

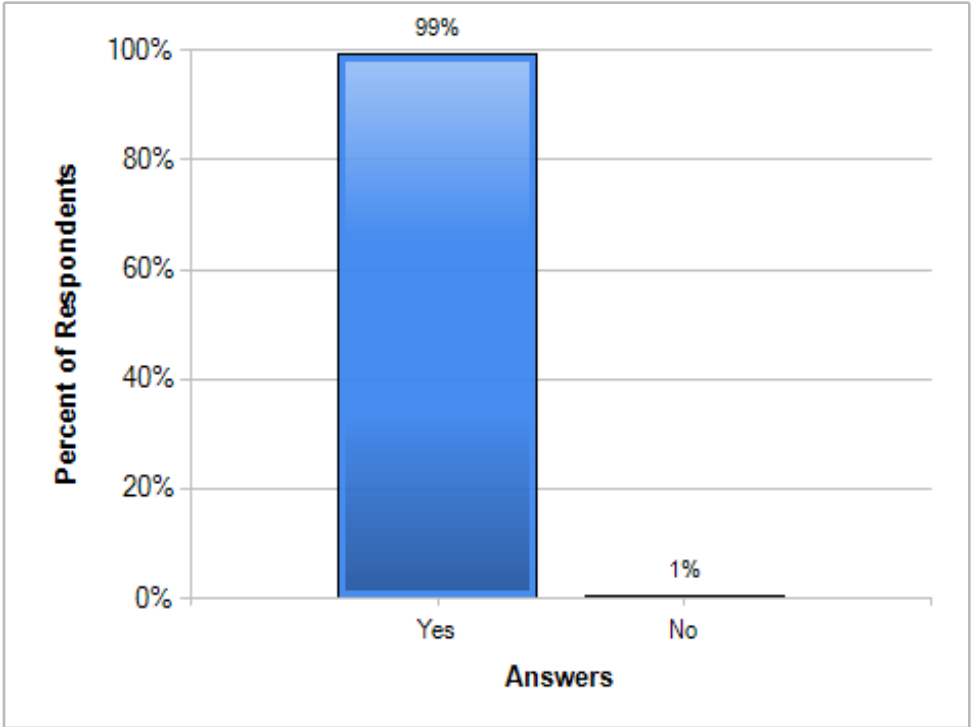
Environmental Sustainability

Summary Report

1. During the past 12 months, have you used any electronic office equipment (printers, photocopiers, fax, etc.)?

Response Rate: 100% (N=762) Question Type: Choose one

Yes	758	99%
No	4	1%
Total Responses	762	



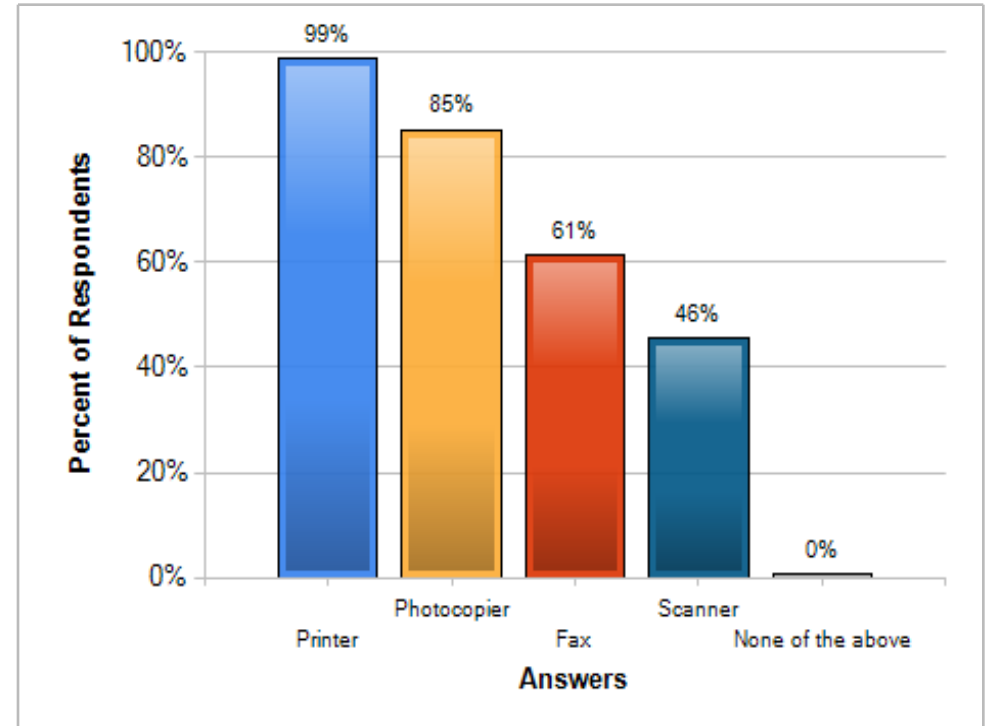
Environmental Sustainability

Summary Report

2. Which of the following do you use? (check all that apply)

Response Rate: 99% (N=758) Question Type: Choose many

Printer	748	99%
Photocopier	646	85%
Fax	465	61%
Scanner	345	46%
None of the above	3	0%
Total Responses	2207	



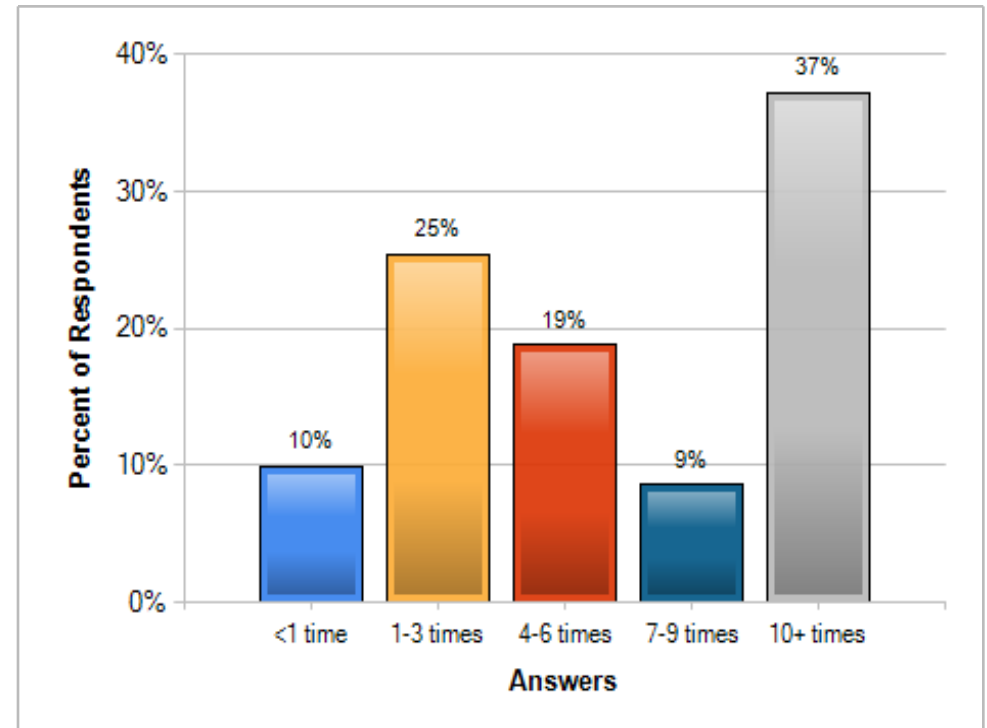
Environmental Sustainability

Summary Report

3. Approximately, how many times/day do you use a printer?

Response Rate: 98% (N=744) Question Type: Choose one

	74	10%
1-3 times	189	25%
4-6 times	140	19%
7-9 times	64	9%
10+ times	277	37%
Total Responses	744	



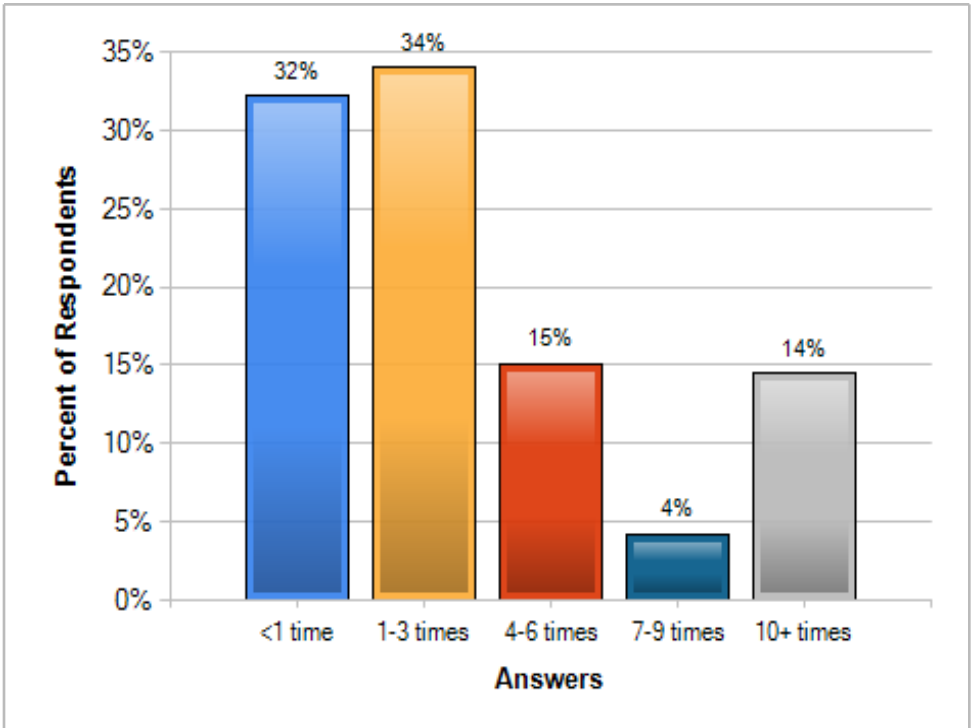
Environmental Sustainability

Summary Report

4. Approximately, how many times/day do you use a photocopier?

Response Rate: 84% (N=643) Question Type: Choose one

	207	32%
1-3 times	219	34%
4-6 times	97	15%
7-9 times	27	4%
10+ times	93	14%
Total Responses	643	



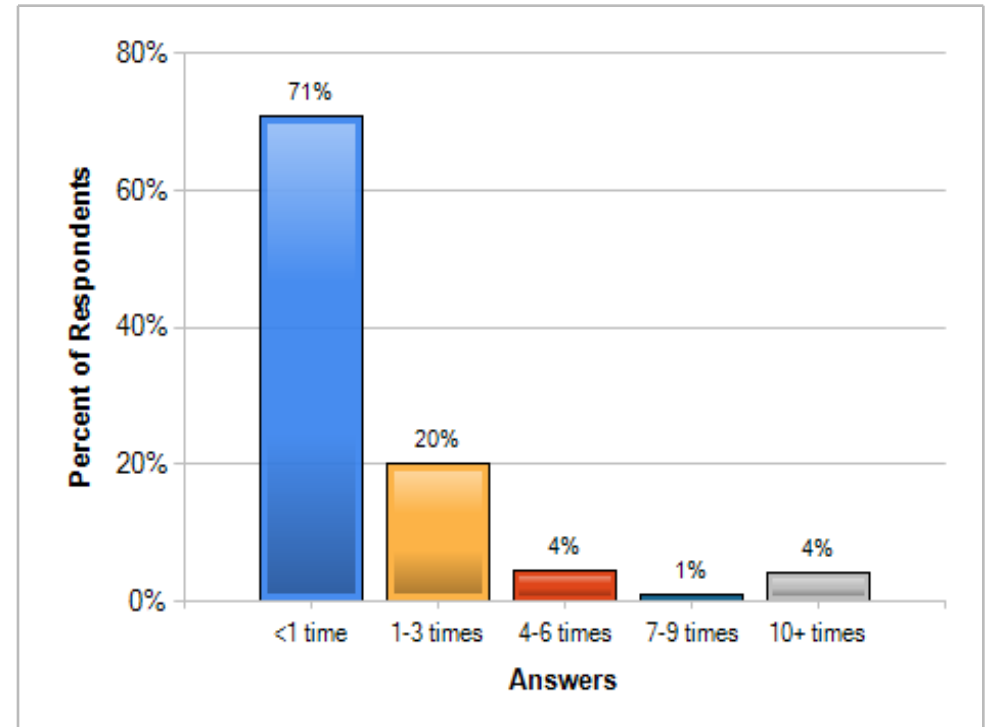
Environmental Sustainability

Summary Report

5. Approximately, how many times/day do you use a scanner to convert paper-based documents for electronic distribution?

Response Rate: 45% (N=341) Question Type: Choose one

	241	71%
1-3 times	68	20%
4-6 times	15	4%
7-9 times	3	1%
10+ times	14	4%
Total Responses	341	



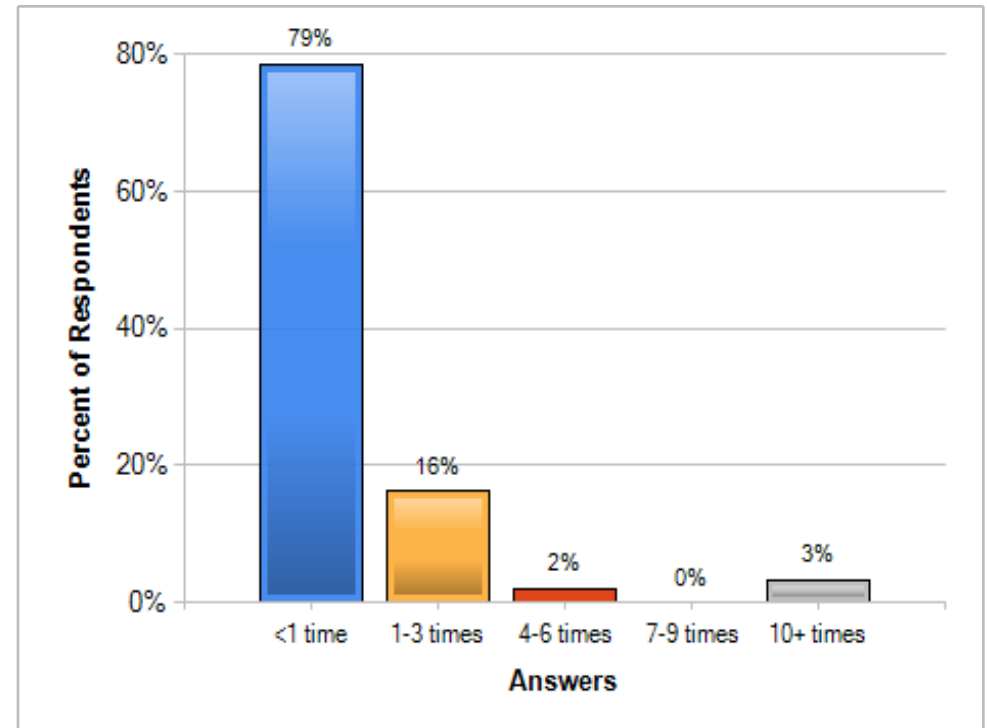
Environmental Sustainability

Summary Report

6. Approximately, how many times/day do you use a fax?

Response Rate: 61% (N=463) Question Type: Choose one

	364	79%
1-3 times	75	16%
4-6 times	9	2%
7-9 times	0	0%
10+ times	15	3%
Total Responses	463	



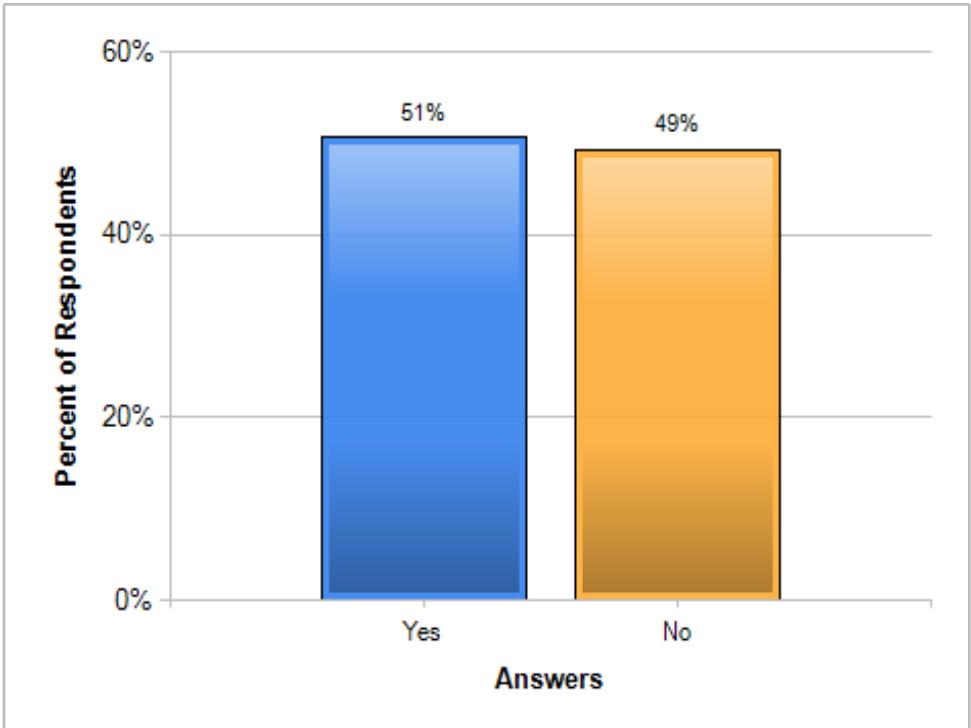
Environmental Sustainability

Summary Report

7. Do you have an individual (desktop) printer in your office?

Response Rate: 97% (N=738) Question Type: Choose one

Yes	374	51%
No	364	49%
Total Responses	738	



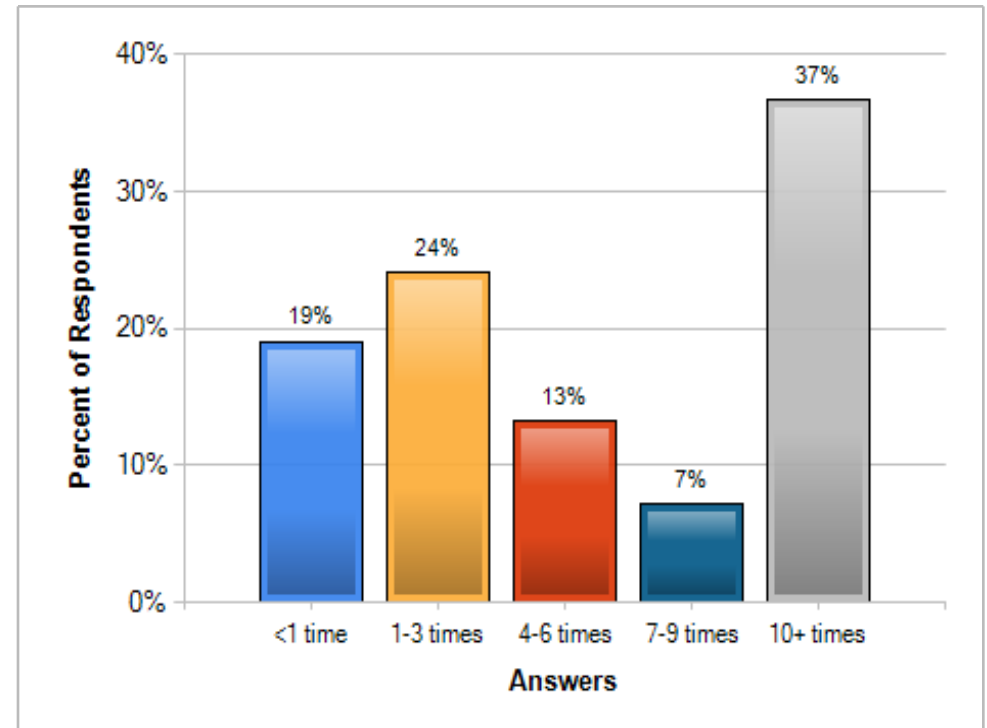
Environmental Sustainability

Summary Report

8. Approximately, how many times/day do you use your individual (desktop) printer?

Response Rate: 50% (N=379) Question Type: Choose one

	72	19%
1-3 times	91	24%
4-6 times	50	13%
7-9 times	27	7%
10+ times	139	37%
Total Responses	379	



