

# **North Madison County Public Library System**

## **Pest Control Prevention and Response Policy**

North Madison County Public Library System takes a proactive approach to protect our patrons, staff and facilities from unwanted pests. This policy outlines our prevention and response procedures.

### **Staff Procedures**

#### **1. Library Facilities:**

Staff will routinely inspect all areas of the Library including furniture, book shelves and carpeted areas for signs of infestation. Any signs of suspected infestation detected by staff or reported by Library patrons will be promptly reported to Library management for further inspection and response.

Any localized areas identified during ongoing monitoring will be treated individually; methods of treatment will be determined based on the size and nature of the area affected. To further control infestations, licensed pest professionals will inspect and spray each facility for all pests except bed bugs at least once every 90 days. Once a month a licensed pest professional will inspect and spray each facility for bed bugs.

#### **2. Library Materials:**

Staff will place all incoming library materials, including donations, in a special heater for at least one hour at a temperature of 130 degrees. The heating process will kill ants, cockroaches, fleas, bed bugs and several other pests. If an item is obviously infested, it will immediately be placed in a zip locked bag before placing it in the heater. After the items have been heated, staff will inspect each item for any pest evidence. If an item is suspect, a manager will work to determine if it is a pest and what type. Any item with severe pest infestation evidence will be marked as damaged and the Library's Circulation Policy for damaged materials will be followed.

### **Library Patron Procedures:**

Materials with live or dead cockroaches or bed bugs returned by a patron will result in immediate suspension of North Madison County Public Library System privileges for that patron and for any patrons in the same residence as original patron. Suspension will be lifted after the patron presents proof in writing that his or her residence has been successfully treated for and eradicated of cockroaches and/or bed bugs by a licensed and accredited pest control company. Upon request, educational material on pest control will be provided.

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:

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 into a zip locked 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.

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.

### **Public Donations Procedures**

Donors must inspect materials for evidence of live or dead pests prior to donating them to any of the three facilities of the North Madison County Public Library System.

North Madison County Public Library System reserves the right to refuse donation of materials with signs of past or present pest activity.