


Macquarie University Library Policy

 Department: Library	Policy No:
	Version No: 1
Policy Title: Food, drink and noise in the Library	
Approved By: University Librarian	Approval Date: 27 April 2007

1. PURPOSE

To establish the University Library's stance on Food, Drink and Noise in the Library with a view to ensuring that the behaviour of clients does not disturb or inconvenience others.

2. POLICY STATEMENT

Library users are permitted to consume cold food (wrapped or in a closed container) and covered or bottled drinks in the Library. All rubbish must be placed in bins, and study areas left free of litter. Any spills should be reported immediately to Library staff.

Quiet conversation is permitted on Levels 1 and 2 of the Library and in all group study rooms. This includes the use of mobile phones.

Levels 3 and 4 of the Library are 'Quiet Zones': mobile phones may be used for messaging; ring tones must be set to silent.

During the examination period and two weeks prior, Levels 2, 3 and 4 of the Library will be designated as 'Quiet Zones'.

Any Library clients contravening the policy will be asked to leave the building.

3. SCOPE

This policy applies to all clients of the Library.

4. AUTHORITIES AND RESPONSIBILITIES

- The **University Librarian** will be responsible for ensuring compliance with this policy through the Managers including allocation of adequate resources to achieve compliance with this policy.
- **Library Development** is responsible for devising a communication plan for the policy and ensuring this is updated at regular intervals.
- **Staff** are responsible for requesting users to comply with the policy, in line with the Guidelines for Staff related to this policy.

5. KEY REQUIREMENTS

- As part of our commitment to compliance with legislative and regulatory requirements, we will review and update this policy and procedure, not only in line with changes in legislation, but also with changes in standards, codes of practice and the expectations of employees and the broader community.
- We will periodically monitor, assess and report on the Macquarie University Library's policies, identify trends and patterns and thereby instigate corrective action strategies, which will be of benefit to employees and the Library.

- We will ensure that appropriate resources are allocated for the management of this policy.

6. ACTIONS TO ACHIEVE IMPLEMENTATION OF THIS POLICY

- Rationale for the policy to be provided by Business Services and distributed to service points and on the intranet to inform students and staff.
- Communication Plan and related signage to be developed by Library Development.
- Guidelines for staff related to implementation and enforcement of the policy to be developed by Business Services.

7. DOCUMENT CONTROL

Content Coordinator:	Deputy University Librarian
Distribution Coordinator:	Manager, Library Development
Review Date:	December 2007