



## **PEST MANAGEMENT POLICY**

This policy outlines Pioneer Library System's (the System) protocols for prevention of, and reaction to, potential pest situations in libraries (including, but not limited to bed bugs) in materials and libraries across the system. Pioneer Library System actively works toward the prevention and containment of pests in all materials transferred between libraries. Pioneer Library System will update procedures according to best practices.

### **Response Protocol and Procedures**

We ask that member libraries' staff immediately report any sighting of live or dead pests associated with infestations to the Deputy Director at the System.

Any materials found in delivery that show evidence of live or dead pests will result in Pioneer Library System contacting the originating library to notify them of the issue.

A prompt quarantine will take place of all items identified by Pioneer Library System staff as potentially containing live or dead pests in any stage. Staff will immediately place any item suspected of containing live or dead pests into a sealed Ziploc bag. Staff will clean any surface suspected of coming into contact with the item with 90 proof alcohol.

### **Bed Bug Specific Treatment**

Treatment of materials with minor or suspected signs of bed bugs will include a decontamination process in a specialized heat treatment system that adheres to industry standards and is specifically designed to kill bed bugs. A bed bug response kit including Ziploc bags, alcohol, and a specialized heat treatment system will be kept at Pioneer Library System.

The Pioneer Library System will periodically inspect items in delivery, delivery bins, and delivery vehicles for the presence of bed bugs to help identify and reduce the risk of spreading bed bugs in libraries.

If a member library suspects they have a bed bug infestation, they will be required to notify Pioneer Library System immediately. After notification, Pioneer Library System will establish a temporary suspension on materials sent to and received by the member library. The temporary suspension will include:

- Library items being set to "Not Holdable" in Evergreen to prevent materials from being targeted to fill patron hold requests.

- The library location will be “Blocked” as a pickup location for patron holds.
- In-transit member library items will be held at the System until the bed bug infestation is eliminated.

The temporary suspension enacted by this policy on a member library will expire after the member library presents proof to the Deputy Director of the System that their facility has successfully treated and exterminated bed bugs using a licensed and accredited pest control company.

If a member library discovers an item in delivery that they suspect of containing live or dead bed bugs, they will follow the response protocol above, placing the item into a Ziploc bag immediately. The heat treatment system may be borrowed from the System. Staff will mark the item as damaged and report the suspected contamination to the System by [by](#) emailing the Deputy Director. Staff may not send the item through delivery until the item has been treated and a bed bug investigation has been conducted and resolved.

#### Other Pest Treatment

Bed bugs are often cited as the primary pest appearing in library collections. However, situations involving insects, rodents, or other potential damaging infestations will be handled by following the policy as outlined above with treatment methods specific to the pest.

*Amended: February 10, 2021*

*Adopted: December 12, 2018*