



THE UNIVERSITY OF UTAH

**J. Willard Marriott Library**

# Recommendations for Greening the J. Willard Marriott Library

## Report of the Marriott Library Green Task Force

Presented to

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and the Marriott Library Executive Council

Joan M. Stoddart, Interim Director, Spencer S. Eccles Health Sciences Library

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September 25, 2008

## **Marriott Library Green Task Force**

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## **Acknowledgements**

We wish to acknowledge gratefully the committees, task forces, and groups who blazed the trail for consideration of these recommendations, particularly the initial (1999) University of Utah Library Greens and the efforts of dedicated individuals at the three University Libraries since then.

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## Background: The Commitment to Climate Neutrality

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On Earth Day 2008, University of Utah President Michael K. Young joined 578 college and university presidents in the United States and Canada in signing the American College and University Presidents Climate Commitment with the goal of achieving climate neutrality as soon as possible. The Presidents Climate Commitment website (<http://www.presidentsclimatecommitment.org>) explains the challenge facing our educational institutions:

The fight against global warming will shape the 21<sup>st</sup> century. Colleges and universities must exercise leadership in their communities and throughout society by modeling ways to eliminate global warming emissions, and by providing the knowledge and the educated graduates to achieve climate neutrality. Campuses that address the climate challenge by eliminating global warming emissions and by integrating sustainability into their curriculum will better serve their students and meet their social mandate to help create a thriving, ethical and civil society.

The University of Utah's commitment is being met, systematically, by the actions of departments around the campus, with the advice and coordination of the University's Office of Sustainability, formed within Facilities Management in 2007. As a pan-campus advocate for a more sustainable campus, director Craig Forster and his colleagues have established various campus initiatives, working through educational events, sustainability-related research, curriculum development, student engagement, Green Teams, and assistance to colleges and departments. This work is supported by other divisions within Facilities Management, including Plant Operations and Energy Management. They have moved to inventory and track campus greenhouse gas emissions and to help departments use energy and water more efficiently through changes to lighting, heating, cooling, and energy-efficient equipment.

The commitment to creating a sustainable, green campus requires the actions of every department within the University, and has far-reaching implications for our work and our community. We recommend that the J. Willard Marriott Library and other University Libraries adopt this commitment and contribute to the realization of a climate-neutral future. Suggestions about what this would mean in practical terms are given by the Green Task Force below.

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## Executive Summary

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### The Green Task Force

The completion in Fall 2008 of the extensive renovation of the J. Willard Marriott Library and the moving of many staff groups back into the Library presents an excellent opportunity to identify and promote environmentally responsible practices and encourage sustainable behaviors. Recognizing this, Marriott Library director Joyce Ogburn in June asked for volunteers for a Green Task Force and charged it with creating a recommendations report for consideration by the Library's Executive Council (see Appendix A: Task Force Charge).

Fourteen people volunteered, including one from the Spencer S. Eccles Health Sciences Library and one from the S. J. Quinney Law Library, and the Green Task Force met weekly from June 23 through

September 17, 2008. Representatives from the Office of Sustainability and the Energy Management Office attended the meetings as well in an advisory capacity. The group quickly discovered that the members brought with them a wealth of previous experience in “green” initiatives (see Appendix B: Green Task Force Members).

## **Methods**

*Values:* The group developed a list of values to guide its discussions (see Appendix C: Values), including collaboration with the Quinney and Eccles Libraries, as well as alignment with campus initiatives.

*History of Greening Efforts:* The Task Force reviewed the successes and challenges of previous “green teams” in the Libraries environment. Some of that history is presented under “Appendix D: History of Green Actions at University Libraries” at the end of the Report.

*Topic Areas and Subteams:* The Task Force brainstormed possible green actions and grouped them into six topic areas. A subteam of 2-4 persons was set up to discuss each topic area. Each subteam met a half-dozen times and wrote a subteam report, which it shared with the whole Task Force for feedback.

## **Recommendations**

The recommendations of each of the subteams are included in detail below in these sections:

- Topic Area #1: Equipment and Supplies
- Topic Area #2: Recycling and Composting:  
Tackling Waste at the Marriott Library in 2008 and Beyond
- Topic Area #3: Energy and Water Use
- Topic Area #4: Travel and Transportation
- Topic Area #5: Communicating with Campus and Beyond
- Topic Area #6: Green Education and Training

While a few of these recommendations are specific to the Marriott Library, we encourage the Eccles Library and Quinney Library administrations to consider and apply similar greening actions as well.

In addition, the Task Force developed some high-level recommendations regarding implementation, particularly requests for approvals from the Executive Council to move forward with certain education and planning actions. These are presented below as “Recommendations for Implementation” following the Topic Area Recommendations.

## **Report and Presentation to Executive Council**

Finally, the entire Report was assembled and presented to the Marriott Library Executive Council, with guest attendees from the other two Libraries and the Office of Sustainability.

## Topic Area #1: Equipment and Supplies

*Subteam:* Louise Binns-Hall, Carol Jost, and Karren Nichols, with assistance from Ian Godfrey.

The Marriott Library Green Task Force has an opportunity to recommend the following “green policies” for the purchase of supplies and equipment in the library. As we become more “green,” we will have an environmental impact that will help ensure a more sustainable future for generations to come.

### 1. Reductions in Use of Plastics

*Goal:* We recommend reducing the amount of plastic that is purchased for use in the library, and we promote an ongoing recycling effort for plastic that is found in drink bottles, etc.

- Eliminate the purchase of bottled water and soft drinks in the library. We suggest an individual refillable water bottle for staff and pitchers of drinking water if desired in working areas. A water filter to be installed on the staff room sink has been suggested, and we would like to investigate that option.
- Discontinue and look for alternative solutions for the purchase of Wet Ones (hand wipes) housed in heavy plastic containers.
- We recommend the purchase of paper products in lieu of styrofoam cups, plastic plates, cups, tablecloths, and utensils. Utensils are available that are corn based which are biodegradable and can be broken down for compost.
- Investigate ways to minimize the use of plastic wrapping material throughout the library and propose the use of alternate materials that are more eco-friendly.
- Place recycle containers for plastic and glass in the library staff room and on level one. We have been notified that we can contract with Waste Management to pick up all of our recyclables for \$70.00 a pick-up.

### 2. Economies in Paper Consumption and Electrical Usage

*Goal:* During FY 2007-2008, the Marriott library purchased 2,000,000 sheets of paper for our printers, copy and fax machines, and other usages. Our paper cost is \$32.84 per carton of 5,000 sheets. For 30% post-consumer fiber the cost is \$36.10, an increase of \$1,304 per year, and 100% post-consumer fiber would be \$43.30, an increase of \$4,184 per year. We make the following suggestions for reducing paper consumption in an effort to purchase paper that is 100% post-consumer fiber.

- In the Marriott Library we currently have 104 printers for staff and reference desks. We recommend eliminating 15% of the printers during FY 2008-2009, and we’d like to request funds to begin replacing old printers with new Energy Star equipment that allows duplexing. Statistics indicate that duplexing provides a 25% savings in paper consumption, and office printing costs are the largest under-managed expense in business today.
- We recommend a campaign to reduce printing of e-mail messages, print runs of forms and special projects, and suggest the utilization of scratch paper available at no cost from Purchasing.

- In Marriott photocopiers are old and obsolete. As the renovation completes, we recommend the purchase of Energy Star equipment that can be used as copier, printer or scanner. We suggest cutting the number of machines from 9 to 7 as volume continues to drop. Copiers use more energy per unit than any other piece of office equipment. Energy Star photocopiers address both off-mode and an automatic shut-off after a specified length of time.

