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## **Sustainability Grant – Application (2011-2012)**

Applicant(s:) Sarah Gardner, Stephanie Herfel

Signature of Applicant(s) \_\_\_\_\_

Date: December 15, 2011

Name or Title of Proposal: **Digital Scanners for the College Libraries**

Brief overview / description of proposal:

This proposal is for scanner hardware and software for the College Libraries, one for each campus. Each one would be located at a dedicated workstation, and would enable students and faculty to digitize print material of all kinds and to save the digital copies to flash drives, e-mail or mobile devices. The proposal is related to Sustainability Goal 4, expanding the College's efforts to reduce solid waste, since it would dramatically reduce the consumption of paper by photocopiers. It also supports Goal 3, infusing sustainability topics into and alongside the curriculum. Availability of the scanners and active promotion of their use would raise awareness of the importance, as well as the ease, of conserving paper. It also supports Goal 7, chronicling statistics and data that document the College's sustainability progress. The declining use of paper at the Library site photocopiers (relative to enrollment) can be documented. Although more difficult to quantify, scanning to digital copies would also reduce energy use and improve indoor air quality.

When implemented, scanner use would reduce or eliminate paper and energy that students consume when they photocopy reference materials, periodicals, or textbook and supplemental materials on reserve in the Library. The use of these materials is restricted to the Library. Historically, the only means of portability has been to copy pages using the coin operated photocopy machines. The photocopier

carries a number of attendant costs, over and above the per-page cash outlay by the student. The machines are provided by the vendor, whose costs, except for electricity, are offset by the money that students deposit. The machines consume paper, toner, and electricity. A typical large photocopier costs over \$200 a year to run ("Energy Efficient"). Petroleum-based copier toner consumes fossil fuel in its manufacture. It also contains solvents that emit volatile organic compounds, both at the copy site and from the copies themselves; these compounds compromise indoor air quality ("Office Machines"). On the other hand, the computer, monitor and scanner consume less than half the electricity of the photocopier ("Energy Efficient"), and digital copies viewed on the student's personal computer or mobile device consume no paper or toner. The introduction of scanner technology in the Library would work in harmony with the recently-established print quota to raise awareness among students of the importance of conserving printing resources.

Availability of scanners in the Library would also be a boon to faculty, giving them the ability to digitize materials they wish to distribute to students. Handouts, supplemental readings and review materials (to name just a few) could be scanned and then distributed to students via e-mail or Angel. This would eliminate, potentially, reams and reams of photocopies every semester. Paper waste would be reduced, since digital copies would go directly to students, and would be accessed by students who actually intend to use them. (Photocopies are distributed to every student in a section, even though some may not need or want them.) Just as a decline in photocopying by students would reduce paper, electricity and toner consumption, so would such a reduction in photocopying by faculty.

It will be necessary to enlist the cooperation of the vendor of the coin-operated photocopiers, in order to compare usage before and after scanners become available. As it is, these copiers are obsolete and inconvenient to use. If income declines, the vendor may find the current arrangement unprofitable. Over the long run, their elimination might be the greatest benefit. Students who need hard copy will

pay ten cents per single sided page, via the print quota, rather than the fifteen cents charged at the photocopier. At the same time, the combination of computer, scanner and printer will consume considerably less electricity than the photocopier. Students who use digital copies will obtain them free of charge, with even lower energy use.

In order for the scanners to be optimally utilized, their availability and purpose will be constantly promoted for the foreseeable future. This effort would include announcements in *The Grapevine*, on Facebook, and on the lobby TV monitors on the Newburgh Campus. Information would be posted near the coin operated copiers to inform users that there is an alternative. Emblems such as the one below, provided by the Ulster County Resource Recovery Agency, would be useful.

<b>Eco Facts</b> Print job size: 8 pgs Jobs per document: 1	Impact per print job	
	Trees	.0016
	Solid Waste	.142 lbs
	Waste Water	18.8 cups
	Energy	2400BTUs
Please consider the environment before printing.		

New students and faculty would be made aware through orientation sessions, department meetings, and through Angel training. Promotion of the scanners would include information to raise awareness of how this alternative saves electricity, paper, and toner, thus reducing greenhouse gas emissions in a number of ways.

Amount requested for grant: \$604.00

If funded, this proposal could easily be implemented during the Spring 2012 semester.

- Order and receive scanners (one month).
- Install scanners in the Libraries (one week).
- Train Library staff to assist students with scanning tasks (one week).

- Publicize the availability of the scanners (ongoing, indefinitely).

#### Budget

2 each HP ScanJet 5590 Digital Flatbed Mfg. Part: L1910A#B1H   CDW Part: 652984   UNSPSC: 43211711 @ \$302.00	\$604.00
Two surplus computers with monitors	No cost
IT support with set up and maintenance	No cost
Staff support in the Library	No cost

#### Works Cited

"Energy Efficient Office Equipment." *APS - Electricity, Power, Energy Services for Arizona Homes and Businesses*. Arizona Public Service. Web. 16 Nov. 2011. <<http://www.aps.com/>>.

"Office Machines - Toner and Inkjet Cartridges." *Welcome to Green California!* California Department of General Services, 13 May 2009. Web. 16 Nov. 2011. <<http://www.green.ca.gov/EPP/OfficeMach/toner.htm>>.

We have reviewed this proposal and possible project implementation with our supervisors: Yes