

**Purpose**

It is the purpose of the Library to maintain a healthy and clean environment appropriate for Library visitors and the protection of Library materials and equipment.

With health and cleanliness in mind, the goal is to provide guidelines for visitors to enjoy food and drink responsibly yet maintain Library property and prevent disruption to other visitors.

**Provide a Welcoming & Comfortable Environment**

Traditionally, food and beverages have not been allowed in libraries. They are easily spilled on books, furniture, and equipment, which causes damage. Traces of food left behind on books, furniture, or floors attract unwanted pests.

**Guidelines**

- All drinks must be in closed containers.
- Snacks are defined as packaged foods which can easily be eaten dry and with the hands.
- Messy, greasy, noisy, or aromatic foods that may damage materials and facilities, or may be distracting to others are not permitted.
- No alcoholic beverages are permitted.
- Visitors are expected to leave no trace by removing crumbs, wiping off sticky surfaces, and cleaning up after themselves.
- All trash must be deposited in the receptacles located throughout the Library.
- Report accidental spills to staff as soon as possible.
- Unattended food and drink may be removed and discarded.
- The Library may provide food and drinks in designated areas during Library-sponsored programs and events.
- Library staff reserves the right to ask anyone who disregards the above guidelines to remove the food or drink from the building immediately or to leave the building.

**Prohibited Areas**

To protect valuable Library property and irreplaceable materials, food and drink is not permitted in the following areas:

- Computer and technology areas
- Local History Room, Beale Memorial Library
- Genealogy Room, Beale Memorial Library