

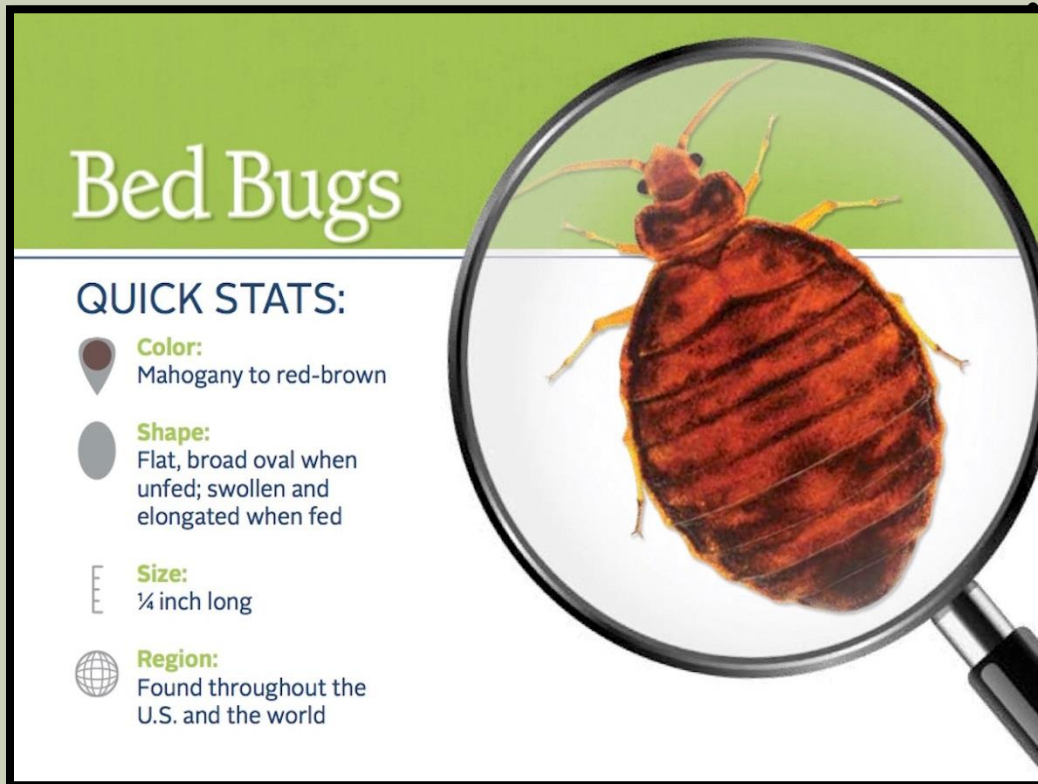
# BED BUGS

Policy and  
Procedure



[https://commons.wikimedia.org/wiki/File:Bed\\_bug,\\_Cimex\\_lectularius.jpg](https://commons.wikimedia.org/wiki/File:Bed_bug,_Cimex_lectularius.jpg)

# MEET THE BED BUG



**Bed Bugs**

**QUICK STATS:**

- Color:** Mahogany to red-brown
- Shape:** Flat, broad oval when unfed; swollen and elongated when fed
- Size:** ¼ inch long
- Region:** Found throughout the U.S. and the world

<http://www.pestworld.org/pest-guide/bed-bugs/bed-bugs/>

Six months after the introduction of one mated, female bed bug into a location, an infestation scenario could look something like this:

