

Bed Bug Policy

Bed bugs are an increasing problem worldwide, although they do not pose a hazard to human health. While they are mostly found where people sleep – such as dorms, hotels, and apartments – they can occasionally appear in library materials.

The Library works to prevent, contain, and eliminate bed bugs and other pests in all library materials and on library property through ongoing monitoring, prompt reporting of all sightings, and the immediate destruction of any discovered bed bugs and bed bug eggs. In order to accomplish this, the Library has set forth this policy and related procedures.

The Library will:

- Take proactive measures to reduce the risk to staff and patrons;
- Consistently monitor library materials and facilities to provide a prompt and appropriate response;
- Contract with qualified pest control companies to work in the Library facilities; and
- Review related policies and procedures regularly to ensure they remain consistent with best practices.

In the event a patron discovers a bed bug or evidence of bed bugs in library material, they should do the following:

- If the material is still in the library, leave it where it is, inform a library staff member, and bring the staff member to the material.
- If the material is not in the library, the items should immediately be put into a sealable plastic bag (such as a Ziploc bag) and then the bag should be sealed and the seal reinforced with tape. Return the items directly to library staff and inform them of the issue; do not return the material to a book drop.
- Patrons should not attempt to treat library materials with known or suspected bed bugs themselves. The patron will be responsible for any damage to library materials resulting from self-treating.

If a patron discovers that their home or work has a bed bug problem, they should refrain from borrowing library materials until the problem has been dealt with. If they currently have library materials in the infested area, they should call the library to discuss what should be done with the material. The Library understands that bed bugs can be a sensitive issue and will work with the patron to find a resolution.

Guidelines for directors and trustees:

- Train your staff to recognize and handle bed bug infested materials.
- Have a plan in place should your library, or a large portion of the library, become infested.
 - What company will you use?
 - Will you close the library?

SENECA FALLS LIBRARY POLICY MANUAL

- At what point will you notify the public?
- The Library should regularly (quarterly, semi-annually, annually, or however often the Library deems it necessary) have the facilities inspected by a qualified pest control company.

Guidelines for library staff:

- Keep sealable plastic bags (such as Ziploc bags) in various sizes near the areas where library materials are checked in.
- Staff should routinely inspect all areas of the Library including furniture, stacks, and carpeted areas for signs of bed bugs.
- Staff should inspect all incoming material for bed bugs or evidence of bed bugs, such as eggs, nymphs, adult bed bugs, or feces.
- Any material discovered or strongly suspected of being infested should be treated in the hot box provided by FLLS. If the item cannot be treated immediately, seal it in a plastic bag. If the item is large, such as a chair, FLLS has a large hot box that can be sent in delivery.
 - If the material does not belong to your library, contact the owning library before treating.
 - Do NOT send infested items in the delivery. Doing so could potentially spread the infestation to the rest of the system.
 - The patron who returned the infested material should be contacted immediately. This is a highly embarrassing situation for people, so be sensitive and discreet and maintain confidentiality.
- The hot box provided by FLLS will kill ants, bed bugs, cockroaches, dust mites, scabies, lice, moths and carpet beetles. Please follow the instructions closely that were provided with the hot box to make sure the proper temperature is reached for the destruction of pests.
- Do not simply discard any infested materials, as this can spread the infestation. Even if the material is to be discarded, it should be properly treated in the hot box prior to disposal.

Approved Sept. 16, 2019