

Bed Bug Control Policy

Policy Statement

This policy outlines Patron and Library protocols for the prevention of and reaction to, potential bed bug situations in its collections and on its premises so as not to jeopardize the health and cleanliness of library facilities, collections, and users. There is no definitive way to prevent bed bugs from entering any public building.

Regulations

A. Patron Protocol

1. Library patrons must cease to borrow materials from the Library if they are experiencing a bed bug infestation in their residence.
2. Any materials returned by a patron that show evidence of live or dead bed bugs will result in immediate suspension of Library privileges for that patron and for any patrons in the same residence as the original patron.
 - a) Suspended patrons and all other household members will have their borrower status changed so that no checkouts of physical items are permitted, yet access to digital collections is allowed.
 - b) Patrons may appeal a decision to suspend privileges or the conditions placed on reinstatement by sending a written appeal to the Library Board within 10 business days of the suspension notice. This appeal should be sent to the President of the Library Board in the care of the Library Director. The decision of the Library Board is final.
 - c) Suspension will be lifted after the patron presents proof that his or her residence has been successfully treated for and eradicated of bed bugs by a licensed and accredited pest control company.
3. If a patron discovers a live or dead bed bug, bed bug eggs, bed bug nymphs, or feces or spotting associated with bed bugs in Library materials, the patron must immediately do the following:
 - a) If the materials are inside of the Library: bring the materials to a staff member and inform the staff member of the problem.
 - b) If the materials are outside of the Library and in the possession of the patron: place the materials into a sealed plastic bag. Return the sealed materials directly to a staff member and inform the staff member of the problem. Patrons must not use book drops to return materials with evidence of, or potentially containing bed bugs.
4. Patrons who self-report before or during the return process will not be held accountable for the cost of the discarded item(s).

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5. Patrons are prohibited from self-treating Library materials that are suspected to contain bed bugs. Patrons will be held responsible for any damages sustained to Library materials during an attempted self-treatment. Successfully eradicating bed bugs requires professional procedures and equipment contracted by the Library.
6. Patrons donating items to the Library must inspect materials for evidence of live or dead bed bugs before donating them. The Library reserves the right to discard or refuse materials with signs of past or present bed bug activity.

B. Library Protocol

1. Staff will routinely inspect all incoming materials, including those returned at the public desks, in the book drops, and through inter-library loan delivery, for signs that bed bugs are or have been present. These signs include live or dead bed bugs, bed bug eggs, bed bug nymphs, and feces or spotting associated with bed bugs.
2. All items identified by Library staff as potentially containing live or dead bed bugs at any stage will be promptly quarantined in a sealable plastic bag and disposed of in an outside trash receptacle.
 - a) If the items in question were found in the library, staff will inspect the items shelved or formerly shelved on either side, above, below, and behind the infested items for signs of bed bugs.
 - b) If the items in question were received from another library, staff will immediately contact the sending institution and inform them of the situation.
 - c) If the items in question were returned by a library patron, staff will inspect all other items borrowed by the patron and all other patrons in the same residence as the original patron for signs of bed bugs.
3. The Director or designee will take additional actions as necessary up to and including contacting licensed, reputable professionals for further inspection and treatment.