

# CHARLOTTE HOBBS MEMORIAL LIBRARY

## Smoking, Alcohol, and Drug-Free Policy

### PURPOSE

This Policy ensures that the Charlotte Hobbs Memorial Library (CHML) will provide a healthful environment within which to bring people, information and ideas together to inspire lifelong learning, advance knowledge and strengthen our community.

### DEFINITIONS

**Board** – The Board of Trustees of the CHML.

**Director** – The salaried employee hired by the Board as Library Director to manage and promote the CHML, or Acting Library Director if the position of Library Director is vacant.

**Smoking Area** – The location(s) where use of Smoking Products is permitted.

**Smoking and Smoking Products** – As used in this Policy, the term “Smoking” includes any use of Smoking Products, regardless of whether the use involves combustion. The term “Smoking Products” includes, but is not limited to cigarettes, pipes, cigars, snuff, marijuana, chewing tobacco and vaping products (e-cigarettes, vape pens, and other vaping devices).

### POLICY

1. **Smoking.** In accordance with State regulations CHML is a smoke and tobacco free facility.
  - a. No smoking or other use of Smoking Products is permitted in any interior space of the building.
  - b. The Smoking Products may be used only in the designated area(s). Use of Smoking Products is not allowed along the sidewalk leading to the designated Smoking Area, nor within 30’ of the entrance to the building.
  - c. When smoking or otherwise using any Smoking Products outside, CHML patrons must properly dispose of any litter in appropriate receptacles, and remove all traces of the Smoking Products (cigarette butts, packaging and wrappers, vaping capsules, etc.) and from the CHML grounds.
2. **Alcoholic Beverages.**
  - a. If approved in advance, only fermented alcoholic beverages, such as ciders, beer and/or wine, may be allowed for consumption at the CHML; consumption of distilled spirits is never allowed on the CHML property.
  - b. Consumption of permissible alcoholic beverages may be allowed for events using the Community Meeting Room, but only if:
    - i. The event sponsor requested in advance to serve alcoholic beverages on the event’s Building Use Agreement;

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- ii. The Director approved the request on the Building Use Agreement. The Director has absolute discretion to deny any request to serve alcoholic beverages on CHML property;
    - iii. The consumption of alcoholic beverages is confined to only within the Community Meeting Room; and
    - iv. The group in charge of the event shall have full responsibility for monitoring consumption and ensuring that no minors are served.
  - c. Consumption of alcoholic beverages is never permitted within the library reading rooms or Study Room.
- 3. Drug-Free Workplace.
  - a. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited for all persons while (i) using, or (ii) performing work for the CHML, whether that work is carried out in the workplace building or not.
  - b. Patrons suspected of using or being under the influence of such substances will be asked to leave the CHML property and may be reported to appropriate authorities.
  - c. All employees, as a condition of employment, must notify the Director or Board within five (5) days of any criminal drug statute conviction. Failure to comply with this policy shall be grounds for
    - i. Appropriate personnel action against such employee, up to and including termination, or
    - ii. Such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

**Adoption:** The Smoking policy was first adopted on October 19, 2020; amended and expanded to include Alcohol and Drug-Free policy on June 16, 2021.