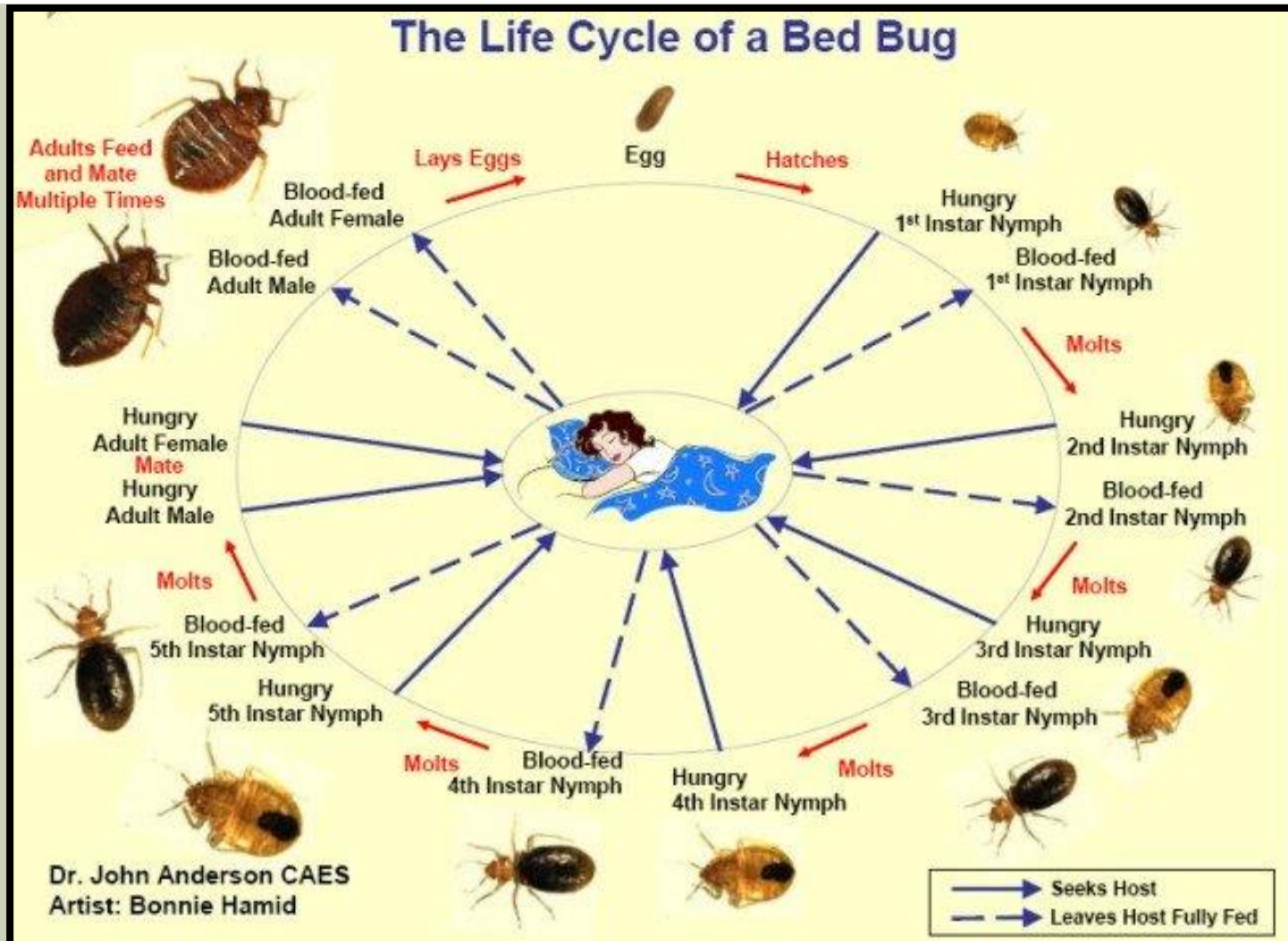
- 121,409 nymphs
- 7,848 adults
- 169,490 bites

Other information to know:

- Female bed bugs will lay between one and five eggs a day.
- Eggs hatch in 6-15 days, depending on the temperature.
- Each developmental stage lasts about 1 week.
- Six weeks after hatching, a female could be ready to mate and start the cycle again.

**Bed bugs are not known to transmit diseases to humans.**

# MEET THE BED BUG



# IS IT A BED BUG?



Baby German Cockroach



Bed Bug

Bat Bug

- Bed bugs can look very much like baby German cockroaches or bat bugs.
- If the bug you are looking at is dark brown/black with a lighter spot, it is a German cockroach.
- Bat bugs have more and longer hair than bed bugs, but this will be very difficult to see with the naked eye.
- If you find any of these bugs in an item, or any other bugs that are suspicious, follow the bed bug procedures.

