

# National Library of Scotland

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

For the period 1 April 2013 to 31 March 2014

### 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 = £288,260**

### 2. Overseas travel costs

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

**Total = £52,064**

### 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 = £14,587**

### 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 = £98,844**

#### **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

<b>Date</b>	<b>Amount (£)</b>	<b>Supplier</b>	<b>Description</b>
18/04/2013	£56,316.00	CENGAGE LEARNING (EMEA) LTD	19th Century BL Newspapers pt
25/04/2013	£41,990.12	ECG FACILITIES SERVICE	April 2013 - NLS Facility Management
30/04/2013	£40,039.70	THOMSON SCIENTIFIC	We of Science
02/05/2013	£133,293.00	CITY OF EDINBURGH COUNCIL	CB Annual Rates 2013/14 RV
02/05/2013	£46,016.70	CITY OF EDINBURGH COUNCIL	GB Annual Rates 2013/14 RV
27/05/2013	£41,990.12	ECG FACILITIES SERVICE	May 2013 - NLS Facility Management
31/05/2013	£68,308.80	VIGLEN LTD	HDS Maintenance Basic 9x5
31/05/2013	£39,822.18	ALDL	ALDL Services Q1
31/05/2013	£30,753.60	ASHWOOD SCOTLAND LTD	Interim Payment No 2-BPH Externals
17/06/2013	£41,121.60	UK ARCHIVING LTD, EDINBURGH	Newspaper archiving
18/06/2013	£37,303.20	ASHWOOD SCOTLAND LTD	Interim Payment No 3-BPH Externals
27/06/2013	£41,990.12	ECG FACILITIES SERVICE	June 2013 - NLS Facility Management
27/06/2013	£40,000.00	JILL TURNBULL	C. 360 letters of Basil Buntin
25/07/2013	£39,822.18	ALDL	ALDL Services Q2
29/07/2013	£41,990.12	ECG FACILITIES SERVICE	July 2013 - NLS Facility Management
29/07/2013	£41,343.60	ASHWOOD SCOTLAND LTD	Interim Payment No 4-BPH Externals
29/07/2013	£29,117.72	LANDesk INTERNATIONAL LTD	LANDesk Management Suite MNT
15/08/2013	£49,581.60	VIGLEN LTD	AMS2100 Upgrade
20/08/2013	£66,507.31	EBSCO INFORMATION SERVICES	2014 Journal Subs
31/08/2013	£50,000.00	SAMUEL H L SPARK	Archive papers
09/09/2013	£43,009.20	ASHWOOD SCOTLAND LTD	Interim Payment No 5-BPH Externals
09/09/2013	£41,932.80	GARDINER & THEOBALD LLP	Interim Fee No 1 for PM - GB Refurb
12/09/2013	£41,990.12	ECG FACILITIES SERVICE	August 2013 - NLS Facility Management
30/09/2013	£50,385.60	ASHWOOD SCOTLAND LTD	Interim Payment No 6-BPH Externals
30/09/2013	£41,990.12	ECG FACILITIES SERVICE	September 2013 - NLS Facility Management
09/10/2013	£65,697.60	VIGLEN LTD	AMS 2100 (Serial Number 830522
09/10/2013	£41,932.80	GARDINER & THEOBALD LLP	Interim Fee No 2 for PM - GB Refurb
15/10/2013	£56,032.80	GARDINER & THEOBALD LLP	Interim Fee No 3 for PM - GB Refurb
15/10/2013	£39,501.71	A MCGILLIVRAY	Replacement Staircase Lighting
22/10/2013	£37,888.80	ASHWOOD SCOTLAND LTD	Interim Payment No 7-BPH Externals
31/10/2013	£37,632.37	ECG FACILITIES SERVICE	October 2013 - NLS Facility Management
20/11/2013	£86,499.60	M & J BALLANTYNE LTD	Val 1 - GB Refurb
20/11/2013	£56,032.80	GARDINER & THEOBALD LLP	Interim Fee No 4 for PM - GB Refurb
26/11/2013	£42,842.40	ASHWOOD SCOTLAND LTD	Interim Payment No 8-BPH Exter
29/11/2013	£37,632.37	ECG FACILITIES SERVICE	November 2013 - NLS Facility Management
16/12/2013	£130,000.00	M AND J KELMAN LTD	Purchase of Archive
16/12/2013	£56,032.80	GARDINER & THEOBALD LLP	Interim Fee No 5 for PM - GB Refurb
16/12/2013	£47,086.80	M & J BALLANTYNE LTD	Val 2 - GB Refurb
30/12/2013	£37,632.37	ECG FACILITIES SERVICE	December 2013 - NLS Facility Management
31/12/2013	£45,000.00	PETER HARRINGTON	James Joyce, Ulysses
20/01/2014	£48,210.00	JISC CONTENT PROCUREMENT COMPANY LTD	Web of Knowledge JISC SHEDL subscription
20/01/2014	£29,550.00	WILLARD CONSERVATION LTD	Suction cleaning table
27/01/2014	£56,032.80	GARDINER & THEOBALD LLP	Interim Fee No 6 for PM - GB Refurb
27/01/2014	£47,005.20	M & J BALLANTYNE LTD	Val 3 - GB Refurb
27/01/2014	£45,222.16	ALDL	ALDL Services Q3

