

Library Environmental Working Group – Terms of Reference

1. Purpose

The Library Environmental Working Group (LEWG) was established to promote, coordinate, and implement environmental sustainability practices and initiatives within the LSE library. The group will work to reduce the environmental impact of library operations, raise awareness of sustainability issues, and foster a culture of environmental responsibility.

2. Responsibilities

- To facilitate prioritisation of library operational activities that improve our environmental impact.
- To champion environmental practices among staff, students, and the wider community.
- To collaborate with other departments and divisions on identifying environmental initiatives and improvements such as the annual Green Impact programme.
- To support the Schools Sustainability team with implementation of environmentally responsible policies and practices.
- To monitor, evaluate, and report on the effectiveness of the Library Environmental Action plan.

3. Membership

The Group is formed of the following members:

Yvonne Olusoga	Project Development Officer (Chair)	Library
Dafina Rama	Library Office Manager	Library
Ellen Wilkinson	Academic Support Librarian	Library
Krista Lynch	Library Assistant	Library
Lucy Ashworth	LSE Press Publishing Assistant	Library
Jo Willemsen	LRB Building Manager	Estates
Clive Wilson	Access Services Manager	Library
Emma Somers	Front of House Administrator	LSE LIFE
Haja Bah	Student Communities Administrator	LSE LIFE
Niharika Talwar	Student Communities Administrator	LSE LIFE

Members may send a deputy to attend in their absence, but every effort should be undertaken to ensure their attendance is regular. Membership will be on a voluntary basis and reviewed annually.

4. Quorum

Three members are required for a quorum including the Chair.

5. Frequency of meetings

The LEWG will meet once every three weeks, or more frequently as required.

6. Reports to

Library Management Team (**LMT**)

7. Review

The Group terms of reference and membership will be reviewed annually.