

DRUG AND ALCOHOL FREE LIBRARY POLICY

The Library has long recognized that the non-medical use of controlled substances is hazardous to the health of the patrons and employees of the Library. Additionally, the use of alcohol by patrons is recognized as both hazardous and often illegal; and the irresponsible use of alcohol by employees is detrimental to the library environment. The illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, and the manufacture, use, possession or distribution of alcoholic beverages, marijuana and its derivatives as defined by Illinois and Federal statute, at any time, is not permitted at any library location.

"Library location" means in any library building, on any library premises, in any library-owned vehicle, or at any library-sponsored activity where patrons or employees are engaged in activities under the jurisdiction of the Library. This shall include any period of time when an employee is supervising students on behalf of a school district, or is otherwise engaged in library business.

Any employee who violates the term of the Library's drug and alcohol policy may be suspended or terminated pursuant to the rules and regulations of the Library and applicable state statutes. The Library may in its discretion refer incidents to appropriate legal authorities for prosecution when this policy is violated. Sanctions against employees shall be in accordance with prescribed library regulations and procedures. The Library's employees, as a condition of their employment agree to abide by the terms of this policy and to notify the Library, no later than five (5) days after a conviction, of any criminal drug or alcohol statute conviction for a violation occurring at a library location. The Library is or when required by law shall report such conviction to the appropriate authorities.

A patron who violates the terms of this policy may be expelled from the library location involved or any library location at the discretion of the Library and use privileges may be suspended for a specified period of time. The Library may, in its discretion, refer incidents to appropriate legal authority for prosecution when this policy is violated. Sanctions against patrons shall be in accordance with prescribed library regulations and procedures.

The Library shall obtain and make available materials from local, system, state and national anti-drug and alcohol abuse organizations and where appropriate, enlist the aid of community and state organizations with drug and alcohol information and rehabilitation programs to provide information to the Library patrons and employees.

In order to make patrons and employees aware of the dangers of drug and alcohol abuse, a notice of the Standard of Conduct imposed by this policy, and the sanctions imposed for violation of this policy, shall be distributed to all employees and

prominently posted at the Library for patrons and employees to see. Patrons, and in the case of minors, their parents shall be advised of this policy in the same manner as they are advised of the general disciplinary policies and procedures. Employees shall receive copies of the notice attached as an appendix to this policy.

The Library shall conduct a periodic review and evaluation of the measures taken by this policy to determine its effectiveness and to implement changes to the program where needed. Additionally, the periodic review and evaluation shall determine whether or not the sanctions required by this policy are consistently in force.

Fondulac District Library reserves the right to host fundraising and special events for which the library is the sole beneficiary on its premises during hours when facilities are not open to the general public. During these events, food and beverage, including alcoholic beverages, may be served and consumed on the premises at the discretion of the Library Director and Library Board of Trustees.

Revised & Updated:

August 26, 2013

NOTICE OF LIBRARY DRUG AND ALCOHOL POLICY

The Fondulac District Library has long recognized that the non-medical use of controlled substances is hazardous to the health of the patrons and employees of the Library. Additionally, the use of alcohol by patrons is recognized as both hazardous and often illegal, and the irresponsible use of alcohol by employees is detrimental to the library environment. The illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, and the manufacture, use, possession, or distribution of alcoholic beverages, marijuana, and its derivatives as defined by Illinois and Federal statute, at any time, is not permitted at any library location.

Library location means in any library building, on any library premises, in any library-owned vehicle, or at any library-sponsored activity where patrons or employees are engaged in activities under the jurisdiction of the Library. This shall include any period of time when an employee is supervising students on behalf of a school district or is otherwise engaged in library business.

Any employee who violates the term of the Library's drug and alcohol policy may be suspended or terminated pursuant to the rules and regulations of the Library and applicable state statutes. The Library may, in its discretion, refer incidents to appropriate legal authorities for prosecution when this policy is violated.

Sanctions against employees shall be in accordance with prescribed library regulations and procedures. The Library's employees, as a condition of their employment, agree to abide by the terms of this policy and to notify the Library, no later than five (5) days after a conviction, of any criminal drug or alcohol statute conviction for a violation occurring at a library location. The Library, if or when required by law, shall report such conviction to the appropriate authorities.

A patron who violates the terms of this policy may be expelled from the library location involved or any library location at the discretion of the Library, and use privileges may be suspended for a specified period of time. The Library may, in its discretion, refer incidents to appropriate legal authority for prosecution when this policy is violated. Sanctions against patrons shall be in accordance with prescribed library regulations and procedures.