

# MARY AND JOHN GRAY LIBRARY

## MANUAL OF POLICIES AND PROCEDURES

### I. POLICY: FOOD AND DRINKS

In the interest of the comfort and convenience of our patrons, the Mary and John Gray library welcomes food and drink in the library with the caveat that certain areas (e.g., Special Collections), to best preserve the quality of our collections, will have greater restrictions. To make the library useful and pleasant, food and drink are permitted under the following rules:

1. Students, faculty, and staff may bring food into the library with these limitations:
  - A. Please be considerate in your choice of food and drink items and try to avoid items that are prone to cause messes or disturb others.
  - B. All disposables—napkins, wrappers, peels, uneaten food—must be disposed of in trash containers only.
  - C. Special Collections and Archives are designated as "No Food and Drink" zones. No food or drink of any kind may be brought into these areas.
  - D. Cooking is prohibited in the library.
  - E. Alcoholic beverages are not permitted in the library.
2. Please report any spills, messes or accidents to a circulation staff member.

### II. PURPOSE AND SCOPE

- A. The policy's purpose is to provide guidance to patrons and library personnel regarding food and drinks in the library. This policy is created for maintaining the cleanliness of the library and library materials while ensuring patron's and personnel's needs for refreshments are met.

### III. DEFINITIONS

- A. **Library:** first through seventh floors.

### IV. POLICY ROLES AND RESPONSIBILITIES

These rules assume that students, staff, and faculty will report food and drink spills to library personnel. The library staff may speak to you about these policies to remind you of our shared responsibility to keep the library buildings clean.

### V. PROCEDURES

- A. The policy must be reviewed by the Dean's Administrative Group and approved by the Dean.

### VI. REVIEW AND RESPONSIBILITY

Responsibility Party: Circulation / Reserves; Reviewed by the Dean's Administrative Group

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Review Schedule: Every 3 year(s) on or before September 1.

**VII. APPROVAL**

/Signed/	04/27/2021
DEAN'S SIGNATURE	DATE
Arne J. Almquist	Dean of Mary and John Gray Library
PRINT NAME	TITLE

**REVISION LOG**

REVISION NUMBER	DATE	DESCRIPTION OF ALL CHANGES
1	Unknown	Initial version created.
		Initial version approved.
2	02/25/2021	Policy was revised by the committee.
3	03/16/2021	Changes were made by the Dean's Administrative Group.
4	03/30/2021	Policy reviewed by the library faculty and staff.
5	04/27/2021	Policy was approved by the Dean.

[\*Date format is month/day/year]