Sustainable Libraries Initiative

Action Item Form

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Clarkson University Libraries

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Part 1: Section A. Setting the Stage

"Never doubt that a small group of thoughtful, committed, citizens can change the world. Indeed, it is the only thing that ever has." — Margaret Mead

Minimum Number of Recommended Actions: 0

A.1: Identify key stakeholders

"Never doubt that a small group of thoughtful, committed, citizens can change the world. Indeed, it is the only thing that ever has." — Margaret Mead

Identify key stakeholders in your process, including staff and administration both within and above your library

Required

Direction: Fiscally Responsible

A.2: Obtain buy-in

Obtain the necessary buy-in from key figure(s) in authority.

Required

Direction: Fiscally Responsible

A.3: Project configuration

Determine the best configuration for managing the project. Choose a project manager and decide how many people and which skill sets are ideal for your particular situation.

Required

Direction: Environmentally Sound

A.4: Sustainability-based education

Attend a sustainability-based workshop or continuing education program (such as a NYLA Sustainability Initiative program or other locally organized sustainability class).

Recommended

Direction: Environmentally Sound

Part 1: Section B. Campus Involvement

Librarians can make significant contributions and need to be active participants in campus projects and planning. Campus involvement provides avenues to serve the academic community. This can be done by targeting campus issues with library services or by staff involvement in non-library general committee or work team projects.

- **Successful partnerships for academic libraries - Journal of New Librarianship** (a Word file)
- **Custom Benchmarks For Academic Libraries** (a Word file)

Minimum Number of Recommended Actions: 2

B.1: Mission or Policy statement

Demonstrate, through mission and / or policy statement, a commitment to collaborations with campus groups that advance the library's and the partner's causes.

Required

Direction: Socially Conscious

Examples & Inspiration:

- **"Our Organization," University Libraries**
- **"Share the Experience: Academic Library, Public Library, and Community Partnerships," The Southeastern Librarian**
- **"Radical Restructuring: Library renovations lead to personnel and process reorganization," American Libraries**

Pro Tips:

Sections B2, C1, C2, D1, D2, F1, F6, F7 and G5 also require reviewing the mission statement and/or policy. Your policy and mission statement can come directly from the University or College; the library, as an Institution could formally acknowledge or modify these statements.

B.2: Empower Library Staff

Have or develop an internal policy empowering librarians and library staff to work with other campus groups. For example, be a part of a campus sustainability effort or to improve communication between colleges or departments. (This goes beyond subject specialists working with their department(s).

Required

Direction: Environmentally Sound

Examples & Inspiration:

- **"Empowering Your Library: A Guide to Improving Service, Productivity, & Participation," Connie Christopher**

Pro Tips:

Sections B1, C1, C2, D1, D2, F1, F6, F7 and G5 also require reviewing the mission statement and/or policy. Your policy and mission statement can come directly from the University or College; the library, as an Institution could formally acknowledge or modify these statements.

B.3: Community collaborations

Establish or demonstrate a collaboration within your university / college community that will expand and raise the library's profile and address patron needs that address environmental initiatives.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:

- **"Top trends in academic libraries: A review of the trends and issues affecting academic libraries in higher education," College & Research Libraries News**

B.4: Participation in strategic planning

Demonstrate that the library actively participates in campus efforts during strategic planning and implementation of new initiatives.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:

- **"The Embedded Librarian: Strategic Campus Collaborations," Barbara J. Dewey**

B.5: Faculty Collaborations

Collaborate with professors by becoming a partner in teaching and curriculum development with a sustainability context. For example, this might be in the area of information literacy on sustainability or a research collaboration with faculty.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:

- **"Information in Place: Integrating Sustainability into Information Literacy Instruction," Megan R. Stark**
- **"Faculty and Librarians' Partnership: Designing a New Framework to Develop Information Fluent Future Doctors," The Journal of Academic Librarianship**
- **Raynor Memorial Libraries Strategic Plan**
- **"It's Time for Higher Education to 'Get Real' about the Climate Crisis"**

B.6: Information literacy

Develop information literacy efforts that promote the instruction of sustainability efforts across campus. This could involve adapting existing Info Lit instruction to use as a model for teaching sustainability.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:

- **"Information Literacy Competency Standards for Higher Education," The University of Arizona, University Libraries**
- **"Guidelines for Instruction Programs in Academic Libraries," Association of College & Research Libraries**

B.7: Reflection Question 1

How have these actions changed your perception of the ways in which your library can participate with your campus?

Required

Direction: Socially Conscious

B.8: Reflection Question 2

What was the benefit to your library?

Required

Direction: Socially Conscious

Part 1: Section C. Community Engagement

Following up on the campus involvement section, community engagement provides additional opportunities for the library to serve and benefit the broader community. This can be done by joining local efforts or by staff involvement in non-library activities that also fall within the area of institutional service. Librarians have much to offer and should get out there and take their place at the table for all kinds of projects and planning.

- **Nonprofits Integrating Community Engagement Guide**
- **Information in Place: Integrating Sustainability into Information Literacy Instruction**
- **Community engagement is not about being nice; it's fourth pillar of CSR**

Minimum Number of Recommended Actions: 2

C.1: Mission or Policy statement

Demonstrate, either through the mission statement or library policy, a commitment to sustainability in the broader community.