Photo Credits:

<https://www.alliancepestservices.com/bat-bugs>

[http://www.rosepestcontrol.com/german-cockroach-pest\\_library-28.php](http://www.rosepestcontrol.com/german-cockroach-pest_library-28.php)

# 6 STEPS OF A BED BUG INTRODUCTION

1. Identification of a bed bug or bug damage
2. Quarantine
3. Inspection
4. Treatment
5. Follow-up with patron (including suspension of privileges, if applicable)
6. Reinstatement of privileges

# STEP 1: IDENTIFICATION

There are several scenarios staff might encounter:

- Items with live bugs returned at the counter, where the bugs are discovered at the check-in desk or front desk
- Items with live bugs returned in the book drop, possibly overnight
- Items with damage (or dead bugs), where the damage is discovered at the check-in desk or front desk
- Items with live bugs discovered after check in, where they have made it onto a book cart or the shelf
- Items with damage (or dead bugs) discovered after check in, where they have made it onto a book cart or the shelf
- Furniture found with live or dead bugs or bed bug skins

# STEP 1: IDENTIFICATION CONT'D

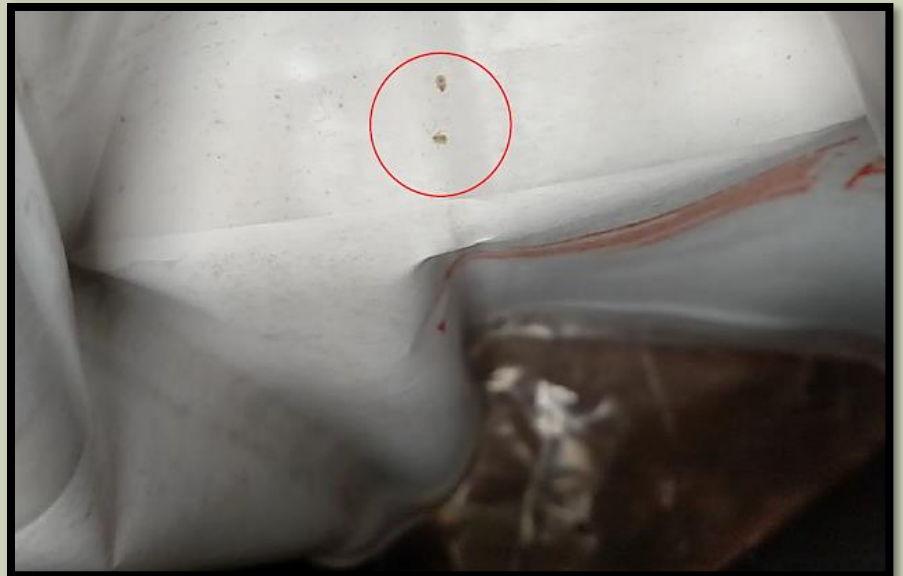
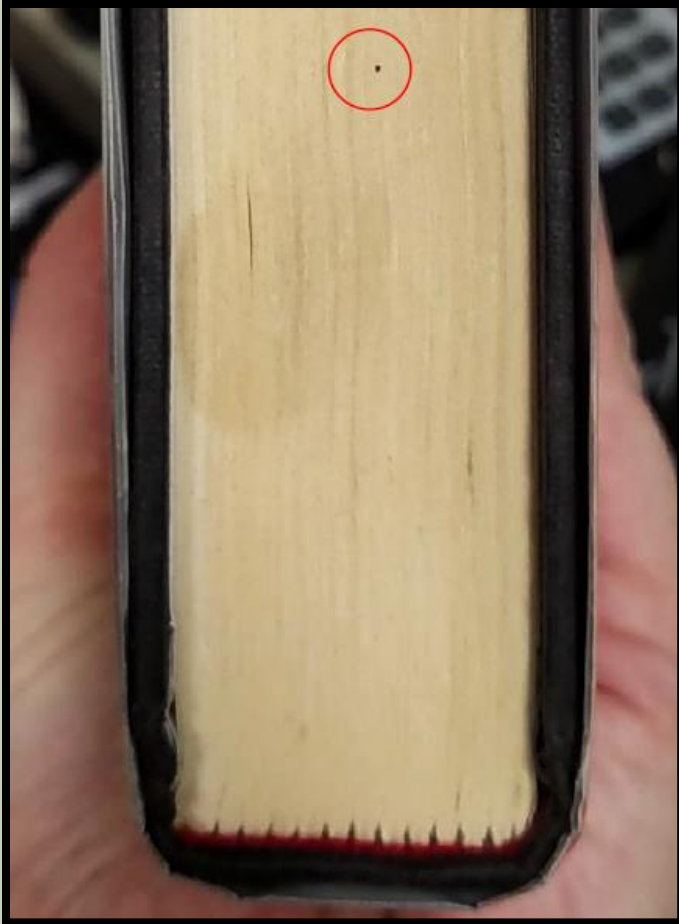
## Examples of bugs and damage in books:

