

## National Library of Scotland

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

For the period 1 April 2017 – 31 March 2018

### 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 & Evaluation, Promotional Events and Sponsorship, Publications & Printing, Advertising Digital Marketing and Staff.

Total = £429,083

### 2. Overseas travel costs

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

Total = £24,002

### 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 = £24,217

### 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 eg eHR systems, eTendering); organisational IT Strategy Design and Advice (eg 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 = £33,398

### 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	Supplier	Amount (£)	Description
14/03/2018	Bernard Quaritch Ltd	372,500	Literary & Archival Items
27/11/2017	Maggs Bros Ltd	26,500	Literary & Archival Items
09/10/2017	Frost And Sullivan Ltd	28,125	Literary & Archival Items
24/04/2017	Cengage Learning (Emea )Ltd	43,302	Literary & Archival Items
09/10/2017	JISC Services Ltd	43,481	Literary & Archival Items
15/01/2018	Proquest Information And Learn	42,199	Literary & Archival Items
30/03/2018	Private Sale	100,000	Literary & Archival Items
30/11/2017	Glasgow City Council	42,345	Kelvin Hall
23/08/2017	Culture And Sport Glasgow	60,503	Kelvin Hall
23/08/2017	XMA Scotland Ltd	31,830	Kelvin Hall
15/09/2017	City Of Edinburgh Council	57,662	Non Domestic Rates
15/09/2017	City Of Edinburgh Council	142,680	Non Domestic Rates
22/05/2017	ECG Facilities Service	33,386	Facilities Management Charge
29/05/2017	ECG Facilities Service	33,386	Facilities Management Charge
26/06/2017	ECG Facilities Service	33,386	Facilities Management Charge
16/08/2017	ECG Facilities Service	33,386	Facilities Management Charge
23/08/2017	ECG Facilities Service	33,386	Facilities Management Charge
30/10/2017	ECG Facilities Service	35,758	Facilities Management Charge
30/10/2017	ECG Facilities Service	35,758	Facilities Management Charge
11/12/2017	ECG Facilities Service	35,758	Facilities Management Charge
08/01/2018	ECG Facilities Service	35,758	Facilities Management Charge
29/01/2018	ECG Facilities Service	35,758	Facilities Management Charge
14/03/2018	ECG Facilities Service	35,758	Facilities Management Charge
30/03/2018	ECG Facilities Service	35,758	Facilities Management Charge
24/07/2017	John Graham Construction Ltd	27,926	Causewayside Refurbishment
31/08/2017	John Graham Construction Ltd	36,313	Causewayside Refurbishment
16/08/2017	John Graham Construction Ltd	59,021	Causewayside Refurbishment
29/05/2017	John Graham Construction Ltd	74,806	Causewayside Refurbishment
07/03/2018	John Graham Construction Ltd	89,559	Causewayside Refurbishment
05/02/2018	John Graham Construction Ltd	102,659	Causewayside Refurbishment
15/01/2018	John Graham Construction Ltd	123,244	Causewayside Refurbishment
06/11/2017	John Graham Construction Ltd	134,208	Causewayside Refurbishment
16/08/2017	John Graham Construction Ltd	136,379	Causewayside Refurbishment
23/10/2017	John Graham Construction Ltd	151,659	Causewayside Refurbishment
11/12/2017	John Graham Construction Ltd	159,275	Causewayside Refurbishment
31/05/2017	John Graham Construction Ltd	164,691	Causewayside Refurbishment
11/09/2017	John Graham Construction Ltd	189,483	Causewayside Refurbishment
24/07/2017	John Graham Construction Ltd	212,690	Causewayside Refurbishment
15/05/2017	John Graham Construction Ltd	245,381	Causewayside Refurbishment
31/08/2017	Insight Direct (UK) Ltd	68,222	Causewayside Refurbishment
23/10/2017	City Building LLP	53,147	Causewayside Refurbishment
21/03/2018	Site Sealants Ltd	27,747	Causewayside Refurbishment
26/06/2017	British Library	50,056	Legal Deposit Services
22/05/2017	ALDL	27,067	Legal Deposit Services
24/07/2017	ALDL	27,067	Legal Deposit Services
06/11/2017	ALDL	27,067	Legal Deposit Services

27/02/2018	ALDL	27,067	Legal Deposit Services
24/04/2017	Scottish Historic Buildings Trust	50,057	Lawnmarket Work
31/08/2017	Mark Finn Laboratory	53,884	George IV Bridge Work
29/05/2017	Morris & Spottiswood Ltd	56,448	George IV Bridge Work
30/04/2017	Morris & Spottiswood Ltd	63,716	George IV Bridge Work
24/04/2017	Insight Direct (UK) Ltd	56,768	IT equipment
16/08/2017	Ex Libris	76,610	IT equipment
24/07/2017	AM Phillip	26,604	Vehicle Purchase
08/05/2017	Anglian Water Business	26,832	Water

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 2017/18 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. The Library continued to work as a major research institution for the people of Scotland.

We added a further 100k items to our existing digitised content during the year and there were over 5 million visits to the **Library's website**.

The NLS Public Sector Sustainability Report 2017-18 provides **comprehensive data relating to the Library's sustainability activity and can be found on the Library's [website](#)**.

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

Over the year we have continued to generate financial and operational efficiencies to help support the work of the Library. As well as releasing cash savings this work has also generated a number of non-cash savings such as reductions in the number of invoices received and better contract terms.