### 3. Additional Suggestions for “Greening” Our Offices

- A standard refillable pen in black, red, and blue should be a regular stock item. No other pens need be ordered.
- We suggest abandoning paper telephone books for up-to-date online versions. Or, at least, only distributing in paper for those who request paper.
- Evaluate the number, kind and quantity of library calendars we purchase. Each year the Library purchases Day-at-a-Glance, Week-at-a-Glance and Month-at-a-Glance calendar books. In addition, we purchase flip page and large desk pad calendars, and we purchase tent calendars from campus printing. Because they reflect accurate campus information, we recommend purchasing the tent calendars only.
- We recommend that we forgo paper handouts in favor of projecting agendas and accompanying material with review copies archived in Sharepoint. Document cameras and Smart Boards will be available in new classrooms. We recommend adding them to conference rooms as budget allows.
- We suggest researching office supply catalogs to offer staff selections that are “Green,” and encourage the recycling of unwanted office supplies through Purchasing.
- Continue to transfer unwanted, useable library furnishings and equipment to other campus departments, e.g., study carrels, tables, old fume hoods, and computers.
- For parties, luncheons, and other events that require catering, we suggest selecting the caterer based on “Green” standards. A list of caterers meeting those standards should be compiled.
- For Libraries printing paper ballots, there was a suggestion that using SurveyMonkey might be appropriate.

#### Topic Area #2: Recycling and Composting: Tackling Waste at the Marriott Library in 2008 and Beyond

*Subteam:* Dan Burn, Katherine Limb, Cristan Moore, and Jay Mumma.

Given the assumption that the Campus Libraries are supportive of campus, internal staff and student efforts to achieve realistic and practical recycling goals, we offer these action initiatives:

**HURRY UP PLEASE IT’S TIME**

T.S. Eliot (1888-1965), *The Waste Land*, 1922

## 1. Recycle with vigor

We should support the Plant Operations Custodial Division's comprehensive paper recycling program in every way possible. Our Campus, through building custodians, recycles newspaper, office paper, mixed paper, cardboard, aluminum cans, and, in the near future, plastics. We are recycling books and serials as mixed paper. The campus recycling coordinator is Joshua James ([josh.james@fm.utah.edu](mailto:josh.james@fm.utah.edu)). The custodial staff in each building collect, stage and dispose recyclables weekly as an addition to their daily cleaning and trash collection (<http://www.facilities.utah.edu/recycling/>).

**COLLECTION BINS**

**OFFICE BIN**  
3 or 5 gallon containers. Collected by custodial once per week from offices and cubicles. Targets "OFFICE PACK," which means NO newspapers or magazines.

**CLASSROOM BIN**  
23 gallon containers. Collected by custodial as needed from classrooms and public areas. Targets "MIXED PAPER," which includes newspapers and magazines, but NOT cardboard.

**CURBSIDE BIN**  
65 gallon containers. Custodial takes to curb once per week. Targets EITHER "OFFICE PACK" or "MIXED PAPER." Check label carefully to avoid contamination.

**U RECYCLING SYSTEM**  
THE UNIVERSITY OF UTAH

**Campus Recycling Kick-Off!**

**How-To Guide For Your New Bin 2007**

(How-to Recycle Brochure from Plant Operations Site)



(Photo by Jay Mumma)



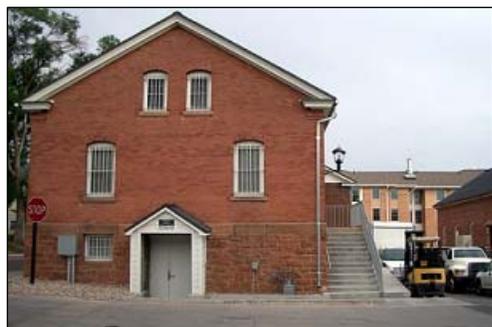
(Photo by Jay Mumma)

## 2. Let staff lead

If there is sufficient interest we should foster a volunteer action group of library staff to initiate and support additional recycling initiatives. With minimal commitment of library resources this Recycling Action Group could help us improve our efforts with education and also explore new recycling options, such as local collection of food waste for composting. We could actively seek partnering with students groups' service projects and research. These student initiatives currently include: Sustainability, the Compost Project, Urban Sustainable Gardening, Green Buildings, and formally organized student groups include SEED, Sustainable Environments and Ecological Design, at the Lowell Bennion Service Center with Harmeet Khalisa as a library staff representative ([harmeet0821@gmail.com](mailto:harmeet0821@gmail.com)), the Student Government Board of Sustainability, and the Environmental Studies Advisory Committee (<http://www.envst.utah.edu/sac.htm>). Dr Fred Montague's ([montague@bioscience.utah.edu](mailto:montague@bioscience.utah.edu)) Service Learning classes have done waste audits on campus and could do one for us as well. Also, Barbara Yazzie has an interest in campus participation in a Salt Lake County food waste compost project.



(Courtesy of: Campus Wide Composting at the University of Utah)



## 3. Use University Surplus

We should continue to redistribute appropriate capital equipment and excess property through University Surplus and Salvage ([surplus@utah.edu](mailto:surplus@utah.edu)).

(University Surplus, old building re-used. Photo by Jay Mumma)

## 4. Do extra recycling

The Library should continue to recycle batteries, and open this up for patrons as well (see <http://www.ehs.utah.edu> or a contract vendor), continue to recycle print cartridges, through a contract vendor (<http://www.printelligent.com>), reinstate the in-house collection and recycling of Styrofoam packaging to Marko Foam Products ([http://www.manta.com/coms2/dnbcompany\\_dwbmpd](http://www.manta.com/coms2/dnbcompany_dwbmpd)), and we at the Marriott should begin partnering with Eccles and Quinney for recycling of media including audio and video magnetic tapes, DVD/CD discs and microforms. Eccles Library is using MRC Polymer's Digital Audio disc Recycling program services now. Proper disposal considerations should be a part of any weeding/withdrawal project where the material would not normally go to surplus. Very large quantities of bound materials have been successfully recycled through arrangement with Custodial Services.

## 5. Buy wisely

We should encourage purchasing from companies that use the least amount of packaging, or packing that is more environmentally friendly.

## 6. Make it easy

A Recycle Pod, having one each of approved bins should be put into the staff room and at the café for student use. This grouping should include information about our recycling efforts and offer guidance and tips for effective recycling. Public area trash bins and local paper recycle bins should follow custodial division guidelines for placement.



(Courtesy SL Arts Festival)



(Courtesy Cristan Moore)

## 7. Focus on new Café

We should consider in the design of the café, the ability for users to rinse recyclables at a sink adjacent to waste containers and the Recycle Pod. If the volume of cafe waste becomes a disposal problem, Chartwell's might be interested in implementing the single-stream (see <http://www.wm.com/wm/services/wmra.asp>) recycling system being used at the Heritage Dining Commons and the Student Union for our café too. This would bear consideration, for Holly ([holly.lamb@food.utah.edu](mailto:holly.lamb@food.utah.edu)) at Chartwell's made this suggestion, and Mark ([mark.morrison@food.utah.edu](mailto:mark.morrison@food.utah.edu)) is coordinating that effort at the Commons.



(Courtesy of Chartwell's at the Student Union.  
Photo by Jay Mumma )



(Courtesy of Dan's on Highland. Photo by Daniel Burn)

## 8. Leave room on our loading dock

We should allocate adequate room on the loading dock for phasing of recycled materials until they can be picked up. Of especial interest to the Custodial Division is allowing room for the Cardboard Program recycle trailer near the loading dock. Chartwell's similar interest in a 4 cubic yard dumpster adjacent to the dock would be contingent upon a mutual agreement to start a single-stream recycling program to deal with café-generated waste. We will also have a 6-yard dumpster at the dock as usual. The more space we can allocate the more successful realizing our recycle options will be.



(Courtesy Jay Mumma)

## 9. Teach staff

We should educate staff on reducing the need for recycling in the first place. We can incorporate this awareness program into the staff room recycle area display.

