the end of the working week, staff will ensure that all PCs and photocopiers are switched off

Printing facilities

- The printing and photocopying service will not be promoted to users in our marketing
- Users will be encouraged to choose double-sided and black and white printing to minimise paper and ink. This is reflected in a small price increase for colour and single-sided printing
- All forms will be available and promoted electronically. Paper forms will only be used when absolutely necessary

Recycling

- Withdrawn stock will be sold or sent to Better World Books, or recycled if this is not possible
- Recycled paper will be used
- Used ink and toner cartridges will be recycled through the RICOH Smart Return programme
- Materials will be reused or recycled when possible

Greener marketing

- Digital marketing and communications will be prioritised over printed material
- Leaflets and flyers will be printed on demand to avoid waste
- Unless they are time-sensitive, posters will be laminated to increase longevity
- Sustainability will be prioritised in the purchasing of new marketing items, such as an alternative to plastic pens

Travel

- Team meetings will be held virtually to avoid unnecessary travel between sites
- When required to travel between sites, staff will be encouraged to utilise the Trust bus service or car share