

## **[LIBRARY LETTERHEAD]**

### **BED BUG POLICY**

#### **Purpose**

The [LIBRARY NAME] actively works toward the prevention and containment of bed bugs in all materials and on library premises. The library ensures its staff is trained in bed bug detection, containment, reporting, and treatment protocols.

The [LIBRARY NAME] pledges to:

- Reduce the risk of an infestation to staff and patrons through quarterly inspections of library facilities by a pest control company and regular inspection of library materials by staff.
- Contract only licensed, accredited, and reputable pest detection and control companies for inspection and treatment
- Review our detection, containment, testing, and treatment procedures on an ongoing basis and update these procedures according to best practices.

The [LIBRARY NAME] recognizes all patrons and staff have a role to play in controlling bed bugs in our community. All patrons, staff, and volunteers must immediately report any sighting of live or dead bed bugs or evidence of bed bugs to the Director.

#### **Staff Protocols**

- Staff will routinely inspect all incoming materials, including those returned at the Circulation Desk, in the book drops, and through interlibrary loan delivery, for signs that bed bugs are or have been present including live or dead bed bugs, bed bug eggs, bed bug nymphs, casings, and feces/spotting associated with bed bugs.
- All items identified by library staff as potentially containing live or dead bed bugs or evidence of bed bugs will be promptly quarantined and treated. After treatment, all materials will be re-inspected. Materials may be discarded at the discretion of the Director.
- Patrons will be notified by the [LIBRARY NAME] if any materials they have returned contain live or dead bed bugs or evidence of bed bugs. Library patrons experiencing a bed bug infestation in their residence will be placed on a temporary suspension from the library until after the patron presents proof that their residence has been successfully treated for and eradicated of bed bugs by a licensed and accredited pest control company.

- 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.
- If the library is closed due to bed bug treatment, it will not reopen until the Director is confident that the library has eliminated the bed bugs and has reviewed its prevention and treatment protocols.

The [LIBRARY NAME] is committed to providing a comfortable workplace for all employees. Therefore, [LIBRARY NAME] will reimburse the cost to any employee whose belongings, car, or house need to be treated for bed bugs that were transported from the library.

### **Patron Protocols**

- Library patrons must cease to use library facilities or borrow materials if they are experiencing a bed bug infestation until their residence has been successfully treated for and eradicated of bed bugs by a licensed and accredited pest control company.
- In the event that a patron discovers a live or dead bed bug, bed bug eggs, bed bug nymphs, casings, or feces/spotting associated with bed bugs in [LIBRARY NAME] materials, the patron must immediately do the following:
  - If the materials are inside of the library, bring the materials to a staff member and inform the staff member of the problem.
  - If the materials are outside of the library and in the possession of the patron, place the materials into a sealable 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 live or dead bed bugs or evidence of bed bugs.
- Patrons are prohibited from self-treating the library or library materials that are suspected to contain bed bugs.

Due to the nature of bed bug infestations, the library does not assume responsibility for possible contact with bed bugs. The library will work to minimize patron contact as much as possible and requires all patrons to notify the library of any bed bug related issues when concerning library materials.

### **Donations**

- Donors must inspect materials for evidence of live or dead bed bugs or evidence of bed bugs prior to bringing them to the library.

- Persons donating materials to the library with live or dead bed bugs or evidence of bed bugs or other pests will be prohibited from making future donations.
- The [LIBRARY NAME] reserves the right to refuse or discard materials with signs of past or present bed bug activity.

### **Ongoing Use Evaluation**

The Bed Bug Policy will be periodically evaluated in relation to the mission of the [LIBRARY NAME] by the Director and Board of Trustees. The Director and Board of Trustees may update or modify this policy as needed.

Questions or concerns regarding the [LIBRARY NAME] or this policy should be forwarded to the Director.

ADOPTED by the [LIBRARY NAME] Board of Trustees \_\_/\_\_/2020