### 10. Make water bottles easier to fill (staff)

To encourage the use of drink containers in the office environment, we suggest that a gooseneck filtered water faucet be added to the staff room sink. A reverse-osmosis residential unit is recommended. The Plumbing Shop can provide this device.



### 11. Make water bottles easier to fill (everyone)

On a trial basis, for a similar benefit for the public, we suggest having the University Plumbing Shop modify and attach a gooseneck water faucet to the lower of the two water basins in the public area on the first floor north connector by the West Entrance. If well received, we suggest that such a supply option be considered in the design specifications of future fountains.



(Photo by Jay Mumma)

### 12. Our Vision

We have taken the charge of this subteam as an opportunity for us to encourage and foster existing and future options for recycling at our library. We have both reviewed and viewed in person the several campus programs; we have had conversations and shared our needs with several principals on campus, and we have on our committee a supervisor in the Custodial Division charged with making the U's Recycle Program work here in the Library.



With focused efforts to achieve measurable results, with clear goals, and with an increasingly favorable environment for limiting our waste-filled squandering of increasingly scarce and costly resources, we can, here in the Library, on our campus and in our personal lives, get this done. With that vision we have submitted these recommended actions for you to consider.

### Topic Area #3: Energy and Water Use

*Subteam:* Joan Gregory and Sandra McIntyre, with assistance from Bianca Shama and James Steed of the Energy Management Office.

With the new design of space and past energy retrofits, the Marriott Library is well-positioned to implement further energy and water efficiency measures and projects. Great strides have been taken towards efficiency in a variety of spaces throughout the Marriot Library. These various measures include such things as automated lighting systems, motion sensor switching in individual offices and storage areas, lamp reductions in new fixtures, the conversion to compact fluorescent light bulbs, an upgrade to the heating and cooling system, drought resistant landscaping, and sensors in the roof garden to indicate watering only when needed.

The vision for greening Marriott Library's energy and water use is to continue the broad scale execution of these and other various measures throughout the entire Library to maximize on the energy and water saving potential within the Library buildings. With one of the largest buildings on campus, and with our long hours of operation, energy and water use savings at the Marriott Library can be significant. While much has been done, there are still vast opportunities to do more.

This vision is in line with Gov. Jon Huntsman Jr.'s recent call for bold leadership on energy issues. With the State of Utah's commitment to adopt a renewable energy portfolio and to join the Western Climate Initiative, as well as the Western Governors Association's initiative to draft a national energy policy, the governor has created heightened awareness of the need to reduce fossil fuel use and to reduce energy waste. In a region of water scarcity and a world at a crossroads in terms of instability and conflict related to oil dependence, the time is right for Utahns to be bold in changing our energy and water practices.

## 1. Library Energy Audit

*Goal:* Work with the Energy Management Office to identify all potential behavioral and mechanical adjustments that can be made to increase energy and water efficiency within the Library buildings.

- Library Energy Report Card (can begin within 1 year)
  - What's being left on? Lighting, computers, HVAC? Are the motion-sensors working?
  - Night auditing - Use of building during the night - how many people working? - appropriate heating/cooling?
  - Equipment - all Energy Star certified?
- Make tools available to Library staff for monitoring their own energy use within their office spaces (e.g., using Kill-a-Watt meters or SmartPlugs available through the Energy Management Office). (can begin within 1 year)

## 2. Library Energy Five-Year Plan

*Goal:* Working with the Energy Management Office and the Office of Sustainability, develop a plan for Library energy reduction and water efficiency.

- Set goals for energy and water reduction tied into Campus Energy Management Plan and President Young's Presidential Climate Commitment (can begin within 1 year)
- Develop a baseline for utility usage
- Begin tracking and reporting
- Include energy and water usage as part of Library Energy Report Card
- Make data public via online dashboard

## 3. Ecological Footprint of the Library

*Goal:* Use collected data to calculate the Library's Ecological Footprint, monitor it over time, and publish the information and the process for use by other libraries. Work in conjunction with Office of Sustainability. (1-5 years)

## 4. Lights and Light Fixtures

*Goal:* Work with the Energy Management Office, Custodial Services, and Purchasing to identify lights and light fixtures whose replacement would offer immediate energy savings.

- Add energy-efficient light fixtures and bulbs for all general lighting. (1-5 years)
- Add motion sensors in areas often left on. (1-5 years)
- Investigate establishing a set time when lights are automatically turned off in certain areas (requested addition in meeting at end of August) (currently can be done in new areas, 1-5 years to install over full building).
- Gradually update older lighting with current efficient lighting products - using the old lights until they go out and are then replaced (this was requested addition in the meeting at end of August). (1-5 years)
- Modify task lighting:
  - Reduce lighting and encourage use of task lighting in highly lit areas - stressing educational lighting standards [ASHRAE/IEEE] and individual control over task lighting.
  - Make sure there is a supply of compact fluorescent light bulbs for individual task lighting.

## 5. Computers and Equipment

*Goal:* Work with the Energy Management Office and IT to eliminate the need for computers and office equipment to run 24/7/365.

- Purchase computer management software for IT departments to power down computers overnight when not in use and power them back on when an update/upgrade/backup is needed. Examples:
  - Social & Behavioral Sciences has implemented and is saving approximately \$8,200/yr. - in place now 3 years

- Huntsman Cancer Institute -600 computers utilizing management software (completion November 2008)
- Encourage where possible the powering down of printers, copiers, fax machines, and other office equipment at the end of the work day.
- Plug so-called “vampires” (equipment whose display lights remain on when equipment is off - for example, plug-in chargers) into power strips that can be powered off at the end of the work day.
- Explore purchase and installation of vending misers (\$165 each) on Library vending machines - turns off machines when building not open - possibly volunteering to be a pilot project on campus.

## **6. Heating and Cooling**

*Goal:* Work with Plant Operations and Library staff to adjust heating and cooling to reflect building occupancy.

- Identify evening and weekend occupancy clearly so that thermostats can be regulated accordingly. (can begin within 1 year)

## **7. Water**

*Goal:* Work with Plant Operations and Library and Café staff to minimize water waste. (can begin within 1 year)

- Post signs at standard faucets reminding people to minimize water waste.
- Identify high use areas for retrofit of standard faucets to motion-sensitive faucets.
- Provide education for baristas re Café water use.
- Evaluate potential for gray water re-use demonstration program.

## **8. Renewable Energy**

*Goal:* Explore renewable energy options - solar, wind, and geothermal.

- Designate Marriott Library as an official demonstration site for renewable energy projects - strategically identifying the Library as a high-profile, highly desirable site for future projects being considered by Campus and at least partially funded at a campus level. (can begin within 1 year)
- Wind - Participate in the existing University Windpower program: <http://windpower.utah.edu/>. (can begin within 1 year)
- Solar - further investigation of ideas (investigation can begin, feasibility can be studied)
  - Solar lighting: fiber optics, solar tubes
  - Photovoltaic technology
  - Parking lot - solar trees/covering that could run the parking lot or other outdoor lights on campus - or other remote outdoor power needs
  - Solar hot water heating
  - Solar electricity or solar heating
- Sponsor symposia on renewable concepts/ideas. (can begin within 1 year)

## 9. Funding for Energy and Water Projects

*Goal:* Investigate potential sources of funding for energy and water saving projects. (can begin within 1 year)

- Investigate private funding through Library Development Officer.
- Investigate grant opportunities.
- Explore demonstration projects.
- Take advantage of Energy Management Office demonstration projects, which typically have a payback of 3-5 years and roll savings over into more energy-saving projects.
- Take advantage of local, state, and federal rebates and incentive programs identified by the Energy Management Office.

