

Title: Smoke Free Building Chapter: Facility and Equipment Management Approved By: Library Board of Trustees	Document Type: Policy Document Number: 07.01 Original Effective Date: Date of Last Revision: 12/19/13
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Smoke Free Building

In order to provide a healthful environment for all members of the public and the Library staff there shall be no smoking by anyone at any time in any enclosed portion of the Library building. Smoking is defined as carrying a lighted cigar, e-cigar, cigarette, e-cigarette, pipe or any other lighted smoking equipment. Smoking is also prohibited at any time outside the building within 25 ft. of its main entrance.

Library employees who wish to smoke may leave the Library building during paid break periods in order to do so unless requested to remain in the Library building by their supervisor or other authorized staff member. Library employees who smoke or use other tobacco products while on Library property shall not litter and must properly dispose of trash, e.g. cigarette butts, matches, cigarette packages.