Required

Direction: Socially Conscious

Examples & Inspiration:

- **The Triple Bottom Line: Portable Applications and Best Practices for Sustainability in Academic Libraries**

Pro Tips:

Sections B1, B2, C2, D1, D2, F1, F6, F7 and G5 also require reviewing the mission statement and/or policy. Your policy and mission statement can come directly from the University or College; the library, as an Institution could formally acknowledge or modify these statements.

C.2: Off-campus service efforts

Have a written policy for empowering library staff to take a proactive role in off-campus service efforts. This goes beyond promoting the library's services and talking about how the library can help. This may involve partnering with HR, Office of Tenure, or Mentoring Committees.

Required

Direction: Socially Conscious

Pro Tips:
Sections B1, B2, C1, D1, D2, F1, F6, F7 and G5 also require reviewing the mission statement and/or policy. Your policy and mission statement can come directly from the University or College; the library, as an Institution could formally acknowledge or modify these statements.

C.3: Off-campus collaborations

Collaborate with at least one organization outside your academic community that will expand the library's scope in the community.

Recommended

Direction: Socially Conscious

Examples & Inspiration:
- **"Announcing 'Libraries Transforming Communities: Models for Change for Academic Libraries' free webinar series," American Library Association**
- **"How Community Engagement Contributes to an Academic Library's Development Goals," Library Connect**
- **"Making Stone Soup: Integrating Academic Libraries into International Outreach Programs and Initiatives," The Journal of Creative Library Practice**

C.4: The Third Place

Demonstrate how the library is or plans to become a "Third Place" for outside target groups in the community, i.e. being a welcoming, comfortable, and accessible space for them. For example, this could be through a project with the business community to support research or involvement with incubators or chambers of commerce.

Recommended

Direction: Socially Conscious

Examples & Inspiration:
- **"The Third Place: The Library as Collaborative and Community Space in a Time of Fiscal Restraint," College & Undergraduate Libraries**
- **"Uncommons: Transforming Dusty Reading Rooms into Artefactual 'Third Space' Library Learning Labs," Journal of Learning Spaces**
- **"Local Community | Albert R. Mann Library"**
- **"Visitor Access"**
- **"Visiting the Libraries"**

C.5: Start a student program

Start a new student program related to community engagement. For example, a student led reading marathon or work with students to become reading mentors.

Recommended

Direction: Socially Conscious

Examples & Inspiration:

- **"Libraries as Partners in Community Engagement at Urban and Metropolitan Universities," Metropolitan Libraries in Partnership with Communities**

C.6: Reflection Question 1

How have these actions changed your perception of the ways in which your library engages with their community?

Required

Direction: Socially Conscious

C.7: Reflection Question 2

What was the benefit to your library?

Required

Direction: Socially Conscious

Part 1: Section D. Social Well-Being

Social well-being, as used here, encompasses more than our relationships. It includes health, diversity, education, fairness, and opportunity. It might also be thought of as a broadly high functioning society. As Fifka and Odowu (2013) wrote in a short article entitled, "Sustainability and Innovation", social innovation will be most effective when many different actors from different sectors of society participate. This means that the reluctance among important groups will endanger or even prohibit the potential successes of social innovation.

Minimum Number of Recommended Actions: 9

D.1: Mission or Policy statement

Demonstrate, either through mission or policy statement or library resolution, a commitment to including social benchmarks for library, campus, and community resiliency.

Required

Direction: Socially Conscious

Examples & Inspiration:

- **"Universities have an 'accountability to the future'—a special role and a special responsibility in confronting the challenges of climate change and sustainability." Harvard University**

Pro Tips:

Sections B1, B2, C1, D1, D2, F1, F6, F7 and G5 also require reviewing the mission statement and/or policy. Your policy and mission statement can come directly from the University or College; the library, as an Institution could formally acknowledge or modify these statements.

D.2: Commitment to campus diversity

Demonstrate a commitment to campus diversity through the mission statement, library policy, campus policy, or resolution.

Required

Direction: Socially Conscious

Examples & Inspiration:
- **"Equity, Diversity, and Inclusion," American Library Association**
- **Harvard College Office of Diversity Education & Support**

Pro Tips:
Sections B1, B2, C1, C2, D1, F1, F6, F7 and G5 also require reviewing the mission statement and/or policy. Your policy and mission statement can come directly from the University or College; the library, as an Institution could formally acknowledge or modify these statements.

D.3: Sustainability related programming

Annually provide four or more educational programs on sustainability or resilience. For example, this could include education on campus sustainability practices, a survey of practices and programs elsewhere, or how to develop effective social programs. (Respond for either previous or current year's programs.)

Recommended

Direction: Environmentally Sound

Examples & Inspiration:
- **"Sustainable Academic Libraries: A Campus Partnership at Michigan State University," Handbook of Theory and Practice of Sustainable Development in Higher Education**
- **Focus on Educating for Sustainability: Toolkit for Academic Libraries**

D.4: Focus group or campus survey

Conduct at least one focus group or campus survey per year to gather feedback on student culture to discover unmet needs.

