

WEST WARWICK PUBLIC LIBRARY

Community Needs Pantry Policy

The West Warwick Public Library maintains and stocks the Community Needs Pantry to make food and personal care items available to all patrons. The Library is dependent on donations from residents, patrons and organizations/businesses. In making the pantry accessible to all as a shared resource in the library, we recognize and respect the privacy and confidentiality of those using it.

DONATIONS:

The Library's monthly newsletter and website list the most up-to-date "needed items" list

All items are to be brought to the Circulation desk; please let staff know if your donation includes ***any perishable items needing refrigeration.***

A wide range of items are accepted for the pantry, including shelf-stable milk, fruits, vegetables, and items that are not past the "use by" date

Items that are ***not*** accepted include candy, soda, energy drinks, and any items that have been opened or partially used

USING THE PANTRY

Please only take what you need for your own use or for your family. If there are multiples of one item, please do not "stock up" by taking all of them. The pantry is used every day and our goal is to serve as many patrons as we can.

Any items from the pantry that are for immediate use must be consumed **only** in the area designated for this purpose. This area takes the form of two café-type tables located in the tiled area of the library foyer, adjacent to the bathroom. Tables should be left clean and garbage disposed of in the bin provided. (For additional information, please refer to the Library's *Food and Drink Policy*)

The consumption of food is not allowed in non-designated areas, including restrooms. In special circumstances, staff may designate additional area(s) for food consumption on a case by case basis.

Approved by the Library Board of Trustees, 02/10/25