### Background: Metering Information for the Libraries (and HSEB)

- Electric meters: Marriott has 2 meters now, plus two more soon, Eccles 1, HSEB 2, Quinney 1; measured in kilowatts
- Water meters: Marriott 1 domestic water only, not landscaping water except maybe includes roof garden water; landscaping water not monitored by Plant Ops separately, 1 Quinney, 1 Eccles, 1 HSEB (broken); measured in CCF (hundreds of cubic feet)
- High temp water (for heating building and for hot water): 1 Marriott, 1 Eccles, 1 HSEB, 1 Quinney (broken), measured in BTUs
- Chilled water (for air conditioning, Eccles only): 1 Eccles, 1 HSEB
- Gas (for labs): 1 HSEB

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## Topic Area #4: Travel and Transportation

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*Subteam:* Mary Ann James, Sandra McIntyre, Daureen Neddill, and Jan Robertson.

Located in the heart of the University of Utah campus, and close to bus and TRAX stations, the Marriott Library affords employees and Library users the opportunity to reduce their environmental impact through eco-friendly commuting, work-related travel, and management of conferences, seminars, and workshops.

### 1. Commuting to the Libraries

*Goal:* We recommend reducing the number of passenger vehicles coming to campus on a daily basis and encouraging the use of fuel-efficient transportation options, thereby reducing carbon emissions generated by University of Utah staff and Libraries users.

- Mass transit:
  - Establish advocacy group that will work with UTA regarding routes and schedules that work for Library employees and users. Encourage employees/users to give direct feedback to UTA individually. (Transformational 6-12 mos.)
  - Educate employees about walking access to TRAX station from the Library. (Transactional 3-6 mos.)

## Green Task Force Recommendations

- Provide TRAX and UTA schedules at all Library entrances and include information about bike locker rentals. <http://www.utarideshare.com/displayFull.asp?articleID=92>. (Transactional 3-6 mos.)
- Ensure long-term sustainable funding for Ed-Pass (campus). (Transformational 1-2 yrs.)
- Bicycle use:
  - Establish Library Bicycle User Group(s) (BUGs) in conjunction with the University Bike Collective (<http://www.sustainability.utah.edu/initiatives/universitybikecollective.htm>) and ask it to suggest policies. Promote the Collective's services to bicycle users, such as a mobile bike shop. (Transactional 6-12 mos.)
  - Investigate Westminster Wheels, the bicycle lending program at Westminster College. [https://www.westminstercollege.edu/environmental\\_center/index.cfm?parent=6676&detail=8464](https://www.westminstercollege.edu/environmental_center/index.cfm?parent=6676&detail=8464). (Transactional 6-12 mos.)
  - Create secure parking for employee bicycles near the Libraries entrances, either with covered bicycle storage cages, such as those used at TRAX stations, or with bicycle racks inside a limited-access area of the Library building, or other arrangements as recommended by the BUG. (Transactional 1-2 yrs.)
  - Investigate the occurrence of bicycle theft on campus. Work with University Bike Collective and Campus Security on improving bike security. (Transformational 6-12 mos.)
  - Provide access to men's and women's lockers and showers for bicycle riders. Possible source: Field House shower pass for bicycle riders. (Transformational 1-2 yrs.)
- Motor scooter and motorcycle use:
  - Provide covered parking areas of suitable size for motor scooters/motorcycles close to Library entrances (campus). (Transactional 1-2 yrs.)
- Carpooling:
  - Promote UTA's new GIS-based Rideshare Secure Match program for carpooling <http://www.utarideshare.com/rideshareSurvey/form.asp> (campus). (Transactional 3 mos.)
  - Investigate developing a campus rideshare with Office of Sustainability following the lead of other organizations, using such sites as <http://www.rideshare-directory.com/>, Facebook and university websites, and <http://www.zimride.com>.
- Walking to work:
  - Keep sidewalks clear of ice, snow and debris (Libraries and Campus). Library staff can work with Facilities Management to identify chronic dangerous areas. (Transactional 3-6 mos.)
- Alternative-power vehicles:
  - Plan and prepare for alternative-power vehicles - e.g., provide electric vehicle parking/recharge stations close to Library entrances. (Transformational 1-3 yrs.)
- Work with campus groups such as Commuter Services and student groups to advocate for improved services from UTA. (ongoing)

- Incentives for green commuting:
  - Set up a chance to win gifts or gift cards donated by community businesses. (Transactional 6-12 mos.)
  - Establish Library team(s) for UTA's Commuter Challenge starting in Spring 2009. Contact Pat Dierks, 287-2062 for information. (Transactional 6 mos.)
  - Partner with WellU program, PEAK program, the BUG, and the Benefits Department to create a health rewards program. Talk with Ann Ober at the Salt Lake County Wellness Program. (Transformational 1-2 yrs.)

## 2. Work-related travel

*Goal:* We recommend that the Library examine the necessity of travel for various work-related purposes and consider alternatives to travel and the use of fuel-efficient transportation when possible.

- Encourage more use of the campus shuttles.
  - Investigate the establishment a Marriott Library/Bookstore loop shuttle stop at the west entrance of the Marriott Library to facilitate the use of the Red and Blue route shuttles by more employees and users. (Transactional 6-12 mos.)
  - Improve shuttle routes so that they extend to more areas in Research Park. Work with campus to extend shuttle hours of operation and increase frequency of routes. (Transactional 3-6 mos.)
  - Better educate staff about shuttle routes and Commuter Services' Shuttle Tracker at <http://www.parking.utah.edu/shuttles/shuttleTracker/index.html> giving real-time status of shuttles and showing shuttle routes. (Transactional 3 mos.)
- Encourage use of bicycles, motorcycles, scooters and walking for campus meetings.
  - Create suitable parking for bicycles and motor scooters/motorcycles. (Transactional 3-6 mos.)
  - Establish Library Bicycle User Group(s) (BUGs) in conjunction with the University Bike Collective and ask it to recommend policies and strategies. (Transactional 6-12 mos.)
  - Maintain safe bike pathways throughout campus. Work with campus to designate a network of bicycle paths, create and distribute maps. (Transactional 6-12 mos.)
  - With Campus Police, investigate possible personal security issues for bicycling and walking on campus.
  - Provide rental bicycles for intracampus travel. (Transactional 1-2 yrs.)
- Encourage use of fuel-efficient motor vehicles for off-campus travel.
  - Expand Library motor pool to include fuel-efficient vehicle and/or use Campus motor pool to expand vehicle choices for Library employees for work related travel. The University motor pool, at <http://www.facilities.utah.edu/plantops/services/mp/index.html>, consists of 30 vehicles including sedans, full size and mini-vans, and trucks. Of the sedans the University owns five Malibus, two Impalas and one 2004 Prius. The Library's motor pool consists of two vans which have been used consistently to haul equipment and to transport groups of people. Guidelines concerning which vehicles would be more fuel-efficient for a

- particular trip would assist Library employees in their choice of vehicle. (Transactional 1-2 yrs.)
- Investigate and promote new pilot program by Commuter Services to rent highly fuel-efficient “Zip” cars for part of a day for travel to meetings and appointments. (Transactional 3-6 mos.)
  - Make sure the vehicles owned by the Library are maintained in order to be fuel efficient. (Transactional immediate)
  - Develop a module regarding fuel economy to add to the standard driver certification training for employee use of University vehicles. (Transactional 6-12 mos.)
- Promote distribution of walking routes on campus, both efficient routes and scenic routes. (Transactional 6-12 mos.)
- Promote web-conferencing and teleconferencing options. We envision the Library becoming the Wimba “go to” site for campus. With Marriott’s infrastructure already in place and UEN’s financial support Wimba could become a robust and convenient alternative to traditional face-to-face meetings. TACC and UEN are already using this for K-12, WebCT. In a conversation with the Head of the Marriott’s Multi-Media Center, the options were outlined as well as a long-term goal. Carol Jean Hanson commented that Web-conferencing is a “place we want to go, but are not there yet.” Wimba is the future of web-conferencing but more training and publicity must take place in order for library staff and the campus community as to make use a viable option for those willing to use. Regularly scheduled training sessions could help facilitate higher use. Other web-conferencing options currently available are Marratech, (10-seat license and available in 1715 or 1725. A uNID or guest pass is required), Documentation and training are available through MMC. WebEx (TACC Conference room or 1726a). GoToMeeting and Breeze (which have been difficult to use in the past).
- Web-conferencing technology is labeled ADA compliant, but for all employees to be able to participate the Library is responsible for accommodating any needs. (Transactional 1-2 yrs.)
- Encourage professional societies to adapt green policies. Encourage Library staff to communicate and encourage the implementation of green initiatives to the professional organizations they are members of. Promote green conferencing and organization procedures such as fewer mailings and shorter or fewer conferences. (Transformational 6-12 mos.)

