

### **3.18 SMOKE-FREE FACILITIES**

In compliance with the Smoke Free Illinois Act effective January 1, 2008, the Library District prohibits smoking in every portion of any building owned, operated or leased by the Library District for public use, including private offices and washrooms.

No smoking is allowed outside of the above-mentioned buildings within 15 feet from a door, window, or intake ventilation system.

Smoking is also prohibited in Library-owned vehicles.

Any employee who violates the provisions of this policy shall be subject to disciplinary action as follows: first offense, written warning; second offense, suspension; third offense, discharge.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92  
Revised 4.16.08*