



RICHMOND MEMORIAL LIBRARY
"Your Community Connection"

19 Ross Street, Batavia, NY 14020
585-343-9550 585-344-4651 (fax)

TOBACCO-FREE POLICY

The Richmond Memorial Library prohibits tobacco use in the building and on all library grounds. This restriction includes the use of all forms of smoking devices and smokeless tobacco products: cigarettes, cigars, pipes, e-cigarettes, snuff, snus and chewing tobacco.

This policy applies to all visitors, employees and volunteers.

COMPLIANCE PROCEDURES

- ❑ Appropriate signs shall be posted.
- ❑ The community and employees will be notified about this policy.
- ❑ Staff will make periodic observations of the areas specified above.
- ❑ Any patrons found violating this policy may be subject to removal from the premises.
- ❑ Any employee found violating the policy will be dealt with in accordance with the employee discipline policy.

Approved by the Library Board of Trustees 9/09/2013