

# *Lane Community College*

## *PAPER RECYCLING GUIDELINES*

### **WHITE AND COMPUTER PAPER :**

#### **white paper**

letterhead, stationary, printer paper, index cards, notebook paper, copy machine paper, flip chart sheets, drawing paper, white envelopes (windows and labels are okay)

#### **computer paper**

continuous form computer paper, including white and barred (i.e. green or blue bar), torn off edges from computer paper

### **OTHER PAPER :**

newspaper, magazines, NCR paper, envelopes (windows and labels are okay), folders, paper bags, glossy paper, color paper, thin cardboard (cereal box), post-it notes, butcher paper, paper ream wrappers

### **BOOKS :**

Place next to a recycling barrel or call Recycling Services at (541) 463-5714 for a special pick up

### **CONFIDENTIAL MATERIAL :**

Place shredded paper, in bags, inside of or next to the OTHER PAPER barrel OR call Recycling Services at (541) 463-5714 to arrange for your confidential material to be shredded for you.

### **NOT ACCEPTED :**

paper plates, paper cups, carbon paper, napkins, paper towels, tissue, candy wrappers

**QUESTIONS? Contact: Recycling Services (541) 463-5714 or Recycling Coordinator (541) 463-5594**

**Paper with Labels and Tape is Okay - Staples & Paper Clips are Okay**