



# Policy Manual

## PUBLIC

### P12: Smoking In/On Library Property

1. Smoking of any kind, including e-cigarettes, vaping, chewing tobacco or otherwise using tobacco products is strictly prohibited inside the Library building and on the Patio.
2. City ordinance, Article V, Section 22-101 extends the no smoking prohibition to 100 feet from the entrances of all buildings, except as otherwise designated.
3. The use of tobacco is prohibited in Library vehicles.
4. It is unlawful for anyone under the age of 18 to use or possess tobacco. If staff suspects a youth under the age of 18 to be smoking, the Novi Police Department will be contacted at the non-emergency number to investigate.

#### 5. Disciplinary Process

In addition to any police involvement, the Library shall enforce violations of this Policy as follows:

- a. Incident Reports. Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
- b. Suspension of Privileges. The Library shall handle violations as follows:
  1. Initial Violation: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
  2. Subsequent Violations: The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of this Policy shall result in additional suspensions of increasing length.

c. Reinstatement. The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated.

6. Right of Appeal

Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within 10 business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

Approved: January 21, 2009; Amended: May 15, 2010; July 17, 2013; June 22, 2017

Signed:

A handwritten signature in black ink, reading "Craig Messerknecht". The signature is written in a cursive style with a large, sweeping initial "C".

Craig Messerknecht  
President  
Novi Public Library Board of Trustees