

National Library of Scotland

Disclosures of expenditure under Public Services Reform (Scotland) Act 2010, sections 31 and 32

For the period 1 April 2012 to 31 March 2013

1. Public relations costs

The National Library of Scotland is committed to making its world class collections accessible to as many people as possible. By doing so, we support education, research, business and innovation and help to enhance the reputation of Scotland as a country with a rich cultural heritage and a vibrant future. Like most organisations, NLS sees the media as an important means of communicating information to a wide audience. We work with journalists across Scotland and beyond to promote our general work, exhibitions and events. We also use social media such as Twitter and Facebook to reach people with information.

Listening to people who use our services is vital in helping us meet their needs. We carry out regular surveys of users' experiences to help us tailor our services. This provides evidence of the Library's performance and is reported to the Scottish Government. We also track and analyse media coverage of issues of relevance to the Library to inform and support our work.

We run an annual series of events at the Library and in other parts of Scotland which have proved popular. We also sponsor specific events at book festivals across Scotland. NLS's flagship publication is our award-winning 'Discover NLS' magazine which is published three times a year as well as being made available via our website. We also publish a newsletter and a range of information leaflets to communicate what is happening at the Library and how to use our services.

The amounts disclosed in relation to public relations include the amounts spent on media relations, marketing research and evaluation, promotional events and sponsorship, publications and printing, advertising, digital marketing and staff.

Total = £292,636

2. Overseas travel costs

This includes travel, accommodation, subsistence, conference fees, and any other expenditure incurred whilst on overseas business travel.

Total = £28,859

3. Hospitality and entertainment costs

This includes money spent on lunches and hospitality for visitors and guests, and catering at fundraising and customer events and exhibition launches.

Total = £13,633

4. External consultancy costs

NLS uses external consultants only where it lacks expertise or capacity among its own staff.

We have used the Scottish Government guidance on the definition of consultancy, which identifies the following activities and areas as constituting consultancy: policy development; feasibility and scoping exercises; research and evaluation; environmental consultancy; organisational development (including training); business strategy; marketing consultancy; programme management; functional development; financial and economic advice services; accountancy advice and services; audit / forensic accounting advice and services; functional IT strategy design and advice (function specific IT solution, e.g. eHR systems, eTendering); organisational IT strategy design and advice (e.g. cross-business re-engineering); construction; infrastructure and transport (post-occupancy and benefits review); construction, infrastructure and transport (feasibility and scoping exercises).

The following are not defined in the guidance as constituting external consultancy: technical or specialist service (including construction, infrastructure and transport, IT, etc); outsourcing; interim management / staff substitution; permanent recruitment services and advice.

Total = £159,339

5. Members or employees who received remuneration in excess of £150,000

No members or employees received remuneration in excess of £150,000.

