



Robert W. WOODRUFF LIBRARY

Atlanta University Center

Clark Atlanta University • Interdenominational Theological Center • Morehouse College • Spelman College

LIBRARY FOOD and BEVERAGE POLICY

Effective January 13, 2010

This policy provides guidance for Atlanta University Center students, faculty, staff and visitors regarding the consumption of beverages and food while in the Library. The following guidelines are provided to maintain a clean and healthy learning environment.

- Alcohol is strictly prohibited in the Library building and anywhere on Library property.
- Beverages in sturdy, covered containers may be brought into most areas of the Library, but **NOT** in the:
 - Archives Research Center (formerly, the Archives & Special Collections Department)
 - Technology Design Studio (new feature on the Main Level)
- Snack food, such as candy bars, whole fruit, chips, pretzels and popcorn, may be consumed in most areas of the Library, but **NOT** in the:
 - Archives Research Center
 - Technology Design Studio
- More substantial food items or those requiring the use of utensils (sandwiches, pizza, chicken wings, yogurt, soups, salads, etc.) can only be consumed in the café-style seating area of the Library coffee counter.
- Hot, carry-out, prepared food items and food items that are oily and/or aromatic are strictly prohibited.
- Librarians, instructors or faculty conducting classes or meetings in the Library may prohibit or limit the consumption of food and beverages during their class or meeting times.
- Library staff and security officers are authorized to take possession of any non-compliant food or beverage items and items being consumed in unauthorized areas of the Library. Non-compliance with these guidelines may result in an individual's removal from the Library premises.
- Smoking is prohibited in the Woodruff Library building and within 20 feet of its exterior.
- Any policy exceptions, in the case of special events and other extraordinary circumstances, must be approved by Library administration.

The Robert W. Woodruff Library is *Your Library*, your place to learn, study, research, collaborate and interact. Help us keep it sanitary, comfortable and safe for all members of the Atlanta University Center community.