

OPERATIONS

Pest Control

- I. **STATEMENT** The Red Jacket Community Library (Library) strives to prevent and contain the presence of bed bugs, their eggs, and other pests in Library facilities or on Library materials.

- II. **PURPOSE** To establish pest awareness, detection, and response protocols and related procedures to prevent infestations of bed bugs or eliminate the spread of bed bugs and other pests to staff and patrons.

- III. **POLICY**
 - A. **STAFF PROTOCOL**
 1. 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.
 2. Materials returned to the 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.
 3. 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 the original patron. Suspension will be lifted after their residence has been successfully treated for and eradicated of bed bugs by a licensed and accredited pest control company. This policy also applies to staff.
 4. If it is suspected that bed bugs are inside the building including in/on library materials and/or furniture, the library will immediately close so that an inspection can take place. If the inspection is positive for bed bugs, a licensed and accredited pest control company will be contacted to treat the building.
 - a. If the library is closed due to bed bug treatment, it will not reopen until the Director is confident that we have eliminated the bed bugs and have reviewed our prevention and treatment protocols.

 - B. **PATRON PROTOCOL**
 1. 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.
 2. 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 damaged items in accordance with 400-07 Circulation and Use of Library Materials Policy.

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 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.
 - b. If a patron discovers infested material, they should leave the materials where they are, get a staff member, and bring the staff member to the materials.

C. PUBLIC DONATION PROTOCOL

1. Donors are asked to inspect materials prior to donating them to the library. Library staff will perform an intake inspection as soon as possible.
2. The Library reserves the right to discard materials with signs of past or present bug activity.

D. EMPLOYEES

1. The Red Jacket Community Library is committed to providing a safe and healthy workplace for all employees. The Library will reimburse costs to any employee whose belongings, car, or house needed to be treated for bed bugs that were transported from the library.

IV. REFERENCES

- A. Centers for Disease Control and Prevention (2024) About Bed Bugs. Available at: https://www.cdc.gov/bed-bugs/about/?CDC_AAref_Val=https://www.cdc.gov/parasites/bedbugs/faqs.html (Accessed: 26 June 2024).

Revision History	
2/20/2024	Removed school district reference.