

FACULTY GUIDELINES FOR PAPER USE

These guidelines foster responsible use of paper in order to protect the environment from resource depletion and despoilment due to waste. They are not regulations but guidelines to be taken seriously and implemented faithfully where feasible and appropriate to do so.

Use recycled paper for:

- 1) Note-taking
- 2) Handouts
- 3) Correspondence
- 4) Exam books

Where feasible, avoid the use of paper

- 1) Consider giving assignments orally
- 2) Where appropriate use overhead projectors/ chalkboards
- 3) Consider limiting written assignments
- 4) Where appropriate, prescribe print size, margins, single spacing, and avoid cover pages.
- 5) Reuse envelopes, use interoffice envelopes
- 6) Consider distributing handouts only to those who want them.
- 7) Avoid deep, bright, or neon paper (Pastel colors are acceptable)
- 8) Limit photocopying when only for convenience sake.

Use paper thoroughly

- 1) Use both sides of the paper
- 2) Consider printing with a small font and narrow margins
- 3) Consider downsizing material being copied
- 4) Use only the paper necessary for message (1/4, 1/3, 1/2 sheets)
- 5) Consider using the reverse side of used paper for notes, first drafts, etc.

Where feasible, reuse paper

- 1) Collect handouts (perhaps in binders) to be used the next year
- 2) Consider putting several copies on reserve in place of distribution

Recycle all paper:

- 1) Exams or papers not returned (use shredders if necessary)
- 2) Extra class handouts
- 3) Ask students at end of course to recycle discardable paper.
- 4) All office paper in boxes provided

Promote a judicious use of paper

- 1) Consider stating your policy and procedures on syllabus
- 2) encourage students to follow LSTC Paper Policy for Students