

VIRGINIA COMMONWEALTH UNIVERSITY

**VCU LIBRARIES
POLICY MANUAL**

Food and Drink

Approved: August 21, 2002

Revised: February 13, 2008

The James Branch Cabell Library and the Tompkins-McCaw Library are designed specifically for academic research and study, supporting the curriculum needs of students and faculty, and preserving and protecting the collections for future users. Great care must be taken with food and drink, which can cause direct damage to the collections or result in infestation and mold. By complying with this regulation, users will maintain an inviting, comfortable, and clean environment for research and quiet study, ensure pest-free buildings, and preserve collections for the future.

Beverages are permitted in library buildings, except in specific areas described below. Food is limited to snack or wrapped items which are consumed individually and that are not damaging to collections. Noisy and strong-smelling snack foods that disturb others are prohibited. Group foods, fast food, or open plates of food – pizzas, burgers, fries, complete meals, etc. – are prohibited. Outside delivery of food is prohibited. Food or beverages of any kind are prohibited in the following areas of the two library buildings:

- Special Collections and Archives in both library buildings
- TompCAT lab and Distance Education Lab in Tompkins-McCaw
- Library instruction classrooms
- Cabell Library basement computer lab and classrooms
- Other areas as posted

Library users must dispose of their food and drink related trash in waste receptacles.

Organized groups using designated meeting rooms may have food catered upon prior approval by the VCU Libraries. The group requesting the catering is responsible for cleaning up and removing all remaining food, dishes, and trash.

Anyone not complying with this policy will be asked to remove his/her food and drink from the area. Food or drink openly unattended in public areas will be removed and discarded. If library materials or facilities are damaged by food or drink, the person causing the damage may be charged for repair or replacement.