Look for live or dead bugs, blood spots/smears, feces (small black dots), and shed skins



[http://bedbugschicago.blogspot.com/2014\\_03\\_01\\_archive.html](http://bedbugschicago.blogspot.com/2014_03_01_archive.html)

# MORE EXAMPLES OF BED BUG DAMAGE





# STEP 2: QUARANTINE

- If you find evidence of bed bugs in an item, immediately double bag the item with plastic bags (found on the top shelf in check-in area). Make sure the bags are sealed tightly. **DO NOT MOVE THE ITEM** as you risk having bugs fall off onto the floor or other surfaces.
- Spray down the area where bugs/evidence were found (counter, book drop bin, floor around the area, etc.) with EcoRaider Bed Bug Killer. There is a bottle of this at each desk. The spray is non-toxic but kills all stages of bed bug life immediately.
- Cont'd on next slide...

# STEP 2: QUARANTINE CONT'D

- Fill out a damage form with the date and your initials. If the item has already been checked in, be sure to add the name of the patron who returned it, if known. (See example on next slide). Tape the form to the outside of the bags.
- Change the item status in KOHA to “Workroom.”
- Inform the LOD that you have found evidence of bugs, they can help you follow the procedures and make sure everything is quarantined correctly.

# EXAMPLE OF DAMAGE FORM

Mismatched Items, Damaged Items, & Items With Missing Pieces		
Check-In	Follow-up	Additional Comments
<input type="checkbox"/> Missing Piece:	<input type="checkbox"/> Borrower John A. Doe	Example
<input checked="" type="checkbox"/> Damaged Dead bugs and blood smears.	<input type="checkbox"/> Phone	
<input type="checkbox"/> Mismatch	<input type="checkbox"/> Guardian	
<input type="checkbox"/> Other	<input type="checkbox"/> Date	
	<input type="checkbox"/> Initials	
	<input type="checkbox"/> 1st Contact:	
	Date: _____ Time: _____	
	Spoke With: _____	
	<input type="checkbox"/> 2nd Contact:	
	Date: _____ Time: _____	
	Spoke With: _____	
<input type="checkbox"/> <u>ejs</u> Initial	<input type="checkbox"/> Horizon: Comment/Change Status <input type="checkbox"/> Add Fee	
<input type="checkbox"/> <u>5-15-17</u> Date	<input type="checkbox"/> Barcode #	
	<input type="checkbox"/> Item Information Title:	
	Created: _____ Item Type: _____	
	Price: \$ _____ Number of Checkouts: _____	

## STEP 2: QUARANTINE CONT'D

- Use the chart on the next slide to determine if more items need to be inspected and/or bagged. This chart will be posted at check-in.
- When checked-in items come up on hold for Workroom Card, immediately follow the above quarantine procedure.
- Brenda will send a letter to the patron informing them of the situation. Items with obvious damage that will cause us to throw the item away will be charged to the patron's account as soon as possible. These items will be discarded immediately after the letter is sent to minimize the risk of spreading the bugs around the library.
- Items that might be saved will be treated in the bed bug oven.

