



# Saint Martin's UNIVERSITY

## Food, drink, and general noise policy – O'Grady Library

The O'Grady Library wants to create a welcoming and comfortable environment for students while protecting our collections and technology and maintaining an atmosphere conducive to study and learning. Please help us create such an environment by following these policies:

### Food and drink

- Drinks should have secure lids.
- Meals, including take-out food from the cafeteria, Monk's Bean, and other places may be eaten in the "café area" on the main floor, but should not be eaten in other parts of the library, including study rooms, the media room, the Benedictine Reading Room, etc.
- Snack foods may be eaten in other parts of the library, except as noted below. Avoid greasy, sticky, or other foods that could damage library resources.
- **Absolutely no food or drink (including water) in the Archives and Special Collections on the lower-level of the library**
- Dispose of waste in trash cans and liquids down the bathroom drains. Please use recycling containers when accessible.
- Catered food is allowed in the Daviscourt Conference Room and the Benedictine Reading Room; with the approval of the library director, catered food may be served elsewhere for university and library events.

### General noise policies

Because the O'Grady Library seeks to be an inclusive space for different modes of studying and learning, we have some areas of the library for silent study and other areas for collaborative, moderate noise work. Noise expectations will be noted in particular spaces, using the following designations:

- **Quiet study:** The space should be relatively silent; if patrons do need to communicate, they should keep voices low enough to not disturb others.
- **Considerate study:** The space is fine for a "normal" conversational volume; patrons should be considerate of others in the space and not be too distracting to them.
- **Collaborative study:** These spaces may include more vigorous conversation and sharing, although patrons should avoid raising their voices too loudly.
- **Headphone zone:** These spaces should be functionally silent; patrons can check out headphones or earbuds if they need them.

General noise parameters on library floors:



# Saint Martin's UNIVERSITY

- **Main level:** The café and living room areas, the learning commons area (where the computers and study tables are located) should be regarded as quiet or considerate study areas. The study rooms are collaborative study areas, although users will be expected to not make excessive noise.
- **Upper level:** Most of the upper level should be considered a headphone zone and quiet study area. The Benedictine Reading Room could be considered either a quiet study or considerate study area depending on how many users are in the space.

Occasionally university and library events are scheduled in the Benedictine Reading Room and, on these occasions, it should be considered a collaborative area.

- **Lower level:** The entire lower level should be considered collaborative study areas.

## Electronic devices

Part of general noise levels includes cell phones and other electronic devices. Regarding these, please observe the following policies:

- Set your phone or tablet to silent or vibrate when you enter the library.
- Use good judgement when receiving a call:
  - Take conversations to the entryway or outside.
  - Speak in a moderate voice.
  - Please do not use speaker phone features.
- When listening to music or watching videos, use headphones at a volume that does not disrupt others.

*Approved 05 May 2023.  
Faculty Library Committee*