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HISTORYLINKS MUSEUM

ENVIRONMENTAL SUSTAINABILITY POLICY

1. The Dornoch Heritage Scottish Charitable Incorporated Organisation (DH SCIO) Historylinks Museum Committee (the Committee) recognises the importance of implementing an environmental sustainability policy for Historylinks Museum, with day to day responsibility resting with the Curator.
2. The Committee is committed to reducing Historylinks Museums' carbon footprint and impact on the environment at local, regional and global levels through the energy it uses and the waste it produces. The environment sustainability policy will be implemented employing best practices and continually monitoring improvements and innovations where applicable.
3. On behalf of the Committee the Curator will monitor the efficient and effective use of electricity by:
 - a. Using energy saving appliances; switching off all equipment not in use and otherwise reducing consumption.
 - b. Switching off unnecessary lights, checking where lighting could be reduced by using greater natural light levels, using low energy bulbs and cleaning windows to allow greater natural light.
 - c. Assessing the best usage of heating appliances within the Museum whilst maintaining recommended temperatures for stores, offices and public spaces.
 - d. Maintaining the fabric of the Museum building to ensure the least practicable loss of heat and light, with regular checks to ensure windows and doors are draft proofed and all practicable insulation is in place.
4. The Committee will encourage all staff and Volunteers to be energy efficient and reduce waste by less printing, recycling such as with print cartridges, and re-use of paper and envelopes whenever possible. Whenever practicable paper from sustainable sources will be used.
5. To reduce the use of paper and storage resources whilst making best use of volunteer and staff time, the Committee will promote the use of digital format for:
 - a. the maintenance of policy and protocol documents

- b. the production and distribution of returns to external agencies
- c. the distribution of agenda and minutes of meetings
- d. document archives
- e. image recording for the Museum collection

6. The Committee will comply with all relevant legislation and codes of practice and it will endeavour to incorporate energy conservation and environment sustainability practices into any future developments.