

January 12, 1942.

To all Staff Members:

The University is starting at once to cooperate with state and national agencies to conserve resources and materials in furtherance of national defense, and for its own well-being as an institution.

Every employee of the University will have an important part to play, both in recommending ways and means of conservation and in helping to carry out the details of the program. The opportunity to cooperate in this time of emergency will be a source of satisfaction far outweighing the small inconveniences we will be called on to endure.

Several worth-while suggestions have already come from employees and staff members, and the willingness and enthusiasm everyone has shown to cooperate makes the job a real pleasure. Other suggestions will be welcomed and are expected.

Below are some of the things we can all start to do now:

1. See that all waste paper, except carbon paper, waxed paper, and cellophane, finds its way, through the already-established channel, to the bailer, where it will be bailed and sold.
2. Magazines and newspapers from home may be turned over to the Salvation Army, which reaps a small well-earned return therefrom, or may be left with the janitor in any University building.
3. We must conserve heat and light as never before. Do not leave lights burning in any office or classroom when unoccupied.
4. Each week-end turn off radiators in office rooms which are not occupied over Saturday and Sunday. If your radiator has a valve at both ends be sure to turn off both.
5. When offices or classrooms are too warm, turn off radiators instead of opening windows. Ventilation, of course, is necessary.
6. Check storerooms and other seldom used spaces to see if radiators can be partly or entirely turned off. I found one such storeroom in my own building!
7. All junk metals--copper, zinc, brass, aluminum, iron, etc.--can be disposed of at much better prices than heretofore. Laboratories in particular should check all discarded equipment, stored in various buildings, to see if it has any value, other than junk. Valuable storage space might be released.
8. Used rags can be sold, if they are not oil-soaked. Tin cans are worth 25¢ per cwt., when mashed flat, at the junk yard.
9. Heavy manila envelopes in which you receive magazines or other publications can be used again and again for campus mailings. If you don't have use for all such envelopes you receive, turn them over to the Business Office.
10. Any paper which is blank on one side can be cut to scratch-pad sizes and padded at nominal cost, for desk use.
11. Be always on the alert to eliminate fire hazards or other sources of accidents or catastrophies. A building damaged or lost by fire at this time probably could not be replaced. Check all possible fire hazards in your building at once. If in doubt, call the situation to the attention of Hallie Harris, janitor foreman.

Drop me a note, making additional suggestions along the above line. You will be kept informed, through your department head, as additional details of the program are worked out.

Yours very truly,

Thos. C. Ryther
Thos. C. Ryther,
Conservation Chairman.