

## **Parker Memorial Library Food & Drink Policy**

The Trustees of the Parker Memorial Library endorse this policy in an effort to strike a balance between the preservation of the library's collections, equipment, furnishings, and the comfort and convenience of library patrons. By promoting responsible user behavior, this policy attempts to achieve a balance between our user's social needs and the need to preserve and protect our collections.

### **Policy**

No outside delivery of food is permitted to library users. Light, pre-packaged, dry snacks are permitted except in the areas specified below. Beverages in bottles that have a secure cover or other spill-resistant containers such as travel mugs are permitted except in the areas specified below.

Food or beverages of any kind are not permitted in the following areas:

- Computer workstations
- Near printers and copiers
- Near photocopiers
- Near any media equipment
- Local History collections
- Other areas posted as "NO FOOD OR DRINK"

### **Guidelines**

In order to protect our resources and facilities from damage, we ask that you adhere to the following guidelines:

- Please use sturdy, spill-proof (covered) containers for beverages.
- In Meeting Rooms -- food and drink are permissible for special functions authorized by the Library.
- Food and beverages are allowed in the staff areas and staff offices; but not near any computer equipment.
- Please limit consumption to pre-packaged snacks, (examples would be granola bars, chips, nuts, pretzels, cookies, etc.)
- Foods such as pizza, burgers, fries, sandwiches, salads, fast food, etc. (meals) may not be consumed in public areas. Staff may consume meals in the staff room provided for that purpose.
- Avoid snacks that disturb those around you (i.e. aromatic foods) or could damage library materials.
- Immediately dispose of any food and drink-related trash.
- Report any spills that may occur to Library staff immediately.
- The Parker Memorial Library is not responsible for any food or allergy reactions that may occur from an individual coming in contact with or consuming food items/residue in the Library.

Users violating this policy will be asked to remove the food and drink from the area. Unattended food and drink openly displayed in public areas may be confiscated and discarded.

Repeated non-compliance with this policy will result in a 24-hour suspension from the premises.

Adopted by the Parker Memorial Board of Library Trustees on December 12, 2018