

## **[LIBRARY LETTERHEAD]**

### **TOBACCO USE POLICY**

#### **Purpose**

The mission of the [LIBRARY NAME] is to [STATE LIBRARY'S MISSION]. Therefore, [LIBRARY NAME] has adopted this Tobacco Use Policy to protect the health, welfare, and safety of the visitors and employees and/or volunteers by eliminating the use of tobacco products in and around its facility.

The [LIBRARY NAME] recognizes that:

- The U.S. Surgeon General has concluded that secondhand smoke is harmful to human health.
- Visible tobacco use contributes to the social acceptability, normalization, and perceived prevalence of tobacco use, factors which promote youth initiation and impede cessation.
- Tobacco products consumed in public spaces are often discarded on the ground, posing a risk of ingestion to children and animals, and incurring costly litter cleanup.

Therefore, the [LIBRARY NAME] prohibits tobacco use in the building and on the grounds. This restriction includes the use of all forms of smoking devices and smokeless tobacco products: cigarettes, cigars, pipes, e-cigarettes/electronic vapor products, snuff, snus, and chewing tobacco.

#### **Authority**

The [LIBRARY NAME] adheres to all relevant state and local regulations, including Public Health Law §1399-o. The Director and library staff will administer this policy under the authority of the Board of Trustees. This policy applies to all visitors, employees and volunteers

#### **Compliance**

- Signs clearly designating areas where tobacco use is prohibited will be posted.
- Staff will advise patrons of the tobacco-free policy.
- Persons in violation of this policy will be asked to leave the premises.

#### **Ongoing Use Evaluation**

The Tobacco Use Policy will be periodically evaluated in relation to the mission of the [LIBRARY NAME] and in accordance with all local, state, and federal laws and regulations by the Director and Board of Trustees. The Director and Board of Trustees may update or modify this policy as needed.

Questions or concerns regarding the [LIBRARY NAME] or this policy should be forwarded to the Director.

ADOPTED by the [LIBRARY NAME] Board of Trustees \_\_/\_\_/2020