

**OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE**

Name of Policy: **NO SMOKING POLICY**

Procedure:

There will be no smoking of tobacco or other substances within the Ottumwa Public Library building or on library property at any time.

This includes any programs both public and private held in our Meeting Room.

Violators of this policy will be told to leave the facility immediately.

Date Revised: 14 September 2009

Date Revised: 11 June 2012

Date Revised: 13 July 2015

Date Reviewed: 9 July 2018

By: Ottumwa Public Library Board of Trustees