

## **Administrative Directive No. LSD04**

### **Community Services Department Library Services Division June 2008**

## **Library Food and Drink Policy**

### **A. Purpose of Directive**

- To provide clear information for library staff regarding customer consumption of food and drinks in libraries.
- To provide staff with guidelines regarding their own consumption of food and drinks at workstations, workrooms and in public service areas.
- To ensure that library services staff are aware of the procedures that should be followed.

### **B. Guidelines**

- Winnipeg Public Library strives to maintain a pleasant, welcoming and comfortable environment for our public and staff.
- All branches allow the consumption of food and drinks in designated areas with the consideration of preserving our library materials, computer equipment and furnishings.
- Staff members are asked to familiarize themselves with the following:

#### **Food and Drink Guidelines for the Public**

- Snack items are permitted in libraries.
- Non-alcoholic drinks with secure lids are permitted.
- Customers are encouraged to consume/bring items that are odour free, noiseless and do not leave marks on furnishings.
- Food and drinks are not allowed in designated areas such as Local History Room, Ideas Mill Maker Space, and where signs are posted prohibiting food and drinks.

#### **Food and Drink near computers**

- No food is permitted at any computer workstation.
- Customers may be responsible for damage to computer equipment from spills or messes.
- Covered drinks only are permitted at computer workstations.

#### **Customer responsibilities**

- Customers should ensure all areas they use are left clean for use by others.
- Garbage cans and recycling bins are available in public areas.

## Enforcement of rules

- Customers should be encouraged to abide by library policies to maintain a clean study and work environment.
- *Winnipeg Public Library: Food and Drink Policy* is available on WPL's website to answer questions from the public.
- Staff will remind Customers not following library policies of our rules.
- Customers refusing to follow food and drink guidelines may be subject to further action, up to and including being asked to leave the Library.

## Food and Drink in Staff Work Areas

- In staff only work areas, food and drinks are allowed at desks and tables as long as they are not bothering other staff.
- The immediate supervisors will deal with matters of complaint.
- No food shall be allowed on desks or areas where library materials are kept or handled, including but not exclusive to, processing, repairs, check-in etc.
- Drinks with spill proof lids are encouraged in all staff only work areas. Please use caution to prevent damage to library materials.
- Staff in public service areas may consume beverages discreetly; **no** food is permitted.

## Breastfeeding

- The Winnipeg Public Library supports a mother's right to breastfeed in all library facilities.
- Members of the public who complain should be directed to WPL's *Winnipeg Public Library: Food and Drink Policy* available on the website.

## Library Programs and Special Events

- Due to potential risks of allergic reactions and choking, staff members are advised not to serve food or drink at programs for pre-schoolers. On the occasion that food or drink is served (e.g. children's or teen book clubs, Youth Advisory Council meetings, St. John's story time) staff must ensure that all food and drink is nut free.
- The Library does not accept homemade contributions from staff or the public for programs. Cookbook Clubs have their own guidelines as to their limitations.
- Staff must ensure that parents/teachers/supervisors of young children are aware of food or drink being served. Aside from food allergies, some parents choose to regulate their children's consumption of sugar, additives etc. and should have the opportunity to decline the offer of food and drink.
- Staff must remind parents, teachers and caregivers that they are responsible for monitoring the consumption of food and drinks by children under their supervision. This includes food and drink that is **not** served by library staff; but, shared between adult and child during library programs or in the public area.
- Staff must remind parents of children with allergies to remain vigilant; this includes parent-child programs when adults may be providing a snack for their children.

## **Serving Food and Personal Hygiene**

- At events where staff serve food they must **wash their hands** with soap and dry using single service towels prior to food handling; also after taking a break from the event; after smoking, eating, or drinking; after touching nose, mouth, hair etc.; after using the washroom; and after any activity that may contaminate hands.
- **Staff must avoid touching food with bare hands.** Use utensils, tongs, gloves etc.

## **Food Allergies**

- During library sponsored events where food is served, staff will retain labels listing ingredients of food and drinks at the event to answer enquiries.
- As Customers are allowed to consume snacks and drinks in most areas of the library staff and the public may be exposed to food allergens. Please be vigilant.
- Hand washing and use of hand sanitizers are strongly recommended.

## **Meeting Rooms**

Rules for food and beverages provided by private groups renting library space are detailed under the *Application for the Use of Winnipeg Public Library Facilities: Regulations and Conditions of Use*. In addition no food shall be cooked on site, and no open flame is permitted