

To: Library Building and Safety Committee (LBSC)

From: Library Steering Committee (LSC)

Re: Food and Drink Policy

Date: January 18, 2016

Background:

For years, concerted efforts were made to enforce TCNJ Library's food and drink policy. Recently, by tacit agreement, this policy is seldom being enforced. Although the current policy remains posted on the library's website and on standing bulletin boards throughout the building, it has not been revised nor revoked. Occasionally the policy is enforced by a library employee when there is a particularly egregious violation, but this situation puts both library staff and library users in an awkward position as each person's perception of "over the line" is different. The sentiment among LSC members is that the food and drink policy has been largely disregarded with increasing amounts of food and drink being brought into the building. This has resulted in deteriorating conditions throughout the building, as well as vermin which pose threats to the collections.

Charge:

The Library Steering Committee charges the Library Building and Safety Committee to:

- Review and assess the suitability of the "TCNJ Library Food and Drink Policy" (<http://library.pages.tcnj.edu/files/2013/03/BeverageandFoodPoliciesExplanation.pdf>)
- Develop and propose recommendations, if modifications to the current policy regarding food and drink are warranted.
- Propose a method(s) to better advertise and enforce the library's food and drink policy.
- Consider relevant data, input from stakeholders, and best practices from academic libraries when developing preliminary and final recommendations, as required by Library Governance procedures.
- Send final recommendations to the LSC, together with a discussion of how the recommendations were developed and how testimony/input was solicited and used.

Timeline:

The Library Steering Committee requests that the LBSC submit a preliminary recommendation by March 18th 2016 (spring break), and have a final recommendation submitted by June 30th, 2016.

TCNJ Library Governance:

The following steps must be followed in preparing recommendations:

- (1) Identifying and reporting the problem. If necessary, the Library Steering Committee (LSC) will prepare a charge identifying the issue for the appropriate committee.
- (2) Preparing a preliminary recommendation.
- (3) Making a final recommendation.

The presenting of testimony, prior to both the preliminary and final recommendations, is central to the concept of shared governance. The three-step process ensures that there are opportunities for formal testimony and open comment from affected individuals and all stakeholder groups. Committees are expected to be proactive in inviting stakeholder groups to provide testimony at both steps # 2 and #3 of the process. It is expected that committee members will bring issues back to their stakeholder groups for discussion. For some issues, sufficient initial testimony may come from input through committee membership or solicitation from targeted constituent groups. Preliminary recommendations for a new policy, procedure, or program must be presented to the stakeholders, either at a regular library general staff meeting or at a scheduled forum. The period for open input and comment must also be communicated to all stakeholder groups. If the committee determines that substantive changes are needed after the preliminary recommendation has been presented at an open forum, then the revised recommendation must be sent to all stakeholders and presented again at an open forum.

Committees shall send final recommendations to the LSC.