

PHILLIPS FREE LIBRARY BED BUG POLICY

This policy outlines Phillips Free Library protocols for the prevention of, and reaction to, potential bed bug situations in its materials and on its premises. Phillips Free Library actively works toward preventing and containing bed bugs and bed bug eggs in all materials, and on library premises. Phillips Free Library ensures its staff is trained in bed bug detection, containment, elimination and prevention, and regularly examines and updates its procedures according to best practices.

Phillips Free Library works proactively to:

- Reduce risk to staff and patrons.
- Monitor our detection, testing and response levels on an ongoing basis.
- Contract only licensed, accredited, and reputable pest detection and control companies.

Prevention Protocol and Procedures

Phillips Free recognizes all patrons and staff have a role to play in controlling bed bugs in our community. Staff must immediately report any sighting of live or dead bed bugs to the director.

Staff Protocol

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.

Materials returned to the Phillips Free Library with the detected presence of live or dead bed bugs will be treated or discarded at the discretion of the Library. Discarded items will be considered as damaged items under the Damaged Materials Policy.

All items identified by Library staff as potentially containing live or dead bed bugs in any stage will be promptly quarantined. Items with minor or suspected signs will be promptly placed in a specialized heat treatment system that adheres to industry standards and is specifically designed to kill bed bugs. After treatment, all materials will be re-inspected.

Phillips Free Library will have its premises inspected every three months by a professional pest control company. The company will provide a written result of the inspection.

Any materials returned by a patron that show evidence of live or dead bed bugs will result in immediate suspension of Phillips Free Library privileges for that patron and for any patrons in the same residence as the original patron. The 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.

Patron Protocol

Phillips Free Library can revoke the library privileges of patrons who are experiencing a bed bug infestation in their residence; this cancellation of privileges includes borrowing materials and visiting the library. The director will notify the patron in a letter.

The following are the necessary guidelines in case a patron discovers live or dead bed bug, bed bug eggs, bed bug nymphs, or feces or spotting associated with bed bugs in Phillips Free materials:

- If the materials are inside 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 sealable plastic bag. (One book per gallon-sized 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 to Library materials during an attempted self-treatment. Successfully eradicating bed bugs requires professional procedures and equipment contracted by the Library.

Public Donations Protocol

Donors must inspect materials for evidence of live or dead bed bugs before donating them to Phillips Free Library.

Phillips Free Library reserves the right to refuse or discard materials with signs of past or present bed bug activity.

Originally adopted June, 2018

Amended and reapproved on March 18th, 2024 by the Phillips Free Library Board of Trustees