

## Montana State Library Commission Policy

# Waste Reduction and Recycling Plan for the Montana State Library

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### Background

**Waste Types and Amounts:** The greatest waste factor at the State Library is paper. We recycle approximately three (3) standard paper recycling bins biweekly. We also break down approximately 30 small to medium-sized cardboard boxes each week for recycling. Twenty-five cubic feet of recyclable newspaper is generated each month.

**Facilities:** This plan covers the State Library portion of the Justice/State Library Building. Thirty-eight employees are currently working in the State Library.

**Current Disposal:** The white, colored and computer paper, as well as cardboard, is collected by Montana Recycling Center of Helena. The three standard paper recycling bins that are on location are used by the Dept of Justice and the Judiciary employees as well as the State Library. Staff members assume responsibility for delivering aluminum soda cans to Montana Recycling Center. The State Library has installed a soda vending machine in the staff room which has refillable bottles. This has reduced the amount of aluminum cans used.

**Community Resources:** Newspapers have for many years been collected once a month by the Masonic Lodge and delivered to a recycling center. However, the Masons have discontinued doing this. The recycle center is currently taking newspaper but is not paying any money for them. They have agreed to pick up the newspapers at the same time the paper recycling bins are picked up.

**Educational Efforts:** We have and will continue to discuss recycling efforts at monthly staff meetings. Staff know where the paper recycling boxes are located in each work area and where the aluminum can recycling container is located in the staff lounge. Staff are encouraged to use reusable dishes available in the staff room for lunches and coffee breaks.

### WASTE REDUCTION

**Computer Applications:** the State Library has no agency-wide computer network. While we don't anticipate significant waste reduction in the near future, the practice of transmitting documents on a diskette is being used more frequently in all departments. A local area network (LAN) would enable electronic mail and data transfer to be used.

#### Other Waste Reduction:

- 1) The number of aluminum cans to be recycled has been reduced with the installation of a glass bottle soda vending machine in the staff lounge.
- 2) Central Stores (State of Montana supplies) has been convinced to make paper hot cups available as an alternative to styrofoam.
- 3) A coffee mug rack was constructed by several staff members (on their own time) and is located in the staff room near the water cooler. This rack is supplied with mugs to be used by staff, volunteers or visitors. Paper cups are available for those people not wishing to use ceramic mugs.
- 4) Several programs have used out-of-date letterhead for making scratch pads.
- 5) Staff have been reminded to run photocopies on duplex mode whenever feasible.

- 6) The number of copies made of the daily in-house newsletter, FYI, was reduced. The FYI will be posted throughout the library instead of each person receiving a copy.

## RECYCLING

**Computer and Office Paper:** We have been participants in the Recycle Montana program since its inception and have found it to be successful. Probably one of the most significant impacts of participation in the program has been staff awareness of the volume of paper that was previously going into the local landfill.

**Cardboard:** We have been breaking down cardboard boxes for approximately a year. This is stored in our mailroom until picked up by Montana Recycling. The process seems to be working satisfactorily and will be continued.

**Yard Waste:** N/A

**Used Motor Oil:** N/A

**Other Materials:** A container for aluminum soda cans will be placed in the conference room to encourage those attending meeting in there to recycle. A container for glass will be placed in the staff room for unrefillable glass containers.

## PURCHASING

**Paper:** For approximately the past year, we have been purchasing recycled photocopy paper from Property and Supply. Although the price has been slightly higher than the regular paper, we have felt the benefits have exceeded the difference in cost.

**Cups:** Paper 'hot' cups have been made available for purchase from Central Stores. These cups previously were special ordered from a private office supply company since Central Stores stocked only styrofoam cups.

**Compost:** N/A

**Tires:** N/A

**Other:**

## OTHER COMPONENTS

**Recycled Paper Containers:** In all public work areas, we have cardboard boxes which are covered with contact paper (a project of the local Camp Fire group) which are marked for recycled paper.

### Future Waste Reduction Plans

Purchase a shredder so confidential material can be shredded and recycled. Explore the possibility of cooperative purchase with other agencies in the building.

Place container for recyclable glass in the staff room.

Purchase equipment to cut spines off discarded books so paper can be recycled.

Look into cost of having a local network in the library so electronic mail and data transfer can be utilized.