



Patron Discipline Policy

The Mattoon Public Library is dedicated to providing access to knowledge and information through reading, writing, and quiet contemplation, providing patrons the right to use materials and services without being disturbed or impeded, and providing patrons and employees a secure and comfortable environment. The Public Library Act provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the library and providing library services and the specific power to “exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed.”

The Board of Library Trustees of the Mattoon Public Library establishes its conduct ordinance as follows:

Section 1.

A patron who engages in any activity which materially disrupts the use of library facilities, collections, or services by patrons or materially disrupts the ability of the staff to perform its duties shall cease such activity immediately upon request by library personnel.

Section 2.

In such instances involving minors, identification will be requested and the incident may be reported to the parent or guardian.

Section 3.

If, following a request, the patron fails or refuses to comply or responds to the request in an abusive fashion, he or she will be required to leave the library premises immediately for the balance of that calendar day. If he or she fails to leave, the police will be summoned.

Section 4.

Library personnel will record instances in which patrons are required to leave the library in their circulation record. Further instances in which a patron is required to leave the library premises the Director shall bar the patron from use of library premises for periods as follows:

- 2nd offense – 30 days
- 3rd offense – 1 year
- 4th offense – 10 years
- 5th offense - permanently

Parents or guardians of minors will be notified in writing after the 2nd recorded instance in which a minor is required to leave the library and advised of the consequences of any further recorded instances.

If deemed necessary the director and/or library board may modify or augment the discipline periods or actions.

Section 5.

Patrons wishing to appeal such action may do so upon written request to the Board of Library Trustees.

Section 6.

In the event a patron barred from the use of the library attempts entry to the library during any such period of exclusion, the police will be summoned and informed of the prior action.

Section 7.

In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the Director shall report to the Board of Library Trustees such conduct following prior exclusion and the Board will consider a long-term exclusion of that patron.

Section 8.

This Ordinance shall take effect immediately upon enactment and approval according to law and be in full force and effect thereafter. A copy shall be posted within three days of enactment at the library, placed in the policy binders, and on the library website for public inspection.