Recommended

Direction: Socially Conscious

Examples & Inspiration:
- **"Focus Group Research in the Academic Library: An Overview of the Methodology," Qualitative and Quantitative Methods in Libraries (QQML)**

D.5: Analyze data

Choose one or more services discovered in recommendation D4, conduct an environmental scan, interview a broad range of stakeholders related to the problem or service to determine their needs, opinions, beliefs, and viewpoints. Then analyze this data and determine what should be done, what is causing the problem, and identify solutions.

Recommended

Direction: Socially Conscious

D.6: Analysis of achievement and/or retention

Develop an analysis of college educational achievement or retention issues and develop a program to help with ameliorating the problem. This could be in a partnership.

Recommended

Direction: Socially Conscious

Examples & Inspiration:

- **"Return on Investment: Libraries and Student Retention," The Journal of Academic Librarianship**

D.7: Community disaster recovery support

Establish at least one facet of a community disaster recovery support system. (This could encompass whatever is appropriate for your campus, e.g., being a warm place, providing a public telecommunications hub appropriate for a disaster, being designated a local distribution point, active shooter training.)

Recommended

Direction: Environmentally Sound

Examples & Inspiration:

- **"The Library as Refuge," NYLA JLAMS**
- **"2015 Gale/LJ Library of the Year: Ferguson Municipal Public Library, MO, Courage in Crisis," Library Journal**
- **Saving Lives in the Stacks: How libraries are handling the opioid crisis," American Libraries**

D.8: Health and Wellness program

Create or participate in a health and wellness program for library staff.

Recommended

Direction: Socially Conscious

Examples & Inspiration:

- **"Health and Wellness in the Academic Library," PaLA College & Research Division (CRD)**
- **"Our Librarian Bodies. Our Librarian Selves," In the Library with the Lead Pipe**

D.9: Employee Assistance Program (EAP)

Encourage employees to participate in a campus Employee Assistance Program (EAP) or wellness programs.

Recommended

Direction: Socially Conscious

Examples & Inspiration:

- **Employee Assistance (EAP) University of Buffalo**
- **UR Medicine Employee Assistance Program**

D.10: Professional development

Subsidize professional development/training for all staff.

Recommended

Direction: Fiscally Responsible

Examples & Inspiration:
- **ACRL Joint Statement on Faculty Status of College and University Librarians**

D.11: Staff participation in community service

Develop a program to recognize/incentivize employees who participate in community service programs, either on campus or off. This may be supported with time compensation, staff recognition, or by pursuing external recognition, such as the "I Love My Librarian" program.

Recommended

Direction: Socially Conscious

Examples & Inspiration:
- **"Motivating Employees in Academic Libraries in Tough Times," Mihoko Hosoi**

D.12: Staff diversity

Have or develop a plan to recruit a diverse staff that reflects the composition of the campus community and, where the community is not diverse, the broader world. For example, participate in ARL's "Spectrum" Program or create a diversity "fellowship".

Recommended

Direction: Socially Conscious

Examples & Inspiration:
- **Grades 6-8, Northwestern CTD**
- **"Syracuse becomes latest college to make diversity a priority for its library," The College Fix**
- **2016 Diversity and Inclusion Strategic Plan**

D.13: Accessibility of library space

Develop a report on accessibility of library physical and virtual space. Describe any problem areas and potential solutions where possible.

Recommended

Direction: Socially Conscious

Examples & Inspiration:
- **"Access to libraries for persons with disabilities - CHECKLIST," International Federation of Library Associations and Institutions IFLA Professional Reports**

D.14: Student programming

Implement a program or service to develop student social or cultural capital. Many first generation or low-income students have deficits that inhibit their academic success. Consider partnering with Student Affairs to promote opportunities, or host events and speakers.

Recommended

Direction: Socially Conscious

Examples & Inspiration:
- **"Social Capital and Education," Education Encyclopedia**

D.15: Student programming

Demonstrate an existing or implement a new program or service to develop student academic readiness, especially research, reading, and writing skills. This could be in partnership with a student retention program or more generally for reachable students.

Recommended

Direction: Socially Conscious

Examples & Inspiration:
- **"The First Year | College Readiness," Library Journal**
- **Collaboration among Librarians and Faculty**

D.16: Student involvement in research

Develop a library mediated pilot program which encourages student appreciation and involvement in a faculty member's research. This could be done, for example, with symposiums or on-campus partnerships.

Recommended

Direction: Socially Conscious

Examples & Inspiration:
- **"Librarians as Part of Cross-Disciplinary, Multi-Institutional Team Projects: Experiences from the VIVO Collaboration."**
- **"Teaching and Learning Resources: Cross-Disciplinary Practices," Campus Library**

D.17: Reflection Question 1

How have these actions changed your perception of the ways in which your library contributes to your community's resilience?

Required

Direction: Socially Conscious

D.18: Reflection Question 2

What was the benefit to your library?

Required

Direction: Socially Conscious

Part 1: Section E. Financial Sustainability

 "Sustainability is a challenge that most nonprofit organizations must address: managing financial viability in an evolving funding landscape, contending with "competing" nonprofit organizations while establishing collaborative partnerships, demonstrating value and accountability to funders and supporters, and maximizing the contribution

of leadership within the community"**. A library, or any non-profit, is not sustainable without sufficient ongoing income relative to expenses.

