

**STATE LIBRARY OF WESTERN AUSTRALIA**  
**FOOD AND DRINK USAGE IN THE STATE LIBRARY**  
**GUIDELINES**

**1. Purpose**

To ensure that staff, tenants and visitors are aware of how to manage the presence of food and drink in all areas of the State Library.

**2. Context**

The State Library seeks to balance its commitment to preserving and protecting its collections and ensuring the wellbeing of its clients and staff with the need to provide an environment that is in keeping with the needs of the community it serves in contemporary times.

Changes to the use of the building and an increase in external organisations leasing and accessing space for community purposes necessitates a balanced approach to the consumption and storage of food and drink.

Our commitment as a State Library is to the provision of information and resources from which people can pursue and develop their own knowledge, whether personal or work related, together with an environment which is conducive to such pursuits. Our commitment is also to preserving heritage collections for future generations.

The State Library recognises the needs of its diverse client base and seeks to accommodate the variety of areas on each floor that are required within its physical space.

**3. Definitions**

'Food' refers to anything edible. Exceptions will be made for lozenges or lollies for medical reasons only, anywhere except the Researchers' Room and all Stacks. These should be kept in sealed containers.

'Drink(s)' are separated into three categories:

- a. Water
- b. Hot beverages
- c. Cold soft drinks- excludes alcohol

'Sealed non-spill container' - has an auto seal lid which automatically seals between sips to prevent leaks and spills. Preferably this container should resist tipping.

'Heritage material' includes West Australian or rare collection material or potential collection material.

#### 4. General Requirements

The consumption and storage of food and drink in the State Library is guided by the following requirements:

1. Food or drink (hot and cold) must not be consumed or stored when heritage materials are viewed, handled, or kept, including workstations. As a general principle food or drink must not be consumed or stored in close proximity to collection material.
2. To acknowledge the more likely proximity of heritage collections, in all non-public areas on levels 1 and 2 water, hot and cold drinks must be in sealed, non-spill container which should be cleaned immediately after use.
3. In all other non-public areas, hot and cold drinks may be in a take away cup with a lid which must be disposed of immediately after use or a non disposable cup which must be cleaned immediately after use.
4. In all other non-public areas if heritage materials are in close proximity take away cups or non-disposable cups are not to be used.
5. Open cups must not be carried in staff lifts or stairwells.
6. Due to the proximity of heritage materials and the need to minimise both damage and threat of pests to the collections, there are some areas where food, water and hot and cold drinks **cannot be consumed or stored**. These are as follows:

##### 3.1 Food:

- a. Collection stacks – all floors
- b. Gallery, Welcome Desk, Theatre and Pest Management Room
- c. Staff /Tenant areas – Ground floor, Mezzanine, Levels 1, 2, 3 and 4 Mezzanine
- d. Public areas – Levels 1, 2 and 3

##### 3.2 Water:

- a. Collection stacks– all floors
- b. Researcher's room – Level 3

##### 3.3 Hot and Cold Drinks:

- a. Collection stacks – all floors
- b. Staff areas where collection materials are in close proximity

- c. The Pest Management room – Ground floor
  - d. Welcome Desk – Ground floor
  - e. Gallery – Ground floor
  - f. Theatre – Ground floor
  - g. Sound Studio – Level 2
  - h. Server room – Level 3
  - i. Level 4 Mezzanine
  - j. Reformatting and Conservation areas – Level 3
  - k. Leah Jane Cohen Reading Room – Level 3
  - l. Public areas – Levels 1, 2 and 3
4. Food **can be consumed** in designated eating areas as follows:
- a. Ground floor public area including the Cafe
  - b. Story Place and Education Centre on the Mezzanine floor where only snacks are allowed
  - c. Designated venue rooms
  - d. Facilities Kitchen – Mezzanine floor
  - e. Executive area including Board room – Level 3
  - f. Staff amenities room, training room and balcony - Level 4
  - g. Other designated areas that may be by temporary arrangement for events as approved by the Chief Executive Officer
7. Water, hot and cold drinks can be consumed in any area apart from areas identified in 3.2 and 3.3.
8. Alcoholic drinks are acceptable for specific events only with proof of the appropriate license from the Office of Racing, Gaming and Liquor and in designated venue or eating areas.
9. Members of the public should advise staff of any spillages.

**Summary – to be used in conjunction with the above general requirements**

Building Areas	Water in sealed, non-spill containers	Cold drinks in sealed, non-spill containers	Hot drinks in sealed, non-spill containers	Hot drinks in take away containers/non disposable cups	Food in sealed containers
<b>Ground Floor</b>					
Public Area	✓	✓	✓	✓	✓
Gallery area	✓	✗	✗	✗	✗
Welcome Desk	✓	✗	✗	✗	✗
Staff/Tenant areas	✓	✓ Not in close proximity to heritage materials	✓ Not in close proximity to heritage materials	✓	✗
Theatre	✓	✗	✗	✗	✗
Pest Management room	✓	✗	✗	✗	✗
<b>Mezzanine Floor</b>					
Staff/Tenant areas	✓	✓	✓	✓	✗
Venue Kitchen	✓	✓	✓	✓	✓
Story Place and Education space	✓	✓	✓ Sealed container/child safety	✓	✓ snacks
<b>Levels 1 and 2</b>					
Public areas	✓	✗	✗	✗	✗

Staff areas	✓	✓ Not in close proximity to heritage materials	✓ Not in close proximity to heritage materials	✗	✗
Tenant areas	✓	✓	✓	✓	✗
<b>Level 3</b>					
Public area	✓	✗	✗	✗	✗
Staff/Tenants areas	✓	✓	✓	✓	✗
Reformatting /Conservation areas	✓	✗	✗	✗	✗
Leah Jane Cohen Reading Room	✗	✗	✗	✗	✗
Server room	✓	✗	✗	✗	✗
<b>Level 4</b>					
Mezzanine area	✓	✗	✗	✗	✗
Amenities area	✓	✓	✓	✓	✓
<b>Hire Venues Rooms (all Levels)</b>					
All venue rooms	✓	✓	✓	✓	✓
<b>Collection Storage Stacks (all Levels)</b>					
All stack areas	✗	✗	✗	✗	✗

**Note:**

Suitable rubbish bins will be provided in areas where food and drink may be consumed.

Lozenges or lolly wrappers must be disposed of immediately in the bins provided. When handling material (collections and CIU records) hands must be clean at all times.

Procedures for dealing with spillages will also be put in place.

## **5. Documentation**

[Procedure for Dealing with Spillages \(staff only\)](#)

## **6. Responsibilities**

Director Collection Services (development and management of guidelines)

## **7. References**

Library Use Policy, 2014

Pest Management Procedure, 2013

Venue Hire Policy, 2016

## **8. Authorisation and Review**

Revised	Minor updates (1.1) February 2017
Approved by	SLWA Executive Team December 2016 (1.0)
CIU File	17/103
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