What are your top three tips for going green?

"(1) Reduce paper and energy consumption—e-mail documents rather than print; default double-sided printing; put in-house documents and manuals on the intranet rather than distribute print copies; turn lights and computers off when not in use; and encourage staff members to use reusable coffee cups and dishes rather than disposable ones.

"(2) Reuse supplies—reuse book cards, redwells, and everything else that can be reused; and give superseded treatises (clearly marked as such) to attorneys to use in their home offices.

"(3) Recycle—paper, hard-bound books, and ink cartridges.

"What this all comes down to, though, is awareness and communication. We need to constantly be thinking about what we are doing and why, and we need to communicate this to attorneys and staff."

— ***James Wagler,*** *library manager at Nixon Peabody LLP in Jericho, New York*

James Wagler

"I use a vinegar/water solution and terrycloth towels to clean nearly everything around the house—from sinks and countertops to toilets and floors. If that isn't strong enough, I use a little baking soda with it. It's not only better than using harsh chemicals, it's also a lot cheaper than buying different cleaners for each task. The only drawback to this method is the salt-and-vinegar potato chip cravings it inspires!"

— ***Meg Kribble,*** *reference librarian for outreach and community relations at Harvard Law School Library in Cambridge, Massachusetts*

Meg Kribble

"(1) Good soil amendment.

"(2) Weed free steer manure.

"(3) A mixture of egg shells, coffee grinds.

"When mixed thoroughly in the soil, these three are certain to produce nice, green plants and vegetables."

— ***Cornell H. Winston,*** *law librarian at the U.S. Attorney's Office in Los Angeles*

Cornell H. Winston

"Since I live in an area where a second vehicle is pretty much mandatory for our family, I decided that our second vehicle will be a Vespa scooter. With winter gear I'll be able to use it year round, except for the days where there is ice on the roads. It gets 70 miles per gallon, and the best thing is that it's a blast! Even running annoying errands has become fun on my scooter. And leaf peeping on a scooter is much more up close and personal than inside a car."

— ***Kimberli A. Morris,*** *assistant law librarian at Penn State Dickinson School of Law in University Park*

"(1) Work slightly longer shifts, fewer days per week: by reducing the number of days you commute to work, you not only significantly reduce the amount of carbon you contribute to the atmosphere, you save a lot of money on gas (I save $200 a month).

"(2) Turn the air conditioner up by just two degrees (or the heater down by two degrees): whether at home or at work, you greatly reduce the amount of energy you consume, which reduces the amount of carbon released into the atmosphere. You also save money.

"(3) Just say 'no' to bottled water: if you purchase one bottled water a day, everyday, you spend at least $730 annually and add 365 bottles to landfills."

— ***Kelly Milam,*** *intern at St. Thomas University Law Library in Miami*

"(1) Get an energy audit to learn about your personal or company's energy use and ways to reduce consumption (this will provide a baseline for goal-setting).

"(2) Use less paper and recycle what is used. Paper production has a very negative impact on the environment. Think before printing—is it really necessary. Print on both sides of paper or on the back side of used paper if possible.

David Seldon

"(3) Travel less—especially flying. A round-trip flight from Boston to Denver for one person creates about 4,000 pounds of carbon dioxide (global warming gases). This is equal to one-third of the annual per capita emissions in the United States.

"Bonus tip: Attend the 80/2050 program at the 2009 AALL Annual Meeting in Washington, D.C., to learn how you can reduce your carbon footprint 80 percent by 2050."

— ***David Selden,*** *law librarian at the National Indian Law Library/Native American Rights Fund in Boulder, Colorado*

"Be computer conscious:

"(1) Put your computers to sleep when idle after five minutes and power-down at night.

"(2) Upgrade existing computers if possible by making repairs as needed and installing new hardware to increase their ROM and RAM. Recycle computer equipment responsibly: donate to schools, non-profits or send to a recycle center, such as Sims Recycling Solutions.

"(3) Buy upgradeable certified computers and office equipment—computers with expandable memory slots or refurbished computers and other office equipment. Look for both Energy Star-certified and Green Electronics Council's Electronic Product Environmental Assessment Tool EPEAT-certified computers (www.epeat.net)."

— The Staff at Bernard E. Witkin Alameda County Law Library in Oakland, California, and its branch library in Hayward, California

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Read more green tips at www.aallnet.org/products/pub_sp0812.asp.