



## Library Tips for Green Week

**Use your covered mug and/or water bottle.** Mugs, based on 3000 uses, account for 30% less solid waste and 60 times less air pollution than cups made of paper or Styrofoam.

**Use the stairs instead of the elevator when you can.**

**Use the recycling bins:** recycle paper on all floors; recycle bottles on 3rd and 4th floors; recycle batteries on the 3rd floor.

**Reuse single-sided printed paper** for notes or print on the other side.

### Printing Tips:

- Think before you print (do I need this on paper?)
- Print double-sided
- Use smaller fonts
- Reduce margins
- Use Print Preview to eliminate blank or unnecessary pages
- Use handout format, more slides per page for printing PowerPoint slides