

## Green things we are already doing at the University Libraries!

1. Buy recycled notepads and paper
2. Recycle ink cartridges
3. Offer paper recycling and co-mingled bins
4. Print many FOL items on recycled paper
5. Use online calendars and e-mail for scheduling and correspondence
6. Avoid boxes for “boxed lunches” instead use reusable trays
7. Print documents in duplex when possible
8. Surplus furnishings and office supplies
9. Re-use office envelopes
10. Turn off lights in rooms not being used – “turn off” stickers
11. Charity drive during holidays of gently used items
12. Eliminated circulation receipts in the music library and reduced the length of receipts at Jackson
13. Server virtualization of several library servers