FOOD AND DRINK POLICY

Effective Date: August 31, 2010  Originating Office: Library Administration Office
Supersedes / Amends Policy dated: n/a  Policy Number: G-17

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PREAMBLE
Drinks in spill proof mugs or in sealed containers are allowed in the library. All food is prohibited. Food odors and garbage are offensive to others. Food residue and spilled drinks cause insect infestation and damage to library collections and furnishings.

IMPLEMENTATION
1. Signage
   a. Table tents – A third side will be added to communicate the new policy.
   b. Slides on the plasma screens will also broadcast the message
   c. Screen outside the library, in front of the art work will concentrate on three slides for the three first weeks of the term (24 hours, noise, no food)
   d. Poster in the entrance of the library?
   e. Eventually, pictograms will be posted on the main door of the library. (no food, spill proof mugs in a green circle).

2. Promotion of the CSU mug
   a. Partnership to develop with CSU to promote the use of the CSU mug by students in the library
   b. Possibility to give a mug for free to students at the beginning of the Winter term, or preferably, during the Fall exam period.
   c. Possibility to work with the Bookstore (mug distributor?)
   d. This item will be on the next meeting’s agenda of the Library Services Fund Committee.

3. Walkabouts
   a. Volunteers and security agents who are doing library walkabouts will ask students to apply the noise control and the food and drink policies.
   b. Food: students will be asked to put away their food (e.g. in their bags).
   c. Beverage: students will be informed of the new policy and will be receiving a handout.

4. Security agents
   a. A one-page document summarizing the principal items for their intervention related to the library policies and operations will be laminated and at the disposal of the different security agents who work at the library.
COMMUNICATION STRATEGY

Objectives
1. People knowing food is not allowed in the library.
2. Drinks are allowed in spill proof mugs or sealed containers.

Communication
1. Table tents
   a. Use the noise management campaign table tent model
   b. Add a third side (it will become more a “pyramid” than a tent)
2. Slide
   a. We want a slide communicating the message for our screens in the library (entrance (2) and other floors)
   b. The slide may also be printed for posters we may want to use from time to time.

Proposed communication mean: pictograms with 3-4 words
1. Spill proof mug in a green circle with the following / Words: Spill proof only
2. The usual “no food” pictogram “glass of soft drink + hamburger” in a cross red circle / Words: No food

QUESTIONS, COMMENTS OR COMPLAINTS

Questions, comments or complaints about this policy or its application should be addressed to the Library Administration office:

by email to:

lib-admin@concordia.ca

or by mail to:

Director, Webster Library
Library Administration Office
Concordia University, Webster Library
1455 de Maisonneuve Blvd. West
Room LB-209
Montréal, Québec
H3G 1M8