- **Health and Rand Education****
- **Financial Sustainability for Nonprofit Organizations**

Minimum Number of Recommended Actions: 4

E.1: Analysis of required income

 Conduct an analysis that projects a level of income needed to adequately serve your campus community. This must include service levels needed to fulfill your mission.

Required

Direction: Socially Conscious

Examples & Inspiration:

- **"Nonprofit Tips and Hints: Strategic Budgeting," Tahoe Truckee Community Foundation**

E.2: Financial planning

Demonstrate or create a strategic plan on how to reach the income level identified in # 1 above. This may involve conversations with strategic partners and creative programs involving campus administrators, departments, and/or other groups.

Recommended

Direction: Fiscally Responsible

Examples & Inspiration:

- **"Talking with a library lobbyist about 'selling the library'," Library Connect**

E.3: Return on Income (ROI)

Develop materials to show ROI to demonstrate the value of the library to the campus, including faculty, administrators, and students. You might use the NYLA or ALA "Library Value Calculator."

Recommended

Direction: Fiscally Responsible

Examples & Inspiration:

- **"Lib Value: Measuring Value and Return on Investment of Academic Libraries," Research Library Issues**
- **"Library value (return on investment, ROI) and the challenge of placing a value on public services," Emerald Insight**
- **The Value of Academic Libraries: A Comprehensive Research Review and Report, Association of College & Research Libraries**

E.4: Demonstrating ROI

Investigate and employ other methods for showing ROI. For example, develop measures to show the value of research materials, e.g. creation of books, products, software, event and study spaces, professional services, research data sets, etc.

Recommended

Direction: Fiscally Responsible

E.5: Student's materials cost

Develop or describe current programs to save student's material costs through library materials provision and reserve systems. You might use Curriculum Builder with articles and chapters using multiple databases without limits by platform (e.g. Ebsco, Gale, Elsevier).

Recommended

Direction: Socially Conscious

Examples & Inspiration:
- **The Ultimate List Of HTML5 eLearning Authoring Tools (2017 Update)**
- **"UC Berkeley Library: Pilot Programs Help Students Save Money on Course Materials," Library Journal**

E.6: Purchasing and staffing configurations

Review or develop purchasing and staffing configurations based on program needs to investigate whether money is being spent in the most effective way.

Recommended

Direction: Fiscally Responsible

Examples & Inspiration:
- **Aligning Library Strategy and Structure With the Campus Academic Plan: A Case Study**

E.7: Provide a living wage

Advocate for or provide a living wage to all full-time employees and eliminate "almost full time" jobs with no benefits. (MIT has produced a calculator (link below). In order to fulfill the requirements to meet this benchmark, the minimum salary shall be the amount for one adult shown in the first column of each county. Next level titles align with the two adults, two children category.)

Recommended

Direction: Fiscally Responsible

Examples & Inspiration:
- **Living Wage Calculator**

E.8: Develop a mentoring support system

Develop a mentoring support system to help librarians and library staff scale the institutional promotional ladder which will also enhance the image and thus the effectiveness of library staff.. This could involve for example raising staff publishing productivity, additional degrees and service involvement.

Recommended

Direction: Socially Conscious

Examples & Inspiration:

- **"Teaching Faculty Perceptions of Academic Librarians at Memphis State University," College & Research Libraries**
- **"Faculty Perceptions of the Value of Academic Libraries: A Mixed Method Study," Library Philosophy and Practice**

E.9: Reflection Question 1

How have these actions changed your perception of the financial sustainability of your library?

Required

Direction: Fiscally Responsible

E.10: Reflection Question 2

What was the benefit to your library?

Required

Direction: Fiscally Responsible

Part 1: Section F. Collection and Services

This section of custom benchmarks recognizes that a significant portion of library resources are involved in obtaining, managing, and disposing of library materials, including electronic resources. This makes analysis of all aspects of collections for sustainability and resilience a potentially source of savings not only resources such as energy, materials, waste, and staff time but also a source of redirection of resources to better meet the needs of the community.

There are also opportunities for environmental, social, and financial improvements, sometimes overlapping other triple bottom line categories, but that are not covered in other sections or in the broader environmental facet of the triple bottom line.

- **"How to evaluate libraries' sustainability? An approach to an evaluation model and indicators," IFLA Library**
- **"Library Collection Disposal: new tools for media management," IFLA Library**

Minimum Number of Recommended Actions: 6

F.1: Policy statement

In purchasing library formats and formulating services, strong consideration should be given to choosing the most environmentally sound options while striking a balance between energy use, temporal stability, and effectiveness. Demonstrate this commitment by including a goal to what might be called "smart collection and services provision" by making a written policy commitment.

Required

Direction: Environmentally Sound

Examples & Inspiration:
- **"Sustainability in Collection Development: Seeing the Forrest and the Trees," Against the Grain**
- **Collection Development Policy, Santa Monica Public Library**
- **"Diverse Collections: An Interpretation of the Library Bill of Rights," American Library Association**

Pro Tips:

Sections B1, B2, C1, C2, D1, D2, F6, F7 and G5 also require reviewing the mission statement and/or policy. Your policy and mission statement can come directly from the University or College; the library, as an Institution could formally acknowledge or modify these statements.