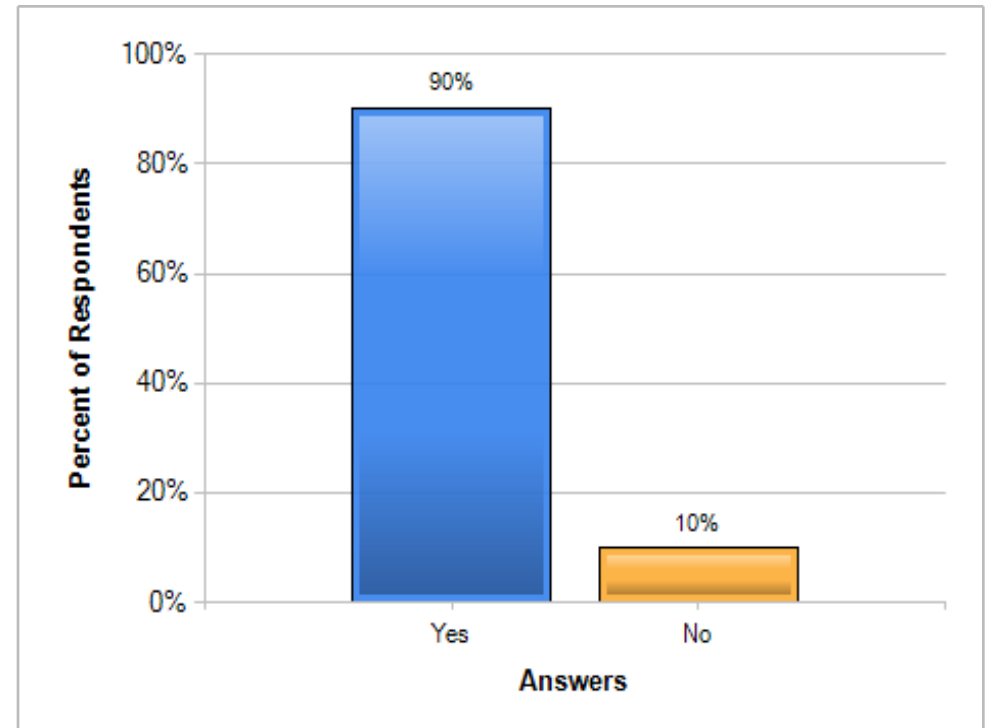
Environmental Sustainability

Summary Report

9. Do you have a central (networked) printer in your department/area?

Response Rate: 96% (N=734) Question Type: Choose one

Yes	662	90%
No	72	10%
Total Responses	734	



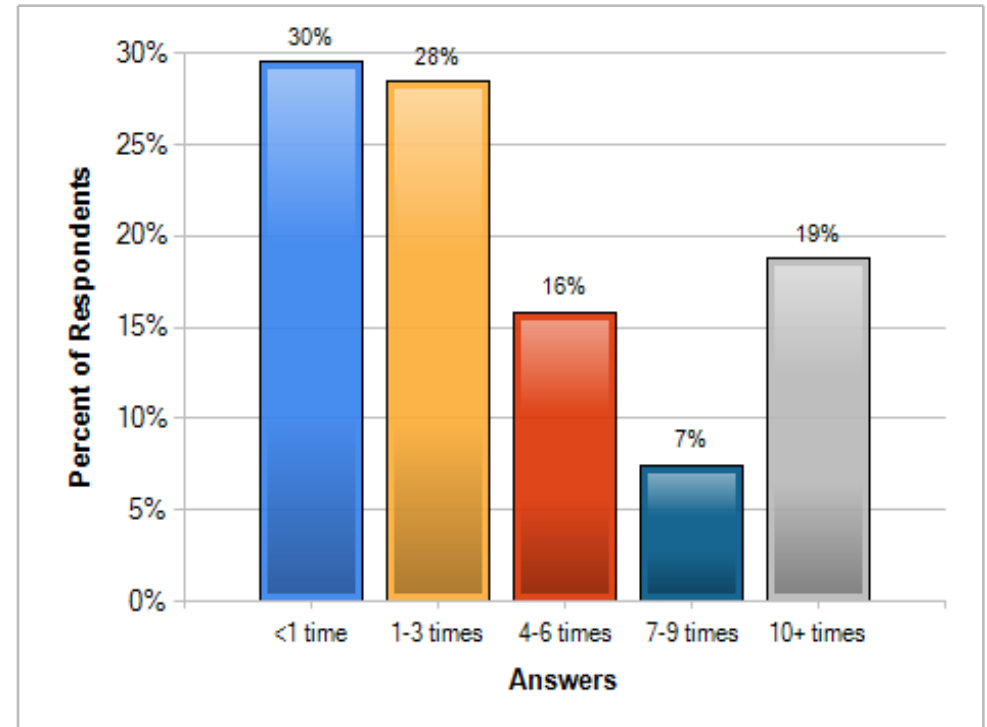
Environmental Sustainability

Summary Report

10. Approximately, how many times/day do you use the central (networked) printer in your department/area?

Response Rate: 86% (N=657) Question Type: Choose one

	194	30%
1-3 times	187	28%
4-6 times	104	16%
7-9 times	49	7%
10+ times	123	19%
Total Responses	657	



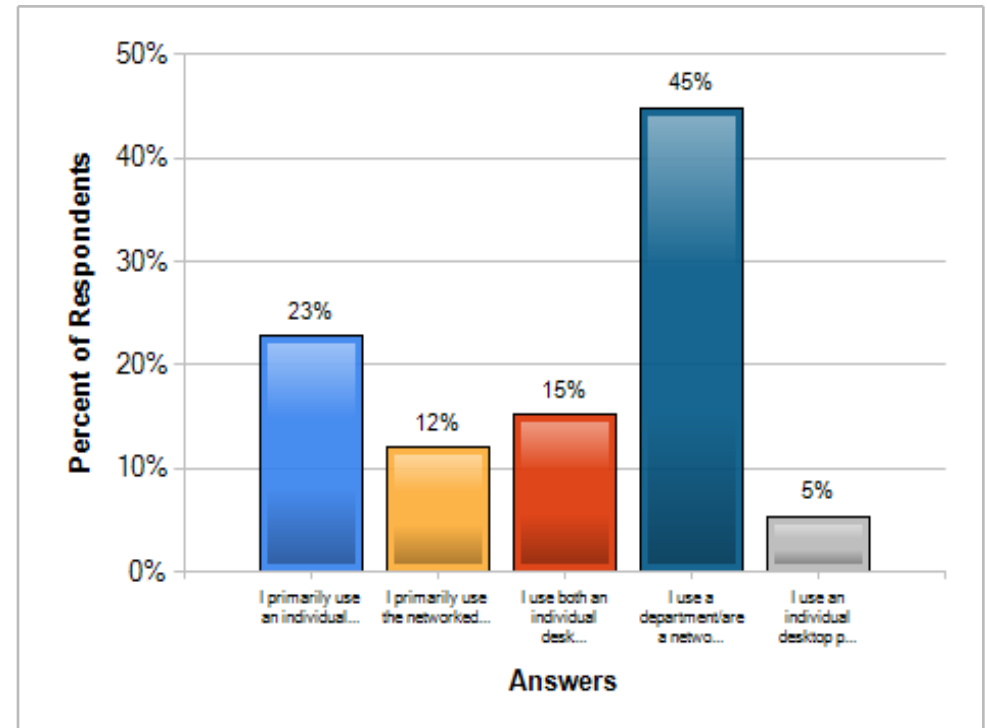
Environmental Sustainability

Summary Report

11. Please indicate the single response that best applies in your case regarding printer use.

Response Rate: 91% (N=694) Question Type: Choose one

I primarily use an individual desktop printer even though there is a networked printer in my department/area.	158	23%
I primarily use the networked printer in my department/area even though I have an individual desktop printer.	83	12%
I use both an individual desktop printer and a networked department/area printer.	105	15%
I use a department/area networked printer because I do not have an individual desktop printer.	311	45%
I use an individual desktop printer because I do not have a networked printer in my department/area.	37	5%
Total Responses	694	



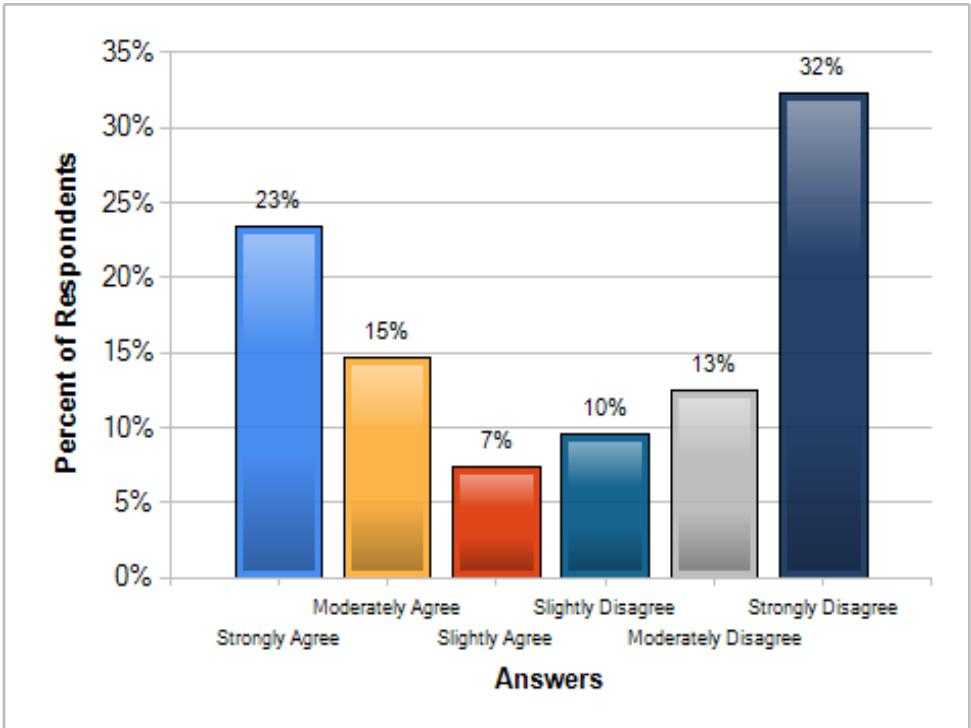
Environmental Sustainability

Summary Report

12. There is no need having both individual desktop and central networked printers in my department/area.

Response Rate: 90% (N=687) Question Type: Choose one

Strongly Agree	161	23%
Moderately Agree	101	15%
Slightly Agree	51	7%
Slightly Disagree	66	10%
Moderately Disagree	86	13%
Strongly Disagree	222	32%
Total Responses	687	



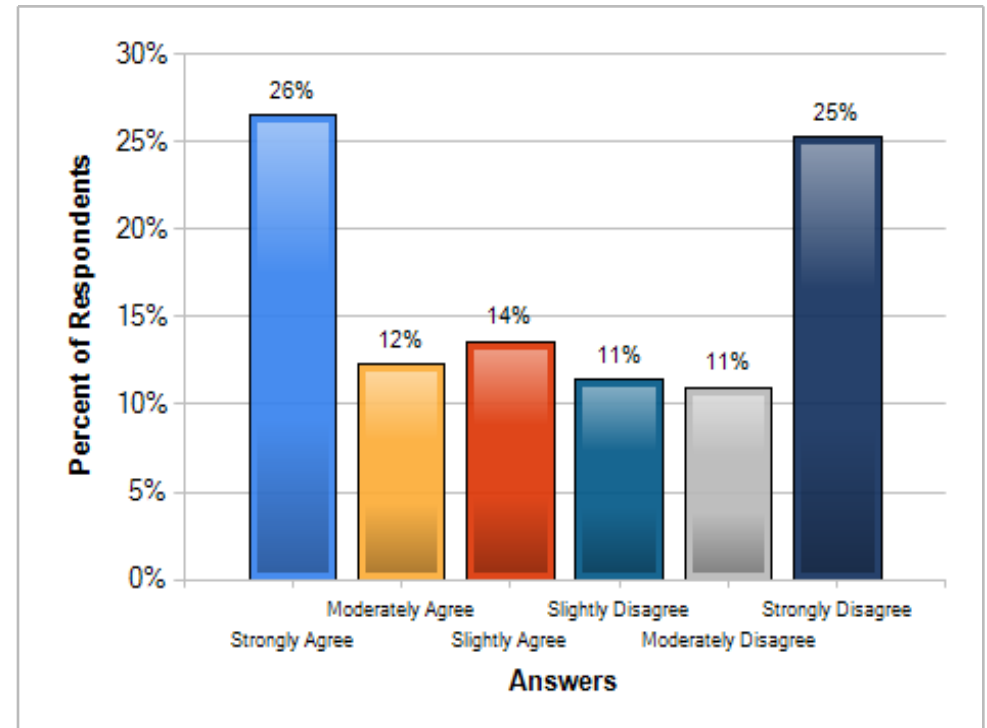
Environmental Sustainability

Summary Report

13. I would prefer having an individual desktop printer to a department/area networked printer.

Response Rate: 89% (N=676) Question Type: Choose one

Strongly Agree	179	26%
Moderately Agree	83	12%
Slightly Agree	92	14%
Slightly Disagree	77	11%
Moderately Disagree	74	11%
Strongly Disagree	171	25%
Total Responses	676	



Environmental Sustainability

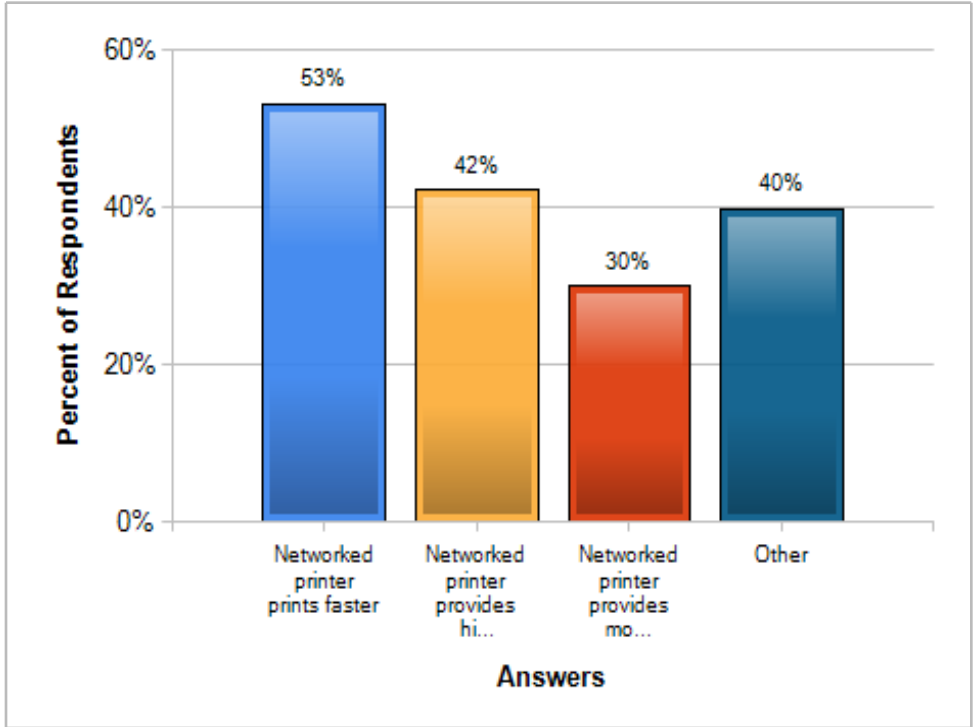
Summary Report

14. Why do you prefer a department/area networked printer to an individual desktop printer? (check all that apply)

Response Rate: 23% (N=173) Question Type: Choose many

Networked printer prints faster	92	53%
Networked printer provides higher quality	73	42%
Networked printer provides more convenience	52	30%
Other	69	40%

- [No Text Entered] - 3
- at times my individual printer doesn't work--lower quality machine - 1
- Can duplex on network printer, but not on desktop printer - 1
- Cheaper for toner, than ink--I'd guess - 1
- cheaper ink in network printer - 1
- Color available - 1
- Color Printing on Networked printer - 1
- depends on what pc I use - 1
- dept pays for toner cartridge of shared printer - 1
- desktop printer runs through ink too fast - 1
- Double sided and stapled copies - 1
- For TSO jobs - 1
- Good for documents with many pages - 1
- has features (color, collating) my office printer does not - 1



Environmental Sustainability

Summary Report

14. Why do you prefer a department/area networked printer to an individual desktop printer? (check all that apply) (Continued)

i do not have a replacement toner cartridge for my desktop printer - 1

I don't like to use my ink. - 1

I don't waste ink in my printer - 1

I have a networked printer in my office area due to the sensitive nature of some documents I print. However, others sometimes print to the printer as well. - 1

I've been purchasing my own ink for desktop printer - office supply at QC does not have proper cartridge and requests have not been fulfilled - 1

It is free to use the computer lab printers, but I have to pay to use my own printer - 1

it is the one available to me - 1

It saves me from paying for ink - 1

it's not a preference, but a case of what information is available on which printer - 1

Its free! - 1

large number of pages, more economic - 1

laser vs. inkjet - 1

less costly - 1

mine is not working - 1

more cost efficient - 1

Environmental Sustainability

Summary Report

14. Why do you prefer a department/area networked printer to an individual desktop printer? (check all that apply) (Continued)

More functions, duplex, staple, collate, whole punch, multi-size paper - 1

much cheaper for dept than an injet - 1

multiple computers, multiple printers - 1

my desktop is a networked printer - 1

My individual printer doesn't work well. - 1

My tuition is already paying for it so I might as well use it. - 1

Network is color - 1

Network printer allows other staff to have access to a printer - 1

Network printer is color printer - 1

networked printer duplexes - 1

networked printer is located next to my desk - 1

Networked printer on my desk - 1

Networked printer prints on both sides of paper - 1

Networked printer provides default 2 side printout - 1

networked printer provides more features/options - 1

office printer has problems with paper jams, I don't use it anymore.
- 1

Our desktop is only for color printing/photo printing; not everything is color. - 1

Environmental Sustainability

Summary Report

14. Why do you prefer a department/area networked printer to an individual desktop printer? (check all that apply) (Continued)

Our networked printer is a color printer. I use the individual printer in my office more frequently because it is a B&W. It therefore is cheaper and likely more environmentally friendly. I strongly advocate having both an individual and networked printer. - 1

Print many copies, collate, and staple - 1

print on both sides and don't have to pay for ink - 1

printing from the mainframe - 1

Prints double-sided easily. - 1

prints WARD reports, my desktop printer doesn't - 1

Saves my ink - 1

Some doc's I can only print from the dept. one - 1

Some of my reports print there, I have no choice. - 1

Some of the things I need to print can not be printed on my individual printer. - 1

Some reports only print to networked printer. Also, use network printer when I don't need color, so it's less costly. - 1

some things like MVS only go to networked printer - 1

Sometimes there are problems getting the individual printer to work--it is nice to have a backup, otherwise it slows up work considerably if I do not have access to a computer - 1

Specific reports can only be generated from a networked printer. - 1

that is only available for me. - 1

Environmental Sustainability

Summary Report

14. Why do you prefer a department/area networked printer to an individual desktop printer? (check all that apply) (Continued)

That is what is available - 1	
the networked printer is color the individual one at my desk is not - 1	
use it when I don't need color - 1	
Uses less ink than my desktop - 1	
When printing many pages, it can print on both sides and I have inkjet, so it is cheaper - 1	
Work from other areas print on this one - 1	
Total Responses	286

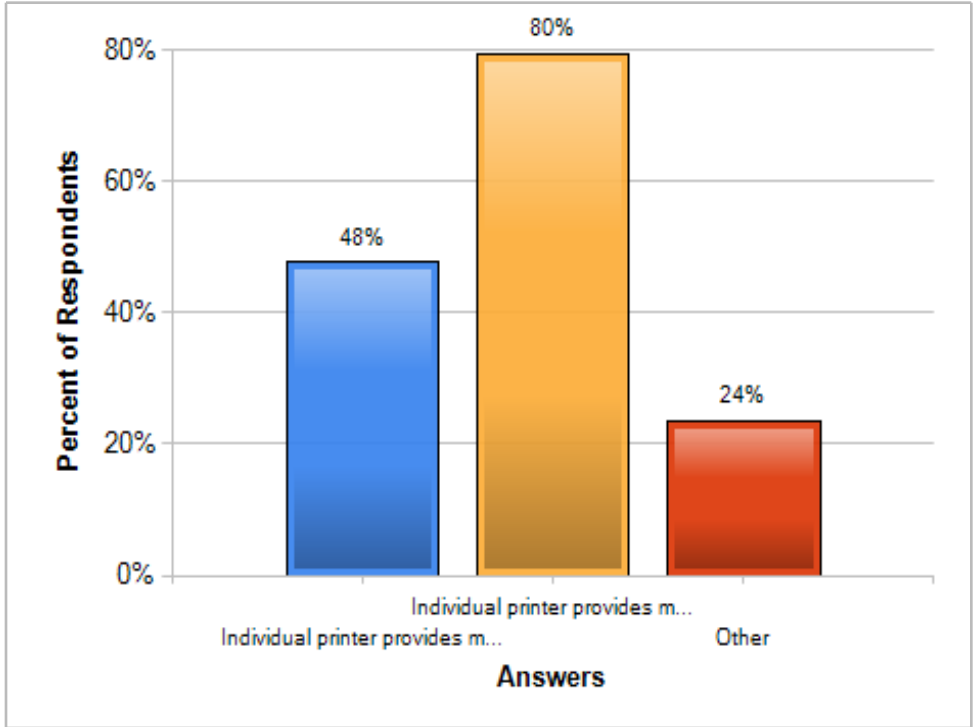
Environmental Sustainability

Summary Report

15. Why do you prefer an individual desktop printer to a department/area networked printer? (check all that apply)

Response Rate: 33% (N=254) Question Type: Choose many

Individual printer provides more confidentiality	121	48%
Individual printer provides more convenience	202	80%
Other	60	24%
color - 2		
A lot of printing is completed on Letterhead and with 6 staff printing to a network printer, I don't want to waste paper - 1		
All faculty uses the networked printer so sometimes your printed material disappears in their work. - 1		
Allows me to print on unused side of previously printed on paper. - 1		
black and white/central is color printer - 1		
Both. Easier for 1 page at a time. - 1		
Can print in color when needed - 1		
cartridges less expensive than laser printer - 1		
closer - 1		
Closer, I can work faster - 1		
color vs b/w - 1		
color, which I use for projects - 1		
Department printer on other floor and other end of building - 1		
desktop is a color printer - 1		



