

WESTCHESTER PUBLIC LIBRARY

NO SMOKING POLICY

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees and patrons, the facilities and the immediate premises of the Westchester Public Library shall be entirely smoke free effective June 1, 2011. Additionally, effective June 1, 2011, the use of all tobacco products, including chewing tobacco, is banned from the Westchester Public Library, except as designated in this policy.

Smoking is prohibited in all of the enclosed areas within the Westchester Public Library without exception. This includes all public and private areas, conference and meeting rooms, offices, hallways, lunchrooms, stairs, restrooms, supply rooms, mechanical rooms, and all other enclosed facilities.

Smoking is also prohibited on the library premises, except for detached parking lots.

No one may smoke along any path way or walk way leading to or from library entrances, nor may patrons or employees smoke at any picnic table nor outdoors in any of the grassy areas or the parking lots. It is not acceptable that either patrons or employees be required to walk through smoke to reach their vehicle or any other destination on the library premises.

Additionally, patrons and employees may smoke in their personal vehicles, but the smoke and tobacco products must be completely contained within the vehicle.

Employees who choose to smoke in their vehicles areas do so at their own risk. No additional breaks are allowed to any employee who smokes. Finally, smokers and users of tobacco products must dispose of the remains in the proper containers. This helps to keep a neat and clean environment for our patrons and employees.

Employees who fail to comply with this policy will be subject to disciplinary action that can lead up to and include the termination of employment.

Patrons who fail to comply with this policy may be subject to the suspension of their library privileges and/or prohibited from visiting library property.