F.2: Create and maintain a white paper

Create and maintain a white paper evaluating each major aspect of collections and services as to their major sustainability factors and relationships. Include factors such as cost, waste, energy use, permanency, reliability, usefulness, and impact. For example, microforms may last 500 years and be dependent on equipment; periodical databases may provide much broader coverage but be year to year. This paper should provide guidance in following number 1 above.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:

- **"The Future of Academic Library Materials Expenditures: A Thought Experiment," David W. Lewis**
- **"The Changing Landscape of Research Library Collections: Ensuring Realistic Sustainability.," UCI Libraries**
- **"Digital Formats Sustainability: A Growing Resource," Library of Congress**
- **Collection Development Policy, Grossmont College Library**

F.3: Consortium-based collection development processes

Demonstrate consortium-based collection development processes. Use the most sustainable methods that work with other groups or libraries to maximize collection effectiveness. This could be, for example, related to shared collections, interlibrary loans, or shared consortium subscription services.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:

- **"Turning a page: downsizing the campus book collections," The Conversation**
- **"Winning the Space Race: Expanding collections and services with shared depositories," American Libraries**

F.4: Develop a records management plan

Develop a records management plan, so minutes, reports, personnel documents, etc., are authored and stored in such a way as to optimize trade-offs between energy use, waste, access, and durability.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:

- **Sustainability & Environmental Studies: Collection Development Policy, Stony Brook University Libraries**

F.5: Analyze current collection formats

Modern materials and service formats can present a challenge in sustainable access. Microforms may last 500 years but materials may no longer be produced and are hard to search. Software formats can evolve and become difficult to access. Analyze current formats and have a plan for migrating as needed.

Recommended

Direction: Socially Conscious

Examples & Inspiration:

- **"Digital Preservation: A Time Bomb for Digital Libraries," Computers and the Humanities**
- **Electronic Records Management Guidelines, Minnesota Historical Society**

F.6: Disposal of library materials

Within legal limits the library's collection development policy includes guidelines for the disposal of library materials. Focus should be on reuse first and recycling second. Care should be taken to eliminate or reduce items that are not ultimately non-recyclable.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:

- **"Sending Books to Needy Libraries: Book Donation Programs," American Library Association**
- **"Book Sale Resources," Mid-Hudson Library System**

Pro Tips:

Sections B1, B2, C1, C2, D1, D2, F1, F7 and G5 also require reviewing the mission statement and/or policy. Your policy and mission statement can come directly from the University or College; the library, as an Institution could formally acknowledge or modify these statements.

F.7: Determine optimal collection space allocation

Include in the library's collection development policy guidance on the use of both quantitative and qualitative rules of thumb to determine optimal collection space allocation based on service needs.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:

- **Quantitative Standards by Service Population, Wisconsin Department of Public Instruction**
- **Texas Public Library Standards, Texas State Library and Archives Commission**

Pro Tips:

Sections B1, B2, C1, C2, D1, D2, F1, F6 and G5 also require reviewing the mission statement and/or policy. Your policy and mission statement can come directly from the University or College; the library, as an Institution could formally acknowledge or modify these statements.

F.8: Develop and maintain a white paper

Journal subscription price increases have been described as unsustainable. Develop and maintain a white paper on open access and projects that promote more sustainable access.

Recommended

Direction: Socially Conscious

Examples & Inspiration:

- **"The Stanford Encyclopedia of Philosophy: A university/library partnership in support of scholarly communication and open access," College & Research Libraries**
- **"Open Access," Duke ScholarWorks**
- **"Libraries and the Internet Toolkit," American Library Association**

F.9: Sustainability and related local issues in collection

Maintain a current selection of materials and/or information relative to sustainability and related local issues, sized relative to the overall collection. This collection would support the campus in general as well as the curriculum.

Recommended

Direction: Socially Conscious

Examples & Inspiration:

- **"The Sustainability Issue: Library project results and Implementation Reports," JLAMS, pg. 29**

F.10: Cost-effective options for textbook alternatives

As noted in #5 in the Financial section, offer cost-effective options for textbook alternatives. For example, work with professors to create electronic reserves, Open Educational Resources (OER), using Blackboard and Curriculum Builder.

Recommended

Direction: Fiscally Responsible

Examples & Inspiration:

- **"Textbook alternatives: Less expensive for students with possibilities for greatly enhanced pedagogy," College & Research Libraries**
- **"Openness to Textbook Alternatives is Growing | From the Bell Tower," Library Journal**
- **The CORE Project**

F.11: Reflection Question 1

How have these actions changed your perception of collection and space utilization at your library?

Required

Direction: Environmentally Sound

F.12: Reflection Question 2

What was the benefit to your library?

Required

Direction: Fiscally Responsible

Part 2: Section G. Organizational Commitment

This section helps the library understand the awareness and commitment of their wider institution to the topic of environmental sustainability and, in the case of the absence of general campus commitment to improving sustainable practices, encourages the library to take a lead advocate role on the topic.

