

**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 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

By: Ottumwa Public Library Board of Trustees