Environmental Sustainability

Summary Report

15. Why do you prefer an individual desktop printer to a department/area networked printer? (check all that apply) (Continued)

desktop when needing color print - 1

Do not have to leave office to get printings when with students - 1

don't have to leave office during advising appt - 1

easier to use for printing out letters of recommendation and official correspondence - 1

for small number (1-12)pages - 1

I am an advisor and the department printer is on the 3rd floor, I am in the basement. The logisitics are not favorable to effective advising. - 1

I can control the paper type for acidfree needs - 1

I can print in color - 1

I can use recycled paper in desk printer and print on 2 sides. - 1

I didn't request it; this is what was provided to me. - 1

I don't forget I printed it that way! - 1

I print Ward Reports too often to use the department printer - 1

I use network printer for color docs - 1

Individual printer allows me to print when dept printer is busy - 1

individual printer not connected to network - 1

Individual printer provides color - 1

It is a color printer, I want to control the ink usage to - 1

it is color laser - 1

Environmental Sustainability

Summary Report

15. Why do you prefer an individual desktop printer to a department/area networked printer? (check all that apply) (Continued)

it is more low cost than the networked printer - 1

It is the only color printer in the office. - 1

My individual printer prints in color - 1

network for color only - 1

network printer color - save colored ink - 1

Network printer located in computer room - 1

Networked printer is only for color printing. - 1

no one walks away with documents - 1

No waiting - 1

not connected to network printer - 1

Other people need the printer when I am printing a large volume of records. - 1

Our professional standards require confidentiality - 1

PART OF MY WORK - 1

Personal office is one floor away - 1

printer is some distance from my office; difficulties at times with so many people using same printer - 1

prints on both sides of paper - 1

saves valuable time to get copies at my desk - 1

Secretary does not want us to use the network ("her") printer. - 1

Environmental Sustainability

Summary Report

15. Why do you prefer an individual desktop printer to a department/area networked printer? (check all that apply) (Continued)

special paper is often used in the networked one and there is one that is a large format printer and the printer cartridge to the individual printer is much cheaper - 1

special paper used consistently - 1

the communal printer also serves students enrolled in computer graphics classes; printing commands from faculty offices often are delayed until the classes are dismissed. - 1

The department office is quite a ways from my office. - 1

The network printers are to run customer jobs, when I use that, I have a chance of interrupting a job being run by sending to it. - 1

the networked printer is primarily for faculty members who do not have individual printers (very large dept) - 1

The network printer is continuously jammed. - 1

Use individual printer in case network is unavailable - 1

We have leftover cartridges that we don't want to go to waste - 1

Total Responses

383

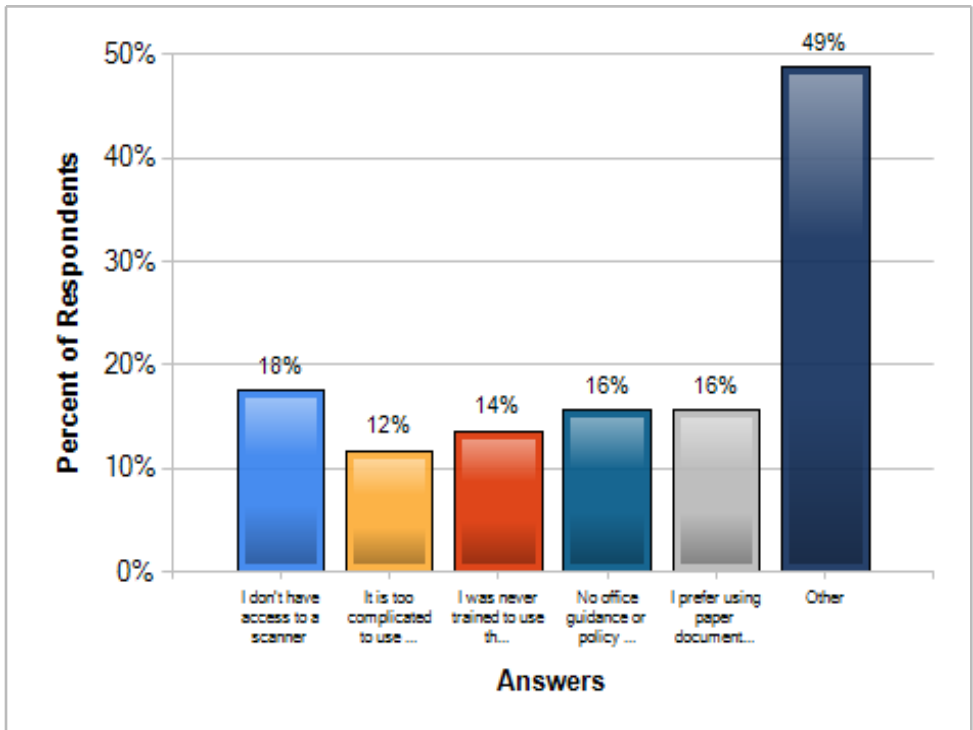
Environmental Sustainability

Summary Report

16. I don't use a scanner to convert paper documents to electronic form because ... (check all that apply)

Response Rate: 20% (N=154) Question Type: Choose many

I don't have access to a scanner	27	18%
It is too complicated to use the scanner	18	12%
I was never trained to use the scanner	21	14%
No office guidance or policy exists requiring the use of the scanner	24	16%
I prefer using paper documents to electronic documents	24	16%
Other	75	49%
[No Text Entered] - 3		
I do use a scanner. - 2		
do have need to scan documents too often - 1		
generally I don't need an electronic copy - 1		
Have little use for scanned documents - 1		
Haven't been asked to - 1		
I can store paper faster than I can scan it. - 1		
I do convert documents - 1		
I do it so infrequently and there always corrections in formatting which need to be made. - 1		
I do not have many documents to distribute to others. - 1		
I do scan - 1		
I do use a a scanner to convert paper documents to electronic form - 1		



Environmental Sustainability

Summary Report

16. I don't use a scanner to convert paper documents to electronic form because ... (check all that apply) (Continued)

I do use a scanner to convert docs - 1

I do use a scanner to convert paper documents to electronic form.
- 1

I do use a scanner when necessary - 1

I don't have consistent access to a scanner - 1

I don't have very much that needs scanned - 1

I follow the faculty's request and many don't want electronic
because students won't access them. - 1

I have a scanner only at home, it's very time consuming, but I'm
planning on scanning a handout this summer - 1

I have access to a scanner in the unit but I have to be able to log
onto their computers or ask them to let me use the scanner while
they are on break or lunch. - 1

I have little need to convert paper documents to electronic form - 1

I never have the need to do so. - 1

I prefer storing electronic doc via email or computer - 1

I receive very few documents in paper form. - 1

I scan all my documents provided to students on WesternOnline
but haven't translated the practice to faculty/staff documents - 1

I scan an occasional page for faculty - 1

I use a scanner. - 1

I would if I had the time and more training on my scanner. - 1

Environmental Sustainability

Summary Report

16. I don't use a scanner to convert paper documents to electronic form because ... (check all that apply) (Continued)

In my work with students, I need paper documents to instruct them and to accomplish specific tasks. - 1

infrequent access to a scanner - 1

It is inconvenient and rarely needed. - 1

it is rarely necessary - 1

It is time consuming. - 1

It takes lot of time to scan larger documents - 1

It takes more time - 1

It's very time consuming, especially if it's more than 1-2 pages. - 1

limited need - 1

Most documents are digital already. - 1

Most documents I work with are already electronic. - 1

Most of my docs are in electronic form - 1

Most of my documents are electronic - 1

most of our documents are created electronically - 1

most of our forms and documents are electronic - 1

most of the time, the documents are in electronic form - 1

Nearly all of my documents are digital to begin with. - 1

No software available to facilitate this - 1

No need. - 1

No upkeep to the scanner - 1

Environmental Sustainability

Summary Report

16. I don't use a scanner to convert paper documents to electronic form because ... (check all that apply) (Continued)

not convenient - 1

Not much need to convert paper to electronic - 1

not needed - 1

one scanner in our office...so I am back up if person is gone - 1

only one scanner in dept. office; I type new electronic documents as much as possible - 1

Right now I need paper for documentation purposes - 1

scanner quality not as good - 1

scanning is done by designated person - 1

Secretary refuses to assist with scanning. - 1

Slower retrieval time for scanned documents than for paper - 1

Sometimes it is not necessary to have electronic copy. - 1

The department has a costly scanner for specialized use by the slide library. No scanner for general faculty use exists, to my knowledge. - 1

The quality sometimes varies - 1

The scanner is ancient and takes a long time to use. - 1

time - 1

time involved to scan and store then shred - 1

too time consuming - 1

typically do not have to use this format - 1

Environmental Sustainability

Summary Report

16. I don't use a scanner to convert paper documents to electronic form because ... (check all that apply) (Continued)

typically my work doesn't include documents that require scanning--they're already in electronic form or are forms that require hard copies - 1

unless it is for long term storage simply to send to someone its too much trouble - 1

Usually use scanner for images - 1

we create most of ours - don't have to scan many - 1

We have a scanner but, it's not hooked up. - 1

why scan a piece of paper I already have? seems like a waste. - 1

Total Responses

189

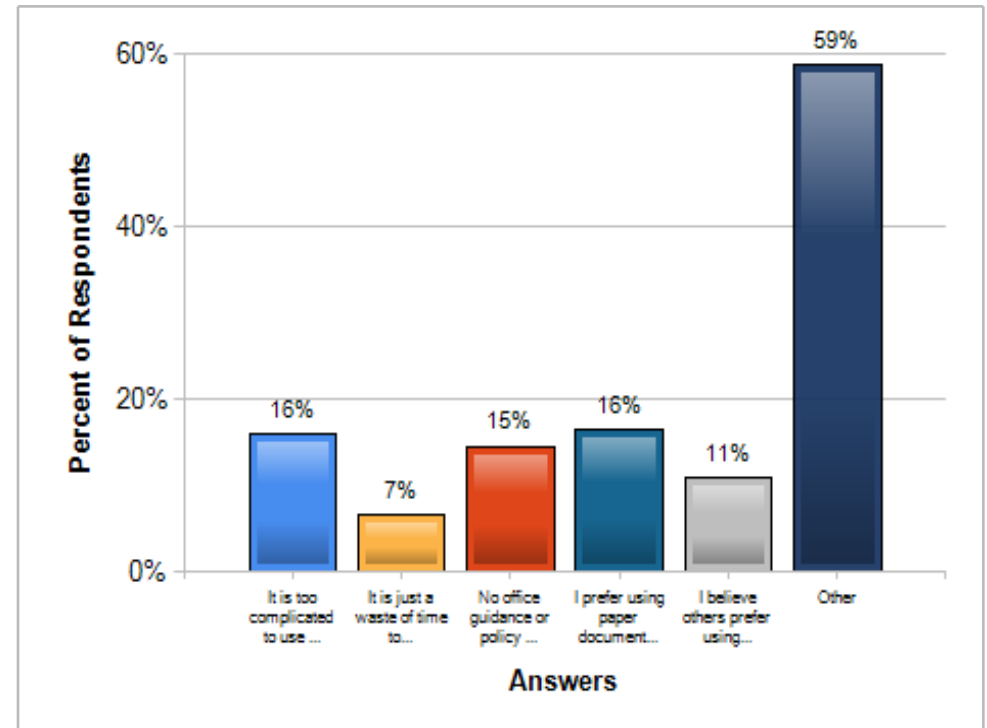
Environmental Sustainability

Summary Report

17. Why do you not use scanning more often? (check all that apply)

Response Rate: 28% (N=213) Question Type: Choose many

It is too complicated to use the scanner	34	16%
It is just a waste of time to use the scanner	14	7%
No office guidance or policy exists requiring the use the scanner	31	15%
I prefer using paper documents to electronic documents	35	16%
I believe others prefer using paper documents to electronic documents	23	11%
Other	125	59%
[No Text Entered] - 4		
no need - 3		
no access - 2		
No need. - 2		
a scanner to convert paper documents to electronic form - 1		
Access problems in my setting - 1		
Concerned faculty/staff won't read the email to which the electronic document is attached - 1		
Department does not have a scanner yet. - 1		
depends on need at time - 1		
do not have a desktop scanner - 1		
don't need to very often, most item already electronic - 1		



Environmental Sustainability

Summary Report

17. Why do you not use scanning more often? (check all that apply) (Continued)

don't scan that often - 1

Due to my physical ailment I find it hard to always walking to the scanners and printers. In other words I rather have a scanner and other needed products to complete my wor more efficantly! - 1

I am in the process of converting all my file documents to PDF. - 1

I do not distribute documents - 1

I do not have many documents to distribute to others. - 1

I do not have time to convert everything to electronic copy. - 1

I do not need to distribute paper documents electronically very often. - 1

I do prefer to distribute scanned docs, but find them difficult to read unless printed. - 1

I do use a scanner when necessary - 1

I don't have anything to scan - 1

I don't like to scan in everything and have a paper copy as well - 1

I have access to a scanner in the unit but I have to be able to log onto their computers or ask them to let me use the scanner while they are on break or lunch. - 1

I just got the scanner - 1

I mainly use scanner and printer for school work. - 1

I only use the scanner to send documents to students when they are unable to come to campus. - 1

I rarely need to distribute document electronically that currently exist in paper and would need to be scanned - 1

Environmental Sustainability

Summary Report

17. Why do you not use scanning more often? (check all that apply) (Continued)

I receive very few documents in paper form. - 1

I scan an occasional page for faculty - 1

I scan for others. I don't usually generate documents. I usually scan an existing paper document so it can be emailed. - 1

I scan when I want to convert paper document to an electronic document. - 1

I scan when it is appropriate, but there are certain tasks in my job that require paper documents. - 1

I seldom need it - most docs are developed electronically - 1

I use it as much as is necessary. - 1

I use it as much as possible, as needed - 1

I use it as much as required. I only scan to print anyway. - 1

i use it when its an option - 1

I use scanning pretty often - 1

i use the scanner when there is no electronic option for the article/figure that I need - 1

I use the scanner. I like it - 1

I'm not sure in what circumstances I would use the scanner, except to load articles for classes that I post online - 1

infrequent access to a scanner - 1

is difficult read paper on screen - 1

It is impractical for my job. - 1

Environmental Sustainability

Summary Report

17. Why do you not use scanning more often? (check all that apply) (Continued)

it is rarely necessary - 1

It takes longer - 1

items scanned do not always have good quality when trying to read them - 1

Lack of availability of a working scanner. I would utilize a scanner more frequently if I had access to a fast-high quality scanner! - 1

limited need - 1

long term document imaging/storage facilities (not tied to individual user accounts) don't exist at WIU. - 1

Materials for others who do not have access to computer at all times - 1

most correspondence via e-mail; many docs created as Word docs and e-mailed as attachments - 1

most documents are created electronically and emailed back and forth - 1

most documents are distributed in electronic format to staff - 1

most documents are in pdf or Word - no need for scanning - 1

Most documents I get are already in electronic form. My originals are all created that way too. Therefore, scanning is mostly not necessary. I also, can only scan in black & white using the photocopy machine. - 1

most documents I need are already in an electronic format - 1

Most of my docs are in electronic form - 1

Most of my documents are already in electronic form. - 1

Environmental Sustainability

Summary Report

17. Why do you not use scanning more often? (check all that apply) (Continued)

Most of my documents are electronic. - 1

Most of my paper is grading and I don't see any need to scan those. - 1

Most of our forms and documents are electronic - 1

Most stuff is already electronic. - 1

Most things are already electronic. - 1

must have original documents - 1

my job duties require me to print hard copy documents - 1

Nearly all of my documents are digital to begin with, I usually print straight to pdf. - 1

need another scanner to do so - 1

need hard copy proofs - 1

Need paper copies to put in files for documentation - 1

No software available to facilitate this - 1

No document management system - 1

no need to scan more documents - 1

No office scanner - use home scanner as necessary - 1

no scanner - 1

no scanner available - 1

no scanner for faculty use is available. - 1

Not available for faculty - 1

Environmental Sustainability

Summary Report

17. Why do you not use scanning more often? (check all that apply) (Continued)

not in convenient location for use - 1

not necessary in most of my situations - 1

Not necessary. - 1

Not requested to that often - 1

not required - 1

Not that many documents to scan - 1

not time effective - 1

Office maintains paper files - 1

onlyuse as needed - 1

our copier does not scan and convert documents - 1

Rarely deal with paper-based documents. - 1

Retrieving paper documents is faster and doesn't require computer access - 1

Right now I need paper for documentation purposes - 1

Same as above. - 1

scan only to send signed documents to others - 1

scanner is an antique - 1

scanner is at home; no scanner at work - 1

scanner is used for a large department project. it is not always available for immediate use - 1

scanner quality - 1

Environmental Sustainability

Summary Report

17. Why do you not use scanning more often? (check all that apply) (Continued)

scanning is done by someone else - 1

Seldom necessary - 1

Students won't access them. - 1

the agencies that I work with don't accept electronic documents - 1

The need to do so is not there. - 1

The quality is not always sufficient and I don't believe that I use paper in excessive amounts; therefore, the time required to scan documents would not be justified. - 1

The scanner is not located in my office. I use the scanner primarily to scan documents for faculty, not myself. - 1

The scanner software does not work reliably - 1

The vast majority of the documents I receive from students and others are in electronic format. When they are not, I generally either scan them or redo them so that I have an electronic copy. - 1

This would be a wonderful support for staff to provide - 1

time consuming (but not a waste of time) - 1

Time factor, and I don't know my scanner that well. - 1

time/effort for scanning exceeds time to photocopy and hand deliver w/i dept. - 1

Use as needed; most of our documents are all ready in electronic format. - 1

very few scanners available - 1

Very little need. - 1

Environmental Sustainability

Summary Report

17. Why do you not use scanning more often? (check all that apply) (Continued)

Very time and labor intensive - 1	
very time consuming if doing more than a few pages - 1	
we create most of ours - don't have to scan many - 1	
We do most often as we can, but sometimes, a paper document is needed-meetings etc. - 1	
we have scanners that scan-they know the machine better - 1	
Total Responses	262

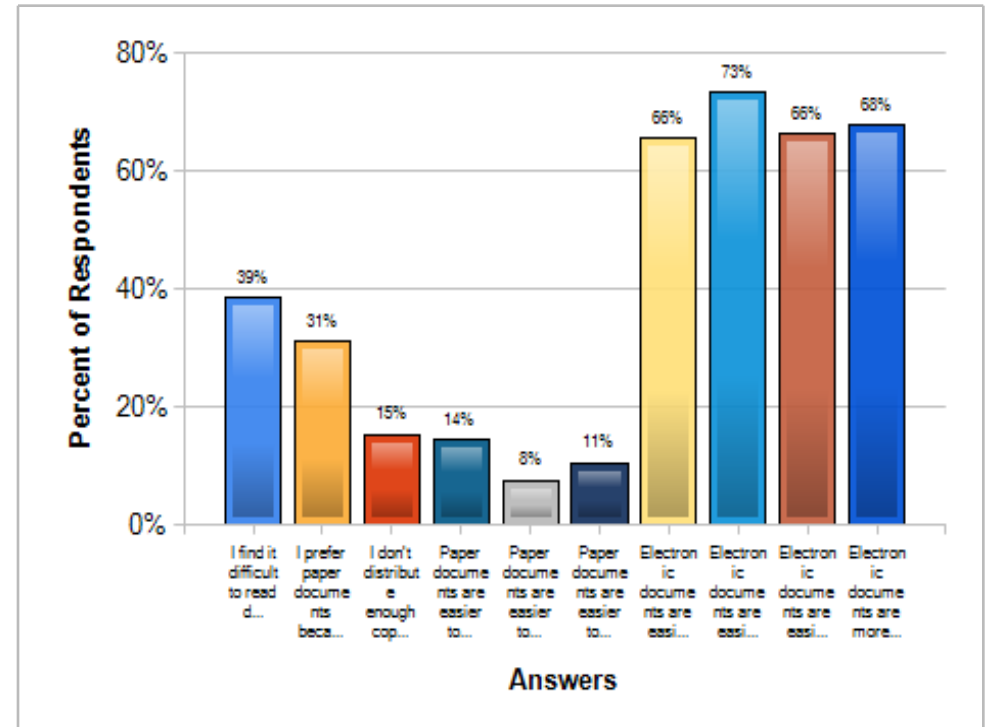
Environmental Sustainability

Summary Report

18. With which of the following statements regarding the use of paper vs. electronic documents do you agree? (check all that apply)

Response Rate: 41% (N=311) Question Type: Choose many

I find it difficult to read documents on an electronic display	120	39%
I prefer paper documents because I don't need to have access to a computer to read them	97	31%
I don't distribute enough copies of documents to justify the trouble of scanning them	48	15%
Paper documents are easier to distribute	45	14%
Paper documents are easier to store	24	8%
Paper documents are easier to retrieve	33	11%
Electronic documents are easier to distribute	204	66%
Electronic documents are easier to store	228	73%
Electronic documents are easier to retrieve	206	66%
Electronic documents are more sustainable option than paper documents	211	68%
Total Responses	1216	



