Is the library, by its very nature, not already green? The core of its missions relies on the mutualisation of resources: in this sense, the library is already an agent/actor of the circular economy, inviting its users to consume reasonably and therefore sustainably.

For 5 years already, the library has taken an environmentally friendly stance: creation of a seed library, development of the Ecology collections and the Green Library workgroup, have all seen the light of day at the Canopée library. To further develop this green identity, the team now takes part in professional practices that are more respectful of the environment.

This green library guide is the expression of our will to improve/do better: it explicitly separates the actions undertaken and those that are projects we would like to put into place. Far from erecting the Canopée library as an irreproachable example, this booklet aims to lean on the imperfections of our organisation so we can reduce our ecological impact on the long term. The five chapters are intended as practical tools, combining information on the state of play and tomorrow’s ambitions. This commitment to permanent and continuous improvement follows the same dynamic as our EMS (Environmental Management System), and means we will publish further editions of this booklet to bear witness to our efforts of on-going progress. We hope this booklet will open up opportunities for discussion with other committed institutions and lay the ground for new partnerships.
And tomorrow?

Build a space to park bikes for staff and patrons, including an air pump and plugs to recharge electric bike batteries.

Traveling by public transport, on foot, by bike...
Out of our team of 23 people, 7 cycle to work daily.

Coming to work / to the office

Raise awareness in the team about cycling in Paris during a morning of discussions: we organised a quiz for one of our “Summer Thursdays”
And tomorrow?

Reuse water for plants: water from the coffee machine, rain water...
Reduce the amount of water used to flush the toilet.

Encourage people to use the stairs rather than take the lift.

Switch only one of the self-issue machines on in the morning if necessary, and the others only 5 minutes before opening time.

Have a hand on the heating system and controlling the temperature indoors.
Have the ability to close shutters during heat waves so as to avoid using the air conditioning system.

To be able to shut off lights everywhere, even “garden side” and generalize the use of LED bulbs.

Install solar panels on the roof of the building.

Energy consumption

Don't leave appliances on standby overnight.
Waste

Reduce & avoid

Rationalize printing: prefer double-sided, black and white, 2 pages to 1 side settings, re-use the blank side of a printout as rough paper (any format, including reservation slips inside books).

Buy refillable products, loose groceries and bulk quantities.

Swap seasonal foods with colleagues when you grow more than you need for yourself.

Prefer photocopying to printing for large print jobs in order to save ink.

Swap seasonal foods with colleagues when you grow more than you need for yourself.

Bring your own mug, cup or water bottle to work.

Make luggage labels out of off-shoots of material rather than plastic: make staff aware, share the pattern and create a tutorial.

Have a coffee machine in the staff room that uses re-usable or no filters.

Buy refillable products, loose groceries and bulk quantities.

Swap seasonal foods with colleagues when you grow more than you need for yourself.

Bring your own mug, cup or water bottle to work.

Make luggage labels out of off-shoots of material rather than plastic: make staff aware, share the pattern and create a tutorial.
And tomorrow?

Make your own **washing up liquid** for the staff room, provided you have an allocated budget for it.

Limit plastic office supplies:
- buy wooden pencils, bamboo pens, and use colouring pencils rather than felt pens.
- Purchase **wicker furniture or made of PET plastic** (a polymer such as recyclable polyester).

Prefer quality over quantity for all supplies (staplers, Stanley knives, etc...)

Give unused furniture to other cultural institutions of the network of the city of Paris or pull it together: we lent our bean bags to the MPAA who use them for their events.
Recycle and compost

- Collect used coffee grinds to fertilise plants.
- Practice sorting your waste.
- Together with other libraries of Les Halles, send back toner components to the company for recycling.
- Buy recycled paper.

And tomorrow?

- Recycle incandescent light bulbs.
- Generalise compost in the staff room for food and plant based waste.
- Generalise sorting recyclable waste with specific bins in each office.
- Encourage staff to recycle IT equipment with a lottery when replacing computers.
- For IT equipment that cannot re-used as such, give it to associations that up-cycle or recycle components.
Meetings and staff parties

Establish partnerships with “Eau de Paris” to obtain water jugs that can be used at staff parties. Use re-usable glasses, plates and cutlery rather than single use objects.