Minimum Number of Recommended Actions: 0

G.1: Presidents' Climate Leadership Commitment

Determine whether or not your institution's president has signed the **Presidents' Climate Leadership Commitment**.

Required

Direction: Environmentally Sound

Examples & Inspiration:

- **Second Nature Reporting Platform**

G.2: Participation in AASHE or STARS

Determine whether or not your institution is currently active in the **Association for the Advancement of Sustainability in Higher Education (AASHE) Sustainability Tracking, Assessment & Rating System (STARS).**

Required

Direction: Environmentally Sound

Examples & Inspiration:

- **The Sustainability Tracking, Assessment & Rating System**

G.3: Campus Sustainability Officer

Determine whether or not your campus has a Sustainability Officer and if yes, introduce yourself and let them know you are undertaking this certification program.

Required

Direction: Environmentally Sound

Examples & Inspiration:

- **Colgate University - Sustainability Staff**

G.4: Certified facilities/buildings

Determine the number of facilities on campus that have been certified under a commonly accepted sustainable design program (e.g. Leadership in Environmental and Energy Design (LEED); Green Globes; Living Building Challenge) or an energy performance standard (e.g. ENERGY STAR, Passive House).

Required

Direction: Environmentally Sound

G.5: Mission or Policy statement

Demonstrate, through the library's mission and / or a library specific policy statement, a commitment to environmental protection and improvement relative to staff and building.

Required

Direction: Environmentally Sound

Examples & Inspiration:
- **Environmental Sustainability Policy, The University of Newcastle - Australia**
- **"Sustainability," Dubuque Carnegie-Stout Library**
- **"Joining the Climate Leadership Network," Second Nature**

Pro Tips:
Sections B1, B2, C1, C2, D1, D2, F1, F6 and F7 also require reviewing the mission statement and/or policy. Your policy and mission statement can come directly from the University or College; the library, as an Institution could formally acknowledge or modify these statements.

Part 2: Section H. Benchmarking

This section encourages the collection of data to benchmark existing conditions so that you can measure change over time. A library may not be in a position to complete section 2 at the present time, however it should work towards being in such a position by working on the benchmarks in the Social and Financial sections.

Minimum Number of Recommended Actions: 4

H.1: ENERGY STAR's Portfolio Manager

Contact the facilities management staff on campus to determine whether or not they are currently using **ENERGY STAR's Portfolio Manager** or a similar building performance tracking program.

Required

Direction: Environmentally Sound

H.2: Complete 2a or 2b

H2a: If, in item 1 of this section, it is determined that the ENERGY STAR Portfolio Manager is actively in use, annually obtain the data for the library facility. (If your library uses a different monitoring process substitute that).

H2b: If, in item 1 of this section, it is determined that the ENERGY STAR Portfolio Manager is not actively in use, work with the facilities management staff on campus to pilot the use of the ENERGY STAR Portfolio Manager with the library's facility data for a minimum of two years.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:
- **ENERGY STAR for existing buildings**

H.3: Review ENERGY STAR Program

Complete review of the Training and Buildings and Plants Section of the ENERGY STAR Program.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:

- **ENERGY STAR Building & Plants - Training**

H.4: Track the library facility's performance

Continue to track the library facility's performance through the ENERGY STAR Portfolio Manager to measure improvements over time.

Recommended

Direction: Environmentally Sound

H.5: Develop an energy savings assessment report

Develop an energy savings assessment report of the library's facility, with the help of campus facility management staff or an outside engineer. For example, if the library is using inefficient lighting fixtures or bulbs, there is a large and quick payback. Some changes may be planned for replacement in stages based on age and efficiency of the equipment. You may find the tools available under the link below a good place to start. The first link below ranks various energy saving changes by value.

Recommended

Direction: Fiscally Responsible

Examples & Inspiration:

- **ENERGY STAR Building & Plants - Save energy**
- **"Green Libraries: Energy," Illinois Library**

H.6: Develop an implementation plan

Develop an implementation plan based on the results of benchmark 5 and your financial resources.

Recommended

Direction: Fiscally Responsible

Examples & Inspiration:

- **"Energy Conservation Plans," Energy.gov**
- **"Save for Tomorrow Energy Plan (STEP)," City of San Antonio Office of Sustainability**

H.7: Monitor and report your progress

Monitor and report your progress on the implementation plan and cost savings achieved annually to stakeholders.

Recommended

Direction: Fiscally Responsible

Part 2: Section I. Education & Influence

This section includes educational benchmarks to assist library staff in becoming both more eco-literate and stepping into a leadership role on this topic on campus.

Minimum Number of Recommended Actions: 4

I.1: Identify campus groups addressing sustainability

Identify departments/teams/clubs on campus whose mission is related to addressing environmental sustainability issues.

Required

Direction: Environmentally Sound

I.2: Annual access to an educational events

Organize annual access to an educational event(s) for library staff that will increase their general eco-literacy.

Required

Direction: Environmentally Sound

Examples & Inspiration:
- **"Cardinal Green Events," Sustainable Stanford**

I.3: Campus-wide Earth Day celebration

Create or participate in a campus-wide Earth Day celebration event.

