FOOD AND DRINK POLICY

PURPOSE

The mission of the University of Hawaii-Leeward Community College Library is to serve the needs of Leeward CC students, faculty, and staff by providing access to knowledge and learning through resources and facilities in a comfortable and safe environment.

With comfort in mind, the Library has implemented a policy allowing users to consume food and drink in designated areas of the Library. Guidelines and limits were established to ensure that such consumption will not negatively impact the experiences of other users and will not directly or indirectly damage Library facilities, materials, and equipment.

POLICIES AND GUIDELINES

The following policies shall govern the use of the Leeward CC Library for all users:
- Leeward Community College Student Conduct Code
- Leeward CC Library Acceptable Behavior Policy

The Library has established the following guidelines pertaining to the consumption of *individual serving size dry snacks* and drinking from *covered beverage containers*:

<table>
<thead>
<tr>
<th>Location</th>
<th>Individual Serving Size Dry Snacks</th>
<th>Covered Beverage Containers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kapunawai Room</td>
<td>Acceptable</td>
<td>Acceptable</td>
</tr>
<tr>
<td>Computer Workstations</td>
<td>Not Acceptable</td>
<td>Acceptable</td>
</tr>
<tr>
<td>Instruction Area</td>
<td>Not Acceptable</td>
<td>Not Acceptable</td>
</tr>
<tr>
<td>General Study Areas</td>
<td>Acceptable</td>
<td>Acceptable</td>
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</tbody>
</table>

DEFINITIONS

**Individual serving size**: Packages or containers sized for individual consumption of food items.

**Dry snacks**: Any food item which can be eaten dry and with your hands. A dry snack does not require utensils to eat and will not leave wet, sticky, greasy, or oily residues on hands, materials, furniture, computers, and equipment. An acceptable dry snack will not have a strong aroma or odor that other users find objectionable.

**Covered beverage containers**: Any non-alcoholic drink container with a lid, cap, or cover to prevent accidental spillage. Spill-proof containers are encouraged.

GUIDELINES

The following is not intended to present a complete listing of acceptable and unacceptable food items. Library staff will have the discretion to determine the appropriateness of food items on a case-by-case basis.
ACCEPTABLE FOOD ITEMS

- Granola and energy bars, nuts, dried fruit and cereal, candy, chips, cookies and other similar dry snack foods in individual packages or containers.
- Small whole fruits and vegetables which do not require peeling, cutting, or utensils to eat, e.g. grapes, baby carrots, grape tomatoes.

UNACCEPTABLE FOOD ITEMS

- Food items in packaging for shared consumption including those defined as dry snacks
- Fruit requiring peeling or cutting
- Yogurts and dips
- All fast food, including pizza
- Doughnuts, pastries, cakes, cupcakes, pies, hand pies, etc.
- Plate lunches, bento box lunches, etc.
- Sandwiches, wraps, Spam musubi (rice balls), etc.
- Soup, salads, noodles, etc.

RESPONSIBILITIES

Users will be held liable for any damage to materials, furniture, computers, and equipment caused by food and drink brought into the Library.

Users are asked to maintain the cleanliness of the Library facility to deter insect and rodent pests attracted by food and drink residues. Dispose of food wrappers and waste in trash cans with lids. Leftover food items should be wrapped before disposal.

DATE OF ACCEPTANCE: AUGUST 20, 2014. REVISED: JULY 20, 2018