

# Somerset Public Library

## Food and Drink Policy



June 19, 2007

Latest revision Dec. 20, 2011

*The Somerset Public Library exists to serve as a center of informal learning, individual growth and recreation for the citizens of Somerset. The Library expects to make a contribution to the learning process and to aid individuals in the lifelong process of growth and appreciation and understanding of themselves, their neighbors, and the world around them. In addition, the library makes its building available as a setting for appropriate events according to the needs and interests of the community.*

The Somerset Public Library's food and drink policy seeks to find a balance between the preservation of the libraries 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 users' social needs and the need to preserve and protect our collections.

### **Policy**

Light, pre-packaged snacks that are not damaging to the collections or distracting to others are permitted except in the areas specified below. No outside delivery of food is permitted. Beverages in bottles that can be re-closed (screw top) or other spill resistant containers such as travel mugs and sports bottles are permitted. Beverages in cans and open containers are not permitted except in the library's large meeting room, Evans Meeting Room or in the entrance vestibule.

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

- Special Collections
- Local History Room
- Computer workstations
- Near printers and photocopiers
- Near any media equipment
- 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. The Board of Library Trustees can authorize special one-day event waivers for special library programs within the library. Absolutely no food or drink allowed in the Local History Room at any time.
- 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) should be consumed in the south entrance vestibule area or

outside in our garden areas. A seating area is provided for the public in this area.

- 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.
- If there are any special needs or circumstances, please communicate to Library staff.
- The Somerset Public Library is not responsible for any food allergy reactions that may occur from an individual coming in contact with food items/residue consumed 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. This policy will be reviewed annually to ensure that collections and other resources in the Somerset Public Library remain unaffected by food and drink in the library building. This policy will be modified if it is not effective in protecting our collections.

<b>TRUSTEE APPROVAL DATE</b>	<b>DESCRIPTION OF CHANGE</b>
6/19/2007	Original release.
11/15/2011	General update.
12/07/2011	Approved by Town Counsel
12/20/2011	Approved by Trustees