

Smoking and the use of smokeless tobacco products are prohibited in City buildings, including all Library facilities, within twenty-five (25) feet of public Library entrances, and in all Library vehicles.

Library employees may not smoke or use smokeless tobacco while interacting directly with visitors or conducting official business.

Designated smoking areas for employees are located outside the north employee entrance under the canopy at Laman Library and on either the north side or south side of the building at Argenta Library. All materials, including cigarette butts and matches, must be fully extinguished and disposed of in the appropriate containers. If a designated smoking area is not properly maintained (for example, if smoking debris is found on the ground), it may be removed at the discretion of Library Administration.

For the purposes of this policy, "smoking" includes cigars, cigarettes, pipes, e-cigarettes, or any other lit or electronic vapor tobacco product. "Smokeless tobacco" includes chewing tobacco, snuff, dip, and all similar products placed in direct contact with the mouth.

Employees are responsible for knowing where smoking is permitted or prohibited. Questions regarding this policy should be directed to the CEO/Chief Librarian. Smoking in non-smoking areas will not be tolerated. Complaints or reports of possible violations may be filed with the CEO/Chief Librarian.

Concerns about non-compliance will be taken seriously, as exposure to smoke or tobacco products may create health-related problems. Corrective action will be taken if needed to eliminate the exposure.