

Policy and Procedure Manual	Section B13.1
Public Policy Food Policy Procedures	Issued: March 17, 2008 Revised: April 30, 2018 Approving Authority: Board of Library Trustees

Food Policy Procedures

The following are procedures to follow when serving food at the library:

The Orland Park Public Library will not purchase food that specifically lists nuts or peanut products in the ingredient label. The library will attempt to avoid serving food with nuts, but cannot guarantee that products of nuts will never be present. Outside caterers/sponsors providing refreshments for library programs are not held to the above restriction.

Posting Procedures:

- On the website, the menu will be posted in the "Other Information" field of the E-Vanced calendar.
- For outside caterers or sponsors, contact information will be provided.
- In the library, the menu will be posted on the bulletin board located in the meeting room wing and in the program room at the time of the event.
- The Food Policy will be permanently posted in each of the program rooms (Rooms 102, 104, 105 and the Story time/Craft Room).

When booking outside programs, the library must notify presenters that a Food Policy exists and the library must be notified a week in advance of any food served.