And tomorrow?

Tend towards zero waste.

Greening of spaces

Greening of the indoor areas of the library. Take cuttings of existing plants in the staff room.

Create a library plant log book to keep track of the plant watering.
And tomorrow?

Create a graffiti made of moss, together with our patrons, to indicate where our seed library is located within the building, during a workshop in partnership with Emmaüs l’Alternative.

Cover a wall with plants.

Knot a partnership with the DEVE (Directory of Green Spaces and the Environment) of Paris Centre to choose plants that are adapted to the library indoors; insure their upkeep and renewal.
Create and draw attention to the Ecology collections.
The Ecology Collections of the Canopée were created in 2019. Since 2020, they have been identifiable by this logo, which was approved by our central services. Feel free to use for your own green collections!

Adapt the equipment to the document you are processing.
Use newspaper racks rather than sticky plastic covers for periodicals (it stops them from being recyclable)
Specific documents can also be re-bound or their spines strengthened when we know they will be used heavily or for extensive periods of time.
Reduce the use of plastic adhesive film to cover books with depending on the type of document. Simplify the book processing flow chart.

And tomorrow?

Re-use supplies as much as possible. Use repositionable labels to identify “NEW” books. Re-us RFID tags for periodicals.

Prolonging the life of a document...

Do small repairs on site. Sand, guillotine, glue back together...

As we don’t have an electric guillotine in our building, we turned to a neighbouring library (bibliothèque François Truffaut) to use theirs. We also made our own press.

Some sustainable book binding techniques can be learned as part of your continuous professional development – for example, stitching (Chinese book binding technique).
And when books move on....

Separate the plastic cover from the rest of the book to enable the paper to be recycled.

Clearly identify the documents sent to the ADEL to encourage sorting and donations.

Familiarise yourselves with how the central books reserve and the ADEL work, and learn about their criteria for accepting books into their stacks or for donation.

Create shared baskets in Electre (book acquisitions database) for book donations to the library network and inform colleagues by other means than email. Create a common books donation platform for all your library branches.

Organise a book sale of documents you have weeded from your collections.

Decentralise the procedure for depositing weeded documents with various associations or charities.

For documents that are not going to the Central Reserve, develop local partnerships (book donations, paper recycling...)

Recycle RFID chips.

And tomorrow?
Lend E-book readers. About a hundred books have to be read on an E-reader for its environmental impact to be worth it in comparison to producing a book. Taking into account the shelf life of the devices, sharing them enables people to decide if they suit their reading habits – the library thus encourages reasoned and sustainable use.

In all future projects, prefer an approach that limits our environmental impact.

And tomorrow?
Test a universal book returns box at the Canopée library, whose staff would then dispatch returned to books to the library sites they belong to in the Centre Arrondissement in Paris, using muscle-powered cargo tricycles rather than a van for the rounds.

If this is successful, extend the service to other libraries of the arrondissement. The first phase of testing only includes a limited set of books from our collections.

Organisation of library services

Offer library users a pile of rough paper next to the study tables and next to the self-issue machines to limit paper waste.

Replace plastic with paper cups in vending machines.
And tomorrow?

Provide “We Bike” installations to allow people to recharge their mobiles and meet their increasing demand for plugs to recharge their devices.

Collect tote bags to give out to readers who might need them, or offer to teach them how to make tote bags out of old materials (old t-shirts for example).

Offer a space to keep regular visitors’ mugs, for example those who regularly attend our monthly “Café BD” events.
And tomorrow?

Offer a space for **swapping plants and cuttings**.

**Community-based projects**

Create a **seed library** using furniture made from pallets.

**Offer a book-swap box** made from up-cycled furniture.

Create a board for **swapping “zero waste recipes”**.

Put a **partnership** in place for readers to **sponsor plants** in the library.

**Set up an association** to **create a shared garden**.

**Offer a “plant sitting” service** to library users during the holiday period.

Create a **piece of furniture** to keep seedlings maintained by library users.

**Have an AMAP** (Association pour le Maintien d’une Agriculture Paysanne – the equivalent of a veggie bag cooperative) at the library.
Of course, when organizing events, choose a **zero waste approach**:
use washable glasses, cups, plates and cutlery (create a stash for events).

