



Policy Title:	No Smoking Near Library Entrances
Policy Type:	Public Service
Policy #:	PS 015-03
Policy Authority:	Board
Effective Date:	April 2014

PURPOSE

The purpose of this policy is to help to achieve a healthy environment for staff and members of the public by reducing the exposure to second-hand smoke at all library facilities.

DEFINITION

“Smoking”: includes the carrying or holding of a lighted cigar, cigarette, pipe or any other lighted smoking equipment

“Entrance”: includes staff/delivery/public entrances to library

“Library”: includes all public libraries in the Municipality of Clarington, such as a stand-alone facility, leased space, shared facilities

POLICY

Smoking is prohibited nearby and/or within nine (9) metres of any entrance to any of the Clarington Public Library facilities.

GUIDELINES/PROCEDURES

1. Signs should be mounted in prominent locations by the entrances to all branches, informing customers of this policy.
2. Before approaching anyone in violation of this policy, always inform another staff member that you are dealing with this violation.
3. When you observe a smoker violating this policy, i.e. smoking within nine (9) metres of any entrance of the public library, point out the sign and policy to them and ask them politely to move away from the entrance.
4. If the person does not comply with your request at first, remind them a second time, and state that you will have to call the police if they do not comply.

5. If the person still does not comply after the second request, call the police at the non-emergency number for enforcement.
6. As with any disruptive behaviour or policy violation, make a quick visual assessment of the situation. If you are uncomfortable with the situation, you may wish to ask for a second staff member to accompany you or consult with the senior staff member or call the police at the non-emergency number.
7. When calling the police, provide as much detail as possible about the person(s), their descriptions, their behaviour and responses.
8. Inform other staff members working of the situation and let them know that the police have been called.
9. As with other behavioral issues, those refusing to move should not be allowed into the library for the remainder of that day, so if they try to come in, they should be asked to leave, again upon threat of removal by the police for trespassing.
10. Repeat offenders, or people who get violent or threatening, are subject to bans of increasing duration as with other situations where disturbances have been made in the library (see chart on problem behaviour).
11. If police request a timeframe for enforcing a trespass order against a customer who will not move from the entrance, one month will be the starting ban, increasing in duration with further offences (see chart on problem behaviour).
12. If you have experienced any difficulty with person(s) smoking at the entrance, (refusal to stop, abusive language, police involvement), an incident report must be filed. Email a copy of the report to all staff and be sure to include your recommendations for your supervisor for any follow-up that needs to be done in accordance with the Problem Customer Behaviour Policy.