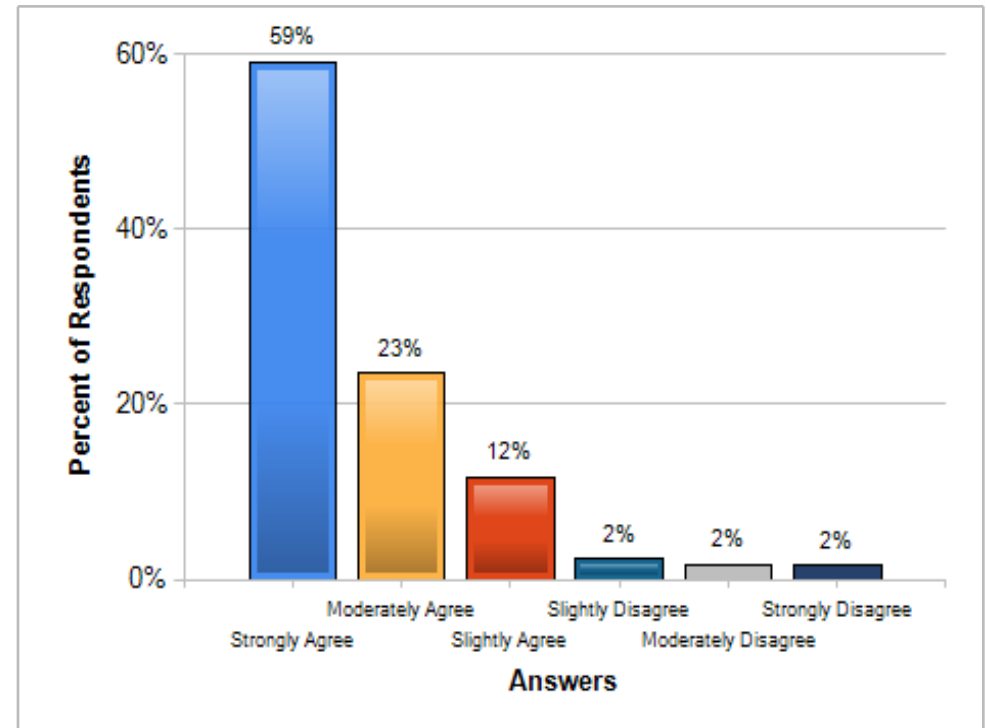
Environmental Sustainability

Summary Report

19. Excessive use of paper and printing materials has a large impact on the environment.

Response Rate: 92% (N=698) Question Type: Choose one

Strongly Agree	413	59%
Moderately Agree	164	23%
Slightly Agree	82	12%
Slightly Disagree	16	2%
Moderately Disagree	12	2%
Strongly Disagree	11	2%
Total Responses	698	



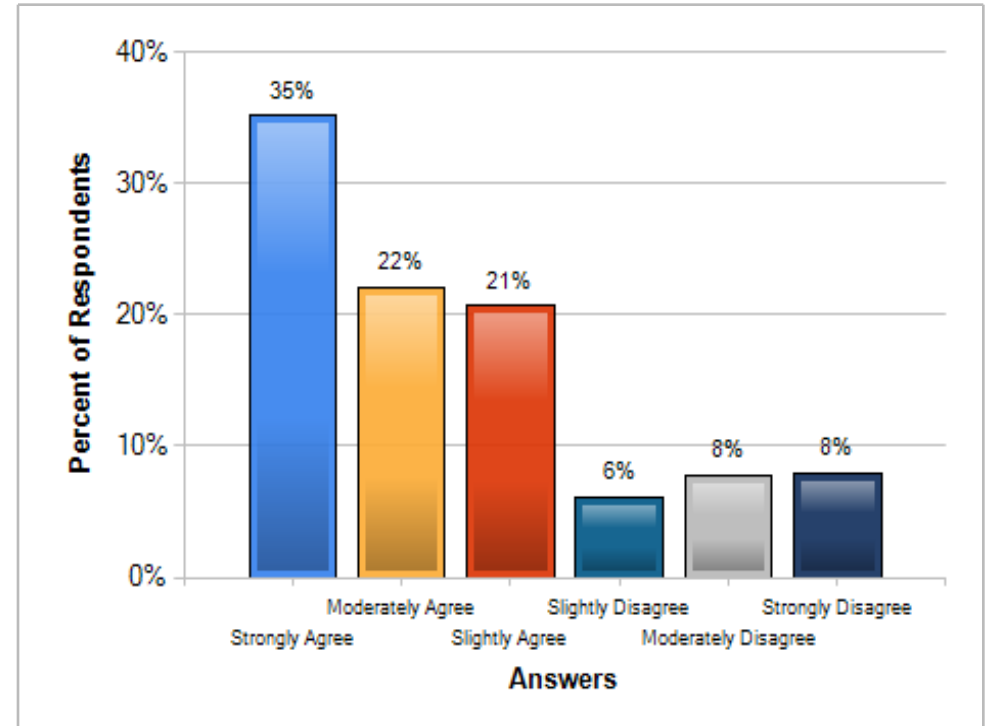
Environmental Sustainability

Summary Report

20. I would be willing to reduce the amount of paper I use to print or copy per day if I understood the environmental impact of excessive paper use.

Response Rate: 85% (N=651) Question Type: Choose one

Strongly Agree	229	35%
Moderately Agree	144	22%
Slightly Agree	135	21%
Slightly Disagree	40	6%
Moderately Disagree	51	8%
Strongly Disagree	52	8%
Total Responses	651	



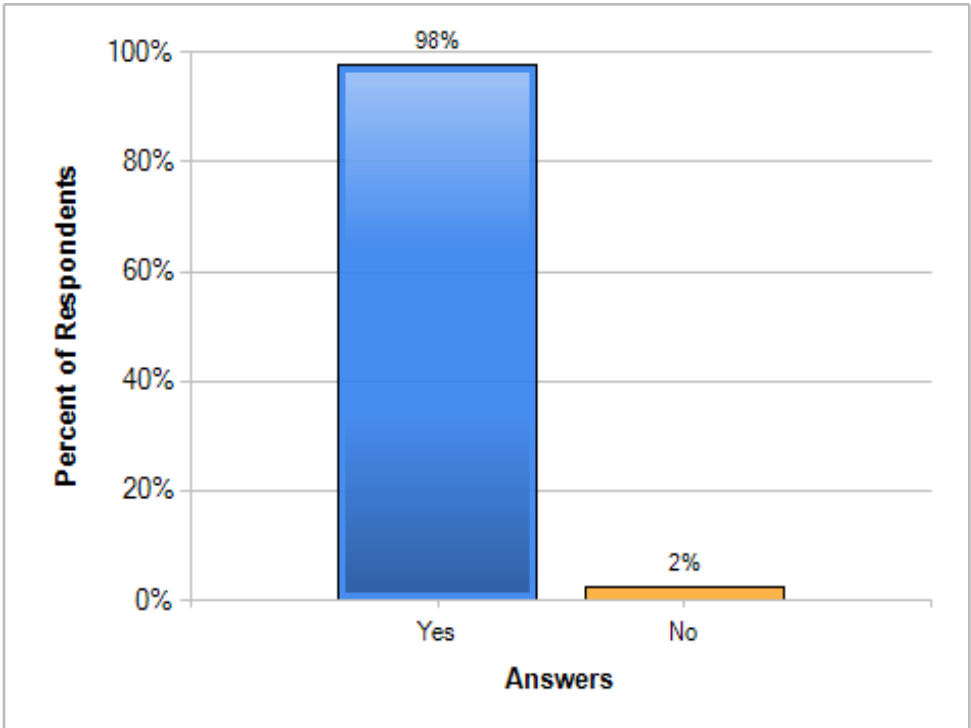
Environmental Sustainability

Summary Report

21. Are you aware of duplexing (using both sides of the sheet in the printing or copying process)?

Response Rate: 92% (N=699) Question Type: Choose one

Yes	683	98%
No	16	2%
Total Responses	699	



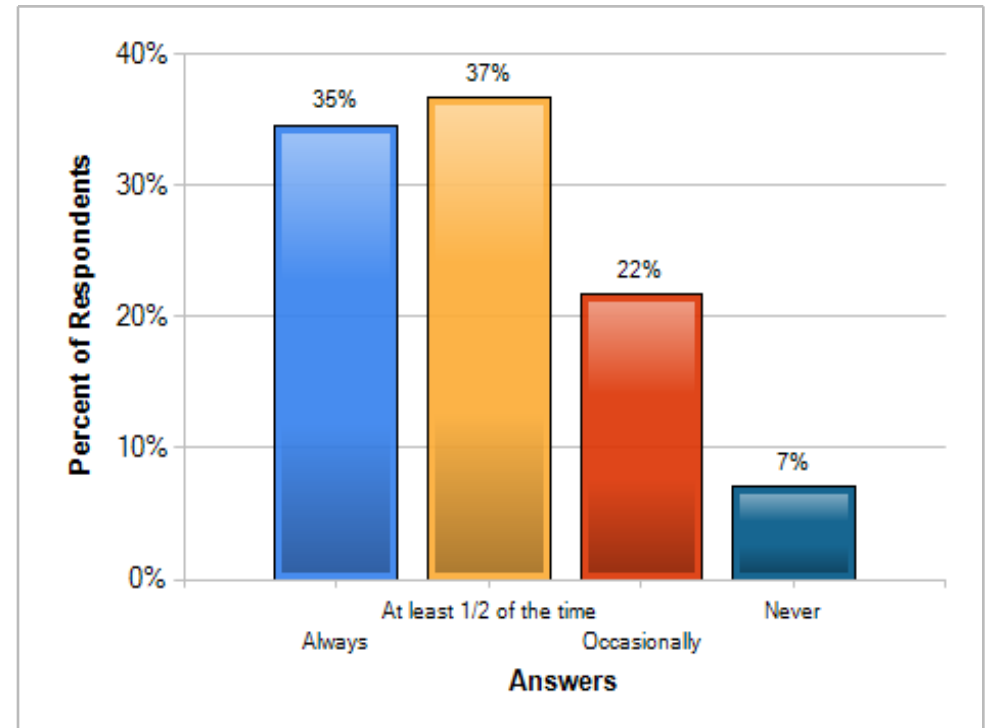
Environmental Sustainability

Summary Report

22. How often do you use duplexing while printing or copying?

Response Rate: 89% (N=679) Question Type: Choose one

Always	235	35%
At least 1/2 of the time	249	37%
Occasionally	147	22%
Never	48	7%
Total Responses	679	



Environmental Sustainability

Summary Report

23. Why do you not use duplex printing or copying more often? (check all that apply)

Response Rate: 54% (N=408) Question Type: Choose many

Duplex function is not available on my printer or copier	125	31%
It is too complicated to use the duplex function or it must be done manually	67	16%
I was never trained to use the duplex function.	29	7%
No office guidance or policy exists requiring the use of the duplex function	35	9%
It is just a waste of time to use the duplex function	6	1%
Other	214	52%

[No Text Entered] - 20

1] want to be able to take notes and not have them bleed thru, 2] want cover letters for surveys that can be torn off, 3] i should & will duplex more - 1

A lot of my printing is one page. I use the department printer to duplex. - 1

A lot of the time my printouts are one page only - 1

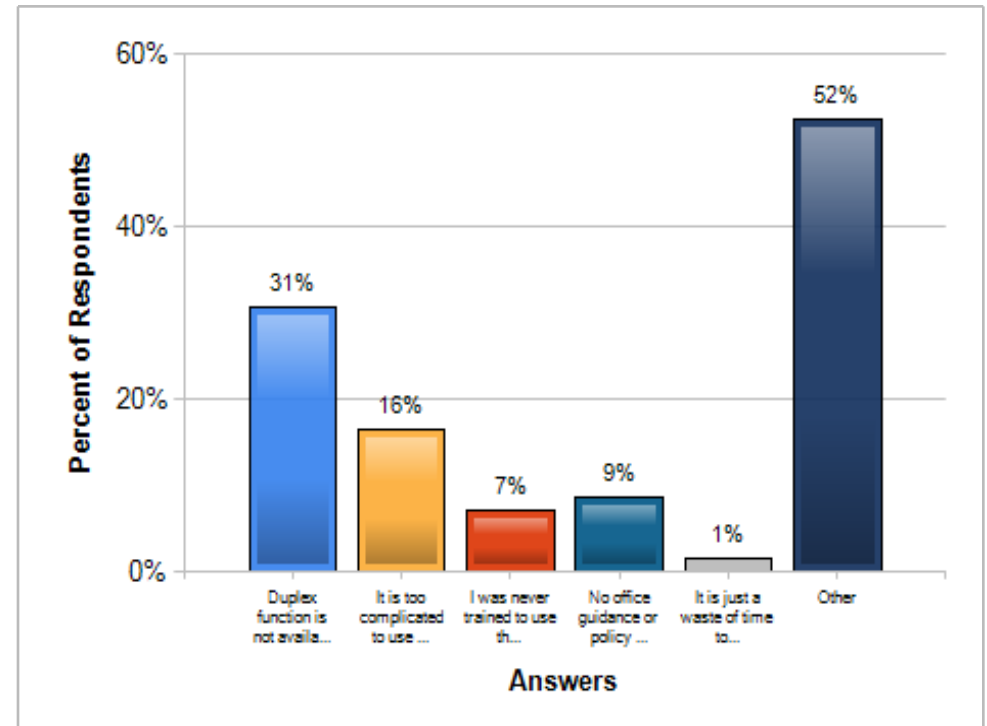
A lot of times I just print 1 page - 1

A single sided sheet of text should not be duplexed. - 1

aesthetics - 1

at times, it's not appropriate - 1

automatic duplex is not available always - 1



Environmental Sustainability

Summary Report

23. Why do you not use duplex printing or copying more often? (check all that apply) (Continued)

Because these printers don't do it automatically and we need to print one side, walk across the office to flip the paper, go back to the computer to print the second side, and back to the printer to pick it up. Our printers are not user friendly or condu - 1

better for the reader - 1

can not use for reports - 1

Can't always print on both sides. Depends on the document I'm printing. - 1

can't fax duplex papers - 1

cannot for some documents - 1

Client which I am printing for prefers simplex - 1

Depending on use or type of document duplexing may not be an option (ie forms) - 1

Depends on a type of a work - 1

do not duplex docs that have to be faxed - 1

Do not have duplexing jobs...usually only have single sheet job - 1

document application - 1

don't always want copies duplexed - 1

don't need sometimes - 1

don't need to use it - 1

don't think of it - 1

Duplex Function is not available on my printer, but we do save scrap paper. - 1

Environmental Sustainability

Summary Report

23. Why do you not use duplex printing or copying more often? (check all that apply) (Continued)

Duplex interferes with how I use the printed document. Slows my work. - 1

duplex printing not available on networked printer, either. - 1

duplexing not a usable option for some projects - 1

faculty in my department are allowed 750 copies/month regardless if the copies are "duplexed" or not. If I copy on both sides and use just one sheet of paper, it still counts as two copies. If that were changed then I would definately use "duplexing". - 1

For some print jobs, such as forms, it is not yet accepted practice. - 1

Forget to set it up that way - 1

I almost always use the duplex function for copying, but usually want printed originals on one side. - 1

I always copy when I have the chance instead of printing - 1

I always use it on the copier, but not the printer (must be done manually) - 1

i am copying exams which are pre-formatted. i must replicate the format provided. - 1

i can't - 1

I can't use it for school work. - 1

I cannot duplex on my printer, but can on the copier - 1

I copy for the Director & he does not always want it duplexed. - 1

I do duplex on the copier almost all of the time. - 1

I do when it is applicable. - 1

Environmental Sustainability

Summary Report

23. Why do you not use duplex printing or copying more often? (check all that apply) (Continued)

I don't always need it for 1 page documents. - 1

I don't like it. - 1

I don't like the print from the backside showing through on some of my copies - 1

I duplex as often as possible which is +90%. - 1

I duplex whenever I can. - 1

I duplex whenever possible - 1

I get "charged" the same amount on the departmental copier: 1 side equals 1 page regardless. - 1

I have only printed one time ,to learne how to do it - 1

I need hard copies that require one side only - 1

i need the other side for written comments - 1

I print only for documents & necessary - not offen - 1

i print single sheets for single uses - 1

I rarely need to use both sides - 1

I sometimes use a function that allows printing 2-4 pages per one side - 1

I understand that the dept. only scans 1 side of paper and does not encourgae using both sides of the paper - 1

I use as often as possible - 1

I use duplex whenever possible but there is no dept policy - 1

I use it - 1

Environmental Sustainability

Summary Report

23. Why do you not use duplex printing or copying more often? (check all that apply) (Continued)

I use it when I can - 1

I use only piece of paper/one side - 1

I use this option whenever possible. I don't ever waste paper. - 1

I usually do, only if someone is using the one capable do I not - 1

I was not trained on my printer and don't know how to - 1

I will not accept duplex assignments from students, as double-sided papers are inconvenient to grade - 1

I would need a desktop printer. Other people in the office use the network printer. - 1

I'm not aware of this function on the printer, I think only the copier does this function - 1

Isn't always feasible with the documents I have to copy. - 1

it is not always a feasible option - 1

It is not appropriate for types of printing - 1

it is not needed for my paperwork - 1

It looks unprofessional. - 1

It's as a need only. Sometimes it makes more sense to not use duplex. - 1

It's used as necessary. - 1

Item is one page only - 1

Items that need to be scanned need to be on one side - 1

mailings that we don't want printed on both sides - 1

Environmental Sustainability

Summary Report

23. Why do you not use duplex printing or copying more often? (check all that apply) (Continued)

Many of our documents are one-page handouts to students. - 1

many times I think the document should be simplexed because of its importance - 1

many times it is just a single sheet - 1

Many times it is just one page so duplex is not an option - 1

Most copying is exams or quizzes that do not work for duplex - the blank back is needed for calculations. - 1

most documents have to be separated. use it when I can! - 1

Most of my assignments that require printing do not allow duplex printing. - 1

most of my copies are single page - 1

Most of my documents are one page - 1

Most of the time only a single document is copied. - 1

Most of the time, it is not feasible - 1

Most stuff I copy is just one page - 1

my office printer likes only clean paper, otherwise I usually print on scrap paper - 1

network printer has this option so I almost always print duplex; my office printer doesn't have the option, so on the rare occasions that I print to it, I can't use duplex - 1

news releases are stored in multipage format - 1

no need - 1

NO NEED FOR DOUBLE SIDED PRINTING - 1

Environmental Sustainability

Summary Report

23. Why do you not use duplex printing or copying more often? (check all that apply) (Continued)

no need for one page documents - 1

Nor appropriate to print some doc's that way. - 1

not all forms require duplexing - 1

Not all jobs are 2 sided - 1

not all of my individual documents run longer than one page - 1

Not all printers duplex - 1

not always an option - 1

Not always appropriate - 1

not always feasible - 1

not always needed - 1

Not an option at work - 1

Not applicable to task - 1

not appropriate - 1

not appropriate for project - 1

Not appropriate for the documents - 1

not been able to duplex print using certain programs - 1

Not every document lends itself to duplex printing. My printer doesn't have a duplexer. - 1

not needed - 1

Not needed for application - 1

Not practical for the jobs I am doing. - 1

Environmental Sustainability

Summary Report

23. Why do you not use duplex printing or copying more often? (check all that apply) (Continued)

often my papers are only single pages - 1

one sheet jobs - 1

only available on copier not printer - 1

Only copying one side - 1

only printing 1 page - 1

Our duplex on printer doesn't work well. I almost always use it on copier. - 1

page sorting and end/beginning pages - 1

presentations, hanouts, etc. for others - 1

printer does not; almos always on copier - 1

Printer is old, must duplex manually, paper often gets stuck when attempting duplex - 1

Printer-seldom, copier-most of the time - 1

Printers in office are frequently broken. - 1

printing isnt long enough to warrant it. - 1

Privacy issues - 1

professional documents must be one sided - 1

proffessors do not except papers that are printed on both sides. - 1

Profs prefer 1-sided - 1

Scholarly papers at times do not call for double sided printing, only single sided to meet criteria - 1

Environmental Sustainability

Summary Report

23. Why do you not use duplex printing or copying more often? (check all that apply) (Continued)

Seniority sheets are hard to follow at a bid if printed on both sides - 1

short documents, items that need single side printing - 1

Single page document - 1

Some documents are more useful/require single-side printing. - 1

Some documents are only one-sided, not multiple pages - 1

Some documents don't allow for duplexing very well. I may need to see both sides at the same time. - 1

Some documents had to be one-sided - 1

Some documents need to be printed or copied single-sided. - 1

Some documents need to be printed single sided based on where they are going (taxes cannot be duplexed for example) - 1

Some documents require 1 sided printing - 1

Some documents require printing on only one side. - 1

Some documents require that they are printed on single pages. - 1

some items need to be one-sided, otherwise I duplex - 1

Some items require single copying - 1

SOME JOBS DO NOT LEND THEMSELVES TO DUPLEXING - 1

Some materials are neater printed out only on one side - 1

some of my assignments can not be front/back - 1

some of our documents require one sided - 1

some output needs to be one-sided - 1

Environmental Sustainability

Summary Report

23. Why do you not use duplex printing or copying more often? (check all that apply) (Continued)

Some people prefer reports and paper on only one side of the paper - 1

Some print items need to be on one page only - 1

Some professors do not want type on both sides of one page. - 1

Some projects can not have duplexing - 1

some reports are too hard to read double-sided, so we have been told not to use it for that - 1

sometimes doesn't work for the particular job - 1

Sometimes I am making photocopies of a one-page quiz for my class, and each student clearly needs their own sheet for the quiz. - 1

