

## **Kislak Center for Special Collections, Rare Books and Manuscripts Food and Beverage Policy**

Food and drinks can damage collections directly or indirectly. Spills, crumbs, and even residue left on one's hands can hasten the degradation of organic materials. They can also attract pests that will eat or nest in collections. Staff and users should always handle collections with clean hands that are free from lotion or hand sanitizer.

### **Areas where food and drink are allowed unless special collections are present.**

- Class of 1978 Orrery Pavilion
- Moelis Reading Terrace
- Staff office areas that never have collections

### **Areas where water is allowed in spill-resistant containers unless special collections are present.**

- Seminar Room 625
- Seminar Room 626
- Seminar Room 627
- Vitale II (623)
- Kislak 5<sup>th</sup> Floor Corridor (as yet unnamed)
- Notes for these areas:
  - Food and beverages other than water are allowed during catered events or with prior approval.
  - Because collections are brought into these spaces, housekeeping should be scheduled to clean the surfaces after food or non-water beverages are consumed in the room. Housekeeping needs 24-hour notice and at least an hour to do the work. They will vacuum the floors during 3<sup>rd</sup> shift.
  - Spill-resistant containers may be break-resistant travel mugs with snap-on or screwed-on lids, preferably designed to cover the drink opening when not in use. Plastic bottles are acceptable as long as the top is on when not in use. Mugs, glassware, and disposable cups are not acceptable.

### **Areas that can have drinks in spill-resistant containers.**

- Staff office areas that always or occasionally have collections:
  - Curatorial offices
  - Conservation (504)
  - Cusack Seminar Room (629)
  - Exhibits (502)
  - Room 612
  - Schoenberg Center for Electronic Text and Image
- Notes for these areas:
  - Spill-resistant containers may be break-resistant travel mugs with snap-on or screwed-on lids, preferably designed to cover the drink opening when not in use. Plastic bottles are acceptable as long as the top is on when not in use. Mugs, glassware, and disposable cups are not acceptable.
  - Staff may drink from spill-resistant containers in their offices or at their desks. Staff must remove special collections materials from their desks or other work surfaces beforehand and must clean the work surface afterward before replacing the special collections materials.
  - Staff may put spill-resistant containers on the floor when collections are on their desks as long as staff do not drink over the collections and the container is in a location where it will not be knocked over.

- Food cannot be consumed. It can be left in personal bags in closed containers as long as it does not remain in the room overnight.
- Non-perishable food, like tea or dried soup, maybe kept in a pest-proof container made from glass or metal. Plastic or other materials that could be chewed through are not acceptable.

**Areas that can have water in spill-resistant containers.**

- Furness Shakespeare Library
- Notes for these areas:
  - Spill-resistant containers may be break-resistant travel mugs with snap-on or screwed-on lids, preferably designed to cover the drink opening when not in use. Plastic bottles are acceptable as long as the top is on when not in use. Mugs, glassware, and disposable cups are not acceptable.

**Areas that cannot have food or drink at any time.**

- Henry Charles Lea Library
- Goldstein Gallery
- All special collections stacks areas
- Special Collections Processing Center (501)
  - A small designated area for covered drinks is clearly designated in the office.
- Kislak Reading Room suite including:
  - Reception area
  - Study rooms
  - Hold room
  - Office