

## Office Supplies

### Desk Supplies

- ♦ Buy refillable tape dispensers
- ♦ Reuse jars, mugs, and small containers for drawer and desktop organizers
- ♦ Use undated, reusable wall calendars
- ♦ Purchase sturdy desk supplies, such as bookends, file holders, and staplers
- ♦ Make corrections on the computer and proofread before printing to avoid using toxic correction fluid
- ♦ Buy refillable pens and pencils made from recycled content

### CDs

- ♦ Save files on a network instead of CDs or use re-writable CDs
- ♦ Download software instead of buying new to reduce manual and disk waste
- ♦ Reuse unwanted CDs creatively:
  - Donating them to the Sciencenter's Reinvention Station or children's craft project
  - Using them as coasters
  - Use in the garden in place of a scarecrow

### Books

- ♦ Share books rather than buying individual copies
- ♦ Look for information and books online
- ♦ There are several used book dealers in Tompkins County, as well as the Friends of the Library, which accept used books
- ♦ Paperback books and hardcover books can be dropped off at the SWMD office lobby to be redistributed for free to customers
- ♦ Remove hard covers of books to recycle as mixed paper at the curbside or at the Tompkins County RSWC Drop-Off area
- ♦ Look for editions with recycled content
- ♦ Buy used copies of books rather than new

### Swap/Donate Goods

- ♦ Organize swaps of unnecessary items from your home and office with your colleagues
- ♦ Create an Office Supply Collection and Reuse area in the office for reuse of unwanted office supplies
- ♦ Look to donate items through Ithaca FreeCycle, Mat-Ex, the Re-Directory or other local charities