Sometimes i don't want it printed on both sides - 1

Sometimes I don't want to duplex (as when marking up a document) - 1

Sometimes I just forget - 1

Sometimes I just hit print and forget to change the settings. - 1

Sometimes I need 1 sided only - 1

Sometimes I only have enough data to fit on one side of a page. - 1

Sometimes it is just not an effective way of presenting the printout. - 1

sometimes it is not a viable option - 1

Sometimes it is not an appropriate format for the document - 1

Environmental Sustainability

Summary Report

23. Why do you not use duplex printing or copying more often? (check all that apply) (Continued)

Sometimes it is not appropriate for the handouts I am making. - 1

Sometimes it jams the copier - 1

sometimes need one sided copy - 1

sometimes not appropriate - 1

Sometimes not appropriate - 1

sometimes not convenient and takes longer - 1

Sometimes only need 1 side of the paper copied - 1

sometimes people don't want them duplexed - 1

Sometimes you need one-sided printing. - 1

sometimes you need single sheets - 1

Takes too long - a hassle when copying high-volume jobs as I do in this office. - 1

teachers don't like it - 1

The blank back of the page is necessary - 1

the copier always jams with this - 1

The copier is very old and does not do duplex printing easily--many paper jams. - 1

The copying that I do does not benefit by duplex copies. - 1

The duplex function is sometimes a disadvantage when you need to make copies for other people, or need one side of a paper blank. I see this happen a lot when I make copies. - 1

Environmental Sustainability

Summary Report

23. Why do you not use duplex printing or copying more often? (check all that apply) (Continued)

The machine jams all the time when doing duplex printing; not worth the effort. - 1	
The main b&w printer does not have this option. I wish it did. - 1	
The nature of the job - 1	
The printers are manual. The photocopier can duplex. We don't always want something duplexed for ease of reading, etc. - 1	
There are some documents that the Dean's Office produces that are not applicable to duplexing - 1	
Turning in papers on one sided paper is preferred by professors - 1	
Use whenever possible. Some profs. request only 1 sided copying for tests. - 1	
usually only have one page to print - 1	
When I do it messes up the printer and the document will not print. - 1	
when using APA formatting - 1	
Total Responses	476

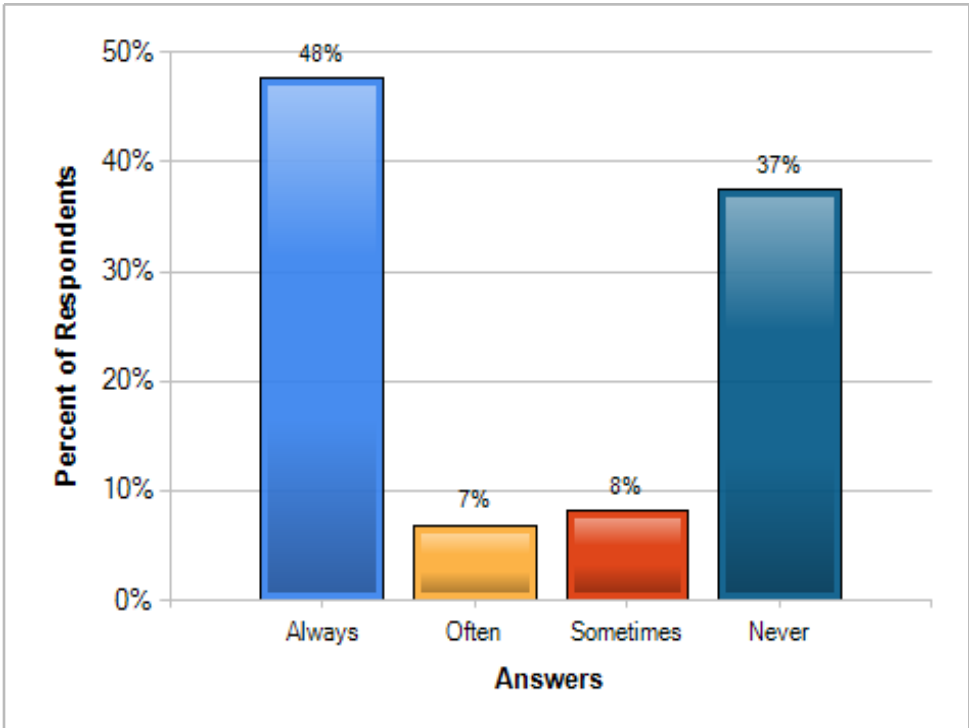
Environmental Sustainability

Summary Report

24. How often do you use the mail-in toner recycling option?

Response Rate: 85% (N=644) Question Type: Choose one

Always	307	48%
Often	44	7%
Sometimes	52	8%
Never	241	37%
Total Responses	644	



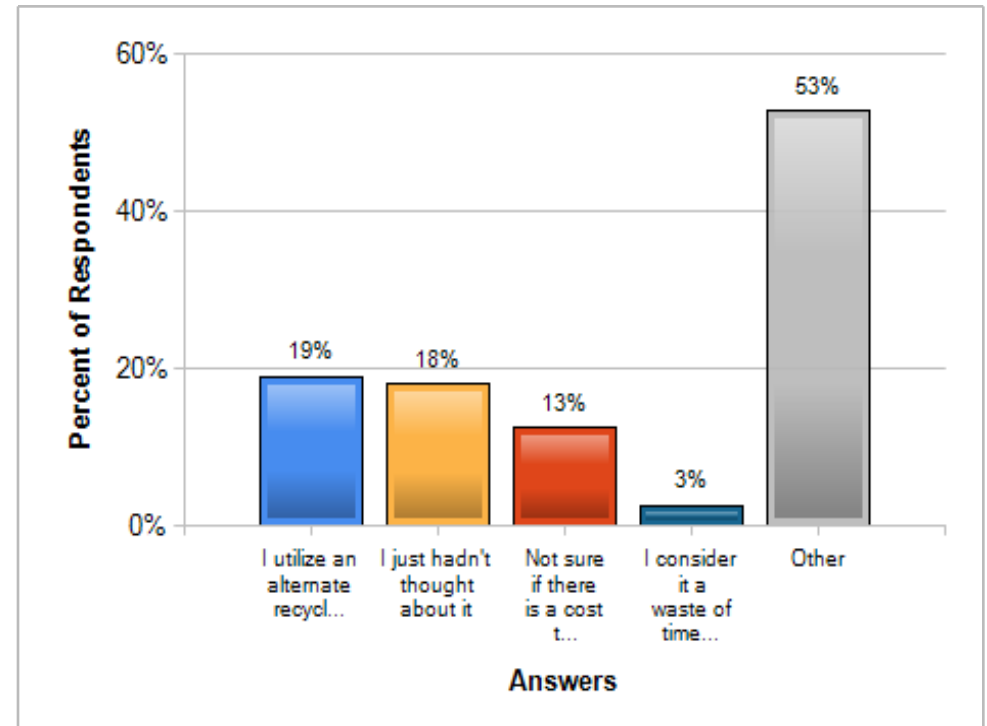
Environmental Sustainability

Summary Report

25. Why do you not use the mail-in toner recycling option more often? (check all that apply)

Response Rate: 39% (N=294) Question Type: Choose many

I utilize an alternate recycling method	56	19%
I just hadn't thought about it	53	18%
Not sure if there is a cost to the University or if I can use the University mail service for it	37	13%
I consider it a waste of time and effort	8	3%
Other	155	53%
[No Text Entered] - 10		
not my responsibility - 3		
I don't change the toner - 2		
never heard of it - 2		
? - 1		
All toner is handled by another employee. Do not know what they do. - 1		
Am not fully aware how it works - 1		
An area of our Library is responsible for the toner. - 1		
clerk takes care of it - 1		
complication of the procedure - 1		
department does this not me, not sure how they do it. - 1		
Department Secretary does this. But I personally do not do this. - 1		
did not know it was available - 1		



Environmental Sustainability

Summary Report

25. Why do you not use the mail-in toner recycling option more often? (check all that apply) (Continued)

Didn't know about it - it could be that my secretary does this. - 1

Didn't know about it. - 1

Do not understand what that is. - 1

Don't deal w/toner - 1

don't know about it. - 1

Don't know program exists, don't know how - 1

Don't know what it is - 1

Don't know what you're talking about - 1

don't order or recycle toner - 1

Don't own a printer - 1

DPS also takes them - 1

forget to send in them in for smaller printers - 1

have not run out yet - 1

Haven't had to replace toner yet - 1

Haven't had to yet - 1

Haven't used many toners. - 1

I am not aware of what this is. - 1

i am not in charge of ordering toner - 1

I am not in charge of replacing toner. - 1

I am not in charge of the office supplies and the disposal of them -
1

Environmental Sustainability

Summary Report

25. Why do you not use the mail-in toner recycling option more often? (check all that apply) (Continued)

I am not in charge of the printer in my office - 1

I am not in charge of any printer upkeep and do not have access - 1

I am not responsible for replacing toner - 1

I am not responsible for that - 1

I am not responsible for that in my department - 1

I am not responsible for that. - 1

I am not responsible for the up keep of the printer - 1

I am not sure what mail-in toner recycling is. - 1

i am not sure what this is..... - 1

I am not the one who orders the toner. - 1

I am not the person in our office who deals with toner replacement.... also have never heard of this option. - 1

I am not the person responsible for ordering these. - 1

I am not the person responsible for this - 1

I am the janitor therefore not allowed to use any of these equipment - 1

I do not deal with printer maintenance - 1

I do not deal with the toner - 1

I do not handle this type of activity - 1

I do not have responsibility for changing the toner cartridge. - 1

I do not maintain the networked printer/copier. - 1

Environmental Sustainability

Summary Report

25. Why do you not use the mail-in toner recycling option more often? (check all that apply) (Continued)

I do not maintain the printer. Another office person does this. - 1

i do not replace cart - 1

I do when I can - 1

I don't handle such things. We have support people who do that. - 1

I don't change the toner. - 1

I don't deal with that. - 1

I don't deal with the toner changes. - 1

I don't do it, the secretary does - 1

I don't do the ordering - 1

I don't do the purchasing - 1

I don't have a printer - 1

I don't have a printer. - 1

i don't have anything to do with this - 1

I don't have my own computer - 1

I don't have my own printer. - 1

I don't have to replace the toner. - 1

I don't know what mail-in toner recycling option is - 1

I don't know what that is - 1

I don't maintain the equipment - 1

I don't maintain the printer - 1

Environmental Sustainability

Summary Report

25. Why do you not use the mail-in toner recycling option more often? (check all that apply) (Continued)

I don't maintain the printer toner - 1

I don't make purchases of this nature. - 1

I don't personally maintain the equipment. - 1

I don't replace teh toner - 1

I dont handle toner cartriges - 1

I have no idea what mail-in toner recycling is. - 1

I have nothing to do with that process. - 1

I never heard of this. - 1

I place recycles I think. I have no idea how it is done thought. - 1

i rarely change the toner cart - 1

I rarely need to change toners - 1

I recycle my toner, but am not sure abotu the department toner. - 1

I'm not allowed to make that decision - 1

I'm not in charge of that - 1

I'm not in charge of the toners - 1

I'm not responsible for toner replacement - 1

I'm not the one who changes the toner. - 1

I'm not the person that handles that. - 1

Im not in charge of the printers - 1

It just does not get done some times - 1

Environmental Sustainability

Summary Report

25. Why do you not use the mail-in toner recycling option more often? (check all that apply) (Continued)

it's done elsewhere in our building - 1

lazy - 1

Library Computer Services takes care of toners. - 1

Maintaining the printer & toners are not my responsibility in the office. - 1

My cartridges don't qualify! - 1

My secretary is in charge of the office printer and I don't know what she does. - 1

n/a - 1

N/A to me. Do not take care of this. - 1

never heard of it - besides our secretaries handle all of that - 1

Never knew about it - 1

no resources to do so... - 1

Not my job. - 1

Not aware of it - 1

not aware of the program - 1

not clear what is meant - 1

Not confident that they are being recycled and not just tossed away and taken out of circulation - 1

not handled by me - 1

not my job - 1

Not my job to replace the toner. - 1

Environmental Sustainability

Summary Report

25. Why do you not use the mail-in toner recycling option more often? (check all that apply) (Continued)

- not my printer - 1
- Not my responsibility to maintain equipment - 1
- not part of my duties - 1
- not responsible - 1
- Not responsible for supplies - 1
- not the authority on ordering toner - 1
- Office manager usually does it. - 1
- Office secretary handles most of the time - 1
- Other personnel in office may do this - 1
- others maintain this equipment- don't know if or how they recycle it - 1
- Our office returns used cartridges to the Office Supply Store. - 1
- Recycled don't work as well - 1
- Recycling toner centralized in my office; not aware of process - 1
- Secretaries take care of toner. - 1
- Some are not recycled. - 1
- Someone else department does it - 1
- someone else takes care of it - 1
- Someone has lost the prepackaged mailer for the cartridge. - 1
- The copier is Departmental, and it is up to the Departmental personnel to recycle - 1

Environmental Sustainability

Summary Report

25. Why do you not use the mail-in toner recycling option more often? (check all that apply) (Continued)

The decision and process of ordering is not within my authority. - 1	
the dept secretary takes care of used toner cartridges - 1	
the lab takes care of it, it's not my printer - 1	
the office manager takes care of it - 1	
The printer I use is university. - 1	
The secretarial staff take care of disposing of toner cartridges. - 1	
Toner is handled by office manager - 1	
unsure of its availability for each of the printers I use. - 1	
use networked printer - not in charge of it - office staff may do it - 1	
Use Schools Printer - 1	
use the labs; not my toner - 1	
Would not be one of my responsibilities. - 1	
Total Responses	309

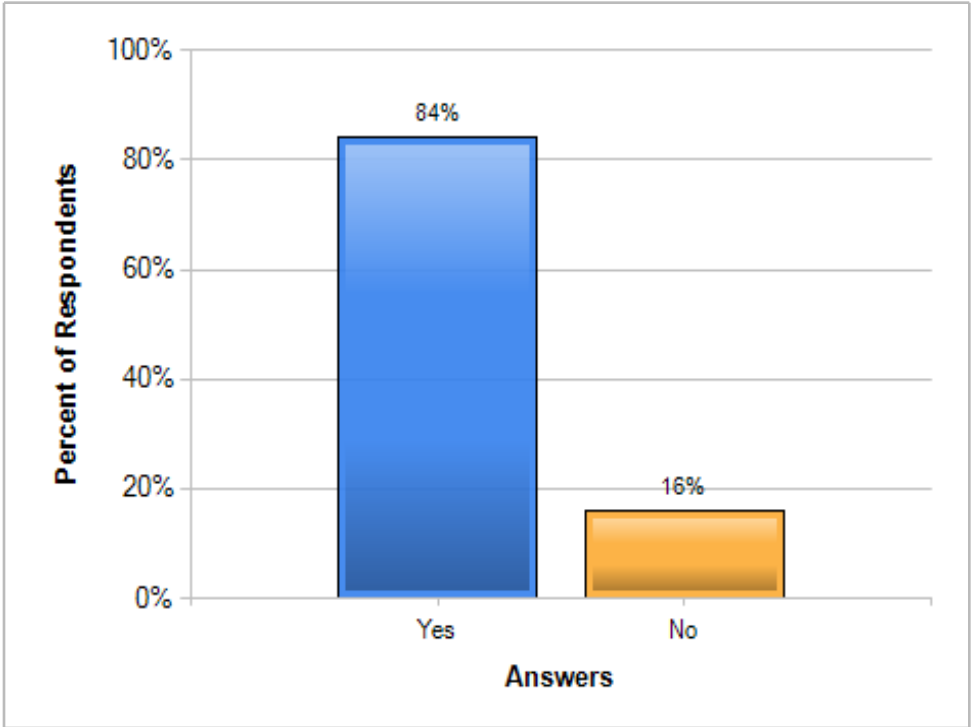
Environmental Sustainability

Summary Report

26. Have you ever used the clean side of scrap paper (already printed on one side) to make draft copies of documents?

Response Rate: 91% (N=693) Question Type: Choose one

Yes	583	84%
No	110	16%
Total Responses	693	



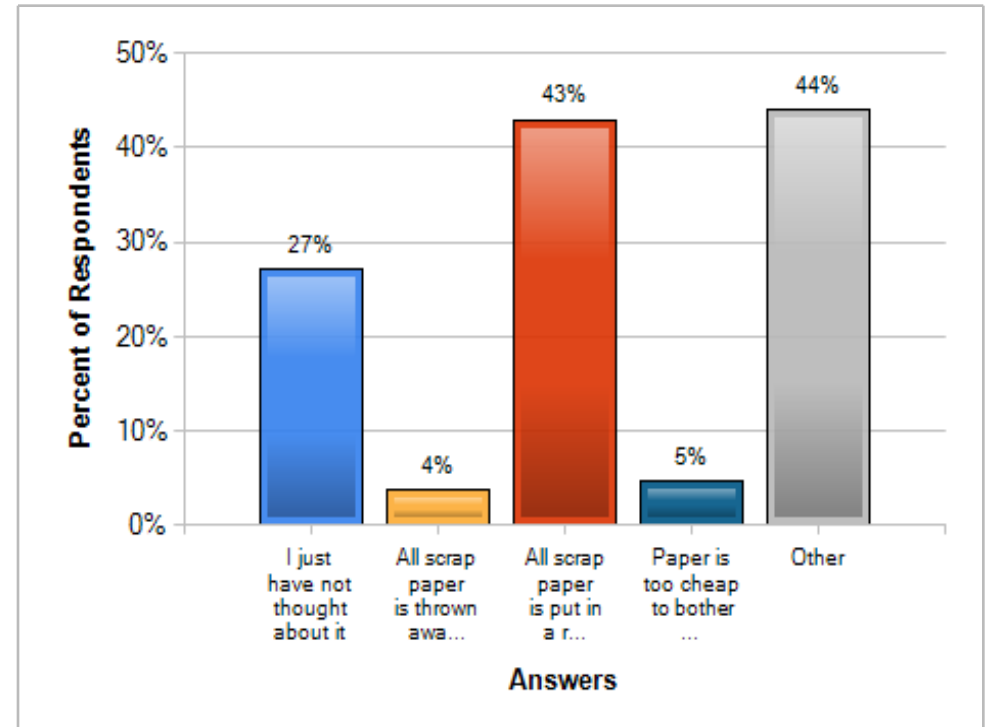
Environmental Sustainability

Summary Report

27. Why have you not used the clean side of scrap paper when making draft copies of documents? (check all that apply)

Response Rate: 14% (N=107) Question Type: Choose many

I just have not thought about it	29	27%
All scrap paper is thrown away immediately	4	4%
All scrap paper is put in a recycling bin immediately	46	43%
Paper is too cheap to bother with reusing it in this manner	5	5%
Other	47	44%
[No Text Entered] - 2		
Advised not to by support people. - 1		
all scrap paper is cut into scrap notepads - 1		
Can't do it with a dept. printer - 1		
difficult to do on networked printer in another room - 1		
Difficult to use in networked printer - 1		
don't make drafts - 1		
drafts are turned in to professor or i do not print off drafts - 1		
i do - 1		
I do not generally make draft copies unless I am handing them out at a meeting. - 1		
i do not print draft copies of documents - 1		



Environmental Sustainability

Summary Report

27. Why have you not used the clean side of scrap paper when making draft copies of documents? (check all that apply) (Continued)

I don't know when I have ever made a Draft of something. Not to mention, you could confuse what you are working on by using the second side of something else. - 1

I don't often have projects on which I need ot make lots of draft copies. - 1

I don't print out drafts. - 1

i dont make draft copies - 1

I dont prnt out draft documents - 1

I dont usually make draft copies - 1

I keep scrap paper to use for jotting notes at my desk. - 1

I never know how to put the paper in the printer (which side) - 1

I print out materials to give to students and it would not be appropriate to give them something printed on scrap paper. Also, most of my scrap paper has confidential student information on it, so it must be shredded. - 1

I shread a lot of what I print when I'm done with it. - 1

I tune piano's not office work - 1

I use it for scratch paper - 1

I use it t owrite on but not to make copies because I usually need clean copies. - 1

I use the back side of one page documents as scratch paper in my work - 1

I work on drafts electronically - 1

Environmental Sustainability

Summary Report

27. Why have you not used the clean side of scrap paper when making draft copies of documents? (check all that apply) (Continued)

It clutters up the office space, and I do most of my composing on the computer anyway. - 1

It doesnt look professional - 1

it is used for scratch paper - 1

Networked printer is shared...too much effort to constantly switch out scrap for good paper. - 1

not as convenient - 1

not offered in my department - 1

People get confused as to which side to use, and does not look professional - 1

printer jams - 1

Printer will not work with scrap paper. - 1

Printers and toner cartridges are too expensive to risk destroying to save paper - 1

Rarely do I receive draft copies. Drafts are usually electronic. - 1

Shred all WARD Reports - 1

Some printers do not react well to paper that has been printed on already. This often causes jams. - 1

That is damaging to the printer!!!!!! - 1

The printer I use is on the other side of the building. I can't even print directly onto letterhead, because I would have to coordinate with the entire floor to do so. - 1

Too much work, and rarely have scrap papper. - 1

Environmental Sustainability

Summary Report

27. Why have you not used the clean side of scrap paper when making draft copies of documents? (check all that apply) (Continued)

Use for notepaper - 1	
use for scrap paper, notes, - 1	
use scrap paper for handwritten notes - 1	
when people tried this previously it would jam the machine - 1	
Total Responses	131

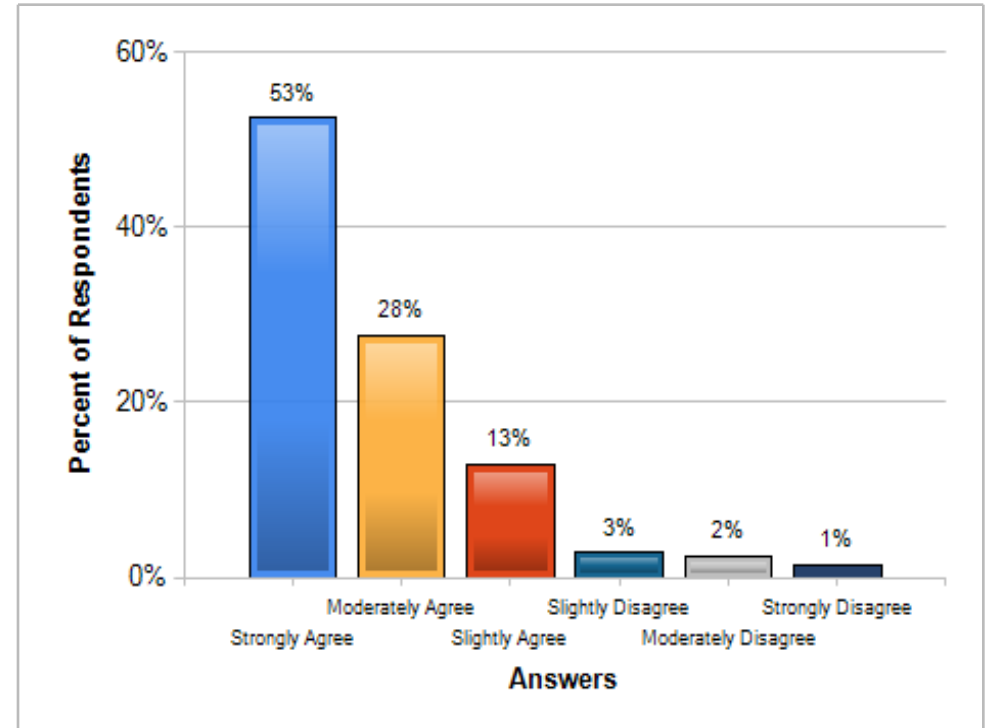
Environmental Sustainability

Summary Report

28. Reducing the amount of printing or copying I do significantly contributes to WIU environmental sustainability efforts.

