

## Food & Drink Policy

The Ventress Memorial 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.

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 program room.

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

- Local History Room
- Computer workstations
- Near printers and photocopiers
- Near any media equipment

### 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 Program Room -- 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.
- Please limit consumption to pre-packaged snacks, (examples would be granola bars, chips, nuts, pretzels, cookies, etc.)
- 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.
- The Ventress Memorial 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 Ventress Memorial 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.