

**UNI Library Staff**  
**“Going Green” Workshop**  
**Dec. 10, 2007**

What Library Staff Are Already Doing:

- Turning off lights when they leave their offices
- Using recycled paper
- Pulling paper out of trash bins and using
- Using plastic sheeting strips to keep cold air out in the winter
- Using re-usable mugs/beverage containers rather than disposable
- Purchasing printers that duplex and have a standby energy mode
- Placing light sensors among the stacks
- Turning off computers and monitors at night
- Using stairs rather than elevators
- Recycling returnable beverage containers, with a recycle box by the vending machines from which the Food Bank picks up the containers
- Having every-other light off where possible
- Recycling jet bags
- Using two wastebaskets in each office, one for trash and one for paper
- Recycling toner cartridges

More that Library Staff Would Like to Do or Have Done:

- Find a way to recycle books
- Segment the lighting circuits so that one switch doesn't turn on so many lights
- Eliminate personal printers and use networked printers
- Decrease the building temperature in the winter
- Do a better job of recycling toner cartridges
- Provide bins for recycling non-returnable bottles and paper
- Eliminate the decorative lighting and reduce the halogen lights on 2<sup>nd</sup> and 4<sup>th</sup> floors
- Re-fill toner cartridges rather than buying new
- Improve the building HVAC system to improve the inconsistency of heating and cooling throughout the building
- Install low flush toilets
- Install a new server and run multiple servers on one server box
- Reduce number of ceiling panels lit in the primary east-west corridor of first floor
- Automate shutoff of computers at night
- Have a method of recycling cardboard
- Reduce use of individual electric heaters
- Reduce printing at student computer stations
- Recycle University furniture (e.g., Salvation Army)

Informational web sites include:

[www.cartridgeworldusa.com](http://www.cartridgeworldusa.com)

[www.consumersearch.com/www/computers/printer-ink/index.html](http://www.consumersearch.com/www/computers/printer-ink/index.html)

[www.rechargermag.com](http://www.rechargermag.com)

Other Comments/Suggestions/Needs/Information:

- Need more recycle bins
- Recycling of old books is an ongoing challenge; being able to shred would be great
- Harmony House will recycle Styrofoam
- Why is dining using Styrofoam containers?
- Departments/faculty/staff/programs should reduce distribution of printed flyers
- Faculty need to be educated to save and send powerpoint presentations to students in a manner that they can print six slides to a page and so that the slides are black on white, rather than white on black which uses so much ink
- Custodians may not be emptying the paper only wastebaskets into recycling as they should be
- Maybe the Library can initiate a cardboard recycling program like Maucker Union has
- Establishing a small “Green Committee” within the Library to keep this initiative alive among staff may be helpful
- There is a recycling station on the road east of the Power Plant that has a bin for almost every kind of recyclable material.

Thanks to the subcommittee's work with us, we have made the following successful changes in Rod Library practices.

Computers:

We shut down all public computers (165) and 76% of the staff computers (80 of 105) each night shortly after closing. They are automatically turned on at opening each day.

During the hours the library is open all public computer monitors go to power mode after 20 minutes of non use.

Cardboard:

We now have a cardboard recycle bin in our loading dock drive. All library cardboard, including that discarded in our staff lounge, is broken down and placed in this bin for pick up by Physical Plant

Unwanted/discarded books:

We remove the covers of hard cover books. Physical Plant uses a machine to cut off signatures and send the resulting text block for recycling. We remove the covers from paperbacks which don't have signatures and put text block into our recycling bins for disposal.

Cans and plastic:

Many library staff eat in the staff lounge and many eat foods in disposable containers. All plastic and tin is now being washed and taken to recycle bins on campus.

Thanks!

Marilyn