### 3. Telecommuting and flexible scheduling

*Goal:* Explore means of reducing/eliminating some commuter trips to the library during a work week and offer opportunities to avoid rush hour commuting.

- Investigate purchasing laptops as the primary computer for all staff. The use of laptops by Library staff has been increasing for various reasons. This has resulted in some staff having two computers, a laptop and a desktop. By converting to laptops, the library not only saves money, but also decreases the number of computers ending up in landfills. (Transformational 1-2 yrs)
- Calculate the carbon footprint for trips from various locations in the valley to educate employees on how much it costs to drive to the University. (Transactional 3-6 mos.)
- Investigate the possibility of following the governor’s mandate for some State employees to reduce days at work. (Transformational 6-12 mos.)
- With the Office of Sustainability, the Energy Management Office, and University Human Resources, explore the establishment of flexible scheduling for a wider range of employees to

(a) reduce the number of commuter trips to campus; and/or (b) reduce the number of people traveling at peak times. Work with Human Resources to resolve pay period issues. (Transformational 6-12 mos.)

- Consider mass-transit schedules when scheduling employee shifts. (Transactional 3-6 mos.)

#### 4. Green meeting practices

*Goal:* Promote green initiatives for Library- and campus-sponsored conferences, workshops and seminars.

- Develop a checklist for setting up a meeting and include recommendations for incorporating green practices, based on checklist from Carrie Brooks. (Transactional 3-6 mos.)
- Make program and session handouts available electronically instead of printed. Not everyone wants a handout or an entire program. Attendees can print what they need instead of what's there. (Transactional immediate)
- Encourage sponsors to provide giveaways that are "green." Provide sponsors with a list of suggested items. (Transactional 6-12 mos.)
- Encourage attendees to bring their own water bottles and coffee mugs. (Transactional immediate)
- Provide the opportunity for people to attend virtually. (Transactional 3-6 mos.)

### Topic Area #5: Communicating with Campus and Beyond

*Subteam:* Dan Burn, Joan Gregory, and Teddi Kachi.

As early adopters of sustainability on campus, libraries will be learning much that they can share with other campus units, other libraries, and with students, faculty, and staff. Communicating what we are learning as we develop our sustainability plan will inform the process for those who follow us and will place the libraries in a leadership role on campus as we move toward meeting the President's Climate Commitment.

#### 1. Values Statement

*Goal:* Libraries adopt sustainability as a core value by including a commitment to sustainability in values/mission statements.

- Adopting sustainability as a core value in our libraries supports the vision statements of:
  - University Office of Sustainability: <http://www.sustainability.utah.edu/about/vision.htm>
  - President Young's Climate Commitment: <http://www.sustainability.utah.edu/climatecommitment.htm>
  - Governor Huntsman's Western Regional Climate Action Initiative: <http://www.westernclimateinitiative.org/>
- Suggested statement: Foster a culture of sustainability including economic, environmental, and work-life balance.
- Publish our values statement on our web site.

## 2. Visible, Strategic Campus-Wide Sustainability Efforts

**Goal:** Take a visible, strategic role in campus-wide sustainability efforts and other campus-wide efforts for which we wish to foster sustainability.

- Continue efforts already underway: UofU President's Sustainability Advisory Board; UofU Green Team Leaders; Recycling Core Committee; Parking and Public Transportation Advisory Committee.
- Other Campus efforts in which we recommend seeking a voice:
  - Human Resources - <http://www.hr.utah.edu/>
  - University Bike Collective (UBC) - <http://www.sustainability.utah.edu/initiatives/universitybikecollective.htm>
  - Purchasing - "Green" Procurement - <http://fbs.admin.utah.edu/index.php/purchasing/green/>
  - Energy Management Office - Partnership - <http://www.sustainability.utah.edu/initiatives/energy.htm>
  - Plant Operations - <http://www.facilities.utah.edu/plantops/index.html>
  - Custodial - <http://www.facilities.utah.edu/plantops/services/custodial/custodial.html>
  - Chartwell's - <http://www.dineoncampus.com/utah/>

## 3. Share What We Learn with Other Departments and Other Libraries

**Goal:** Share what we learn in our "greening process" with other campus departments.

- Publicize our greening collaborations via campus publications (such as: *FYI*, *Daily Chronicle*, *Health Sciences Reporter*, *Continuum*).
- Post reports of our efforts on the UofU Office of Sustainability web site.
- Work with student, staff and faculty leadership to publicize libraries' sustainability efforts (ASUU, Academic Senate, Staff Organization).
- Present results of our efforts to other campus departments, other green teams, the Office of Sustainability Steering Committee, and other campus groups.
- Participate in the formation of other green teams on campus.
- Participate as an exhibitor and/or presenter in campus Earth Day events.
- Coordinate efforts and collaborate among the three campus libraries - sharing what we learn, benefiting from economies of scale and lessons learned.

**Goal:** Share what we learn in our "greening process" with other libraries (locally, regionally, nationally, and internationally).

- Nationally
  - Post our greening efforts on the Green Libraries web site at: <http://www.greenlibraries.org/>
  - Seek opportunities to share our process and effort via posters, presentations, and publications at professional library meetings (e.g., ALA, MLA, AALL)
- Utah Library Association

- Make presentations at other libraries and at ULA about our greening efforts
- Recommend: Library Greening Efforts as the topic for a future ULA Great Issues Forum
- Encourage Utah libraries to post their greening efforts on the Green Libraries web site at: <http://www.greenlibraries.org/>
- Encourage Utah libraries to make presentations at ULA and other professional meetings about their greening efforts (e.g., SLCPL, BYU)
  
- Utah Academic Library Consortium
  - Recommend: Library Greening Efforts as the topic for a future UALC retreat.
  - Recommend creation of a UALC Greening Your Library Committee to foster greening efforts in UALC libraries and take a leadership role in the formation of that Committee.
  - Use UALC's SharePoint site as a mechanism for sharing "greening effort" information among UALC libraries.
  - Encourage libraries to post their greening efforts on the Green Libraries web site at: <http://www.greenlibraries.org/> (UVU is listed).

#### 4. Staffing

*Goal:* Establish a Green Initiatives Coordinator or Sustainability Coordinator for the Marriott Library and a portion of a position at Eccles and Quinney Libraries with the following responsibilities:

- Assure our participation in strategic greening efforts on campus.
- Coordinate and tracking our greening efforts and associated training.
- Facilitate the continuing Green Committee.
- Reporting and publicizing our greening efforts.
- Incorporate green values/criteria in library job descriptions and performance appraisals.

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### Topic Area #6: Green Education and Training

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*Subteam:* Mary Ann James, Katherine Limb, Karren Nichols, and Tony Sams.

A 2006 study by the Pew Research Center for the People and the Press, <http://people-press.org/report/?pageid=1083>, on attitudes of U.S. citizens towards the environment discovered that education is a significant influence on a person's opinion regarding environmental issues. Through education we can influence behavior, effect change and encourage the incorporation of sustainable practices in everyday tasks.

