- **Reduce Paper**
    - Shift from print handouts to online.
    - Print on demand/as needed.
    - Make your margins smaller.
    - Print only a selection.
    - Think to yourself: do you really have to print that?
    - Shift to purchase more online resources, databases, audiobooks, ebooks, etc.
    - Think ILL – borrow it – you don't have to buy everything.
    - Find free journals and resources online: Directory of Open Access Journals http://www.doaj.org
    - Scan print items and deliver electronically to patrons – on and off campus. Reduces driving to campus and photocopying/wasted paper.
    - Set all printers to automatic 2-sided printing only or network to printers that can.
    - Pay for Print **-** if people have to pay generally they will use less paper.
    - Try **Greenprint** which gets rid of extra images, legal jargon, banners etc. Free for home use. (pay for mac or upgrades) http://www.printgreener.com/

- **Reduce Energy**
    - Buy laptops: use 1/5 the energy of desktops - 45 watts vs 250 watts.
    - Power down computers - more than about 30 minutes away, turn off computer or at least standby which uses only minimal power (6 watts). Of course it you are on a network at the office, you might need to keep it on for updated and patch installs – check with your IT folks for recommendations.
    - Use power strips for turning off other electronic devices easily. Check out the Smart Strip: automatically switches devices on and off and uses less than one watt of power when fully energized.

- **Reduce Purchases & be FREE!**
    These tools can be used to collaborate with others, for training w/o leaving the library, and for live conferencing with others whenever they are (free!).
    - Free office software: offer more than documents – powerpoint show, reports, planner, repository, polling, chat, etc
        - Google docs: http://docs.google.com
        - Zoho: http://www.zoho.com/
        - Open office: http://www.openoffice.org/
    - Create tutorials or screencasts for patrons - virtual tours, marketing the library, a how-to or guide, or for training staff (which also reduces need to travel!) - with freeware:
        - Great web site which discusses 10 free options: http://www.webresourcesdepot.com/10-free-screen-recording-softwares-for-creating-attractive-screencasts/
        - A number of us in the library have been using Jing which will host for you on their web site or you can download and host yourself. http://www.jingproject.com/
    - Find existing tutorials (& share yours) great for training too so you don't have to leave the library:
        - Animated Tutorial Sharing Project: http://ants.wetpaint.com/
        - Find presentations http://www.slideshare.net/
        - Common Craft http://www.commoncraft.com
        - Find others on: youtube.com OR vimeo.com