



Bedbug, cockroach, and other infestations policy

So as not to jeopardize the health of all Library users and to maintain cleanliness and safety of its facilities and collections, the Flenniken Public Library Board of Directors has adopted the following protocols regarding potential bed bug, cockroach, lice and other infestation situations in its materials and on its premises.

Prevention Protocol and Procedures

The Flenniken Public Library recognizes all patrons and staff have a role to play in controlling bed bugs, cockroaches, and other infestations in our community. All patrons and staff must immediately report any sightings of live or dead bugs or other infestations to library staff or the library director.

Staff Protocol

Staff will routinely inspect all incoming materials, including those returned at the public desk, in the book drop and through inter-library loan delivery, for signs that bed bugs, cockroaches, or other infestations are or have been present. These signs include live or dead bugs, bug eggs, bug nymphs, and feces and spotting associated with bugs.

Materials returned to the library with detected presence of live or dead bed bugs, cockroaches, or other infestations will be treated or discarded at the discretion of the library director.

All items identified by Library staff as potentially containing live or dead bugs, cockroaches, or other infestations in any stage will be promptly quarantined. Items with minor or suspected signs will be promptly treated as appropriate. After treatment, all materials will be re-inspected.

Patron Protocol

Library patrons must cease to borrow materials from the Library if they are experiencing a bed bug, cockroach, or other infestation in their residence.

In the event that a patron discovers a live or dead bug, bug eggs, bug nymphs, or feces or spotting associated with bugs in Library 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 in 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 suspected or with evidence of bed bugs, cockroaches, or other infestations.

- Patrons are prohibited from self-treating Library materials that are suspected to contain bed bugs, cockroaches, or other infestations.
- Patrons will be held responsible for any damages sustained to library materials during an attempted self-treatment.

Suspension and Reinstatement

If a patron returns library materials on two separate occasions or has two or more items on one occasion that show evidence of infestation, the patron and all other members of his or her household could face an immediate suspension of the Library. Said patrons could be denied entrance into any Flenniken Library location and have their borrower classification changed so that no checkouts of tangible items are permitted. Access to digital collections shall be maintained.

Once the patron is able to provide the Library Director with written proof that his or her residence has been treated, re-inspected, and that the bug infestation has been eradicated, library privileges will be restored. The documentation must come from a licensed pest control company or the patron's landlord. It must list the address of the residence treated and provide contact information for additional follow-up if needed.

Right of Appeal

Patrons may appeal a decision to limit or suspend privileges or the conditions placed on reinstatement by sending a written appeal to the Library Board within 10 business days of the suspension notice. This appeal should be sent to the President of the Library Board in care of the Library Director. The decision of the Library Board is final.

Public Donations Protocol

Donors must inspect materials for evidence of live or dead bugs, cockroaches, or other infestations prior to donating them to the library.

The Flenniken Library reserves the right to discard materials with signs of past or present bed bug, cockroach, or other infestation activity.