



Pest Control Policy

Created 6/27/2017

Prevention

The Bullitt County Public Library actively works toward the prevention and containment of pests, including rodents and insects of all kinds, in the Library and library materials. Staff members are trained on pest prevention, containment, and elimination procedures and act quickly to eliminate any known issues in the Library. An inspection or treatment may be ordered at any time deemed necessary by the Library Director.

In following prevention techniques, the Library will ensure that:

- Ongoing monitoring is in place to ensure prompt and appropriate response;
- Proactive measures are taken to reduce the risk to staff and patrons;
- Qualified pest control companies are contracted to work in our facilities;
- Procedures and policies are reviewed regularly to ensure they remain current and consistent with best practices;
- Staff are kept informed of best practices for pest prevention and response and are actively engaged in reducing the risk of infestation.

All materials are inspected and cleaned when returned to the Library. Any item exhibiting signs of bugs of any type, including bed bugs and roaches, is immediately treated or discarded. Items to be treated are placed in a plastic bag or container and sealed. The items are then placed in a special heater designed for bug treatment and heated to a recommended high temperature for a time long enough to kill the pests. After treatment, staff will inspect the items to determine if they can be saved or must be discarded. Items containing bug stains of any kind are not salvageable and must be discarded. Damaged and discarded items are charged to the borrower at replacement value. Items deemed to be in good condition are cleaned and returned to circulation.

Library staff will routinely inspect all areas of the library including furniture, stacks and carpeted areas for signs of infestation of pests, including rodents and insects of all kinds. Any signs of suspected infestation detected by staff or reported by library patrons will be promptly reported to the Library administration for further inspection and response.

If a patron finds a bug or pest in library materials, the Library asks that the patron immediately place the library material(s) in a plastic bag with a white sheet of paper and seal it as tightly as possible. Re-sealable "Ziploc" type bags are recommended and patrons are asked to seal the bag opening with tape

to ensure secure closure. We ask that the patron return the material to the Library in the sealed bag and notify staff of the problem when the material is returned. We ask that the patron does not use book drops or return bins at lending for materials with possible issues, but hands them to staff. Materials will either be treated or discarded at the Library's discretion.

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.

Patrons wishing to donate material to the Library are kindly asked to inspect materials prior to donating them to the library and to deliver them to the loading dock or leave them outside for inspection. Library staff will perform an intake inspection as soon as possible. The Library reserves the right to discard materials with signs of past or present bug activity.

Pests in Library Materials

In order to keep the Library a safe place for all patrons to borrow materials, patrons who return items with obvious signs of pests may have borrowing privileges suspended. The following procedures will be followed for all library users:

First Occurrence

The first time a borrower returns materials with signs of bugs, staff will:

- Speak with the patron about what was found in the materials in a non-confrontational and confidential manner. Show them the materials and bugs whenever possible.
- Suggest ways the patron can address the issue (keeping materials in closed containers at all times when not being used, inspect them before return, talk with landlord or management if they live in a congregate living facility, etc.)
- Offer information about bug treatment options.
- Explain that no more than three items may be checked out on the patron's account as well as each individual connected accounts at any given time until the patron provides to the Library Director proof of treatment such as a bill from an exterminator or a notice of treatment from a landlord. Or, if no other signs of bugs are found in returned materials for a period of three months, the Library Director, upon request by the patron, may reinstate full borrowing privileges. Further sightings at any time will be considered a second occurrence, even if privileges have been reinstated.
- Explain that if bugs or signs of bugs are found in returned materials again, borrowing privileges for the patron's account and all connected accounts may be suspended until the patron can demonstrate that their home has been treated.

- Complete an incident report to be filed in the Library Director's office.
- Note the problem on the patron record.

Second Occurrence

The second time a borrower returns materials with signs of bugs, staff will:

- Speak with the patron about what was found in the materials in a non-confrontational and confidential manner.
- Show them the materials and bugs whenever possible.
- Suspend all borrowing privileges by placing a block on the patron's account as well as each individual connected account.
- Explain that borrowing privileges have been suspended until the patron provides to the Library Director proof of treatment such as a bill from an exterminator or a notice of treatment from a landlord.
- Complete an incident report to be filed in the Library Director's office.
- Note the problem on the patron record.