6. Payments with a value in excess of £25,000

Date	Amount (£)	Supplier	Description
18/04/2012	£61,560.00	HUGH LS MCCONNELL LTD	CB Roof work
18/04/2012	£38,775.05	ECG FACILITIES SERVICE	NLS Facility Management Contract
26/04/2012	£39,057.35	INTERNET ARCHIVE	TN10/11 Mass Digitisation
30/04/2012	£38,995.20	SPIE MATTHEW HALL	GB Sprinkler Alterations
30/04/2012	£37,623.91	THOMSON SCIENTIFIC	Web of Science 2012/13 subscription
30/04/2012	£30,518.40	UNIVERSITY OF EDINBURGH	Facilities Management Support
16/05/2012	£65,043.60	VIGLEN LTD	HDS Maintenance Basic 9x5
16/05/2012	£48,406.80	BRUYNZEEL STORAGE SYSTEMS	Supply and delivery of Mobile
22/05/2012	£38,840.40	UK ARCHIVING LTD, EDINBURGH	NLS NEWS
25/05/2012	£40,732.43	ECG FACILITIES SERVICE	NLS Facility Management Contract
25/05/2012	£27,790.47	LANDesk INTERNATIONAL LTD	Renewal LANDesk Security Suite
13/06/2012	£50,000.00	ROGERS, COLERIDGE & WHITE LTD	Digital archive and notebooks
21/06/2012	£100,000.00	BERNARD QUARITCH LTD	Purchase of Archive
21/06/2012	£62,254.48	JOHN DENNIS & CO (SCOTLAND)LTD	BPH Refurbishment
29/06/2012	£27,594.00	ALLANDER CONSULTANCY	Q1 Client Rep Consultancy Services
29/06/2012	£25,401.65	MKW DESIGN PARTNERSHIP	Design and build of Scotland at the Pictures
06/07/2012	£45,872.40	ALDL	ALDL Services Q1 2012-2013
12/07/2012	£40,732.43	ECG FACILITIES SERVICE	NLS Facility Management Contract
18/07/2012	£61,997.87	SCOTWOOD INTERIORS LTD	SCRR works
23/07/2012	£40,732.44	ECG FACILITIES SERVICE	NLS Facility Management Contract
15/08/2012	£63,700.00	MWA NOVA GMBH	Flashscan Choice Telecine
23/08/2012	£45,872.40	ALDL	ALDL Services Q2 2012
31/08/2012	£60,240.00	ICAM ARCHIVE SYSTEMS	Phase One IQ180 + Icam Guardia
06/09/2012	£129,614.00	CITY OF EDINBURGH COUNCIL	CB Annual Rates 2012/13
06/09/2012	£44,746.60	CITY OF EDINBURGH COUNCIL	GB Annual Rates 2012/13 RV £48
19/09/2012	£40,732.44	ECG FACILITIES SERVICE	NLS Facility Management Contract
25/09/2012	£65,235.60	HUGH LS MCCONNELL LTD	CB Roof work
09/10/2012	£40,732.43	ECG FACILITIES SERVICE	NLS Facility Management Contract
15/10/2012	£45,872.40	ALDL	ALDL Services Q3 2012
05/11/2012	£40,732.44	ECG FACILITIES SERVICE	NLS Facility Management Contract
20/11/2012	£26,136.00	HAMILTON DESIGN LTD	Bartholomew exhibition
28/11/2012	£40,732.43	ECG FACILITIES SERVICE	NLS Facility Management Contract
17/01/2013	£40,732.43	ECG FACILITIES SERVICE	NLS Facility Management Contract
17/01/2013	£26,200.80	SOFTWARE FOR PEOPLE LTD	Milestone 1-3
29/01/2013	£100,000.00	TOBAR AN DUALCHAIS	Grant
12/02/2013	£41,586.00	NCE COMPUTER GROUP	E60 / E60X Drive Pack / Licens
21/02/2013	£40,732.43	ECG FACILITIES SERVICE	NLS Facility Management Contract
07/03/2013	£40,732.43	ECG FACILITIES SERVICE	NLS Facility Management Contract
14/03/2013	£59,994.00	NCE COMPUTER GROUP	Rackmount Robotic Tape Library
21/03/2013	£63,486.03	BUSINESS STREAM	GB Supply of Water and Waste
21/03/2013	£34,344.00	GHI CONTRACTS LTD	Interim Payment No1 -Baden Powell House
28/03/2013	£40,732.43	ECG FACILITIES SERVICE	NLS Facility Management Contract
28/03/2013	£30,841.20	UNIVERSITY OF EDINBURGH	Voyager - facilities management
28/03/2013	£26,046.00	JIGSAW SYSTEMS LTD	Sonnet Fusion RX1600 0TB Expansion

31/03/2013	£58,968.30	BEAMANS MANAGEMENT CONSULTANTS	Job Evaluation by Beamans
31/03/2013	£57,026.40	ASHWOOD SCOTLAND LTD	Interim Payment No 1-BPH
31/03/2013	£56,572.80	GHI CONTRACTS LTD	Interim Payment No2 - Baden Powell House
31/03/2013	£30,277.92	CAPITAL SOLUTIONS	Managed Print Service

7. Statement on the steps taken to promote and increase sustainable growth through the exercise of our functions.

The National Library of Scotland continued to develop its collections and services during 2012/2013 to support the Scottish Government's aim of creating a more prosperous and successful country.

We are helping to build a better educated, better skilled Scotland by maintaining and developing links with Scottish universities, colleges and schools. A special section has been developed on the NLS website called the 'Learning zone', specifically for school students. A new tool called 'Project blaster' was added this year with the aim of helping pupils develop basic research and critical thinking skills in a fun and creative way. It has been designed to meet Scotland's Curriculum for Excellence.

The Business Information Service continues to support business growth and development throughout Scotland by providing companies with access to information and knowledge they need.

We are continuing to make more of our collections available online to make it easier for people throughout Scotland and beyond to benefit from the knowledge we hold. In the past year we digitised a further 705,000 objects to add to the millions of items already available in digital format. This includes 700 historic Scottish Post Office directories dating from 1773 to 1911.

8. Statement on the steps taken to improve efficiency, effectiveness and economy in the exercise of our functions.

Our collaboration with the National Galleries of Scotland to create shared back office services continues to develop. A pilot managed service is in place for NLS to deliver HR services to both organisations and it is anticipated this will become the first formal service during 2013.

A new streamlined management structure has been introduced and work began on a new pay system which is essential to ensure that NLS is operating at maximum efficiency, given the difficult economic climate facing all public services.

The Library has exceeded targets to reduce emissions and save money on energy usage. In 2010 the Library made a commitment to reduce carbon emissions by 30% by 2014/15. In 2012/13 emissions reduced by 36% on the baseline year. The Library now uses 2.4 megawatts less energy, consumes 3,750 cubic meters less water, recycles 37% more waste and staff travel 700,000 less kilometres than four years ago.

Our Attendance Management policy has successfully kept levels of absence to below the national average.