Minutes of “LEAP” – Library Environmental Action Project. Thursday 6th June, 2002

Location: Library Conference Room.

Re-cap of last meeting.

The focus of the group was on reduction of paper use in the library. To achieve this we need to
1) Be in close communication with Information Strategy (IS).
Re: leasing of the most environmentally friendly equipment for printing, ie can take 100% recycled paper.

2) Get the technology in place.
Make sure all printers are configured to print 2 to 1 pages and double sided.

3) Begin an education program for library staff on maximising printing per page, cutting back on unnecessary printing and other energy saving activities such as turning off monitors.

We also talked about introducing software which can monitor staff printing volumes for positive re-inforcement of paper use reduction. There could be an incentive scheme whereby staff receive free movie tickets when they reduce their printing output.
We realize we will need to be very careful with our communication strategy.

Since the last meeting.

Printing issues.

Patricia and Karen have been doing some investigating and found that not all printers are configured for double sided printing. The 2 to 1 page function needs to be re-set every time a job is sent. Tania pointed out that this should not be the case. We need a policy whereby paper saving programs are automatically installed. This would be in accord with the University Environmental Policy, 1994.

Rebecca sent out an email to all staff on World Environment Day regarding which printers are configured and so far she has not had much response. (More on email later).
As well as involvement in Library purchasing and leasing policy LEAP needs to be involved in the day to day running of printers.

Printers need to take 100% recycled paper. Standards in production are improving – paper is not so dusty. Tania showed us an example of “Evolve” paper which uses a chlorine free process. The paper is of a very high quality but is only available from the UK. We need to put pressure on Australian companies to produce such a product and pressure RMIT to purchase it.

Overall it is most important for LEAP to have an IS representative at our meetings.
Other Business.

Greening RMIT website.

This Property Services website answers many questions that are frequently asked of environmental groups. Information about lighting and computer equipment, Green Energy, water recycling and the Recycling cage (more later) can be found. There are also many of tips of the week for other websites to borrow. We talked about how to disseminate tips of the week while we are waiting for our LEAP website. They could possibly go in "What's New" on the Library homepage or on the intranet in the newsheet summary.

Openline.

Patricia has been notified that not all staff members wish to receive this publication. Action: library staff to be surveyed.

Red pamphlet boxes.

Many of these are being discarded from serials and new ones bought because they have residue labels stuck on them. Eucalyptus oil could be used to remove the labels instead of such a waste. Rebecca and Fiona expressed an interest in rescuing some boxes for home use.

Paul’s 5 year plan

We had a brainstorm on some ‘green’ initiatives we would like to see introduced into the library in the next 5 years.

Paul's 5 year Plan.
Some ideas and “dreams” from LEAP (Library Environmental Action Program).

1) When purchasing equipment and materials choose the most environmentally friendly eg Copiers and printers that can take recycled paper and can maximise printing per page. Also use copy paper that is 100% recycled and uses a chlorine free process.
2) A system to monitor staff printing volumes and an incentive program for staff who reduce their printing eg free movie tickets.
3) Cut down on unnecessary duplication of system reports eg overdue notices.
4) Purchase the highest performing environmental equipment eg flat screen monitors and advanced lighting systems.
5) To have optimum use of natural light. Re-position staff work areas to be along the windows in Building 8. Natural ventilation and localised control of air conditioning. The whole air conditioning system needs to be improved.
6) Investigate using a Green Energy supplier.
7) Water recycling and dual flush toilets.
8) More green plants in the library
9) A video conferencing system so that staff do not need to travel between sites esp. to and from Bundoora.
10) Library car to be as environmentally friendly as possible.
11) The library to have more control over recycled materials and equipment. Eg. Set up a table where discarded books and lecture notes and exams can be available for students to take or buy at a reduced rate.
If there are any renovation works done in the library then library to have more control over discarded furniture. Rather than furniture or equipment being thrown out it could go to the ‘recycle cage’ in Building 14.
12) Stationery requests. Order recycled and environmentally friendly products.

Recycle cage.

Building 14. Key is kept at Greening RMIT. Instead of unwanted furniture and equipment going to landfill RMIT staff can use it in their offices. For latest information refer to Greening RMIT website.

Future Activities.

Tours
Tania is going to organise tours of the rooftop garden and the computer science building. Ie flat screen monitors and T5 lighting.

LEAP Groupwise account is needed for us to send out staff surveys on eg printers, unwanted publications and recycling materials.
We could also provide information about LEAP to all staff members.

LEAP website.
Still in consultation with Mike Brooks and Isa Bartosiewicz. Rebecca is going to check the AMICO d/b for pictures of frogs.
Meanwhile have a look at the School of Social Science and planning website.

LEAP members were asked how they felt about the group’s progression so far. Generally felt that it is encouraging to know there are practical solutions to our environmental dreams and wishes.
We are learning a lot and are eager to see some changes made but are aware that we will need a lot of help from systems and Management. We will also need a very careful and well planned communication strategy and education program.

Next meeting:
Thursday 20th June. Library Conference room.