



GREEN TIPS

Fondren Library embraces the American Library Association's [value](#) of sustainability, affirming that "(l)ibraries play an important and unique role in promoting community awareness about resilience, climate change and a sustainable future. They are also leading by example by taking steps to reduce their environmental footprint."

Below are a few tips to help you reduce your impact as you return to the library:

Energy

- When not in use, turn out lights in offices and meeting spaces (as appropriate).
- Close the blinds: Especially in an older building like Fondren, closing the blinds or curtains helps insulate the building.
- If you do not have remote control enabled on your computer, it is programmed to "go to sleep" after 15 minutes of inactivity. This is energy efficient; it is not recommended that you turn off your computer.

Paper Conservation

- Print only when necessary.
- Print double sided, when possible.
- Cut down the margins. Print single or 1.5 spaced. Delete text you do not need.

Recycling/Waste Disposal

- Check to see if your area uses the new Trash Buddy system. In response to the COVID-19 pandemic, staff members are responsible for their own trash and recyclables. A small container-- called a "trash buddy"-- hangs from the desk-side recycling bin.

When either the recycling bin or the trash buddy is full, take these to centralized stations throughout the building. The trash buddy includes information on what type of waste is acceptable. If you are disposing food waste, please take it directly to a centralized location to avoid odors and pests.

- ❑ All recycling bins are single stream. You may place paper or empty plastic/glass in these containers; all items are combined before being sent to Waste Management for sorting and recycling.
 - ❑ Rinse plastic or glass so waste doesn't attract insects.
 - ❑ Do not place broken glass in bins.

Green Meetings

- ❑ Online meeting agendas, information, and notes: The easiest way to move to paperless meetings is to store all meeting agendas, informational documents, and notes in an online website or shared spaces, such as Rice Box, Google Drive, or the Fondren Staff Portal. Before meetings, a link to the relevant folder or documents can be sent out and after the meeting, participants will be able to go back to the folder to add or view notes.

Fondren Sustainability Resources

- Fondren Green Team
 - sustainablefondren@rice.edu
 - <https://library.rice.edu/sustainability>
- [Fondren Library Climate Resilience Hub](#)
- [Fondren's Sustainability Plan \(2019\)](#)
- [Sustainability Research Guide](#)
- [Historical Environmental Research Guide](#)
- [Estimate of Library Environmental Impact](#) (online calculator)
- [Sustainability at Home Guide](#)