

POLICY: Food and Drink Policy

The purpose of this document is to define areas of the library where food and drink can be consumed
and locations where the sensitivity of collections and equipment require the space to free of food and
drink.

II. Policy

- A. Food and drink are allowed on levels 1, 2, and 3.
- B. Food and drink are prohibited on level 4 Special Collections unless coordinated with Facilities Management.
- C. All catering needs should be coordinated with Facilities Management and Event Coordination.
- D. Electric appliances are prohibited in public spaces unless coordinated with Facilities Management.
- E. Spills should be reported immediately to a library employee so that it can be cleaned up quickly.
- F. Trash and recycling should be disposed of in the appropriate containers.
- G. Wipes are provided on levels 1, 2, and 3. Disinfecting wipes should be used on the tables and keyboards but not the computer monitors.

III. Responsible

- A. Policy owner: Ian Godfrey and Scott Bigler.
- B. Policy approved by:

1. Executive Committee: June 23, 2014

2. Executive Committee: November 14, 2016

IV. History

A. Revised: November 14, 2016

B. Earlier Versions: Policy Archive Folder - [location and/or link to document]

Note: Policies should be reviewed at minimum every three (3) years.