

## Library Policies and Procedures

Policy/Procedure Name: **Food and drink in the Library**

Policy/Procedure Number: **7.40.23**

Date Last Reviewed/Amended: 23 September 2019

Date of Approval: 1 August 2019

Date of Review: 1 August 2020

Related Policies: 7.40.01 Library conditions of use

Contact Officer: Director, Library Corporate Services

### 1. Overview

This policy sets out the University Library's position on food and drink in any of our locations. Its purpose is to ensure that the behaviour of clients does not disturb or inconvenience others and does not detract from the cleanliness and safety of the Library environments.

### 2. The Policy or Procedure

- 2.1. No food is to be consumed in the Fryer Library or at Library computers.
- 2.2. The consumption of cold food (wrapped or in a closed container) in the Library is permitted in other library spaces.
- 2.3. The consumption of hot, strong-smelling, or messy food is permitted **only** in Library kitchenettes or outside.
- 2.4. The consumption of drinks is permitted but all drinks are to be in lidded containers.
- 2.5. Food rubbish is to be placed in bins provided.
- 2.6. Study areas are to be left free of litter.
- 2.7. Spills are to be reported immediately to Library staff.
- 2.8. Clients contravening the policy may be asked to leave the building.
- 2.9. Security officers may be called if clients refuse to comply with staff directions.

### 3. Authorities and responsibilities

- 3.1. The University Librarian is responsible for ensuring compliance with this policy through Directors, including allocation of adequate resources to enable the achievement of compliance.
- 3.2. Library Corporate Services is responsible for the development of a communication plan for the policy.
- 3.3. Library staff are responsible for requesting clients to comply with the policy.