

## Food and Drink in Libraries Guidelines

<b>Reference Number:</b>	G:\ Policies and guidelines
<b>Authorised by:</b> M. Foster Library and Archives Manager	Effective Date:
<b>Purpose</b> This defines the statement of intent of these guidelines.	<p>These guidelines are in place to protect the resources of Invercargill City Libraries and Archives which are owned by Invercargill City Council on behalf of the ratepayers of Invercargill City. The Library and Archives Manager is responsible for ensuring that these assets are maintained and available for the public good. Damage to library materials or to any other library property is therefore treated seriously and will result in penalties to fairly compensate the Library for damage or loss.</p> <p>Food and beverages can damage Library collections and equipment with spills and messes, and they attract rodents and other unwanted pests. Food odours and sounds are also annoying to other users.</p>
<b>Scope</b> This defines who the guidelines apply to.	These guidelines apply to all users of Invercargill City Libraries and Archives.
<b>Definitions</b> (of any terms or acronyms)	<p>Food refers to cold food only</p> <p>Drink refers to non-alcoholic beverages</p>
<b>Principles</b> This section outlines the principles of the management of these guidelines.	<p>Invercargill City Libraries and Archives recognise that the lifestyle of society has become less structured and more casual. The Library recognises that users have come to expect that food and drink is now part of the library experience.</p> <p>This policy is intended to preserve our library materials, computer equipment, and furnishings, and to maintain a healthy and pleasant environment for our users and staff.</p>
<b>Procedure</b> This section states what responsibilities both staff and management have in	The consumption of food and drink is permitted on the Invercargill City Libraries and Archives premises.

<p>relation to the application and ownership of these guidelines.</p>	<p>Refreshments are limited to cold food and covered drinks unless there is a café within the library.</p> <p>Food and drink are not permitted in the following areas:</p> <ul style="list-style-type: none"> <li>• At any library computers</li> <li>• In the Archives Research Room</li> </ul> <p>If an accidental spill occurs Library staff must be informed immediately so that damage can be minimised.</p> <p>Library users are responsible for any damage they cause.</p> <p>Unattended food and drink will be discarded by library staff.</p> <p>Library users are expected to properly dispose of leftovers, empty containers, and wrappers in the nearest rubbish container.</p> <p>Library staff reserve the right to ask customers not to eat or drink in areas of the library and to remove inappropriate food or drink.</p> <p>Consumption of alcohol or the use of non-prescribed drugs is prohibited. Food and drink may be consumed in areas legitimately provided for this purpose.</p>
<p><b>Revision History</b></p>	<p>January 2016</p>
<p><b>Effective Date</b></p>	
<p><b>Review Period</b></p>	<p>Every three years</p>
<p><b>Associated Documents/References</b></p>	<p>ICL Internet Guidelines Conditions of Use</p>