

STUDENT 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 it is feasible and appropriate to do so.

- **Where feasible use recycled paper for:**

- 1) Note-taking
- 2) Computer paper
- 3) Letter Writing
- 4) Look for collection/ help yourself location for paper not fully used

- **Use paper wisely**

- 1) Write and print on both sides of the page
- 2) Consider using the reverse side of used paper for first drafts, notes, letters
- 3) Where appropriate, avoid "cover pages" to papers or assignments
- 4) Where appropriate, use small print, single-spacing, and narrow margins

- **Recycle all paper**--note paper, mail (including window mail), discarded computer paper, class handouts which can be discarded, newspapers, old books, magazines, cardboard. Use the deposit bags in the main building or the recycling bins at the living units.

- **Use recycling bins** behind living units to recycle paper, along with glass, tin, aluminum, plastic, paper, and cardboard. Use bins at Main Building to recycle paper, along with aluminum cans and plastic bags.

- When doing LSTC business or distributing information for the community, follow the LSTC staff guidelines for paper use.