

## **Library Staff Break Room Policy for Doe and Moffitt Libraries**

All library staff – including career staff and student library employees – are welcome to use the Library’s staff break rooms.

The break rooms are for exclusive use by library staff; friends and others not employed by the Library should not be in our staff areas at any time.

Use of these spaces is intended primarily for short breaks during the employees’ work shift, though all library staff may use the break rooms when they are off clock as space allows.

All library staff are expected to be respectful of this as a shared space, limiting disruptions to others and using only the food/utensils/personal items that they bring.

Library security may ask anyone using the break room to show their UC ID and identify the Library unit for which they work.

The Library strives to create a safe, secure, and productive work environment for our library staff. If you have questions or comments about the policy or use of the break room, please talk with your supervisor first who can raise this to the department head, director, or AUL as needed.

Reaffirmed January 2019