



## Food, Drink & General Conduct Guidelines

<b>Category or Type</b>	Guidelines
<b>Date Policy took effect</b>	15 May 2012
<b>Last approved revision</b>	04 February 2019
<b>Sponsor</b>	Associate University Librarian - Central Services
<b>Responsible Officer</b>	Client Services Manager
<b>Review date</b>	31 January 2022

### Purpose

The Library aims to provide an environment that is attractive, comfortable and inviting to users, while providing a safe and study-friendly atmosphere. In general terms, users are not to behave in a way that causes offence or disturbs the study of others. Cell phones should be muted; receiving calls and conversing within the Library are not acceptable. Limited consumption of food and drink is allowed (excluding Hocken Collections and Special Collections) providing it does not detract from a reasonably clean and pleasant working space.

### Organisational Scope

University Library system

### Definitions

- Non-alcoholic drinks in capped bottles and lidded cups, are allowed in the Library
- Snack foods, are allowed. Food that smells, is 'noisy' or is likely to be messy is not allowed
- All rubbish should be placed in the bins provided
- Food or drink is not permitted when using University equipment, in Special Collections or the Hocken Collections reading rooms. There is more information about reading rooms on the Library website.

Staff will use their discretion in determining whether food and drink are suitable to be consumed in the Library. Library users will be asked to leave with any items that are considered a problem, as provided for in the Library Regulations.

### Related Policies, Procedures and Forms

These guidelines are underpinned by the Library Regulations, approved by Senate and documented in the University Calendar.

### Contact for further information about this Policy

Client Services Manager