# STEP 2: QUARANTINE CONT'D

Where evidence is found

## Type of Evidence

	Live Bugs	Dead Bugs, Damage, or Skins
<b>Front Desk</b> (Items are handed to you by the patron)	Quarantine all items returned by that person/family (everyone at the same address).	Quarantine all items returned by that person/family (everyone at the same address).
<b>Check-in desk</b>	Quarantine all items returned by that person/family (everyone at the same address). Inspect all items in the bin; quarantine suspicious items. Also check drive-thru bins if items were returned there.	Quarantine all items returned by that person/family (everyone at the same address). Inspect all items in the bin; quarantine suspicious items. Also check drive-thru bins if items were returned there.
<b>Book Drop</b> (Inside or drive-thru drops)	Quarantine everything in the book drop – bugs may have transferred to other items.	Inspect everything in the book drop, quarantine suspicious items.
<b>Book Cart or Shelf</b>	Inspect everything on cart or shelf, quarantine suspicious items.	Inspect everything on cart or shelf, quarantine suspicious items.
<b>Furniture</b>	Let supervisor or LOD know immediately. Quarantine in place; do not move furniture.	Let supervisor or LOD know immediately. Quarantine in place; do not move furniture.

# TALKING POINTS FOR DISCUSSING WITH PATRONS

If you find evidence of bugs while the patron is still standing at the desk (i.e. watching you check in their items), be prepared to address the situation:

- Have the patron step aside with you and discreetly tell them it looks like there may be bed bugs or bed bug damage in the items.
- Ask if they have had any problems with bed bugs in their home, or if they may have neighbors with a bug problem (if they live in multi-family housing).
- Explain that in order to maintain the health and safety of the library's materials and other patrons, borrowing privileges will need to be suspended until they can provide a receipt or letter stating their home has been inspected or treated.
- Inform the patron they may be charged if there is damage to materials.
- If you're uncomfortable having this conversation or the patron becomes angry, get an LOD for help.

# STEP 3: INSPECTION

- Brenda and/or other staff will inspect the items to determine if there is permanent damage, or if treating the items in the bed bug oven will be sufficient.
- Check inside covers, between pages, and under book jackets or DVD covers.
- Items with permanent damage that will need to be thrown away will be charged to the patron's account as soon as possible.
- Brenda will send a letter to the patron explaining the situation.

# STEP 4: TREATMENT

- Everyone will be trained on using the bed bug oven. A different person or small group will be assigned each month to running the bed bug oven when the need arises.
- It can take several hours for the oven to get hot enough, so make sure you check on it periodically. It needs to be at least 122 degrees for 1 minute to kill all bed bug life. Don't start items in the oven less than 4 hours before closing.
- Be sure the oven is unplugged before the library closes.
- There is an instruction booklet kept on the counter next to the oven. Please read through it and use it if you have questions, or ask Elle.



# STEP 5: FOLLOW UP WITH PATRON AND STEP 6: REINSTATEMENT OF PRIVILEGES

- Treated items will be carefully inspected again for damage before returning them to the collection. Any that are found to be permanently damaged will be charged to the patron.
- A damage letter will be sent to the patron informing them of the damaged items and the total charges.
- As soon as the patron brings in a letter or receipt from a pest control company stating their home has been inspected and/or treated for bed bugs, their borrowing privileges can be restored.

Please let the LOD know when this happens.

# FINAL TIPS

- Remember to be discreet and polite if you need to speak to a patron about bed bugs. Bed bugs can be **anywhere** and **anyone** can get them!
- If you are ever worried about bringing bugs home with you, put your clothes in the dryer on high for one hour as soon as you get home to kill all stages of bed bug life.
- Remember to be on the lookout for signs of bugs when you are working at the check-in desk or front desk. Look inside covers and between pages. Even a small dot on the page edges can be evidence of worse damage inside the book.
- If in doubt about an item, bag it! It's better to be over-careful than to miss bugs and have them end up on the shelf where they can spread to other items.