Create a partnership with **SYCTOM** (the public service that deals with domestic waste for 85 town in Ile-de-France):
**sewing** or **knitting** classes, **zero-waste recipe** cooking classes, in **the Paris-Anim centre** which is situated on the ground floor of the library building.

Programme events online with **Osez la récup’** (dare to reuse) in partnership with the **Bpi**.

Make a **Christmas Tree** made from recycled decorations.
Organize a **toy collection** to give them a second life (in partnership with **Westfield-Forum des Halles**) and dispatch them to humanitarian associations.

And why not set up an **exhibition of sculptures** made from our **weeded books**, in partnership with the association **Les Résilientes**?

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**Urban biodiversity**

Deepen and widen our partnerships with **schools**. In 2020 we lead a first **tutoring project**, linking the **IUT Paris Descartes** and a **Primary 4 class** on the theme of raising awareness about the environment. This project resulted in the making of a **short stop-motion film**.
In the pipeline...

Organize educational tours of Paris to learn about its **urban biodiversity**: recognize trees and flowers, find traces of urban animals (birds, hedgehogs...), spot mushrooms....

Host TEDX conferences to make the public aware of the high stakes of climate and environmental issues: this entails an 18 minute talk which is make available online on the TEDx Talks channel.

A **photography exhibition** on the theme of the environment.

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Gardening

Organize a **drawing competition** for little ones on environment-related themes.

Organize visits of **shared gardens** in the area.
And tomorrow...

Offer gardening classes, **plant seeds, plant herbs** and **vegetables** in partnership with local schools.

Make **plant-based sculptures** (topiary art) together with landscaping artists.

Here is what we could do with a garden patch with the **Nelson Mandela Park**, which would belong to the library in the framework of after-school activities...

Make **bird houses**.

Keep **bees** to make people aware of the importance of protecting bees.

Organize awareness raising sessions on how to make **your own compost** for our library users.
Participate in the cultural landscape out with the walls of the library...

La *Fête de la Nature*, (nature festival)

the *Garden festival*,

the *Green Republic*...

...are all events that take place outside the library that we could use to meet potential new library users, present our resources, our games, our seed library...

And tomorrow...

The Climate Academy was unanimously voted in by the Council of Paris: it is a free place intended to educate young Parisians to environmental issues, and to accompany them in cross-section projects around ecology and biodiversity.

With the implantation of the *Académie du Climat* (Climate Academy) in the old building of the Mairie of the 4th arrondissement, imagine a festival that would unite all our partners!
The Canopée La Fontaine library is one of the five “Deaf Hub” library branches of the city of Paris: this implies the presence of deaf members of staff in our team, events that are accessible to French Sign language (LSF) practitioners and a collection of documents about the Deaf community.

Library communications are therefore as inclusive as possible, which is why we use so many energy-intensive digital devices, so that French Sign Language is present everywhere in the library.

Beyond ecology, the library’s ambition of being at the heart of sustainable development is also fulfilled by reducing the gap between our deaf and hearing patrons.

**Paper Communication**

Limit paper communication (flyers, leaflets etc.).

Use generic templates that you can re-use to advertise recurring events.

Use chalk on a black board at the entrance to announce your events of the day.
And tomorrow...

Think carefully and limit the number of leaflets you order.

Get the team to reflect on other possible eco-friendly gestures.

External digital communication

Inform other professionals and the public of the eco-friendly activities we engage in via our social networks and newsletter. via our blog "La Fabrique à Idées" (the idea factory).
And tomorrow...

An environmentally-themed photo competition on social networks?

A cycle of ideas presented as “fun facts” on environmental topics?

Library-staff-made videos and podcasts?

Internal digital communication

Reduce spam by enabling the “unsubscribe” link on our newsletter for users who are not interested in reading it.

Limit the number of email recipients.

Prefer hypertext links to attachments when sending emails.

Optimize and reduce the size of your attachments by compressing them.

And tomorrow...

Train and make the team aware of the digital economy thanks to associations like “Points de MIR”.

22
The present guide was written by the “green library” working group of the Canopée public library. Drawings by Xavier. This guide is subject to creative commons license CC-BY-NC.