

Approved October 2023

Patron Conduct

The Mattoon Public Library aims to ensure 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

- **INTERFERENCE:** Interfering with another person's right to use the library or with the library staff's performance of duties is not allowed.
- **ALCOHOL AND/OR DRUGS:** Patrons who use alcohol or illegal drugs on library grounds will be asked to leave. Patrons who are intoxicated or under the influence of drugs will be asked to leave.
- **DAMAGES:** Those who damage or deface library materials or property will face consequences.
- **DISTURBANCES:** Creating a disturbance by making noise, talking loudly, or engaging in other disruptive conduct is not allowed.
- **FOOD:** No food may be consumed in the library (except in the meeting rooms or for library held programs). Drinks are permissible as long as they are covered with a lid.
- **IMPROPER ACTS:** Acts which are subject to prosecution under any criminal or civil codes are prohibited.
- **PARKING:** No parking bicycles or other vehicles in a manner that blocks or hinders entry to the library.
- **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 on library property.

MPL 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 states its policy as follows:

- If, following a request, the patron fails or refuses to comply or responds to the request in an abusive fashion, he/she will be required to leave the library premises immediately for the balance of that calendar day. If he/she fails to leave, the local authorities will be summoned.
- Should a patron be asked to leave the premises on multiple occasions, a longer leave may be put in place, at the discretion of the Library Director.