Required

Direction: Environmentally Sound

Examples & Inspiration:
- **"Earth Day Activities in Libraries," Going Green @ Your Library**
- **"5 Resourceful Program Ideas for Earth Day," Programming Librarian**
- **"Group Hopes to Help CC Ditch Disposables at Dining Halls," The Catalyst**

I.4: Presidents' Climate Leadership Commitment

If, during the prerequisite phase of this program, you discovered your that institution's president has not signed the **Presidents' Climate Leadership Commitment** bring this to the awareness of the campus sustainability officer or appropriate administrator and discuss how to bring this to the President's attention.

Recommended

Direction: Environmentally Sound

I.5: Annual events dealing with environmental issues

Develop at least two annual events other than Earth Day that help raise awareness of adaptations/solutions to dealing with pressing environmental concerns (e.g. **https://recyclemania.org/**).

Recommended

Direction: Environmentally Sound

I.6: Monthly environmental sustainability tips

Provide monthly environmental sustainability tips through the library's website and social media presence.

Recommended

Direction: Socially Conscious

I.7: "sustainability information kiosk"

Create a high visibility "sustainability information kiosk" and keep it up to date with information about programs, classes, new materials, and suggestions.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:
- **Princeton Sustainability Kiosk**

I.8: Present opportunity

If, during the prerequisite phase, you determined that your institution has not engaged in AASHE - STARS present that opportunity to the appropriate team on campus.

Recommended

Direction: Environmentally Sound

I.9: "turn-it-off" day

Have a "turn-it-off" day when students forego the use of electronic devices other than for class assignments.

Recommended

Direction: Socially Conscious

Examples & Inspiration:
- **"Here's One Simple Thing You Can Do to Escape Social Media," Her Campus**
- **"3 Reasons to Detach From Social Media (& a Few Not To)," Her Campus**

Part 2: Section J. Water Management

This section includes water management benchmarks to assist library staff in becoming both more eco-literate and stepping into a leadership role on this topic on campus.

Minimum Number of Recommended Actions: 2

J.1: Staff monitoring

Staff education to monitor toilets, faucets and fountains for leaks or drips.

Required

Direction: Environmentally Sound

Examples & Inspiration:
- **"Leaking Toilet Tank," Conservation Mart**

Pro Tips:
Work with the appropriate departments to get information and discuss recommendations.

J.2: Signage to help staff and faculty

Signage to help staff, faculty and students know how to report a leak discovered near toilets, faucets and fountains.

Required

Direction: Environmentally Sound

Examples & Inspiration:
- **"Students and staff activities are reducing campus water use," UC Santa Cruz**

J.3: Identify plants around the library

Work with buildings and grounds staff to identify plants around the library facility and work to ensure native plants are being used. If native plants are currently not in use work with the campus staff, a local gardening group, park district or university extension to identify likely candidates.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:
- **"Native Plants," Sustainable Libraries**

J.4: Efficient fixtures

Install low flow faucets; dual-flush valve systems and waterless urinals.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:
- **"How Do Waterless Urinals Work?" Waterless.com**

J.5: Environmental sustainability educational signage

Install environmental sustainability educational signage to raise student awareness of good choices made by the library and to elevate their awareness of best practices they could implement themselves.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:
- **"Signage," Sustainability at Harvard University**
- **"Everywhere a Sign," School Planning & Management**
- **"How to Promote Sustainability with Interpretive Signage," The Watershed Company**

J.6: Sustainability related information literacy classes

Teach information literacy classes focused on sustainability.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:
- **Media and Information Literacy for the Sustainable Development Goals**
- **"Information Literacy and Environmental Sustainability Correlation in Using and Communicating Information," Angela Repanovici, Ane Landoy**
- **"Information in Place: Integrating Sustainability into Information Literacy Instruction," Megan R. Stark**

Part 2: Section K. Energy Management

This section includes Energy management benchmarks to assist library staff in becoming both more eco-literate and stepping into a leadership role on this topic on campus.

Minimum Number of Recommended Actions: 4

K.1: Inventory all computer equipment

Inventory all computer equipment in the library to determine whether or not they are ENERGY STAR rated.

Required

Direction: Environmentally Sound

Examples & Inspiration:
- **"ENERGY STAR Most Efficient: Certified Products," ENERGY STAR**

Pro Tips:
Work with the appropriate departments to get information and discuss recommendations.

K.2: Prioritize ENERGY STAR rated equipment

Prioritize purchasing ENERGY STAR rated equipment in the future. Develop/add to purchasing procedures.

Required

Direction: Fiscally Responsible

Examples & Inspiration:
- **"ENERGY STAR Product Finder," ENERGY STAR**

K.3: Use optimal energy saving settings

All equipment (e.g. computers, monitors, copiers) should use their optimal energy saving settings, this includes the discontinuation of screensavers and the use of standby modes when not actively in use.

