

OFFICE: Benedictine Library **CREATED BY:** Sharon Nelson

DATE: August 28, 2006; Revised December 2, 2009 revised 2/22/12;
revised 10/7/14; revised 8/26/16

CATEGORY: Policy

SUBJECT: Food, Beverage, and Noise Policy

Policy

Food and Beverages

Food and beverages are allowed in the library as long as these guidelines are followed:

- All beverages must be in containers with secure lids or caps.
- Personal servings of snack foods are allowed in covered, sealed containers on the second and third floors only.
- All wrappers, cups and containers should be taken with you or discarded in appropriate trash containers when you leave. Clean up any spills or messes.

Full meals and take-out are not permitted in the library. If inappropriate items are brought into the library, the library staff will ask you to remove them.

Noise

Library patrons are expected to keep noise to a reasonable level in all areas of the library. Please report any incidents of excessive noise to the Circulation Desk or Research Desk either in person or by calling the Circulation Desk or Research Desk.

- The Lower Level is designated Silent Study area. Talking and noise on this floor is not permitted. Study room users on this floor must keep in mind that the rooms are not well insulated, and excessive noise can be clearly heard outside.
- The second floor is designated as a study area. Talking and noise on this floor should be kept at a quiet level as to not bother other people studying on the floor. This includes groups using the collaboration stations, the whiteboard area, and tutoring.
- The third floor is designated Quiet Study area. Talking and noise on this floor must be kept at a minimal level as to not bother other people studying on the floor.
- Patrons needing to work in groups are strongly encouraged to use a study room. Study rooms are available on a first-come, first-served basis, or may be reserved in advance by contacting the Circulation Desk.
- All use of audio-visual devices in the library, including personal audio players or computers, requires the use of headphones.
- Cell phones and pagers should be turned off or set to low/non-audible signals. Incoming or outgoing calls are only allowed in the Phone Zone in the West Stairwell.

The library staff reserves the right to ask persons who are being noisy or disruptive to leave the library.

Approved by: _____ **Date:** _____
Jack Fritts – Director of Library Services

Approved by: _____ **Date:** _____
Dan Julius –Provost Academic Affairs