

LSTC POLICY ON PAPER USE

It is the policy of this seminary to foster and implement a responsible use of paper in all areas of seminary life. To this end, faculty, staff, and students will adopt guidelines for paper use. These guidelines foster the 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 it is feasible and appropriate to do so.

Where feasible and appropriate, the seminary will support the paper guidelines in the following ways.

- Provide information and encourage the conscientious implementation of the guidelines
- Where necessary, train personnel to be able to carry out the guidelines: faculty, staff, students
- Provide stations for the collection of paper to be recycled or reused
- Where appropriate, purchase recycled paper for use in all aspects of seminary life.
- Provide shredders for the recycling of confidential materials
- Provide interoffice envelopes of various sizes
- Provide recycled paper for staff supplies and in bookstore
- As appropriate, purchase new and replace old copying machines with copiers which provide options for a more responsible use of paper. Make available newer copying machines after office hours
- Continuing search for creative alternatives to the use of paper, particularly through electronic media.
- Regular evaluation and revision of paper guidelines