

North Chicago Public Library  
2100 Argonne Drive  
North Chicago, Illinois 60064

Board of Trustees

Policy # 012

## **Smoke Free Policy**

Adopted February 18th, 2014

### **Purpose:**

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees and patrons shall be entirely smoke free. Additionally, effective the use of all tobacco products, including chewing tobacco, cigars, e-cigarettes, medical marijuana and all other smoke-able products, narcotics and chewing tobacco are hereby banned from the North Chicago Public Library, except as designated in this policy.

### **Statement of Policy & Text:**

Smoking is prohibited in all of the enclosed areas within the North Chicago Public Library locations, without exception. This includes common work areas, the manufacturing facilities, classrooms, conference and meeting rooms, private offices, hallways, the lunchrooms, stairs, restrooms; library owned or leased vehicles, and all other enclosed facilities.

The only designated smoking area in North Chicago Public Library is outdoors, in the area between the Library Parking Lot and David T. Doering Drive; which separates the City of North Chicago City hall and the North Chicago Public Library Parking lot. No one may smoke along any path way or walk way leading to or from the designated smoking area, nor may employees and or patrons smoke outdoors in any of the parking lots.

Additionally, employees or patrons may smoke in their personal vehicles, but the smoke and smoking residue must be contained within the vehicle. It is not acceptable that either smoking or non-smoking employees are subjected to smoke that they must walk through to reach their vehicle or any other destination on the North Chicago Public Library premises.

While the North Chicago Public Library makes these areas available to smokers, it in no way has any legal responsibility to do so. Employees and patrons who choose to use these smoking areas do so at their own risk. 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 all employees and patrons

Failure to comply with all of the components of this policy will result in disciplinary action that can lead up to and include employment termination for employees; and loss of library privileges for patrons.

### **Violations of this Policy**

Any violations of this policy can result in disciplinary actions that have been detailed in the Library's Behavior Policy.