

**Fort Edward Free Library  
Policy Manual  
Tobacco Free Grounds Policy**

**Policy Statement:**

Fort Edward Free Library is committed to providing a safe and healthy environment for all patrons, employees, volunteers, contractors, vendors, and other guests. We recognize the health hazards of tobacco use and prohibit the use of any and all tobacco products at Fort Edward Free Library both indoors and outdoors. Fort Edward Free Library serves as a model work site for our community and complies with all federal, state and local laws and regulations regarding tobacco use including Article 13-E of the Public Health Law, Clean Indoor Air Act. We are committed to offering positive and helpful intervention strategies as well as treatment resources in addressing this issue.

**Scope:**

No one will be permitted to use tobacco or tobacco-related products within any building or on any property owned or leased by Fort Edward Free Library. This includes respective buildings, grounds and parking lots.

**Definitions:**

Tobacco and tobacco-related products include, but are not limited to cigarettes, cigars, chewing tobacco, snuff and pipe smoking.

**Procedure:**

1. Each employee will comply with terms of the Tobacco Free Grounds policy. No additional time from work will be authorized for tobacco use activity.
2. Patrons, employees, vendors, contractors and other visitors will be informed of this policy through the signage at this facility.
3. All employees are responsible to promote compliance with this policy by courteously informing any person(s) of any violations. Any person found to be in violation of the policy will be informed of the policy and asked to immediately discontinue use of their tobacco product. If they refuse, they will be asked to leave the property.
4. Signage indicating no tobacco use on premises shall be erected and maintained at all entrances to Fort Edward Free Library properties and parking lots.

Adopted: 3/13/2013