PRESENT: Tania Struzina, Fiona Boyd, Karen Hoggard, Patricia Darwish.

APOLOGIES: Rebecca Lupton.

The meeting concentrated on strategies for the reduction of paper use in the library.

♦ "EVOLVE" RECYCLED PAPER
Tania will take a sample of a new 100% post consumer recycled paper (EVOLVE) to Colleen Barnes in Library Copy Centre. This new product uses a Total Chlorine Free Bleaching process which makes it as white as virgin paper, cost competitive, has performance endorsements from environmental groups and originates in the UK.

Tania will create a template letter to be sent to Australian paper manufacturers so they, in turn, can pressure the Australian government to adopt the new post consumer paper recycling and environmentally friendly bleaching processes (oxygen as opposed to chlorine) less harmful to the environment.

♦ PHOTOCOPIERS
With the up-coming tendering process for new photocopiers, the library should seek suppliers which provide the double-sided option and the use of recycled paper.

♦ PC OPTIONS
Team leaders will be contacted to seek information on the configuration of PCs in their respective areas. Some 'tips' cannot be implemented because individual PC have not been configured for the many options available. This IT audit is necessary before any cultural change can take place.

♦ MONITORING OF PAPER USE
A software package currently in use by the School of Social Sciences and Planning permits the monitoring of paper use (printing and photocopying) on a per logging basis. The system could be used for positive reinforcement by offering reward to staff reducing their paper consumption. However the implications and issues involved in the use of such a programme are to be further investigated.

♦ LEAP WEB LINK
Mike Brooks has agreed to design a web page for the Library Environment Action Programme (LEAP). This dedicated web page will be the main avenue to disseminate information such as the terms of reference, goals, achievement, minutes, tips of the week and related links. The link to this page should appear somewhere on the library homepage.

♦ MYTH BUSTERS
LEAP members will be active in dispelling long held beliefs which no longer apply. Technology is constantly improving. The wear and tear versus energy saving argument is no longer valid.

Did you know that it burns far more energy to leave a fluorescent light on than to switch it back on when needed? Or that we can all help reduce gas emissions by turning off our monitor (the button just below the screen) when we are not actively using it, even for 10 minutes. Upon switching it back on your desktop will reappear as you left it.

To promote a culture of change, as regard to reduce paper use in the library, the following steps will be taken:

1. Initial communication with IT staff. (Action Tania)
2. Insuring that the technology is in place
3. Seek approval for software package to monitor paper use
4. Education programme.

Team leaders to be contacted for an audit of their PCs' options in their areas. (Action Rebecca Lupton?)

Next meeting Swanston Library Conference room 12.30 - 2 pm Thursday 6TH June.