

# Harrison Township Public Library

## Bed Bug Control Policy

### Policy Statement

Facing the challenge of bed bugs is now an ongoing challenge for all facilities open to the public. There is no definitive way to prevent bed bugs from entering any public building. The Library will take all reasonable steps to mitigate the threat posed by bed bugs. This policy outlines Library protocols for prevention of, and reaction to, potential bed bug situations in its collections and on its premises.

### Regulations

1. Library patrons must cease to borrow materials from the Library if they are experiencing a bed bug infestation in their residence.
2. Any materials returned by a patron that show evidence of live or dead bed bugs will result in immediate suspension of Library privileges for that patron and for any patrons in the same residence as original patron. Suspension will be lifted after the patron presents proof that his or her residence has been successfully treated for and eradicated of bed bugs by a licensed and accredited pest control company.
3. 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:
  - A. If the materials are inside of the Library: bring the materials to a staff member and inform the staff member of the problem.
  - B. 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. Patrons must not use book drops to return materials suspected or with evidence of bed bugs.
4. Patrons are prohibited from self-treating Library materials that are suspected to contain bed bugs. Patrons will be held responsible for any damages sustained to Library materials during an attempted self-treatment. Successfully eradicating bed bugs requires professional procedures and equipment contracted by the Library.
5. Patrons donating items to the Library must inspect materials for evidence of live or dead bed bugs prior to donating them. The Library reserves the right to discard materials with signs of past or present bed bug activity.

## Procedure

1. Staff will routinely inspect all incoming materials, including those returned at the public desks, in the book drops and through inter-library loan delivery, for signs that bed bugs are or have been present. These signs include live or dead bed bugs, bed bug eggs, bed bug nymphs, and feces and spotting associated with bed bugs.
2. All items identified by Library staff as potentially containing live or dead bed bugs in any stage will be promptly quarantined in a sealable plastic bag.
3. Senior staff will make a determination whether to discard or treat the items.
4. If the items are treated, they will be re-inspected after treatment.
5. Staff will inspect the items shelved or formerly shelved on either side, above, below, and behind the infested items for signs of bed bugs.
6. If the items in question were received from another library, staff will immediately contact the sending institution and inform them of the situation.
7. If the items in question were returned by a library patron, staff will inspect all other items borrowed by the patron and all other patrons in the same residence as the original patron for signs of bed bugs.
8. Library management will take additional actions as necessary up to and including contacting licensed, reputable professionals for further inspection and treatment.

Approved: February 8, 2016 Harrison Township Public Library Board of Trustees