



Carnegie-Stout Public Library  
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## Waste Reduction Policy

### Commitment to Waste Reduction

Sustainability is defined by a community's ability to meet the environmental, economic, and social equity needs of today without reducing the ability of future generations to meet their needs. Sustainable Dubuque is a holistic approach to making our community sustainable. The model involves a three-part approach that addresses:

- Environmental and Ecological Integrity
- Economic Prosperity
- Social and Cultural Vibrancy

Each of these pieces is important individually and helps contribute to a sustainable community. This policy reflects the Library's commitment to environmental and ecological integrity through waste reduction.

### Responsibility

The Library Director is responsible for all aspects regarding the implementation of this policy.

### General Actions

The Carnegie-Stout Public Library will make every effort to reduce waste and divert materials from the landfill by taking the following actions:

- Each employee workstation will have a blue recycling bin and a black trash bin. Any recyclable item should go in the blue bins. In Dubuque, this includes paper, cardboard, plastics labeled #1 - #5, and most metals, including aluminum cans.
- Blue recycling bins and black trash bins will be placed throughout the Library where the public visits, such as near public seating and tables, copy machines, microfilm machines and printers, and public service desks.
- All bins will be emptied daily and items for recycling will move to one of the areas designated for this purpose on each floor of the Library until weekly pickup.

- The library will also participate in the City of Dubuque’s food scrap recycling program. Two green bins will be used, a small one for coffee grounds in the coffee lounge and a larger bin in the 3<sup>rd</sup> floor staff lounge.
- The library will continue to maintain central areas for the collection of recyclable material on each floor.
- Hazardous materials will be centrally collected by maintenance staff and stored in the Library basement until they are taken to the Dubuque Metropolitan Area Solid Waste Agency (DMASWA) collection center, located at the landfill.
- The Library will participate in the DMASWA’s Regional Collection Center program for hazardous materials. All used mercury-containing light bulbs and batteries, as well as any other hazardous materials as defined by the DMASWA will be diverted from regular trash to this program.
- Library staff members will be kept abreast of recycling developments via e-mail, announcements, and department meetings.
- The Library will follow the City of Dubuque’s policy for multi-function copier/printers to default to printing on the front and back of paper, and in black ink.
- Waste stream audits will be conducted semi-annually with a goal of reaching and maintaining at least a 95% rate of diversion to the landfill. Information on progress will be shared with staff members in an effort for all to better understand specific areas where recycling can be improved.
- The Library will continue to donate used computers to other non-profit organizations in Dubuque County.
- The Library will also participate in the Iowa Waste Exchange, sponsored by the Iowa Department of Natural Resources (<http://www.iowadnr.gov/Environment/LandStewardship/WasteManagement/IowaWasteExchangeIWE.aspx>). This is a valuable source to match equipment and materials the Library no longer needs with an organization in need of this inventory.
- All purchases will be in compliance with the Library’s approved policies on Light Bulb Mercury Reduction, Sustainable Cleaning Products Purchasing, and Indoor Air Quality Compliant Materials Purchasing.

### Tracking and Review

Biannually, the Library will audit purchases to monitor and evaluate compliance to policies established for Light Bulb Mercury Reduction, Sustainable Cleaning Products Purchasing, and Indoor Air Quality Compliant Materials Purchasing.

Biannually, the Library will conduct a waste stream audit to monitor progress and identify additional ways to divert waste from the landfill.

Library employees will discuss ways they can contribute to sustainability efforts during staff meetings. At least one employee will participate in the City of Dubuque’s “Green Team” to identify more ways to achieve sustainability through purchasing, process, or policy.

*Paula Connors*

Paula Connors, Library Board President

Adopted July 28, 2011

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