

OPERATIONS
Library Pest Control Policy

STATEMENT: The Library strives to prevent and contain the presence of bed bugs, other pests, and their eggs in Library facilities or on Library materials by ensuring that Library staff is aware of the prevention protocol and related procedures, and by regularly reviewing best practices to update and improve the protocol and procedures.

PURPOSE: The Library works to reduce the risk of bed bugs and other pests to staff and patrons, and will constantly monitor detection and response levels.

POLICY:

1. Library Staff Protocol
 - a. Staff will consistently inspect all incoming materials, including those returned at the Library desk and in the book drops, for evidence of bed bugs or other pests. Evidence includes live or dead bed bugs, bed bug eggs, bed bug nymphs, and feces and spotting associated with bed bugs.
 - b. Materials returned to the Red Jacket Community Library with evidence of live or dead bed bugs will be treated or discarded at the discretion of the Library. Discarded items will be considered as damaged items.
 - c. Materials with live or dead bed bugs returned by a patron will result in immediate suspension of borrowing privileges from the Library for that patron and for any patrons in the same residence as original patron. Suspension will be lifted after their residence has been successfully treated for and eradicated of bed bugs.
2. Patron Protocol
 - a. The Library recognizes that all patrons and staff have a role to play in controlling bed bugs in the community. Library patrons must cease to borrow materials from the library if they are experiencing bed bug infestations in their residences.
 - b. Patrons are prohibited from self-treating, including heating, Library materials that are known or suspected to contain bed bugs. Materials damaged by patrons attempting to self-treat the materials will be considered as damaged items.
 - c. In the event that 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:
 - If the materials are outside of the Library and in the possession of the patron: Place the materials into a sealable plastic bag and add tape to cover the sealed opening. Return the sealed materials directly to a staff member and inform the staff member of the problem. Do not use book drops to return materials suspected or with evidence of bed bugs.
 - If the materials are inside of the Library: Leave the materials where they are, get a staff member, and bring the staff member to the materials.
3. Public Donations Protocol
 - a. Donors are kindly asked to inspect materials prior to donating them to the library. Library staff will perform an intake inspection as soon as possible. The Library reserves the right to discard materials with signs of past or present bug activity.
4. Treatment of facilities for bed bugs and other pests as necessary will be managed by the Red Jacket School District. The Library Director will work with the school should treatment be required.