

Food & Beverage Policy

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| Number: | Policy number |
| Audience: | Library Users (students, faculty, employees, external) |
| Issued: | |
| Last revised: | Library Leadership Team (LLT) - November 1, 2016 |
| Owner: | Colleen Murphy, Associate University Librarian, Academic Liaison & User Services |
| Approved by: | Librarians' and Archivists' Council (LAC) |
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Introduction

The staff of the Dr. John Archer Library wants users to feel comfortable while pursuing their studies and/or research in our building. We recognize that sometimes food and Beverage play a role in studying and learning. However, food and Beverage can also damage Library material, equipment and furnishings, attract rodents and insects, and may disturb other Library users.

The following policy is intended to balance the needs of the Library with the convenience of our patrons.

Scope

This policy covers all users of the Dr. John Archer Library, both internal and external to the University of Regina.

Definitions

- Zone: certain areas of the Library where different Food and Beverage may or may not be allowed.
 - NO Food and Beverage Area(s)
 - Allowable Food and Beverage Area(s)
- Hot Food: pizza, fries, pasta, etc.
- Cold Food/Snacks: cold sandwiches, fruit, raw vegetables, cookies, chocolate bars, energy bars, etc.
- Meals: food court or off-campus restaurant food
- Delivery of Food or Beverage: delivery (e.g. pizza delivery) is prohibited

Policy

Snack foods and covered beverages are permitted in most zones on all floors. They are not allowed in the Archives and Special Collections Reading Room or in the two labs on the main floor (Regina and Wascana rooms) and the lab on the 6th floor (Saskatchewan Room). Extra precaution should be taken near copiers, printers, microfilm readers and the 3-D printer as well as in the stack areas. We ask that patrons handle materials with care and keep surfaces clean. We also ask that trash be disposed of in the appropriate waste and recycling containers provided.

Certain foods are not permitted in the Library. These include hot meals (microwaved lunches, pizza, burgers, etc.) as they tend to be messy and produce odours that may disturb others. Delivery of hot food to the Library is also not permitted.

Consumption of alcohol is prohibited in the Library building, with the exception of legal-aged guests at authorized Library events where a permit has been obtained.

Note: Library staff reserve the right to determine which Food and Beverage items are permitted in the Library.

Roles and Responsibilities

- Associate Librarian, Academic Liaison & User Services
- Manager, Library User Services
- Library User Services Staff
- Custodial
- Library Administrator

Consequences for Noncompliance

Library users in violation of the Library's food and Beverage policy will be asked to:

- discard their food and/or beverage;
- store it out of sight (eg. in a bag or knapsack); or
- leave the Library
- Failure to cooperate with Library employee requests regarding food and beverage or to comply with posted policies constitutes a violation of the [Dr. John Archer Library Use & Conduct Policy](#)

Processes

- Library staff will respond to complaints from other patrons regarding disruptive food consumption.
- Library users are expected to:
 - consume food and/or Beverage without disturbing others or damaging library materials, equipment or facilities and to respect designated "no food" zones. ;
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- Help keep the Library clean by:
 - depositing your empty beverage containers and garbage in waste receptacles provided; and
 - reporting any spills, accidents or damage to Library staff immediately so that prompt action can be taken to minimize damage

This policy is adopted on a contingency basis with plans to continue the policy as long as the Library remains clean. If problems related to messiness, cleanliness, damaged materials or other complaints arise; this policy may be revised without notice.

Related Information

A list of documents that contain pertinent, related information (acts, regulations, other policies, strategies, procedures, forms, etc.)

- [Dr. John Archer Library Use & Conduct Policy](#)
- [Sale and Service of Alcohol on Campus - OPS-110-005](#)