

**CRAWFORD COUNTY LIBRARY  
Policy Manual**

**Policy No. 403.1**

**Subject: Warning Form for Violation of Policy No. 403**

DATE \_\_\_\_\_

NAME OF OFFENDER \_\_\_\_\_

LOCATION OF VIOLATION \_\_\_\_\_

According to Smoking/Tobacco Use on Library Premises (Policy No. 403) of the Crawford County Library, one (1) warning will be given to any offender for smoking, tobacco use or use of electronic cigarette products inside any library facility or outside on any library property. Anyone who receives one (1) warning and continues to violate Policy No. 403 will be subject to revocation of library privileges for a length of time at the discretion of the Library Board.

SIGNATURE OF EMPLOYEE \_\_\_\_\_

I acknowledge receipt of this warning:

SIGNATURE OF OFFENDER \_\_\_\_\_

**ADOPTED:** January 9, 2001

**REVIEWED:** June 12, 2014, November 13, 2014

**AMENDED:** April 13, 2006, July 10, 2014, November 13, 2014