



## Patron Conduct

The Mattoon Public Library aims to insure high quality, professional service to all its patrons. We wish to encourage an environment that allows patrons to read, use computers, and make use of our facilities to become active users of our library and the information and entertainment contained within. We affirm the rights of all users to be safe and comfortable within the library, and have set up these policies to ensure these rights.

### GENERAL BEHAVIOR GUIDELINES

- **ALCOHOL AND OR DRUGS:** Patrons who use alcohol or illegal drugs on library grounds will be asked to leave. Patrons who are obviously intoxicated or under the influence of strong drugs will be asked to leave.
- **BEHAVIOR:** No Loud talking or boisterous behavior (running, excessive seat changing, etc).
- **CUDDLING:** Excessive displays of affection are inappropriate behavior for the library.
- **DAMAGES:** Those who damage or deface library materials or property will be prosecuted.
- **DISTURBANCES:** Creating a disturbance by making noise, talking loudly, or engaging in other disruptive conduct is not allowed.
- **FOOD:** No food or drink may be consumed in the library (except in the meeting rooms or for library held programs)
- **INTERFERENCE:** Interfering with another person's right to use the library or with the library staff's performance of duties is not allowed.
- **PARKING:** No parking bicycles or other vehicles in a manner that blocks or hinders entry to the library.
- **SLEEPING:** Habitual sleepers, noisy sleepers and those who are sprawled on furniture or the floor in a manner that is disturbing to other persons will not be tolerated. Library users who simply doze off for a short time should ordinarily be left alone. Discretion should be used in approaching a sleeping patron. Do not touch or shake the person. Tell the individual that he or she must remain awake or the person will be asked to leave.
- **STAFF ONLY AREAS:** Patrons are not allowed to enter areas posted "Staff Only" without permission.
- **THREATS:** Threatening behavior, including, but not limited to, violence, threats of violence, and possession of weapons is not allowed.
- **TOBACCO:** Smoking and the use of tobacco products is prohibited in the library and within 15 feet of its doors.