Required

Direction: Environmentally Sound

Examples & Inspiration:
- **Green Libraries: Energy**

K.4: Use of space heaters

Limit or eliminate the use of space heaters.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:
- **"Fast Facts: Space Heaters," United States Congress Office of Compliance**

K.5: LED lighting

Transition interior lighting to LEDs.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:
- **"LED Lighting," Energy.gov**

K.6: Motion detection lighting

Install motion detection lighting where practical.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:
- **"Regenstein bookstacks in a new light," The University of Chicago Library**

K.7: "turn off lights" signage

Install signage reminding staff and patrons to turn off lights in offices and small meetings spaces when not in use if possible.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:
- **"Printable Turn Off Lights Sign," Pinterest.com**

K.8: "Vending Misers"

Install "Vending Misers" on all vending machines.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:
- **"Vending Misers: Facts and Issues," Tufts Climate Initiative**

K.9: Apply solar solutions

Find highly visible opportunities to apply solar solutions for electricity (e.g. lend out solar phone chargers; install solar powered charging stations outside of the library).

Recommended

Direction: Environmentally Sound

Examples & Inspiration:

- **"Solar Energy," Alpine Public Library**

K.10: Lend energy measuring devices

Lend energy measuring devices such as energy smart plugs.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:

- **Energy Monitors Available on Amazon.com**

Part 2: Section L. Waste Management

This section includes waste management benchmarks to assist library staff in becoming both more eco-literate and stepping into a leadership role on this topic on campus.

Minimum Number of Recommended Actions: 4

L.1: Certified electronics refurbishers and recyclers

Ensure all e-waste generated by the library is sent to third-party certified electronics refurbishers and recyclers.

Required

Direction: Environmentally Sound

Examples & Inspiration:

- **"Computers & Electronics Recycling," FutureVU Sustainability**
- **"Computer & Electronic Recycling," Northwestern Facilities**

Pro Tips:

Work with the appropriate departments to get information and discuss recommendations.

L.2: Conduct waste audit

Conduct a waste audit annually to measure improvement.

Required

Direction: Environmentally Sound

Examples & Inspiration:

- **"Leading the Green Revolution," American Libraries**
- **"Measure Your Progress," WasteWise**
- **"How to Conduct a Waste Audit," ENU Department of Environmental Services**

L.3: Recycling containers availability

Ensure recycling containers for, at least, paper, bottles and cans are available throughout the library facility.

Required

Direction: Environmentally Sound

Examples & Inspiration:
- **"K-12 School Recycling Bin Collection," Recycle Away Systems & Solutions**

L.4: Recycling electronics drop-off
Provide a drop off place for recycling electronics, such as batteries, laptops, etc.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:
- **"Electronics Donation and Recycling," United States Environmental Protection Agency**

L.5: Recycled products purchasing
 Change purchasing procedures to buy as few non-recyclable products as possible and to buy as many recycled products as possible, including furniture, paper, etc.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:
- **"Buying Recycled Products," Recycling Works Massachusetts**
- **"Recycling and Composting," New York State Department of Environmental Conservation**

L.6: Green cleaning products
Replace any toxic chemicals or materials with non-toxic materials. The green cleaning link below has an entire program on green cleaning.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:
- **New York's Green Cleaning Program**
- **"Replace your Current Cleaner with Non Toxic Solvents & Degreasers," Ecolink**

L.7: Zero-waste document delivery
Move to zero-waste document delivery for faculty and students (scanning, e-file storage solutions, email delivery of requests).

Recommended

Direction: Environmentally Sound

Examples & Inspiration:

  - **"Ultimate List of Zero Waste School Supplies," Going Zero Waste**
  - **University and College Zero Waste Campus Toolkit, University of Colorado Boulder**

L.8: Clothing recycling

Provide information about and/or create a clothing recycling service.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:
  - **Textile Reuse and Recycling, DEC**

L.9: Replace paper towels

Use electric, non-heated hand dryers in restrooms rather than paper towels.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:
  - **"The great bathroom debate: paper towel or hand dryer?" The Conversation**

L.10: Recycle hardcover books

Rather than send hardcover books to a landfill, unbind them, and recycle.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:
  - **"How to Recycle Books and Magazines," Earth911**
  - **"Unbind a Hardcover Book," Instructables Craft**

Part 2: Section M. Transportation Management

This section includes transportation management benchmarks to assist library staff in becoming both more eco-literate and stepping into a leadership role on this topic on campus.

Minimum Number of Recommended Actions: 2

M.1: Public transportation options

Provide information on public transportation options for all staff and students.

Required

Direction: Socially Conscious

Examples & Inspiration:
  - **"Resources for International Students at C.W. Post: Transportation," LIU Post**

- **"The FREE Shuttle & Other Student Transportation Options," Herkimer The State University of New York**

Pro Tips:

Work with the appropriate departments to get information and discuss recommendations.

M.2: Incentivize us of mass transit or carpooling

Set up an incentive program and keep track of staff using mass transit or carpooling.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:

- **"Public Transit 101: Effective Planning for College Campuses," METRO Magazine**
- **"Individual incentives for public transportation," What Works for Health: Policies and Programs to Improve Wisconsin's Health**

M.3: Ambassador's program

Set up an ambassador's program with one or more student groups or staff members assigned to find ways to make gas saving, mass transit, carpooling, and any other helpful ideas attractive to staff and students.

Recommended

Direction: Environmentally Sound

Examples & Inspiration:

- **"Library Ambassador Program," University of Wisconsin-Madison Libraries**

M.4: Bicycle racks & loan program

Provide bicycle racks for students or work with a local organization to create a bike loan program.

Recommended

Direction: Environmentally Sound