



**GERALD R. SHERRATT LIBRARY**

**LIBRARY DEPARTMENT POLICIES**

Policy No.: 1.31

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**SUBJECT:** Food and Drink Policy

**I. Objectives**

- A. To create a welcoming, clean, comfortable atmosphere
- B. To avoid distractions for others who are sharing the building
- C. To protect library collections, furnishings, and equipment from spills and messes
- D. To prevent infestation of insects and rodents

**II. Policy:** As guests in the Sherratt Library, we want you to feel welcome and comfortable. To meet your needs, respect the rights of those around you, and to minimize the work of the custodial staff, we ask that you abide by this policy.

- A. Keep beverages in solid, spill-proof containers.
- B. Consume only dry, snack type foods.
- C. Do not bring messy or aromatic foods, such as hamburgers, pizza, French fries, popcorn, etc. into the building.
- D. Tobacco products and alcohol are not allowed in the Library.
- E. Keep all food and drink away from computers and keyboards.
- F. Food and drink are not allowed in Special Collections.
- G. Leave no trace. Clean up your wrappers, crumbs, etc.
- H. Report any mess to library personnel immediately, so it can be cleaned as quickly as possible.
- I. Food deliveries, food parties, or group meals are not allowed except in relation to library-sponsored events.
- J. Unattended food and drink will be removed and discarded.

**III. Enforcement**

- A. We strongly prefer that library users police themselves and abide by this policy, which has been designed to balance the needs of the library with the convenience of our patrons.
- B. Library personnel will ask those who disregard the above policy to remove the food or drink from the building or to leave the building.