

# Texas Woman's University

## Library Policy Manual

<b>Library Policy Name:</b>	<b>Lactation Room Policy</b>
<b>Last Library Review:</b>	<b>January 2023</b>
<b>Next Library Review:</b>	<b>January 2024</b>

**Purpose:** To establish guidelines for using the Blagg-Huey Library Lactation Room. This policy only covers the Denton library room although the Dallas Center and Houston Center have lactation facilities.

**Library Statement of Purpose:** Texas Woman's University Libraries recognize the benefits of breastfeeding and supports strategies in support of breastfeeding in accordance with and in addition to federal and state law. This support includes providing the flexibility required to express milk and facilities that provide a clean, private space appropriate for expressing milk.

**Note:** Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety.

### **Definitions: For the purpose of this policy**

**Breastfeeding or Lactation** - these terms may be used interchangeably; pumping or expressing milk, as well as nursing directly from the breast.

**Lactation room or Mother's room** - these terms may be used interchangeably; a private space where a nursing mother can breastfeed a child or use a breast pump.

**Lactation Room users** - TWU faculty, staff, students and library patrons who are currently nursing, or looking for a quiet place to feed an infant. Includes, mothers, fathers, and legal guardians of infants.

### **Policy:**

The following are TWU Lactation room locations:

1. Dallas (Room #3212); contact Dallas Student life in-person, or by phone at (214) 689-6696 for the room entry code.
2. Denton Blagg-Huey Library (Room #312); contact the Blagg-Huey Library Security guard or Information Desk for entry.
3. Brackenridge (Room #103); contact Denton CARE in-person, or by phone at (940) 898-2789 for the room entry code.
4. Student Union (Room #2223); contact SU front desk, or by phone at (940) 898-2789 for the room entry code.
5. Houston Student Life (Room #2300); contact Houston Student life in-person, or by phone at (713) 794-2171 for room entry.
6. Human Resources; contact HR front desk for entry.

Parents can visit or contact the Campus Alliance for Resource Education (CARE) office for child care resources, a lactation goodie bag, or to help answer any questions by phone at (940) 898-2789 or by email at [care@twu.edu](mailto:care@twu.edu).

## **Library Guidelines**

1. The room is open to TWU faculty, staff, students and library patrons who are currently nursing, or looking for a quiet place to feed an infant. Includes, mothers, fathers, and legal guardians of infants.
2. This room is only available when the Blagg-Huey Library is open.
3. To access the room (#312), the Security Guard on the first floor should be contacted in-person, or by calling (940) 898-3744. If the Security Guard is not available, access may be provided through the Information Desk in-person, or by calling (940) 898-3701.
4. Blagg-Huey staff will accompany the user to the room and enter the code for entry.
5. Lactation Room users must make their own arrangements for sanitizing and storing their pump parts. The Denton Blagg-Huey Library Lactation Room is equipped with a mini fridge for temporary storage of milk and a sink with soap for cleaning pump parts.
6. Lactation Room users are expected to clean up after each use of the room. This is not only out of respect for the next user, but to prevent contamination and illness transmission.
7. TWU Facilities manages the cleaning of the Blagg-Huey Library lactation room. If the room needs attention let staff at the Information Desk know.
8. TWU Libraries Administration office is responsible for supplies in the lactation room.
9. The Library is not responsible for any items left in the room.
10. The lactation room is set up to allow for two occupants at the same time and is equipped with:
  - Sign in sheet
  - Mini fridge for temporary storage of milk
  - Several electrical outlets
  - Comfortable chairs
  - Small table for breast pump and supplies
  - Privacy screen
  - "Do not disturb" door hanger sign to indicate room in use
  - Wastebasket
  - Sink and Soap
  - Paper towels
  - Hand sanitizer
  - Tissues
  - Clock
  - Mirror
  - Air purifier
  - iPhone, Micro USB, and USB-C chargers
  - Nearby restrooms equipped with a changing table
11. Individuals may also nurse in the open areas of the buildings.

### **Review:**

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.

Approved by Library Administration Team 02-05-2019; rev. 07-20-2021;