The recommendation of this sub-group is to identify our strengths and where we should focus our training efforts; to educate through increased awareness, visibility and knowledge sharing; and, to teach using peer to peer training and through peer lead group development.

#### 1. Sustainability Audit

*Goal:* To identify areas of strengths and weaknesses, and to identify where to focus our training efforts, therefore, increasing the likelihood of success.

- Survey staff to identify areas of interest, level of awareness, desired training and education needs, resources, barriers, and benefits. Strengths and weaknesses. What barriers do they face? Ask staff what their vision is, how do they see library? Now? 5-10 Years? Transactional 6-12 months
- Survey students to identify their interests, areas they would like to see improvements or additional resources, and to identify the most likely areas we can influence and encourage sustainable behavioral changes. Ask students what their vision is, how do they see library? Now? 5-10 Years? Transactional 6-12 months

## **2. Education through Awareness, Visibility and Knowledge Sharing**

*Goal:* Increase awareness.

- Orientation Tour for employees and students that identifies where to recycle items, how to use equipment in an environmentally responsible manner and where to find information when they have questions about sustainable resources available to them at the Library. This can be incorporated into current library tours now and utilize resources presently in place. Transactional 3-6 months

*Goal:* Become visible.

- Green Board - Dashboard that shows our carbon footprint. How many trees were saved? How many tons of carbon we have not put into the atmosphere? A visible way to identify and celebrate our accomplishments. This information could also be mirrored on our website. Transactional 6-12 months
  - Logo - Create a logo for the Library's Green Task Force. Something that will let everyone know we are actively working towards a sustainable library. Transactional 6-12 months
  - Green Day - Launch the Library's new Green Initiative with a big campus wide event. Host a follow-up event each year on a designated Green/Earth Day by celebrating our progress and success. Launch new education programs and initiatives yearly. This is something that could possibly be coordinated with MESA. Creates visibility campus wide. Encourages continued participation and makes a visible statement that we support the sustainable vision of the University. Transactional 6-12 months

*Goal:* Share knowledge.

- Green Tips - Education for staff and users covering a broad spectrum of sustainable practices that are easily incorporated into daily life both at work and home. This could be distributed via daily FLASH messages and included on the Library web page. Transactional 3-6 months
- Green Update at All Staff Meeting. Inform staff of Marriott measures and Campus initiatives. Provide updates on our successes and new initiatives. Let staff know how they can become involved. Transactional 3-6 months
- Green Read(s) - Recommended reading and incorporate a green browsing collection. Inventory green reading materials, order any needed or requested materials. Develop a Green Subject Guide. This would assist librarians and students by creating a centralized guide for sustainable materials made available here at the Library. Transactional 6-12 months

- Brown Bag Lunch - A fun and educational forum for green workplace, green library practices and green community discussions. Invite speakers from the community. This will facilitate campus presence and community involvement by providing a forum for group discussions and learning. Transactional 6-12 months
- Green Hotline - One number that anyone in the library can call to get answers to questions such as “Where can I recycle batteries?” This would allow easy access to information for both staff and patrons. It would also provide an additional means for identifying and tracking staff and patron needs. Transactional 6-12 months (construction influenced)

### 3. Peer-to-Peer Training

*Goal:* To provide training to staff, users and faculty on fostering sustainability, through the training of both general sustainable issues and specific topics that decreases the use of resources through alternative sources. P2P training will allow staff members to become active in structuring development and adoption of new initiatives. We would also suggest cooperating with campus (Office of Sustainability) on their training initiatives.

- Peer lead group development. Transformational 1-2 years
- We suggest that the facilitating and coordinating of Green training should be part of someone’s job to liaise between groups. Transformational 6-12 months
- Designated group liaisons to work with trainer. Transformational 1-2 years
- Provide classes at the Library on general sustainable topics such as clean-air. Set aside each month for a different topic and then provide classes, a brown-bag lunch with a speaker or movie to address the issue. For instance, for clean air a class could be taught on “How to make carpooling work”, or “Public Transport 101”. Transactional 6-12 months
- Encourage staff to identify and make personal commitments to various sustainable practices. This would be voluntary.
- Make learning fun. For instance we could link learning with a competition between departments or sections to reduce the use of paper. Transactional 6-12 months
- We anticipate that training on such things as Archiving email and other alternatives to printing will be examples of subjects to be taught. Other examples would include use of the Smart Board and tele-conferencing. Transactional 6-12 months



Training model sample

## 4. Website

*Goal:* We envision a website which library users and staff would visit frequently for information about library and campus sustainability initiatives. The website should be a complete and comprehensive information center for all things the Library is working on as it becomes sustainable.

- A resource list or a “Green Subject Guide” which will list available print, electronic books, periodicals and websites for those people needing and wanting a comprehensive list of current resources. Transactional 3-6 months
- List where to go in the library as well as on campus to connect people to student groups, information on mass transit on and off campus, local and state resources. Transactional 3-6 months
- Link to interactive campus shuttle maps and UTA route planner. Transactional 3-6 months
- Suggestion and comment form. Transactional 3-6 months
- Include tips and information that is updated weekly and archived for users and staff. Transactional 6-12 months
- Acknowledge and highlight what the library has done and is doing to be green. Transactional 6-12 months
- A link to Campus’ sustainability website, <http://www.sustainability.utah.edu/> . Transactional 3-6 months

### Recommendations for Implementation

1. Endorse this Report in principle and share it with the Library staff.
2. Schedule opportunities for Green Task Force to (a) hold a discussion at a meeting of the Marriott Advisory Council (MAC), and (b) present at a Marriott Library All-Staff Meeting.
3. Include sustainability in the Library values statement.
4. Endorse the Task Force’s expectation that all Library staff will participate in green initiatives and share in the effort to make the Library a climate-neutral workplace. Add to all job descriptions as they are drafted or revised: “responsibility to contribute to green initiatives at the Library.”
5. Establish an ongoing Green Committee. Charge the Green Committee to, at a minimum:
  - Meet monthly.
  - Set priorities among and move ahead on certain net-saving, no-cost, or low-cost recommendations in this Report that are approved for action by the Executive Council, starting immediately after approval.
  - Complete an annual implementation plan with budget and timeline for consideration by the Executive Council. The first plan due December 2008 will include implementation of additional recommendations (below) approved by you to be accomplished through the end of FY 2008-2009.
  - Track progress and deliver a report to the Executive Council after six months, after one year, and annually thereafter.
  - Maintain ongoing status reports on the new Greening Our Library website.

6. Assign an existing staff person at the Marriott Library to be the Green Initiatives Coordinator. Request that the Associate Directors review staffing options and talk with existing staff to assess whether there is an individual who is passionate about greening the Library and available for re-assignment to this coordination at least half-time. The Green Initiatives Coordinator will facilitate Green Committee meetings and represent the Library in sustainability meetings with other departments and campus-wide committees to achieve the greening objectives.
7. The Green Task Force requests that the Executive Council review these recommendations and announce approval by October 23, 2008, thereby allowing the Green Committee to move forward.

## **Appendix A: Task Force Charge**

The completion of the renovation, together with the move of staff back to the Marriott Library, presents a good opportunity to identify and promote policies and practices within the library that will help minimize negative environmental impacts, and promote a green and sustainable library.

### **Outcomes**

- Use more energy efficient, refillable, reusable, recycled, and recyclable supplies and equipment
- Reduce our use of plastic
- Consume less paper and energy
- Increase our recycling
- Promote and achieve more energy efficient meetings, travel, and personal transportation
- Encourage green practices among our users
- Be a model of green practices for the campus

### **Members**

Composed of volunteers from throughout the Marriott Library and from the Eccles and Quinney Libraries if interested.

