

Subject: *Food in the Library*

Functional Area: *Nelson Poynter Memorial Library*

Date of Origin: 2010-02-01 **Date Last Reviewed:** 2014-03-17

I. INTRODUCTION (Purpose and Intent)

Nelson Poynter Memorial Library is designed to foster both individual and collaborative study and research and provide access to the physical and electronic collections necessary to the success of the USFSP faculty and students. To facilitate that mission, the Library strives to maintain a clean and attractive atmosphere. It is important to protect the collections, equipment, furniture, and spaces in the library so that all users may enjoy a comfortable environment in which to pursue their academic and scholarly goals.

While management is cognizant of the desire to have convenient access to food and beverages, users need to be aware that refreshments can conflict with the goal of maintaining a clean facility. Waste from food and drink attracts insects and other pests that can be detrimental to paper-based materials. If carelessly handled, food and beverages may damage furnishings and equipment. Therefore, the Library asks users to be respectful of the library environment, considerate when bringing food and beverages into the library, and careful in the method of disposal.

II. STATEMENT OF POLICY

The following food items are permissible, under the described conditions:

- Drinks - all liquids must be in containers with secure lids
- Meals - all meals should be completely secured in containers
- Snacks – packaged or bagged appropriately

Restrictions:

- If ordering food, users must arrange to meet the delivery person **OUTSIDE** of the library building. Food deliveries will not be accepted by the library staff.
- Under no circumstances are alcohol or alcohol-containing beverages allowed in the library. Inappropriate activity involving alcohol may result in police involvement.
- The library has no cooking facilities and users may not bring in any portable heating devices.

Trash disposal and recycling:

- Trash receptacles are located throughout the library on all three floors. Users must carefully dispose of all food and drink debris in such a way as to avoid spillage.
- If possible, users should dispose of garbage in receptacles outside of the library.
- Recycling bins for paper products, aluminum cans and plastic are located on each floor by the bathrooms.

III. Additional information

- The Library reserves the right to ask any user to remove all food from the library.
- Users must keep all food and drink away from the electronic equipment (computers, monitors, printers, etc.)
- Users are responsible for replacing or repairing any equipment, library materials, or library furnishings damaged through inappropriate handling of food or liquids.
- The Library reserves the right to make exceptions to this food policy for library and campus events.

Authorized by:

Dean of Library

Library Leadership Team