27/01/2014	£41,626.08	LOTHIAN HEATING SERVICES LTD	CB Level 4 Alterations to Vent
27/01/2014	£34,422.18	ALDL	ALDL Services Q4
31/01/2014	£37,632.37	ECG FACILITIES SERVICE	January 2014 - NLS Facility Management
10/02/2014	£33,298.36	NETWORK TECHNOLOGY SOLUTIONS LTD	Checkpoint support consolidation
13/02/2014	£60,000.00	THE STRATHMORE TRUST	Aberdeen Breviary
19/02/2014	£30,300.00	MWA NOVA GMBH	Flashscan 8mm / 9.5mm HD Digit
28/02/2014	£100,000.00	TOBAR AN DUALCHAIS	Grant
28/02/2014	£37,632.37	ECG FACILITIES SERVICE	February 2014 - NLS Facility Management
10/03/2014	£77,346.00	M & J BALLANTYNE LTD	Val 4 - GB Refurb
24/03/2014	£173,500.80	M & J BALLANTYNE LTD	Val 5 - GB Refurb
24/03/2014	£90,000.00	PALGRAVE MACMILLAN	Palgrave eBook content SCURL
24/03/2014	£56,288.13	BUSINESS STREAM	GB Supply of Water and Waste
24/03/2014	£37,632.37	ECG FACILITIES SERVICE	March 2014 - NLS Facility Management
31/03/2014	£220,378.80	M & J BALLANTYNE LTD	Val 6 - GB Refurb
31/03/2014	£215,999.46	OXFORD UNIVERSITY PRESS	Oxford University Press
31/03/2014	£120,000.00	ELSEVIER	SCURL Elsevier ebooks access
31/03/2014	£48,252.00	VIGLEN LTD	AMS2100 Serial Number 83052236
31/03/2014	£35,487.43	ASSOCIATION FOR COMPUTING MACHINERY	ACM Digital Library SCURL subs
31/03/2014	£31,822.85	UNIVERSITY OF EDINBURGH	Voyager - facilities management
31/03/2014	£26,400.00	JOHN GRAHAM CONSTRUCTION LTD	Interim Payment No1 - Pre-Cons
31/03/2014	£26,000.00	M AND J KELMAN LTD	Purchase of archive

## **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 2013/14 to support the Scottish Government's aim of creating a more prosperous and successful country.

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 want to make more of the collection available electronically and have agreed a new contract to digitise more material including Gaelic books, Army lists covering WWI, trade directories, antiquarian Scottish books and printed music collections. This will add a further 1.2 million pages to our existing digitised content.

Digitisation delivers greater access. In the last three years we have had one million downloads of the 5,000 books we have digitised from our own collections.

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

The collaboration with the National Galleries of Scotland to create shared back office services continued. A pilot managed service is in place for NLS to deliver HR services to both organisations was introduced during 2013.

Work progressed 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.

During 2010 the Library committed to reduce CO2 emissions from its operations by 30% by the end of financial year 2014/2015 from 2008/09 levels. The Library exceeded this commitment during 2013/2014, achieving a reduction in CO2 emissions of 42% compared to its baseline year.

The Library now uses 3.1MwH less energy, consumes 3,568 cubic metres less water, recycles 22% more waste and travels 186,000 fewer miles than it did four years ago.

The NLS Public Sector Sustainability Report 2013-2014 provides comprehensive data relating to the Library's sustainability activity.

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