Response Rate: 90% (N=689) Question Type: Choose one

Strongly Agree	362	53%
Moderately Agree	191	28%
Slightly Agree	89	13%
Slightly Disagree	20	3%
Moderately Disagree	17	2%
Strongly Disagree	10	1%
Total Responses	689	



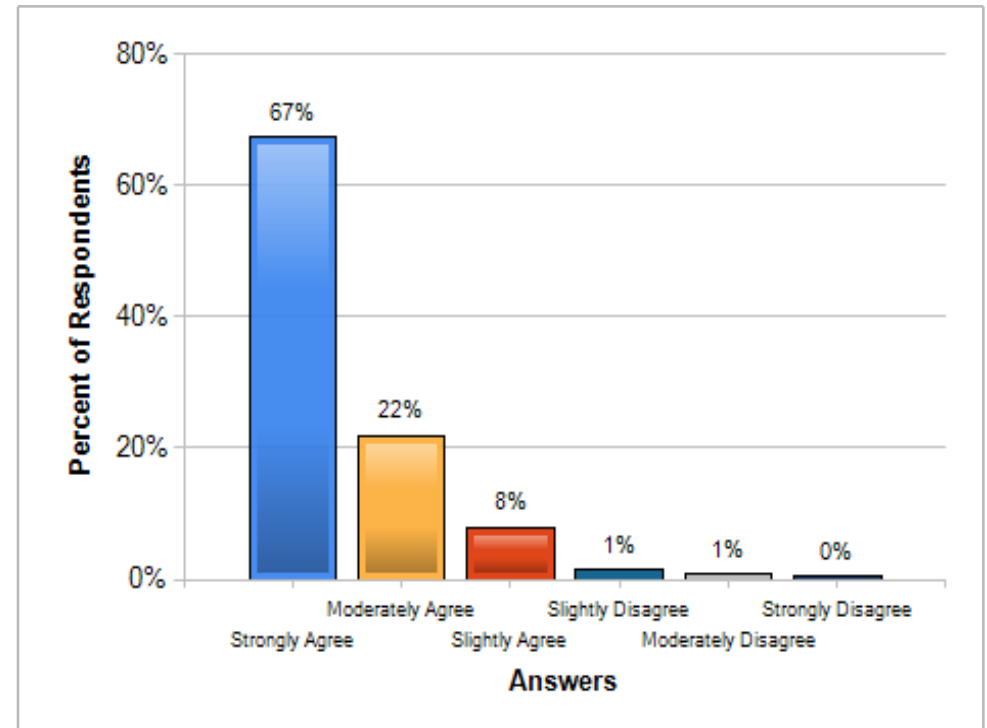
Environmental Sustainability

Summary Report

29. Excessive use of printing or copying paper increases WIU operational expenses.

Response Rate: 90% (N=688) Question Type: Choose one

Strongly Agree	464	67%
Moderately Agree	151	22%
Slightly Agree	55	8%
Slightly Disagree	10	1%
Moderately Disagree	5	1%
Strongly Disagree	3	0%
Total Responses	688	



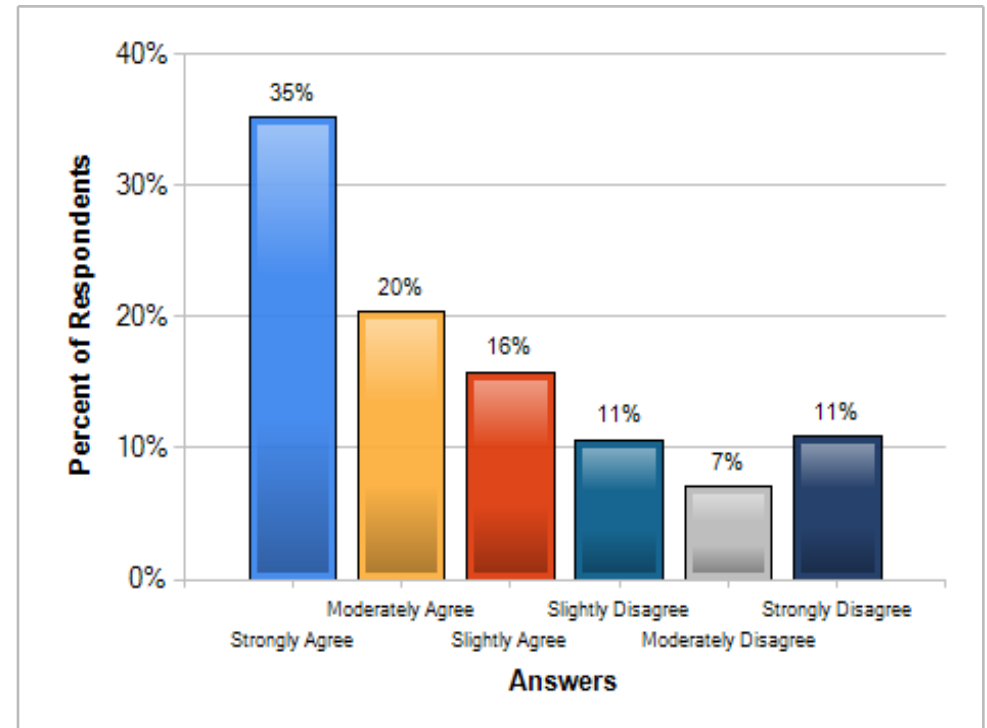
Environmental Sustainability

Summary Report

30. I am willing to reduce the purchase of personal printers for environmental sustainability reasons.

Response Rate: 89% (N=677) Question Type: Choose one

Strongly Agree	238	35%
Moderately Agree	138	20%
Slightly Agree	107	16%
Slightly Disagree	72	11%
Moderately Disagree	48	7%
Strongly Disagree	74	11%
Total Responses	677	



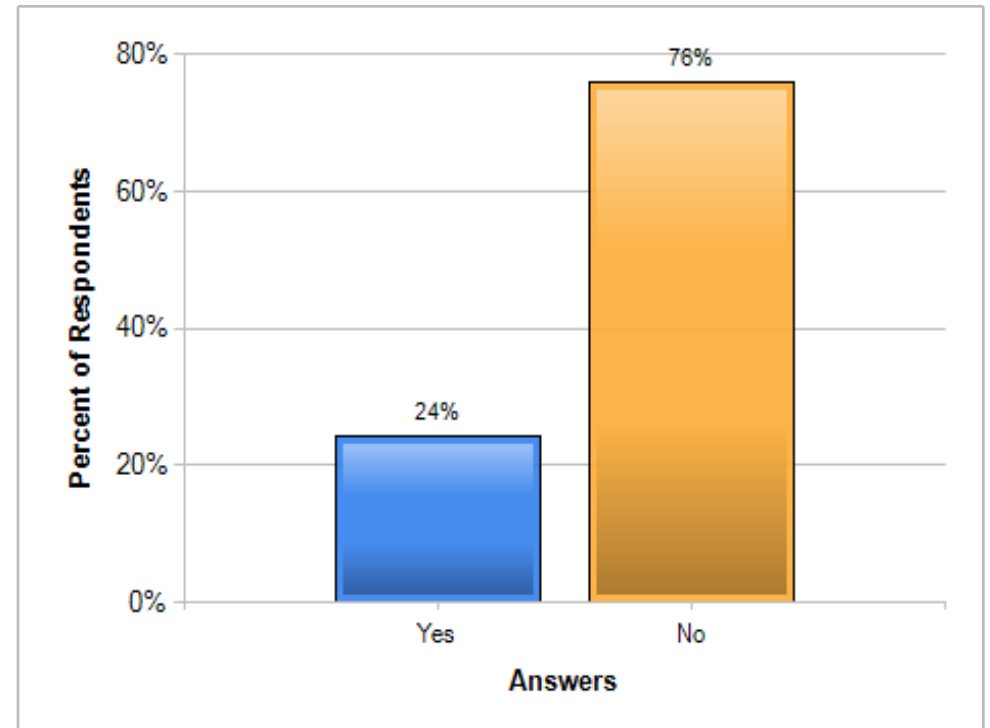
Environmental Sustainability

Summary Report

31. Do you participate in purchasing, recommending, or specifying printers for your office or other offices?

Response Rate: 90% (N=689) Question Type: Choose one

Yes	166	24%
No	523	76%
Total Responses	689	



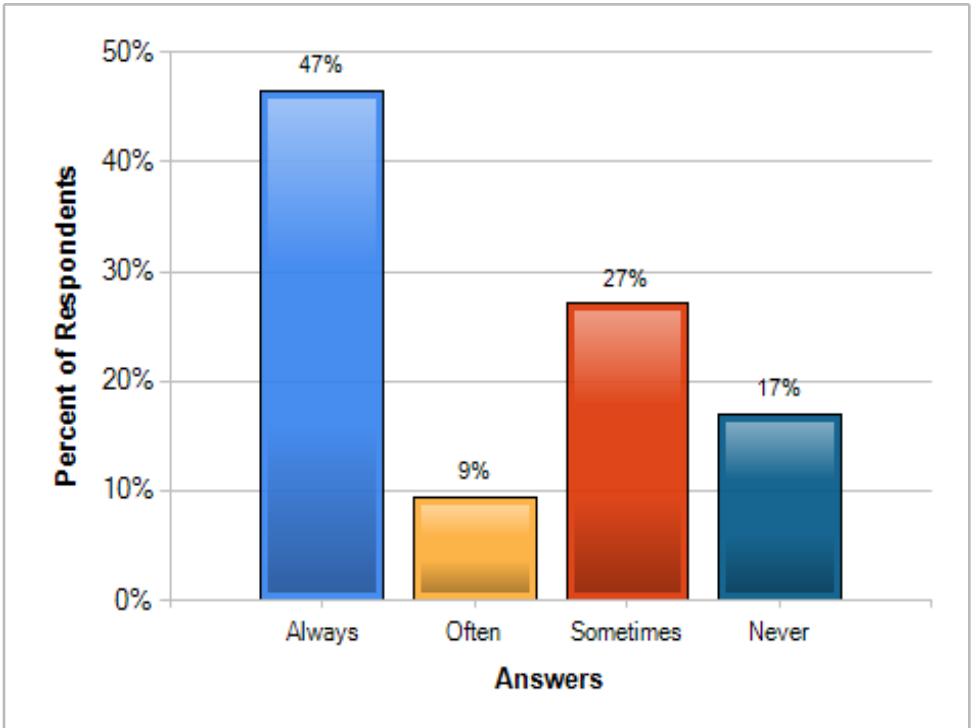
Environmental Sustainability

Summary Report

32. How often do you purchase, recommend, or specify printers with duplex capabilities?

Response Rate: 21% (N=159) Question Type: Choose one

Always	74	47%
Often	15	9%
Sometimes	43	27%
Never	27	17%
Total Responses	159	



Environmental Sustainability

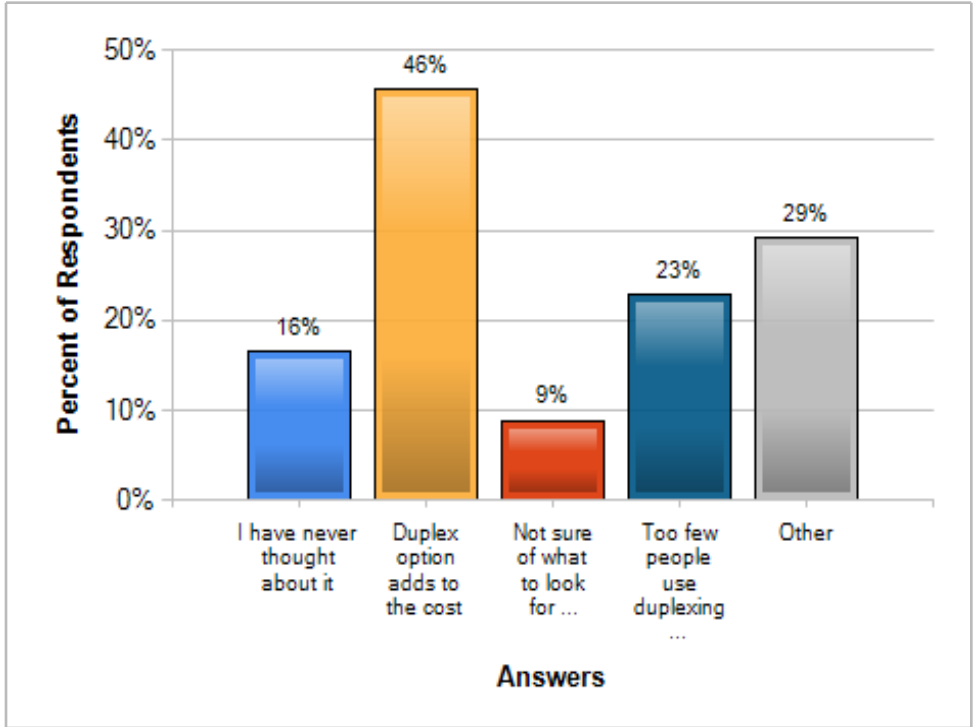
Summary Report

33. Why do you not always purchase, recommend, or specify printers with duplex capabilities? (check all that apply)

Response Rate: 10% (N=79) Question Type: Choose many

I have never thought about it	13	16%
Duplex option adds to the cost	36	46%
Not sure of what to look for or how to specify duplex features	7	9%
Too few people use duplexing to make it worth the time and effort	18	23%
Other	23	29%

- [No Text Entered] - 2
- Computer Services Manager within the Library makes the decision on which machines are needed - 1
- don't have that authority - 1
- duplex is not always useful - 1
- duplex options are varied by software/printer and difficult to train people - 1
- Duplexing is not feasible in some areas - 1
- Duplexing on printer - not best experience on current printer. - 1
- duplexing option wasn't available when our individual printers purchased. Also, cost is an important factor. - 1
- I do only the ordering not the recommendation of the equipment. - 1
- I only became aware of duplex printer availability and will include it in the next order. - 1



Environmental Sustainability

Summary Report

33. Why do you not always purchase, recommend, or specify printers with duplex capabilities? (check all that apply) (Continued)

not have a new printer in 7 years, send page through printer twice
- 1

Not involved in large printer purchasing - 1

not my responsibility - 1

one personal printer is for printing items for resale - 1

only available on high end printers - 1

People are confused and infuriated by duplexing. - 1

printing only 1 page - 1

small deskjet printers are cheap and usually handle the lower
outputs required in individual faculty offices. - 1

That is not an option I am given when suggesting a new printer.
Others chose the printer. - 1

too infrequent - 1

we are told what we can purchase from computer services - 1

we haven't bought a new printer since I've been in this position. - 1

Total Responses

97

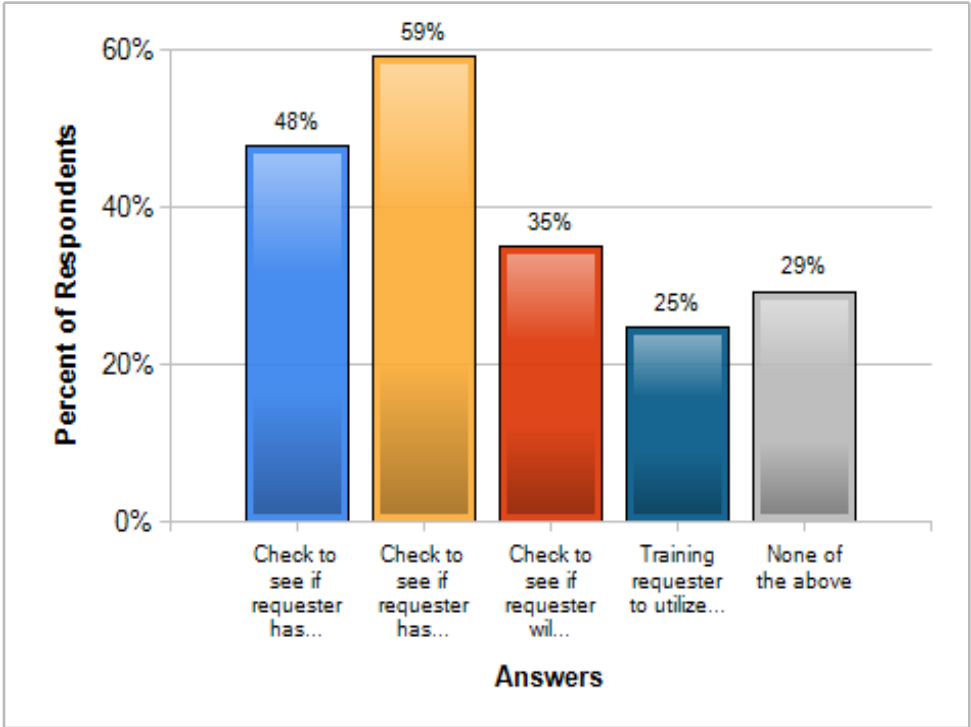
Environmental Sustainability

Summary Report

34. Before purchasing, recommending, or specifying a printer for a single individual, which of the following actions do you take? (check all that apply)

Response Rate: 21% (N=157) Question Type: Choose many

Check to see if requester has other printing options	75	48%
Check to see if requester has a valid reason for acquiring a personal (individual) printer	93	59%
Check to see if requester will forgo purchase of a new printer to utilize other existing options	55	35%
Training requester to utilize printer functions, including duplexing	39	25%
None of the above	46	29%
Total Responses	308	



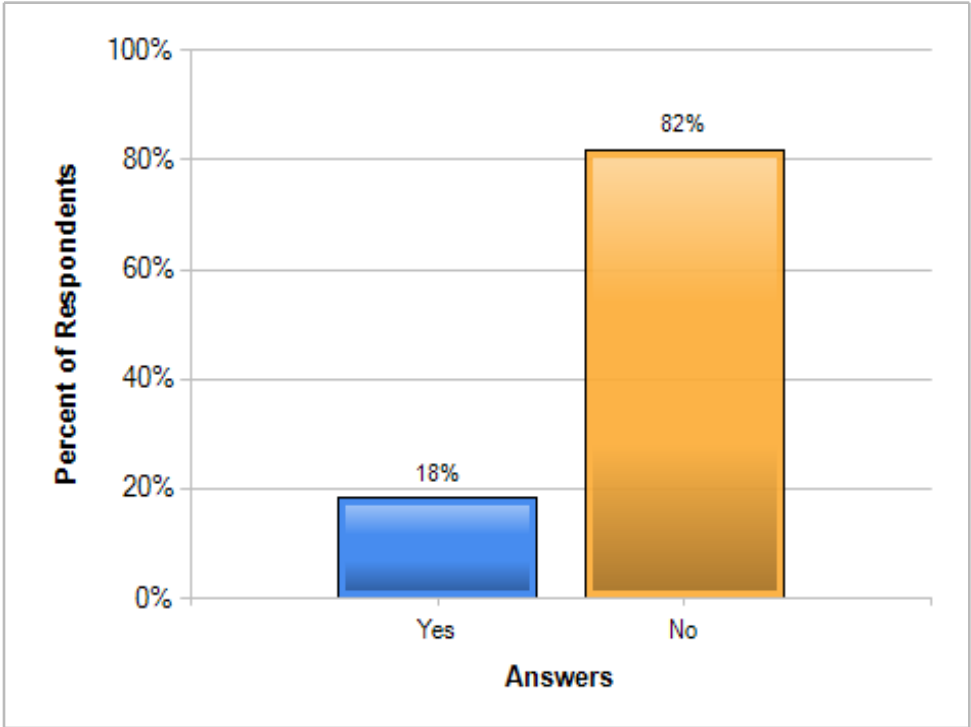
Environmental Sustainability

Summary Report

35. Does your office, department, or division have written guidelines or policies with regard to curbing paper waste through electronic document transfer, duplexing, etc?

