

## **TOBACCO USE POLICY**

### **I. PURPOSE**

NYS Public Health Law prohibits tobacco product use within one hundred feet of the entrances, exits or outdoor areas of any public or association library.

Voorheesville Public Library desires to provide a healthy, comfortable, and safe working environment for its workforce and visitors. The goal of this tobacco-free policy is to create a healthy and respectful environment by reducing exposure to secondhand smoke and toxins emitted by electronic cigarettes, and to promote tobacco cessation.

### **II. DEFINITIONS**

"Tobacco product" means any product made or derived from tobacco, or which contains nicotine, such as cigarettes, pipes, cigars, cigarillos, hookah and smokeless tobacco products such as chew, spit, dip and snuff; herbal cigarettes.

"Electronic Cigarette" means any electronic device that, when activated, produces an aerosol that may be inhaled, whether or not the aerosol contains nicotine, such as e-cigarettes and vape pens. "Electronic Cigarette" does not include products approved by the Federal Drug Administration for tobacco cessation.

"Workforce" means all library staff, pages, volunteers, consultants, applicants for employment, both paid and unpaid interns, exempt and non-exempt status, part-time, seasonal, and temporary workers, contractors, subcontractors, vendors, consultants and other persons providing services pursuant to a contract, or their employees.

### **III. SCOPE**

This policy expands the public health law provision to also prohibit the use of electronic cigarettes.

This policy applies to both the Voorheesville Public Library workforce and patrons.

### **IV. RESPONSIBILITY**

The library is required to prominently post and properly maintain signage clearly stating that tobacco and e-cigarette use is prohibited within one hundred feet of the building. Individuals smoking or using electronic cigarettes within the 100-foot restricted perimeter are in violation of the policy. Adherence to this policy is the responsibility of the Voorheesville Public Library workforce and its patrons. Patrons are

encouraged to report the violation to the library workforce. Members of the workforce may address the violation directly, or report the violation to the senior staff member working at that time.

#### IV. COMPLIANCE

Members of the workforce who do not conform to this policy are subject to disciplinary action. Patrons and visitors to the library who violate this policy will be politely requested by library staff to desist from using tobacco products or electronic cigarettes on library property. Persistent non-compliant behavior will be addressed through remedies provided by library policy and/or New York State law. Questions related to the policy and reports of non-compliance can be directed to the library director.