

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Tobacco Use

POLICY NUMBER: 3195

3195.1 Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products will be banned completely within the Dixon Public Library building. The successful implementation of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on Library District premises share in the responsibility of adhering to this policy.

3195.2 All District employees will be responsible for advising members of the public who are observed using tobacco products in the Library building of the Library District's policy on the matter. Said individuals will be asked by staff to refrain from using tobacco products. Members of the public who refuse to comply with this policy will be directed by the Person in Charge to leave the Library building.

3195.3 District employees who violate this policy will be subject to disciplinary action in accordance with Library District policy.

3195.4 Extra care should be taken when working around combustible materials.

3195.5 All persons who smoke outside must remain at least thirty (30) feet from any entrance or exit and at least 15 feet from any other part of the Library building. Smokers should use extreme caution and dispose of cigarettes in a responsible and safe manner, using ashtrays, etc.

Adopted 02/27/2006