
Subject: Preparing and Serving Food in Libraries

Effective: December 2017

Revised:

1.0 PURPOSE

Due to the potential for serious harm caused by food-borne illnesses, this policy clarifies standards related to preparing and serving food in libraries.

2.0 APPLICATION

This policy applies to library staff, library board members and volunteers who prepare and serve food to the public as part of a Library Event.

This policy does not apply to library patrons who buy or prepare food to share amongst themselves in public libraries. Library patrons are permitted to buy or prepare food to share amongst themselves at New Brunswick's public libraries.

3.0 DEFINITIONS

Library Event refers to activities, programs or fundraisers organized by library staff, library volunteers or library boards where food is served to the public.

Food Premises:

The [Public Health Act](#) prohibits the operation of a food premises without a licence. A "food premises" is defined as:

a premises where food or milk is manufactured, processed, prepared, stored, handled, displayed, distributed, transported, sold or offered for sale, and includes a food vending machine and an abattoir but does not include premises exempted by the regulations. *Public Health Act* (S.N.B. 1998, c. P-22.4).

Under the [Public Health Act](#), exemptions may apply under certain circumstances to requiring a food premises licence.

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Examples of Non-Potentially Hazardous Foods

For guidance only, the following is a list of examples of non-potentially hazardous foods taken from the [Application Guide – Food Premises Licence](#). Please be aware that some foods on the list below may still be hazardous for certain age groups or due to allergies:

- Whole/ uncut raw fruit and vegetables
- Honey
- Breads and rolls
- Pastries – cakes, muffins, cookies, fruit pies and tarts, but, excluding cream-filled pastries and pies and meat-filled pies
- Hard candy and fudge
- Pickles and relish
- Maple products
- Apple sauce
- Any other foods a Public Health Inspector determines to be non-potentially hazardous.

Examples of Potentially Hazardous Foods

The following is a list of examples of potentially hazardous foods taken from the [Application Guide – Food Premises Licence](#), which defines potentially hazardous foods as “a form or state of food that is capable of supporting the growth of pathogenic microorganisms or the production of toxins”. Please be aware that this list contains examples only, and that other types of food can be hazardous too:

- Meat and meat products
- Fish, shellfish and seafood products
- Poultry
- Eggs
- Cream-filled pastries and pies
- Cut fruit and vegetables

4.0 LEGAL AUTHORITY

[New Brunswick Public Libraries Act](#)

[Public Health Act](#)

[New Brunswick Regulation 2009-138](#)

[New Brunswick Guidelines for Food Premises at Temporary Events](#)

5.0 GOALS / PRINCIPLES

The New Brunswick Public Library Service (NBPLS) is committed to offering a safe environment for the public, and this includes ensuring food safety at all Library Events where food is served.

6.0 REQUIREMENTS / STANDARDS

- 6.1 Libraries can serve non-potentially hazardous food (see section 3.0 of this policy), and commercially packaged and prepared foods that require no temperature control, preparation or handling (i.e. no subdividing and/or repackaging of potentially hazardous food). For any questions relating to what qualifies as a non-potentially hazardous food, libraries are to contact their Regional Health Protection Branch Office for direction.
- 6.2 All library staff, board members or volunteers who are involved in serving food during a Library Event are to be familiar with the publication [The ABC's of Food Safety](#).
- 6.3 Libraries must contact their Regional Health Protection Branch Office for direction at least 30 days prior to a Library Event if they want to serve food that requires temperature control, preparation or handling of potentially hazardous food (see section 3.0 of this policy).
- 6.4 Any costs associated with staff training and food safety certification (i.e. related to obtaining a Food Premise Licence) will be the responsibility of the library, as part of the library's program budget.
- 6.5 The Library Manager / Director is responsible to ensure that direction of the Regional Health Protection Branch Office is followed during Library Events that serve food.

7.0 GUIDELINES / RECOMMENDATIONS

Library staff should refer to the [Office of the Chief Medical Officer of Health \(Public Health\)](#) for the list of Regional Health Protection Branch Offices.

8.0 REGIONAL GUIDELINES AND PROCEDURES

In consultation with the Provincial Office, Regional Directors may develop additional guidelines and procedures consistent with and necessary to support this policy.

9.0 REFERENCES

[New Brunswick Public Libraries Act](#). Government of New Brunswick.

[New Brunswick Regulation 2009-138](#). Government of New Brunswick.

[Public Health Act](#). Government of New Brunswick.

[The ABC's of Food Safety: an Introductory Guide to Food Safety](#). TrainCan Inc.

[Application for Food Premises Licence](#). Department of Health.

[Application Guide – Food Premises Licence](#). Service New Brunswick.

[New Brunswick Guidelines for Food Premises at Temporary Events](#). New Brunswick Department of Health. Office of the Chief Medical Officer of Health.

10.0 CONTACTS FOR MORE INFORMATION

NBPLS Provincial Office, (506) 453-2354

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