

Connecticut College Policy on the Reduction of Paper Use

Connecticut College, as a matter of sound management principles, continuously reviews its internal administrative processes and procedures with the goal of optimizing the use of resources, maximizing service levels, and minimizing wastes and costs. Included in the college's objective to be an environmental model is the reduction of paper use.

Cooperation from all sectors of the college is needed to achieve this reduction, including the Post Office, Print Shop, Information Services, College Relations and all of the faculty, staff and students who wish to carry news and information to individuals or the public.

Guidelines

Connecticut College recognizes the need to disseminate information in a cost-effective and environmentally sound way. In efforts toward these ends, all forms of paperwork, news bulletins, and correspondence should be processed according to these guidelines:

- Whenever practical and possible, internal communications should be accomplished via electronic mail, and existing publications such as *Source*, the *Daily CONNtact* and the *College Voice*. This includes all offices and academic programs.
- The use of recycled and reused paper is encouraged. Letters and essays should be condensed by printing on both sides, single-spaced where appropriate.
- The number of press runs of all publications should be evaluated to be consistent with actual need. These include newsletters, brochures, phonebooks and class hand-outs.
- Announcements that are not urgent or essential for each person to receive their own printing should be circulated within a department, rather than multiple copies being sent. Similarly, faculty, staff and students should share documents whenever feasible.
- Mailers should send written communications only to those individuals who specifically need the information rather than send all-campus stuffings, which are discouraged.
- Reusable campus envelopes or a self-mailer design should be used when practical.
- Departments and clubs are asked to limit the number of posters printed to 25 or fewer. Posters must be removed as soon as their information is no longer pertinent.

The guidelines were written with the best interest of the college and the environment in mind. They are intended not to place undo burden on any department, and to see that the effective flow of information is not impaired. If undertaken conscientiously by all members of the college, these policies will save dollars, labor and natural resources.

*The policy was endorsed by the **Environmental Model Committee**, a group of administrators, staff, faculty and students charged with the greening of Connecticut College – May 1998.*