

MUG LIBRARY INSTRUCTIONS

CHOOSING THE PERFECT FIT

No two mug libraries are the same. Here are two models to consider. Your library can be free, low cost or more expensive depending on your needs and budget:

- **The Classic Mug Library**
 - Source an eclectic mix of mugs through op-shop finds, staff contributions, or community donations.
 - Showcase personality with quirky, vintage, or branded mugs.
- **Branded Reusable Cups**
 - Cups with your businesses logo on it.
 - Most reusable cups can be ordered in bulk, with your own branding.



STEPS

1 Build your collection

- Source your mugs from an op shop, or alternatively buy them new with your organisation's branding.
- Make sure to include carry trays for coffee runs. These can be purchased, or alternatively, use cardboard boxes.

2 Prepare your library

- Remove labels from mugs and thoroughly clean them.
- Organise your collection for easy access, and signpost it clearly (you can use the signage provided in the *Downloads* section of the Guide).

3 Showcase your library

- Place your mugs front and centre in your workplace kitchen to catch your colleague's attention.
- Another option is a trolley next to elevators or doors.
- Use creative signage to explain the process and promote your commitment to preventing waste.

4 Keep things running smoothly

- Set up a designated return area for return and/or used items.
- Work with your Reusable Workplace Champions to establish a routine for cleaning and restocking your library.

5 Build a culture of trust

- Operate on a trust-based system to encourage goodwill and engagement.
- Gently remind employees via internal communications channels or signage to return borrowed items – should they go missing.