

# MARY AND JOHN GRAY LIBRARY MANUAL OF POLICIES AND PROCEDURES

## I. POLICY: USE OF TOBACCO PRODUCTS IN THE LIBRARY

The Lamar University Campus is a smoke-free and tobacco-free campus. Smoking, electronic cigarettes, and the use of any form of tobacco are not allowed in the library.

<https://www.lamar.edu/faculty-staff/human-resources/policy-manual/hr-manual-sec2-10.html>

## II. PURPOSE AND SCOPE

The policy informs patrons of restrictions against the use of tobacco products on the premises of the Mary and John Gray Library.

## III. DEFINITIONS

- A. **Mary and John Gray Library:** refers to floors 1 through 7 of the library building.
- B. **Tobacco products:** include cigarettes, cigars, blunts, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff, electronic cigarettes or any other items containing or classified as such.
- C. **Tobacco use:** includes smoking, chewing, dipping, or any other ingesting, consumption, or bodily intake of tobacco products.

## IV. POLICY ROLES AND RESPONSIBILITIES

- A. Staff will ask an offender to desist with this activity. Escalation beyond this could lead to the staff asking the violator to leave the building.

## V. PROCEDURES

- A. The policy must be reviewed by the Dean's Administrative Group and approved by the Dean.

## VI. REVIEW AND RESPONSIBILITY

Responsibility Party: Circulation / Reserves; Reviewed by Dean's Administrative Group

Review Schedule: Every 3 year(s) on or before September 1.

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**VII. APPROVAL**

/Signed/	4-27-2021
DEAN'S SIGNATURE	DATE
Arne J. Almquist	Dean of Mary and John Gray Library
PRINT NAME	TITLE

**REVISION LOG**

REVISION NUMBER	DATE	DESCRIPTION OF ALL CHANGES
1	Unknown	Initial version created.
		Initial version approved.
2	02/25/2021	Policy was revised by the committee.
3	03/16/2021	Changes were made by the Dean's Administrative Group.
4	03/30/2021	Policy reviewed by the library faculty and staff.
5	04/27/2021	Policy was approved by the Dean.

[\*Date format is month/day/year]