



Library Food and Drink Policy

Policy Statement

Coffs Harbour City Library strives to maintain a pleasant, welcoming and comfortable environment for our users. All branches allow the consumption of snacks and drinks in designated areas with the consideration of preserving our library materials, equipment and furnishings.

Related Legislation, Circulars or Guidelines (as amended)

- *Local Government Act* 1993 No. 30 and Regulation
- *Library Act* 1939

Does this Document Replace an Existing Policy, Procedure or Plan?

- Yes, this document replaces Council's:

No
N/A

Related Council Policy or Procedure

- Library Service Charter

Application and Distribution

It is mandatory for all Council officials to comply with this Policy.

This Policy and Guidelines is available on Council's website under Council Policies.

Approved by:

Council: 24 September 2009
Resolution No. C52

Effective: 24 September 2009

Distribution :

Signature:

General Manager

Review Date: September 2010

Registration Number:

Responsible Council Department/Officer: Manager, Coffs Harbour Library

Version History Table:

Key Responsibilities

Position	Directorate	Responsibility
Mayor	Council	To lead Councillors in their understanding of, and compliance with, this Policy and Guidelines.
General Manager	Executive	To lead staff (either directly or through delegated authority) in their understanding of, and compliance with, this Policy and Guidelines. To approve resources to develop, implement and review this Policy and Guidelines.
Manager, Coffs Harbour Library		To ensure compliance with this policy.
Directors	All Directorates	To communicate, implement and comply with this Policy and related Guidelines.
Director of Corporate Services	Corporate Business	To ensure (directly or through delegation) the distribution and communication of the Policy and Guidelines to specified persons. To ensure (directly or through delegation) the approved Policy and Guidelines are available in hard copy and electronically on Council's website.
Executive Manager HR & Organisational Development	Corporate Business	Facilitate the provision of regular training to all Council officials on their role and responsibilities in relation to this Policy, Guidelines and related procedures.
Executive and Managers	All Directorates	To implement this Policy, Guidelines and related procedures. To lead staff in their understanding of, and compliance with, this Policy and Guidelines
Information Technology Manager	Corporate Business	To assist with the development of systems to support public access to this Policy, Guidelines and related information.
All Council officials	Council	To comply with this Policy, Guidelines and related procedures.

Library Food and Drink Policy

Policy Guidelines

1. Introduction

Coffs Harbour City Library strives to maintain a pleasant, welcoming and comfortable environment for our users. All branches allow the consumption of snacks and drinks in designated areas with the consideration of preserving our library materials, equipment and furnishings.

Drinks

Non-alcoholic beverages in spill-proof or covered containers are permitted (such as covered coffee cups, soft drink cans and water bottles).

Food

Snacks are permitted (such as commercially wrapped bars and biscuits), however hot food is not permitted.

Prohibited Area - Local Studies

No food or drink is allowed in the Local Studies collection or to be consumed near Local Studies material.

General

We ask you to act responsibly when consuming food and drink in the library and be considerate of other Library users.

Please dispose of your rubbish in the bins provided and report any spills to Library staff.

Library staff will use their discretion in determining whether food and drink are suitable to be consumed in the Library. You will be asked to remove food or drink if it is considered to be a problem.

Children

You are responsible for monitoring the consumption of food and drink by children under your supervision.

Library Activities and Functions

Alcohol will only be served at an activity or function with the prior approval of Library management. The Library practises responsible service of alcohol.

Drink containers and foods not prescribed above may be used at Library activities or functions with staff supervision.

Parents, teachers, and supervisors of young children shall be alerted when food or drink is served at children's activities.

2. Definitions

Here is the meaning of some terms used in the Guideline s:

LOCAL STUDIES COLLECTION All materials relating to the history, character and development of the Coffs Harbour local government area and immediately surrounding areas. The collection is located in the Coffs Harbour City Branch Library.

3. Objectives

The objective of Council's Library Food and Drink Policy is to:

- Outline how food and drink may be consumed in Council's libraries
- Describe the types of food and drink which is permitted
- Create an inviting, comfortable and safe environment for library users
- Protect significant library material and equipment from potential damage

4. Policy Statement

Council's Library Food and Drink Policy is underpinned by the following principles:

4.1 Access

- Public access to information about food and drink in libraries will be through Council's website. Hard copy information will also be available from Council's libraries.
- Reasonable access assistance will be available to persons with special needs

4.2 Responsiveness and Accountability

Library staff will implement and monitor this policy at all branch locations.

4.3 Privacy and Confidentiality

The principles of Council's Privacy Management Plan will be applied.

4.4 Integrity, Dignity and Respect

- Council treats all persons with courtesy and respect.
- Council will not tolerate rude or aggressive behaviour towards Council officials. In such circumstances, Council officials are entitled to terminate phone calls or meetings as appropriate. Wherever possible, Council officials will provide the person with initial warning that their conduct is inappropriate and that the meeting or conversation will be terminated.
- Council officials will demonstrate fair and consistent decision-making.