Response Rate: 87% (N=662) Question Type: Choose one

Yes	120	18%
No	542	82%
Total Responses	662	



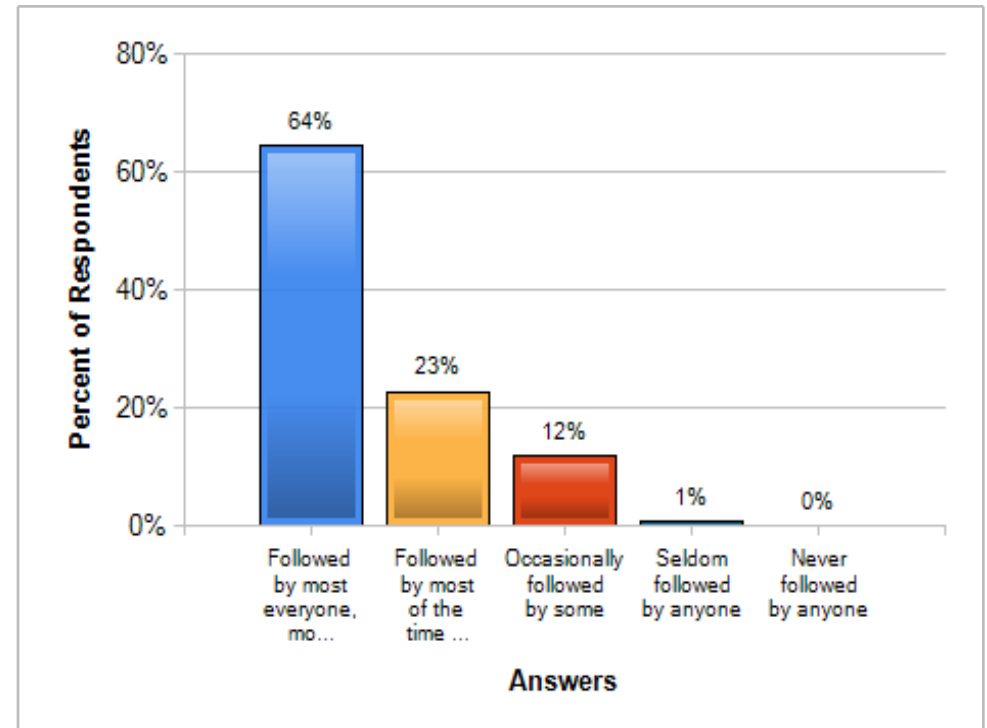
Environmental Sustainability

Summary Report

36. I would say that my office, department, or division guidelines and policies to curb paper waste are ...

Response Rate: 15% (N=118) Question Type: Choose one

Followed by most everyone, most of the time	76	64%
Followed by most of the time by some, but rarely by others	27	23%
Occasionally followed by some	14	12%
Seldom followed by anyone	1	1%
Never followed by anyone	0	0%
Total Responses	118	



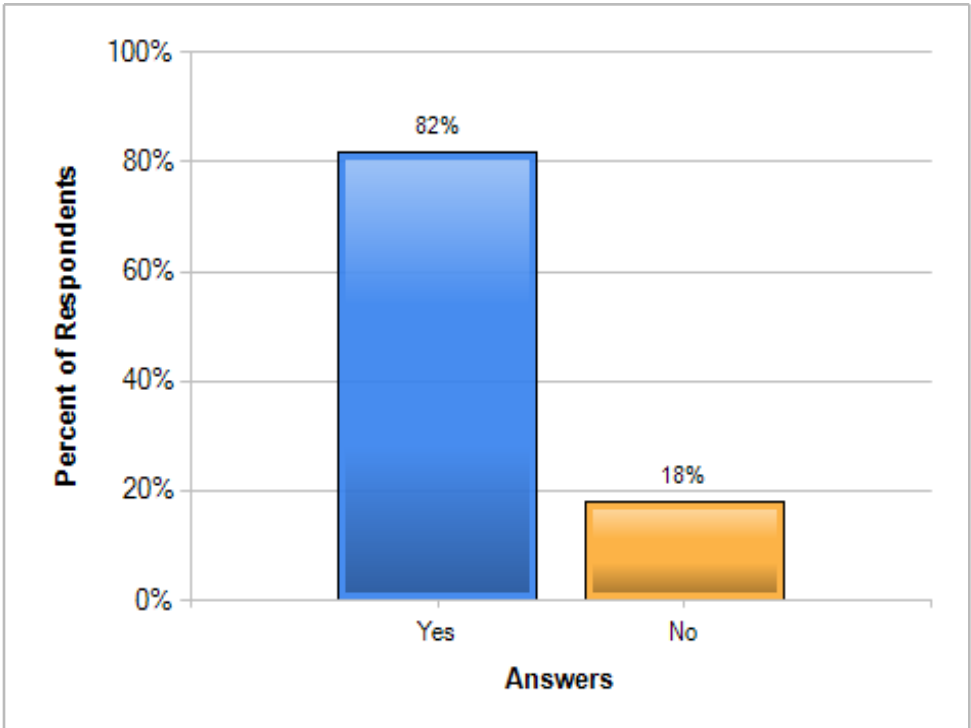
Environmental Sustainability

Summary Report

37. Do you own a home computer that connects to a home printer, copier, or scanner?

Response Rate: 89% (N=681) Question Type: Choose one

Yes	558	82%
No	123	18%
Total Responses	681	



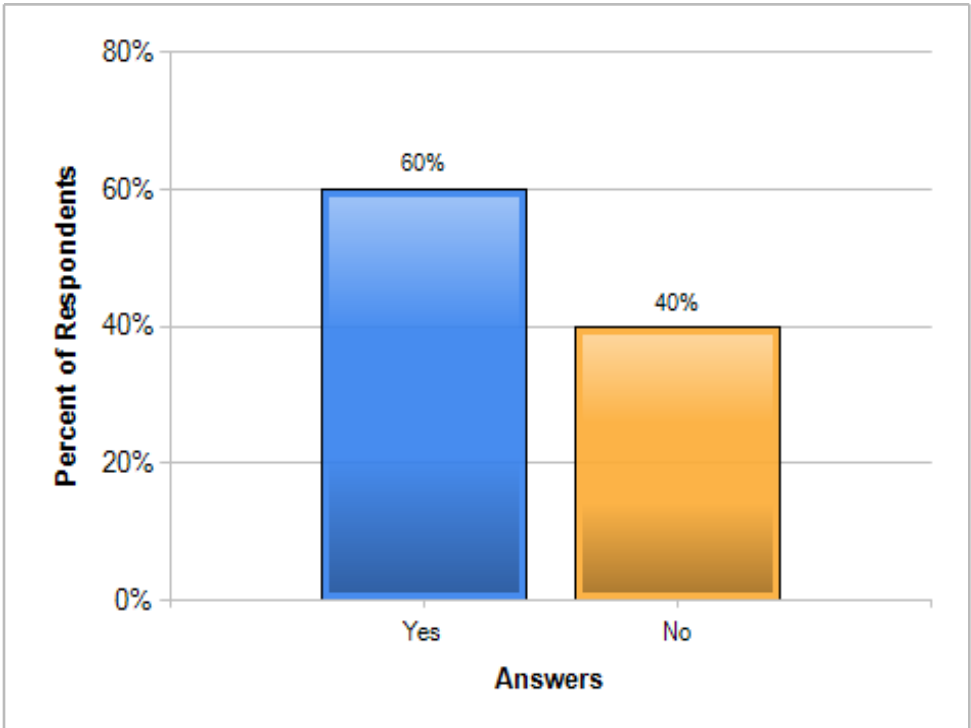
Environmental Sustainability

Summary Report

38. Do you often use duplex functions or print on scratch paper from your home printer/copier?

Response Rate: 71% (N=544) Question Type: Choose one

Yes	327	60%
No	217	40%
Total Responses	544	



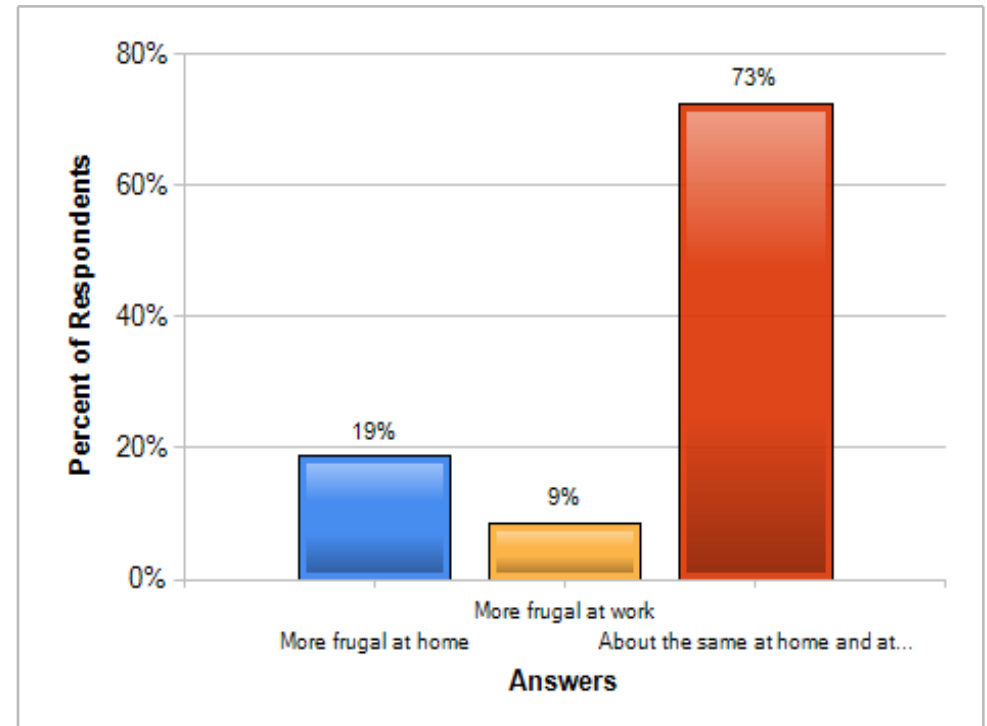
Environmental Sustainability

Summary Report

39. Are you generally more or less frugal with paper when printing/copying at home than at work?

Response Rate: 73% (N=553) Question Type: Choose one

More frugal at home	104	19%
More frugal at work	48	9%
About the same at home and at work	401	73%
Total Responses	553	



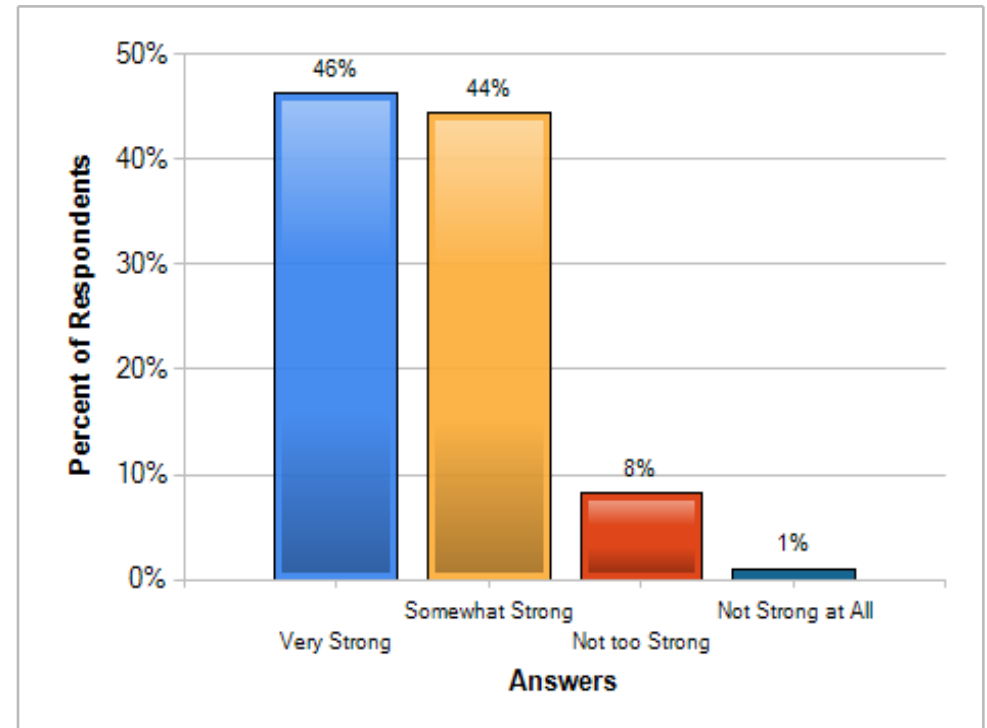
Environmental Sustainability

Summary Report

40. How strong is your concern and commitment regarding protecting the environment?

Response Rate: 89% (N=680) Question Type: Choose one

Very Strong	315	46%
Somewhat Strong	302	44%
Not too Strong	56	8%
Not Strong at All	7	1%
Total Responses	680	



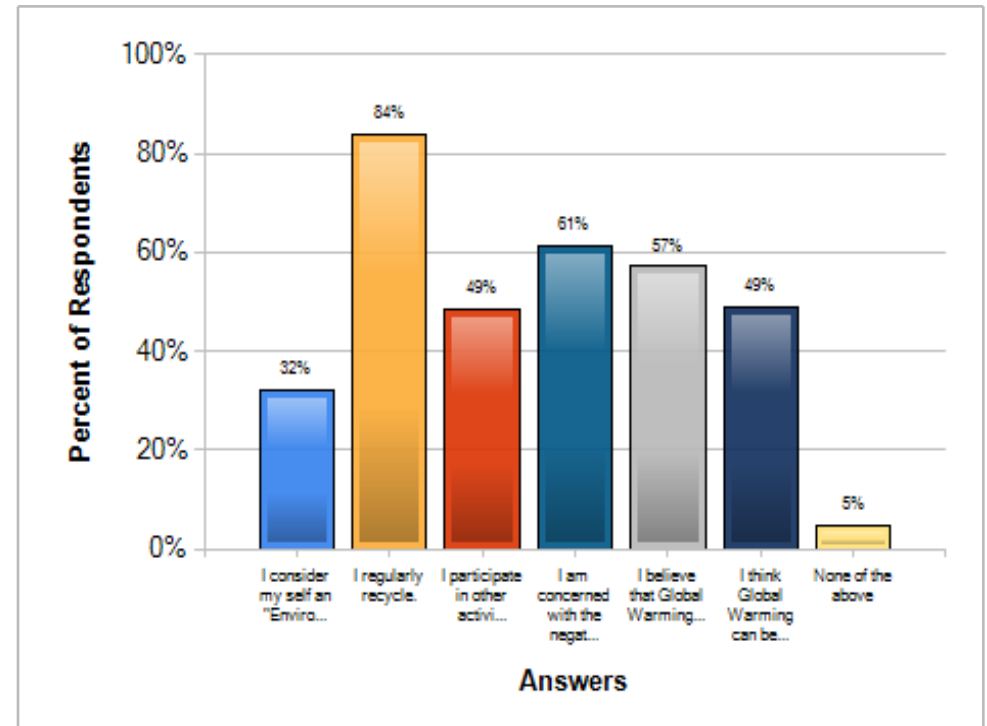
Environmental Sustainability

Summary Report

41. Which of the following apply to you? (check all that apply)

Response Rate: 89% (N=681) Question Type: Choose many

I consider my self an "Environmental Advocate."	219	32%
I regularly recycle.	571	84%
I participate in other activities to "save" the environment.	331	49%
I am concerned with the negative aspects of Global Warming.	418	61%
I believe that Global Warming is primarily due to the effects of man-made pollutants.	389	57%
I think Global Warming can be reversed by reducing or eliminating certain man-made pollutants.	334	49%
None of the above	33	5%
Total Responses	2295	



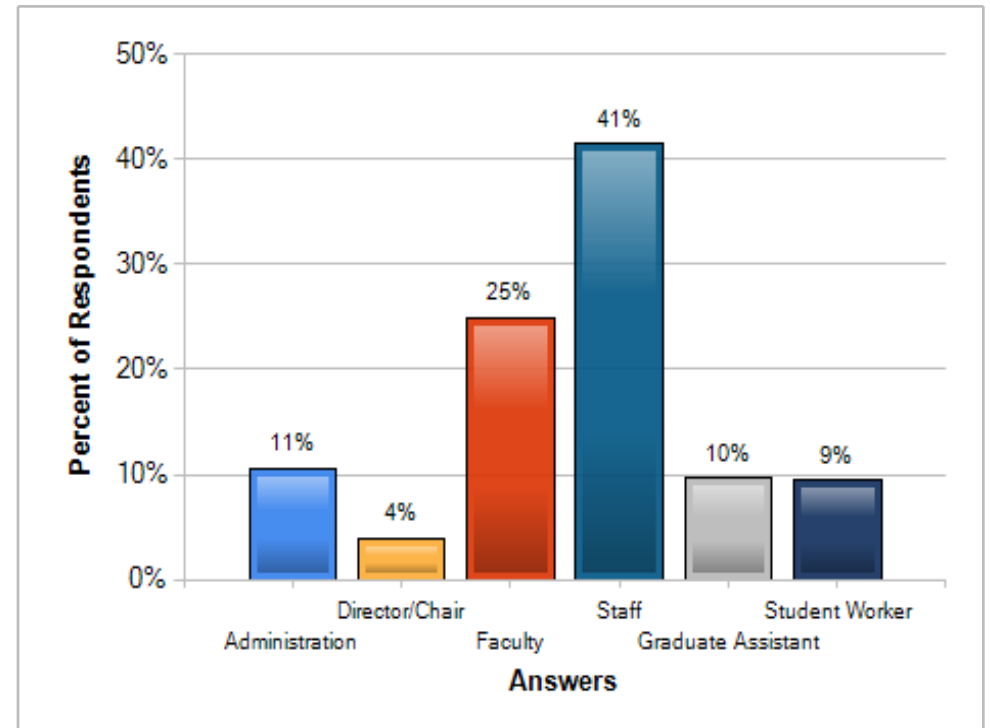
Environmental Sustainability

Summary Report

42. Please indicate your current employment status?

Response Rate: 90% (N=682) Question Type: Choose one

Administration	72	11%
Director/Chair	27	4%
Faculty	170	25%
Staff	283	41%
Graduate Assistant	66	10%
Student Worker	64	9%
Total Responses	682	