### **Timeline**

The task force will work throughout the summer to investigate new ways to make the library more ecologically friendly and will prepare a written report of recommendations to be presented to Executive Council by August 15, 2008.

### **Charge**

The task force is charged with

- Reviewing current policies and processes and making recommendations on the greening of library operations. A good example might be the model and number of printers we purchase, whether they duplex and do we use recycled paper.
- Promoting environmentally friendly alternatives in the workplace, e.g., drink containers, bottled water.
- Researching other green programs for suggestions that may work in our environment.
- Communicating and promoting the benefits of a green program in the library and on campus.

The Task Force is encouraged to consult with the Office of Sustainability.

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## Appendix B: Green Task Force Members

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**Louise Binns-Hall** is the Head of Purchasing at the J. Willard Marriott Library. She has been purchasing supplies and equipment for the Marriott Library for the past 25 years. She is a member of the Institute of Supply Management, a national organization for purchasing agents across the country.

**Dan Burn** is a Serials Specialist at the S. J. Quinney Law Library and was formerly a Serials Aide of the Eccles Health Sciences Library. Dan helped Joan Gregory with recycling efforts at the Eccles Library which included coordination with Jay Mumma from the Marriott Library. Dan then took those positive experiences to the Quinney Law Library four years ago and has been a driving force for recycling at the Law Library and College of Law. He has coordinated the recycling of paper, cardboard, books, aluminum, plastic, styrofoam, and glass at work and home. Dan would like to acknowledge a positive atmosphere at the Law Library towards green issues which enabled the success of recycling countless tons of material.

**Joan M. Gregory** is Librarian for Technical and Interlibrary Loan Services at the Spencer S. Eccles Health Sciences Library. Her study of environmental issues began in 1999 when she participated in a discussion course on voluntary simplicity developed by the Northwest Earth Institute based in Portland, OR. This course was the catalyst for taking environmental action in her personal and professional life and for sharing what she was learning with others. Joan currently serves as Coordinator of Environmental Ministry at the First Unitarian Church of Salt Lake City, and as a member of the President's Sustainability Advisory Board at the University of Utah. Joan coordinates the greening efforts at Eccles Health Sciences Library and along with her colleague, Jeanne Le Ber, has published, presented and developed a continuing education course based on these efforts.

**Mary Ann James** is the J. Willard Marriott Library's Electronic Resources Coordinator in Scholarly Resources and Collections. She grew up in Utah in a family that was always camping, backpacking and hiking and therefore has developed a deep appreciation for Utah's and the country's beautiful resources. She hopes to do what she can to preserve them as well as our planet for her daughter and future generations.

**Carol Jost** has been employed by the J. Willard Marriott Library for the past 20 years and has been the Director of Finance for 11 years. She is interested in "greening of the Library" both for ecological and financial reasons. Her participation on the Marriott Library Green Task Force has been her first formal opportunity to participate in a group greening effort.

**Teddi Kachi** is the Coordinator for Gifts and Exchange at the J. Willard Marriott Library. As a child of Depression-era parents, she found that saving and reusing were part of her life from the beginning. Her parents moved a house from a flooded military housing complex, foolishly constructed on a flood plain during the War, to the country outside Portland and rebuilt it. They had no municipal garbage pick up or city water so they composted, recycled and reused everything. They were also very careful of water lest the well ever run dry. Teddi's mother was an antiques dealer and believed that new furniture just becomes used furniture when you take it home, while antiques get more valuable, so she advocated hanging on to them and taking good care of them. The habit of taking care of what you have is ingrained in Teddi, and she extends that to her workplace and her community.

**Katherine Limb** is an ILS Programmer at the J. Willard Marriott Library. She has worked at the library for over 20 years in different departments. She volunteered for this task force to become more educated on being environmentally responsible.

**Sandra McIntyre** is Program Director for the Mountain West Digital Library, a program of the Utah Academic Library Consortium hosted at the J. Willard Marriott Library. As a member of the Science Club in high school, she volunteered for the first Earth Day, and she has been involved in a number of environmental and nature groups since then. In 2006-07, on behalf of the Utah Population and Environment Coalition she conducted a one-year research study on the growing ecological footprint of Utah. The resulting report, "Utah Vital Signs 2007: The Ecological Footprint of Utah," was featured in newspapers and television/radio news program throughout Utah.

**Cristan Moore** works as part of the Custodial Staff at the J. Willard Marriott Library.

**Jay Mumma** is in the Facilities Group at the J. Willard Marriott Library. He has a history of initiating and supporting recycling efforts, including our first newspaper recycling program, bound book recycling with Weyerhaeuser Corporation, the staff room battery and can collection points, the styrofoam packing collecting and delivery to Marko Foam Products, and he and library staff recycled the Marriott Library Card Catalog. He was on the original Green Team.

**Daureen Nesdill** is the Interim Head of Science and Engineering in the J. Willard Marriott Library. Around the time of the first Earth Day in 1970, Daureen and fellow college students discovered a chukkar partridge in the parking lot of CUNY York College. This unexpected find started a life-long interest in ecology and environmental studies. Daureen participated in two Earthwatch programs and studied behavioral and chemical ecology as a graduate student. She is a contributing author of the EPA report, "Alabama Wetlands Conservation and Management Initiative," and the US Department of Interior report, "Effects of Ozone on Vegetation in Southern Appalachians: An Annotated Bibliography." After receiving her MLIS from the University of Alabama, Daureen bought a 2002 Toyota Prius to drive across country to work at the Marriott Library.

**Karren Nichols** is a student at the University of Utah and an Administrative Assistant at the J. Willard Marriott Library. At the age of five, Karren started recycling aluminum cans and return bottles as a way to make money. She has always had a love for nature and been environmentally aware. As a teenager, she spent time each summer as a volunteer clearing trails and removing litter from National Forests. In 2000 and 2001 she volunteered on a recycling crew at a music festival, spending three weeks living in the woods, collecting and organizing items to be recycled from more than 10,000 campers and composting food waste. Karren strives to incorporate green living into her everyday life.

**Jan Robertson** is the Digital Collections Metadata Unit head at the J. Willard Marriott Library. She was a member of the original "Green Librarians" group in 2002. Jan has been a neighborhood leader in xeriscaping her lawn and a long-time recycler.

**Tony Sams** works in the J. Willard Marriott Library, Multimedia Center, helping to coordinate and maintain 300+ Macintosh systems in several labs across campus. Tony also teaches classes at the University on emerging technologies including practical podcasting, getting started with iTunes U, and using desktop video conferencing. He is interested in mobile technologies that will bring students, staff and faculty closer together to cut down on the University's carbon footprint.

## **Advisors**

**Jen Colby** is the Sustainability Coordinator at the Office of Sustainability in Facilities Management, a new unit on campus as of FY08. Jen originally moved to Utah because of the natural environment and outstanding outdoor recreation opportunities in the Wasatch Mountains and nearby deserts. Her sustainability values were formed on her grandparents' small family farm in Iowa, where nothing was ever wasted.

**Craig Forster** is Director of the University of Utah Office of Sustainability and Research Associate Professor of City and Metropolitan Planning. After decades of experience in studying and modeling subsurface fluid flow (water, oil, gas, and CO<sub>2</sub>) and heat transfer, Craig shifted to modeling the dynamics of metropolitan centers and assessing rates of urban carbon emissions. Assessing how to change the dynamics of integrated campus-scale energy, water and material systems is a natural extension of these previous efforts.

**Bianca Shama** is a Resource Conservation Specialist focusing on behavior based energy management services. She earned her MA in Psychology from Adelphi University. Bianca acts as a liaison between many of the departments and Plant Operations at the University of Utah to determine case by case, the most suitable suggestions to make the building occupants happy and to reduce the utility usage in buildings without disrupting building comfort. Bianca helps clients to focus on both the monetary and environmental impact of individuals' actions.

