

Circulation Rules

- PADS Specific
 - PADS clients are allowed to check out 2 items at a time. There is no limitation on the type of material that can be used. If a PADS client wishes to use the library's eBooks and eAudiobooks, standard digital rules apply.
 - MPL will order in requested items if they can be obtained through the SHARE catalog. MPL will NOT order items for PADS clients from the OCLC catalog.
- Library Policy
 - All items check out for 2 weeks. Fines vary from \$.25 a day to \$5.00 a day depending on the type of material, and date of addition to the collection. "New" materials (Orange tape or new stickers) have a fine rate double and triple the standard fine rate
 - Only the person to whom the card is issued is allowed to use said library card. Anyone else caught using the issued card will be considered fraudulent activity and the card will be revoked. Parents may give their children/spouse permission to use their card, but that permission must be entered into the computer.

Library Rules

- Library Policy
 - There is no sleeping or the appearance of sleeping allowed in the library.
 - There is no smoking on the library campus. This includes the sidewalks.
 - Drinks are permitted in the library (preferably in covered containers), but food is not unless there is an event at which the library is providing snacks.
 - Adults are allowed to browse for and check out books from the second floor, but are not allowed to stay on the second floor without a child/teen present. (The staff is a great source to use in helping find materials and may frequently ask if there is anything they can help you with).
 - Bathrooms on the second floor are limited to use by kids and the adults with them.
 - If you take items off the shelf to browse or read while at the library, please DO NOT put them back on the shelf. Instead, either place the materials in the book drop or in the Green Crates at the end of the shelves.
 - Pick up after yourself and others in your group. (Pick up and put away any toys you used, return games/pieces, put books in the crates, throw any trash away).
 - Please no shoes in/on the furniture.
 - The library staff cannot "watch" someone's "stuff". This includes computers that may be checked out.

Computer Rules

- Library Policy
 - You may ONLY use YOUR library card to check out a computer. Using someone else's card will result in both cards being revoked.
 - You may check out a computer for up to 2 hours A DAY. This may be broken up into more than one session. If you go over two hours during any session you will be charged up to \$5.00 an hour in late fees. The staff may inform you that your computer sessions for the day are done if they feel you have had more than your 2 hours.
 - If you need more time because of an online class or filling out job applications, please talk to the staff. (Time spent on the computers as part of the Day Program does not count towards your 2 hour limit.)
 - Any damage done to a computer is the responsibility of the person who checked it out.



To Get a Library Card

- PADS Specific rules
 - A PADS ID Card or a letter from the current director of pads with an authentic signature will serve as proof of residency (no photocopies will be allowed).
 - No library cards will be issued to PADS residents under the age of 13.
- Library Rules
 - If you have a previous library card with MPL it must be clear of all fines and blocks.
 - This includes transitioning from a kids/teen card to an adult card.
 - Starting late 2013/early 2014 photos will be added to the database along with card information to ensure the identity of the user.
- System Policy/State Law
 - Proof of residency (PADS ID card)
 - A state issued photo ID. (ID card, drivers license, FOID card, military ID)
 - Must be valid.
 - If you have a fine at any SHARE member library, then MPL cannot issue a card without these other cards being cleared of all fines and blocks. The client will need to talk to the library where the fine is owed to get it dismissed, forgiven, or make arrangements to pay it off.

If you have questions, concerns, or comments on this document they may be addressed to the director of either program.



Mattoon Area
P.A.D.S.

Public Action to Deliver Shelter
2017 Broadway Ave
Mattoon, IL 61938
217.234.PADS (7237)
mattoonpads@gmail.com
www.MattoonAreaPads.org



1600 Charleston Ave
Mattoon, IL 61938
217.234.2621
www.MattoonLibrary.org
FB: Mattoon Library
Tweet: Mattoon Library



About the Library

- We encourage all PADS clients to have a library card and use our resources.
 - We encourage you to participate in programs such as the Summer/Winter Reading programs, Movies in Lytle Park, etc.
- Mattoon Public Library belongs to the Illinois Heartland Library system. This system covers the southern half of the state and is the largest library consortia in North America.