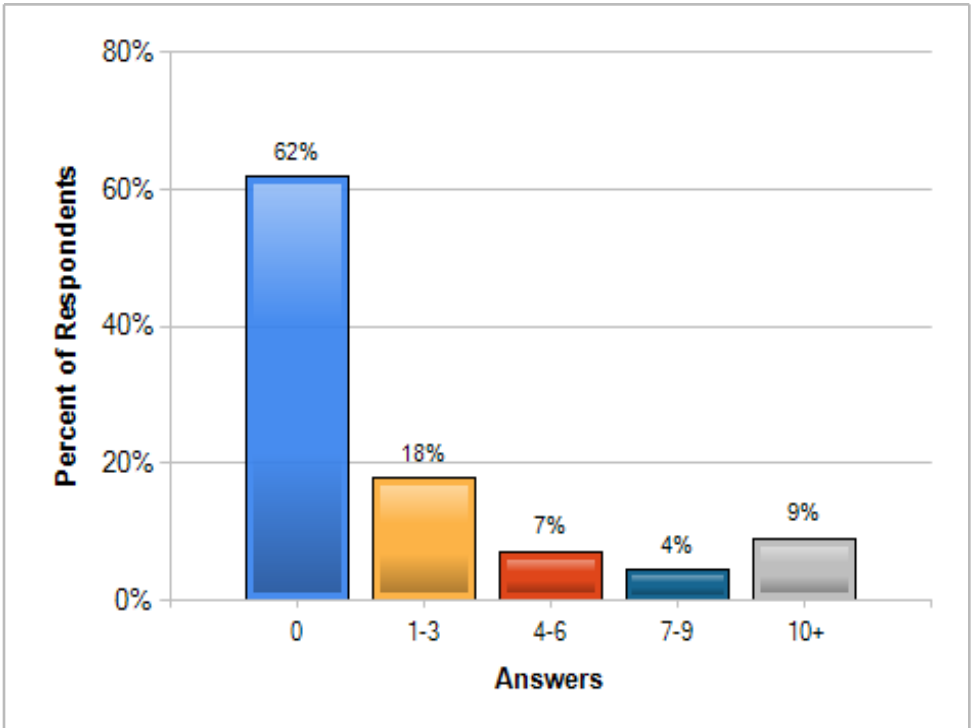
Environmental Sustainability

Summary Report

43. How many employees do you supervise?

Response Rate: 82% (N=625) Question Type: Choose one

0	387	62%
1-3	111	18%
4-6	44	7%
7-9	27	4%
10+	56	9%
Total Responses	625	



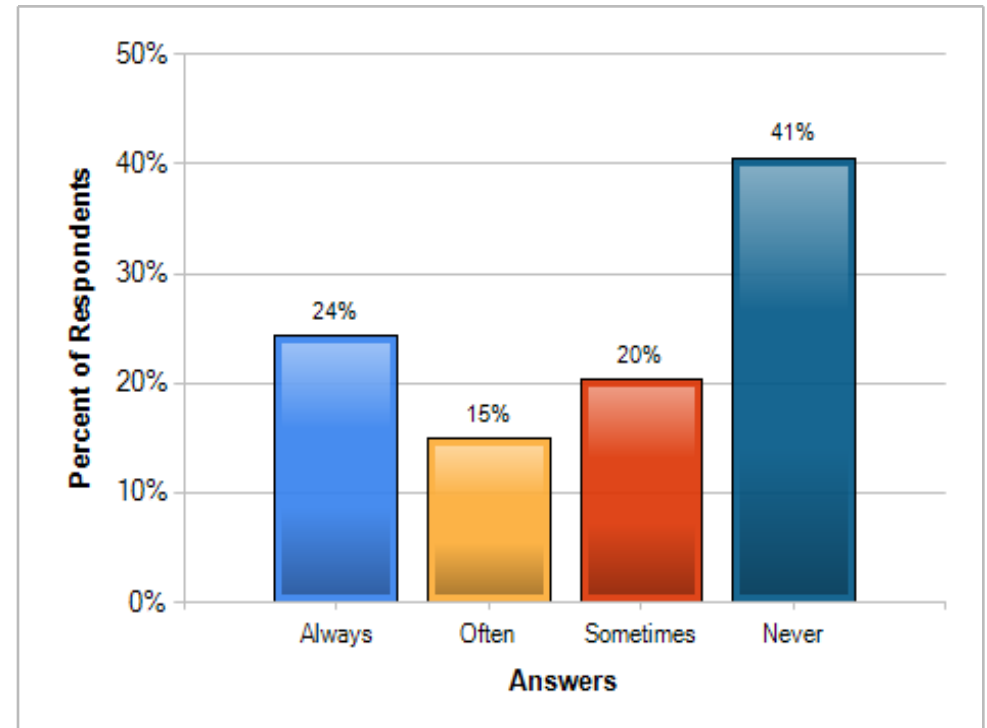
Environmental Sustainability

Summary Report

44. How often do you encourage your employees to reduce the use of individual desktop printers?

Response Rate: 29% (N=222) Question Type: Choose one

Always	54	24%
Often	33	15%
Sometimes	45	20%
Never	90	41%
Total Responses	222	



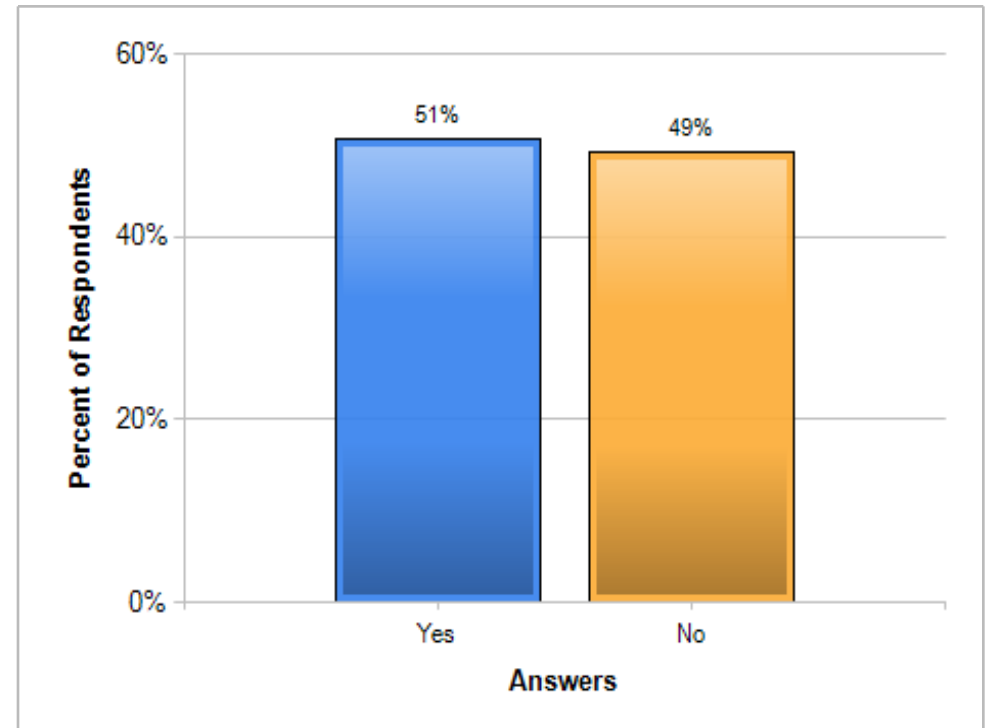
Environmental Sustainability

Summary Report

45. Are you willing to provide incentives to increase the use of networked centralized printers?

Response Rate: 28% (N=215) Question Type: Choose one

Yes	109	51%
No	106	49%
Total Responses	215	



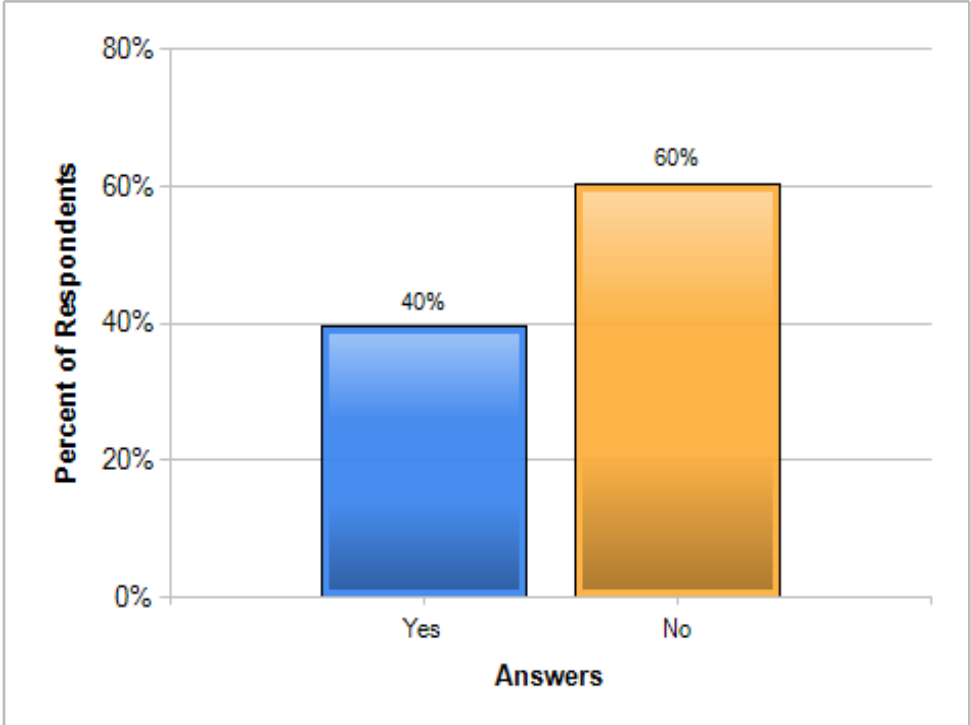
Environmental Sustainability

Summary Report

46. During the last 12 months, have you participated in any environmental activity at WIU?

Response Rate: 88% (N=670) Question Type: Choose one

Yes	265	40%
No	405	60%
Total Responses	670	



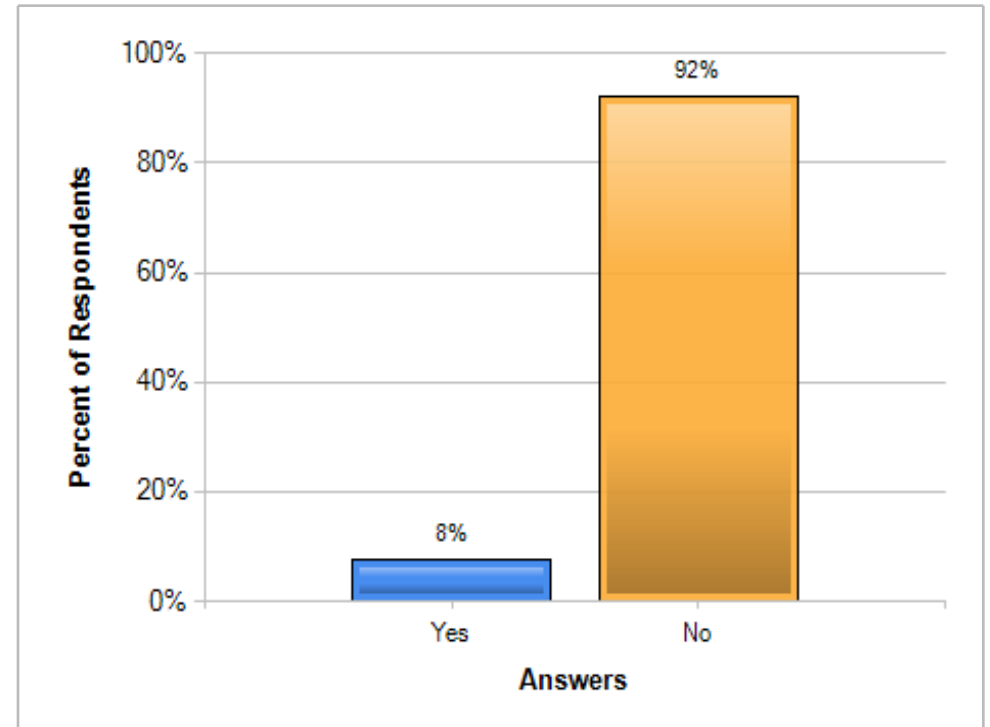
Environmental Sustainability

Summary Report

47. During the last 12 months, have you participated in any WIU Environmental Sustainability committee meetings?

Response Rate: 88% (N=671) Question Type: Choose one

Yes	52	8%
No	619	92%
Total Responses	671	



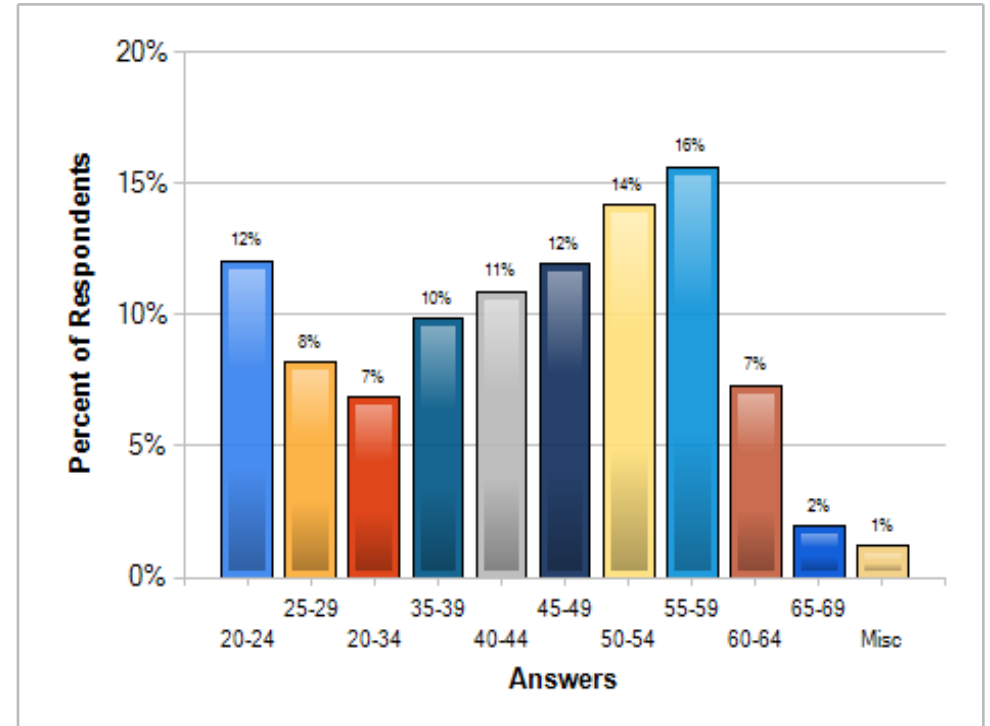
Environmental Sustainability

Summary Report

48. Age

Response Rate: 88% (N=671) Question Type: Choose one

Under 20	6	1%
20-24	81	12%
25-29	55	8%
20-34	46	7%
35-39	66	10%
40-44	73	11%
45-49	80	12%
50-54	95	14%
55-59	105	16%
60-64	49	7%
65-69	13	2%
70 or over	2	0%
Total Responses	671	



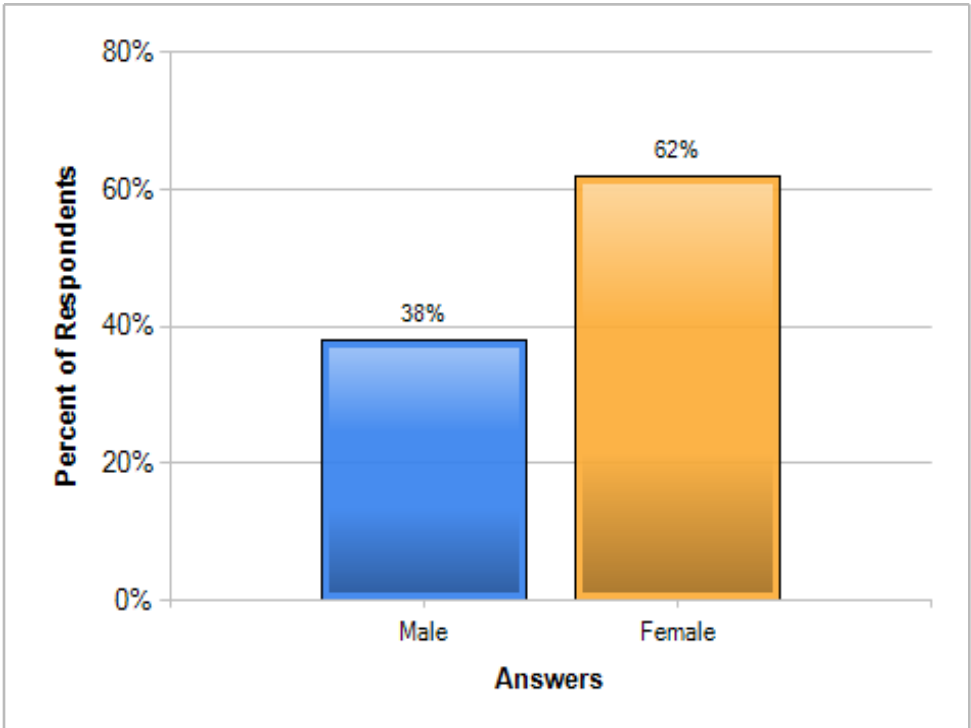
Environmental Sustainability

Summary Report

49. Gender

Response Rate: 88% (N=671) Question Type: Choose one

Male	255	38%
Female	416	62%
Total Responses	671	



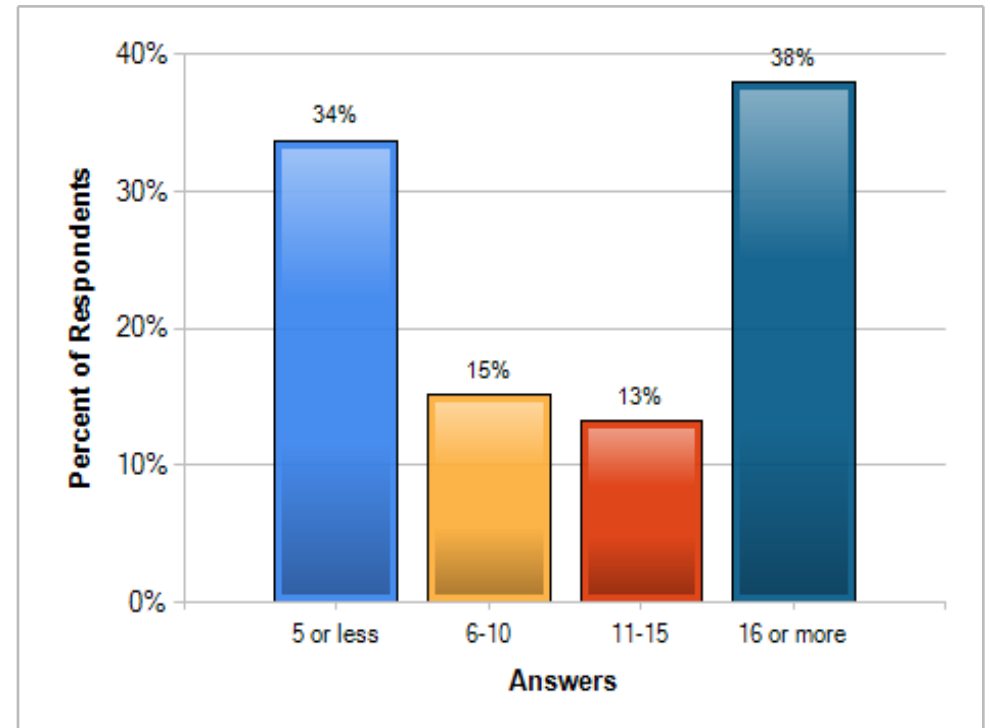
Environmental Sustainability

Summary Report

50. How many years have you worked at an educational institution?

Response Rate: 88% (N=673) Question Type: Choose one

5 or less	227	34%
6-10	102	15%
11-15	89	13%
16 or more	255	38%
Total Responses	673	



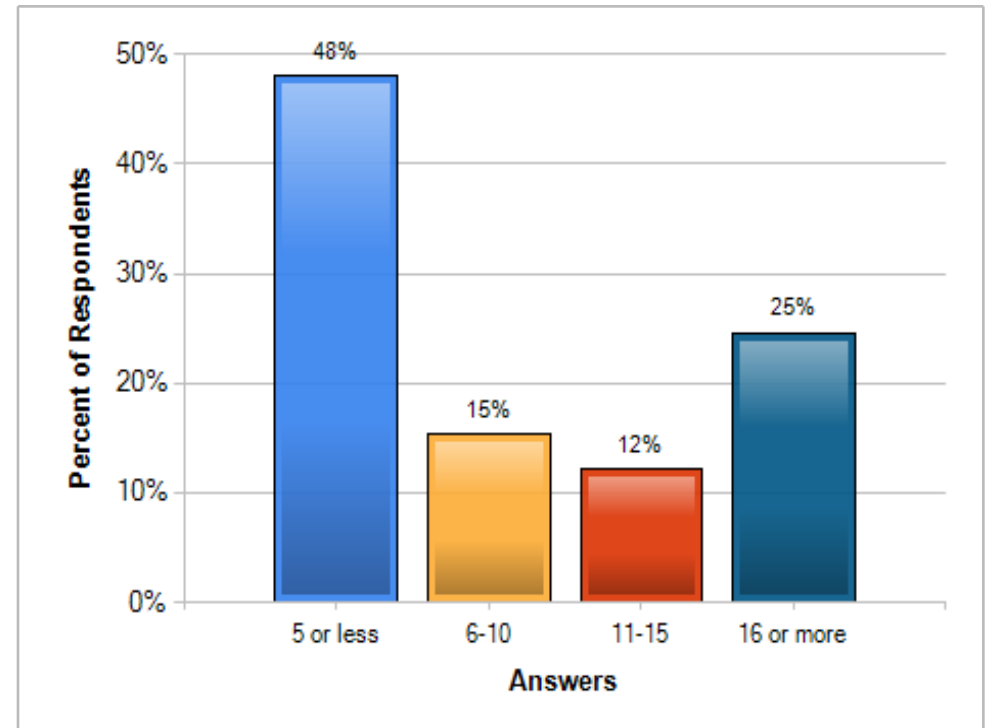
Environmental Sustainability

Summary Report

51. How many years have you worked at Western Illinois University?

Response Rate: 88% (N=671) Question Type: Choose one

5 or less	322	48%
6-10	103	15%
11-15	81	12%
16 or more	165	25%
Total Responses	671	



Environmental Sustainability

Summary Report

52. Where is your primary WIU employment position located?

Response Rate: 87% (N=663) Question Type: Choose one

WIU-Macomb campus	617	93%
WIU-Quad Cities campus	42	6%
Other	4	1%
[No Text Entered] - 1		
City of Casey - 1		
Internship - Carbondale, IL - 1		
Off-campus internship - 1		
Total Responses	663	