## Appendix C: Values

At the first meeting of the Green Task Force, members developed this list of values to guide discussions:

efficiencies  
saving money  
reduction in use and in purchases  
rethinking  
leading by example -- setting goals for selves and others  
enhancing our reputation  
innovative thinking  
convenience and ease of use  
clarity of instructions for action  
sustainability of Library  
positive thinking  
responsibility for those who come after us  
peer-to-peer disseminating  
conspicuous conservation  
making it socially acceptable (e.g., using a campaign like "The Truth about Waste")  
keeping a system perspective  
sharing resources across departments  
educating our community, including all staff and patrons  
research-based rationales  
step-by-step process  
communication  
input from Library patrons in decisions  
input from Library staff in decisions  
changing behavior  
explaining why  
urgency for action  
effective solutions (not just panaceas)  
individual responsibility for action  
working in conjunction with Eccles Library and Quinney Library  
alignment with campus initiatives

## Appendix D: History of Green Actions at University Libraries

The University Libraries have an extensive history of green actions. Some of these are listed below.

### Travel and Transportation Green Actions

- Marriott Library has provided two vans for employees to use for carpooling for work-related travel.
- The Libraries have set up support for web-conferencing and teleconferencing from a limited number of locations.
- Prior to the recent renovation, Marriott Library provided indoor bicycle storage.
- Employees collaborate on courier runs among Library buildings.

### Energy Efficiency

- Great strides have been taken towards efficiency in a variety of spaces throughout the Marriott Library.
- These various measures include such things as automated lighting systems, motion sensor switching in individual offices and storage areas, lamp reductions in new fixtures, the conversion to compact fluorescent light bulbs, an upgrade to the heating and cooling system, drought resistant landscaping, and sensors in the roof garden to indicate watering only when needed.

### Communicating with Campus and Beyond

- The libraries have begun taking a visible, strategic role in the campus-wide sustainability efforts and other campus-wide efforts for which we wish to foster sustainability, including:
  - UofU President's Sustainability Advisory Board - Joan Gregory, current member
  - UofU Green Team Leaders - Sandra McIntyre, Carol Jost, Dan Burn, Joan Gregory, current members
  - Recycling Core Committee - Joan Gregory, current member
  - Parking and Public Transportation Advisory Committee - Marie Paiva, current member
- Library faculty have published and presented about library greening efforts locally, regionally, and nationally:
  - Le Ber JM, Gregory JM. Becoming green and sustainable: a Spencer S. Eccles Health Sciences Library case study. *Journal of the Medical Library Association* 92(2):266-268, April 2004. [Available: <http://www.pubmedcentral.nih.gov/articlerender.fcgi?artid=385309>]
  - Gregory JM, Le Ber JM, McIntyre S, Toro T. Along a Greener Path: Utah Libraries Taking Action. Joint Conference, Mountain Plains Library Association and Utah Library Association, Salt Lake City, UT, May 2, 2008.

- Gregory JM, Lake E, Le Ber JM. Transforming to Environmentally Responsible Conferences: Planning a Green Meeting. MidContinental Chapter, Medical Library Association, St. Louis, MO, October 12, 2006. [Poster] and Medical Library Association, Phoenix, AZ, May 22, 2006. [Poster]
- Gregory JM, Le Ber JM, Lake E. Becoming a Green and Sustainable Library. Developer and Instructor, Continuing Education Course. Annual Meeting, Midcontinental Chapter, Medical Library Association, Salt Lake City, UT, September 18, 2005.
- Le Ber JM, Gregory JM. Recycling Issues and the Greening of the Spencer S. Eccles Health Sciences Library. MCMLA, October 7, 2002. [Poster] and Earth Day, University of Utah, Salt Lake City, UT, April 22, 2002. [Poster]
- Gregory JM, Le Ber JM. The Greening of Eccles Health Sciences Library. Tri-Chapter Meeting, Medical Library Association, New Orleans, LA, October 26, 2001. [Poster]

## **Supplies and Equipment**

- The Marriott Library purchases recycled paper towels and recycled colored paper and notepads. We reuse paper clips and binder clips.
- In the mailing department, Marriott Library uses jiffy padded mailers made of 90% recycled paper fiber with 50% post-consumer content. Biodegradable loose fill (popcorn packing material) is used, and we reuse boxes, mailers and loose fill packing material.
- Marriott Library printers and photocopiers use toner cartridges that are recharged.
- The Marriott Library currently purchases flat screen or LCD monitors which consume about one-third the energy of traditional screens. We purchase external hard drives, memory sticks and rewritable CDs.

## **Early Marriott/Eccles/Quinney Recycling Efforts - The Previous Green Team**

In 1999, the Marriott Library formed a Green Team and invited the health sciences and law libraries to participate. The Green Team provided an opportunity to discuss how the Libraries could become more environmentally sensitive in their practices. Initial discussions identified gifts and weeding as the major recycling concern. The Green Team invited University Custodial Services and BFI to discuss this issue. BFI indicated that taking these materials was not economically feasible for them. However, The Green Team was not deterred.

During an Earth Day event, a local nonprofit recycling group put us in touch with the South Valley Training Company (SVTC) as a potential recycling partner. (SVTC is a sheltered workshop program that teaches work skills to and provides jobs for mentally and physically challenged adults.) The three campus libraries negotiated a contract with SVTC to pick up bound and unbound journals, catalogs, telephone books, junk mail, and cardboard, once every three weeks for a fee of \$80. The libraries were able to accept gifts with the understanding that if they were not incorporated into our collections, they would at least be recycled.

SVTC was a small company and eventually found it unprofitable to keep up with the volume of materials generated by the three campus libraries. In fact, they said they could only continue if they increased their fee by a factor of three. The libraries could not afford this cost, but our conscience would not allow us to ignore the long-term impact of filling up our landfills with paper waste. We discontinued the contract with SVTC. Everything could have collapsed at this point, but again we persisted. Discussions with friends and colleagues presented an alternative. We initiated discussion

with Weyerhaeuser and negotiated an agreement that ended up costing us less than what we originally paid SVTC.

Additional barriers were related to money, time, space, and aesthetics. Cooperation among the campus libraries addressed some of these barriers. The individual libraries alone could not have sustained the cost of this program. Neither the law nor health sciences library had enough storage space to hold large amounts of materials for recycling pickup. But the main campus library did and worked with us to manage the overflow and to keep all areas looking presentable. Indeed the volume of the three libraries together (over 48 tons in the past 1½ years) made it worthwhile for Weyerhaeuser to consider a contract.

This narrative is based on Le Ber JM, Gregory JM. Becoming green and sustainable: a Spencer S. Eccles Health Sciences Library case study. *Journal of the Medical Library Association* 92(2):266-268, April 2004. [Available: <http://www.pubmedcentral.nih.gov/articlerender.fcgi?artid=385309>]

## Eccles Library Greening Efforts

Current greening efforts at Eccles Health Sciences Library include:

- providing a recycling bin for tin, plastic, polystyrene plastic, and aluminum containers in the staff lounge - staff members take this waste home for composting,
- composting coffee grounds and food scraps in containers stored in the freezer - staff members take this waste home for composting,
- providing a container for collecting used batteries for proper toxic waste disposal - staff members take these to Marriott Library where they are picked up by Environmental Health and Safety,
- collecting and sending used CDs to a CD recycler,
- turning off computer monitors and office lights when not in use to save energy,
- encouraging staff to provide their own plates and utensils at library staff gatherings (staff picnic, holiday party, etc.),
- purchasing copy paper made from recycled paper,
- using recycled paper for printing library public relations materials,
- promoting and participating in campus-wide and departmental recycling efforts,
- encouraging others to host Northwest Earth Institute discussion courses,
- spreading the word: Earth Day activities; annual reports; serving on committees, boards, and task forces; poster sessions and meeting presentations.