University of Missouri-Columbia Libraries

General Policy Manual Policy #43

**POLICY ON FOOD AND BEVERAGES IN ELLIS LIBRARY**

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**1.0 GENERAL POLICY**

1.1 Beverages in approved containers are allowed in Ellis Library except in Special Collections and the Shelving Room.

1.2 Approved beverage containers include but are not limited to reusable cups with heavy snap-on lids and bottles with screw-on or pop-up lids. Unapproved containers include but are not limited to paper, cardboard and Styrofoam cups with or without lids; and, open soda or juice cans.

1.3 Food and drinks in any containers are allowed and encouraged in the Bookmark Café.

1.4 Containers for the by-products of chewed tobacco are not permitted in any area of Ellis Library.

**2.0** **INFORMING PATRONS ABOUT THIS POLICY**

2.1 All Library staff are encouraged to inform patrons of this policy when appropriate. Library Security will enforce this policy if necessary. All patrons should be addressed in a respectful manner.

2.1.1 Individuals will be asked to discard non-allowed items, consume them immediately, move to the Bookmark Café or go to places outside the building.

2.1.2 If the alternatives given in 2.1.1 are not acceptable to the patron, Library Security may be called to discuss other options.

2.1.3 If an individual causes a major disturbance or is a flagrant violator, then Library Security may call MUPD (Campus Police).

**3.0 BOOKMARK CAFE**

3.1 Customers of the Bookmark Café may bring food and beverages into other areas of the library regardless of the container if they are going to a meeting in any private office or conference room. To the extent possible, library employees who are chairing meetings or meeting with individuals who may wish to bring food and beverages upstairs should alert Security in advance.

3.2 Security may approach customers taking food and beverages in unapproved containers beyond the Café area. Customers who are not attending meetings will be asked to return to the Café.

**4.0 LIBRARY EMPLOYEES**

4.1 Library employees may bring food and beverages into the Library in approved containers for consumption in all areas permitted in 1.1. Additionally, library staff may bring food and beverages in non-approved containers to non-public areas such as the staff room or private offices provided that the food and/or beverage is not readily identifiable by library patrons.

4.2 Food which leaves crumbs may not be consumed in public areas or near computers or library materials. Foods of this type (cakes, cookies etc.) may be consumed in approved areas in each division. Approved areas are to be determined by the Division Heads. Food containers should be as secure as possible to prevent spillage.

4.4 Leftover food, food containers, and empty beverage containers should be disposed of in covered waste receptacles provided in each area. Recyclable materials should be rinsed before storing in recycling bins in the Staff Lounge.

**5.0 ELLIS LIBRARY EVENTS**

5.1 Food and beverages may be allowed for certain special events held in Ellis Library regardless of containers used.

5.2 Permission for food and beverages at special events will be granted by MU Library Administration.

5.3 Food and beverages at special events must be contained in the event area.

Proposed by the Public Services Committee 8/91

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