

BED BUGS AND PESTS

I. Policy Statement

Facing the challenge of bed bugs and other pests is now an ongoing challenge for all facilities open to the public. There is no definitive way to prevent pests from entering any public building. The Bad Axe Area District Library ("Library") will take all reasonable steps to mitigate the threat posed by bed bugs and other pests. This policy outlines Library protocols for prevention of, and reaction to, potential bed bug or pest situations in its collections and on its premises.

II. Regulations

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

B. Any materials returned by a patron that show evidence of a bed bug or other pest infestation will result in immediate suspension of privileges to borrow tangible items from the Library and the privilege to enter the Library building for that patron and any patrons in the same residence. Patrons will still be permitted to access any electronic databases and electronic borrowing from any off-site location.

C. In the event that a patron discovers evidence of pests, a live or dead bed bug, bed bug eggs, bed bug nymphs, feces or spotting associated with bed bugs in Library materials, the patron must immediately do the following:

1. If the materials are inside of the Library, the patron must bring the materials to a staff member and inform the staff member of the problem.
2. If the materials are outside of the Library and in the possession of the patron, the patron must place the materials into a sealable plastic bag and add tape to cover the sealed opening. 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 or other pests.

D. Patrons are prohibited from self-treating Library materials that are suspected to contain bed bugs or other pests. Patrons will be held responsible for any damages sustained to Library materials during an attempted self-treatment. Successfully eradicating bed bugs or other pests requires professional procedures and equipment contracted by the Library.

E. Patrons donating items to the Library must inspect materials for evidence of pests and live or dead bed bugs prior to donating them. The Library reserves the right to discard materials with signs of past or present pest or bed bug activity.

III. Violations and Appeal

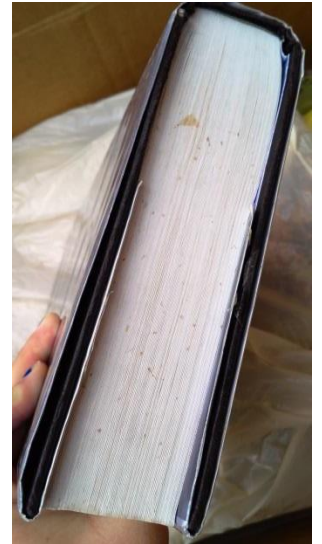
Patrons will be notified (in writing if possible) if they are in violation of this Policy and will be suspended until the patron presents proof that his or her residence has been successfully treated for and eradicated of bed bugs or other pests by a licensed and accredited pest control company.

IV. 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 Bad Axe Area District Library Board ("Library Board") within 10 business days of the date of the decision. The appeal should be sent to the Chair of the Library Board. The decision of the Library Board is final.

Procedure for Library Staff

1. What to check:
 - A. Check the edges of the pages.
 - B. Fan through the pages.
 - C. Check under any dust jackets/covers, including the parts folded into the book.
 - D. Check the corners of the spine of hardcover books.



1. What to look for:
 - A. Black or rusty colored spots and smears along page edges; these are signs of bed bug feces.
 - B. Bugs or parts of bugs, especially smashed bugs inside the front cover or back cover and underneath the dust jacket. Adult bed bugs are dark reddish-brown, flat and oval shaped with visibly segmented abdomens, and are about 4-6 millimeters long; about the size of a pencil eraser. They are often compared to the size and shape of apple seeds. Nymphs are smaller and more pale or translucent. Eggs are oblong and pearly-white and about the size of a pinhead.



2. What to do when you find signs of infested library material:

C. Bugs, bug skins, stains or other signs of pests in returned library materials:

- i. Double bag the materials in Ziploc bags, or garbage bags if the items are too large for Ziploc bags. This prevents any live bugs from spreading.
- ii. If the patron returned other materials along with the affected items, bag those as well.
- iii. Inspect all nearby items for bed bugs or other pests, or bag them to be inspected at a later time.
- iv. Spray all surfaces the items came in contact with (counter, bins, book return, etc.) with isopropyl alcohol to kill any live bugs or nymphs.
- v. Keeping the bags sealed, label the bags with patron name, card number, and date. Place the bagged items in a sealed container.
- vi. Inform the director immediately.
- vii. Change the patron's account type to stop further borrowing with the following note: "Borrowing restricted until further notice; please consult the library director for further information."

- viii. If the patron attempts to borrow items or questions what is going on, please refer them to the library director and give them the director's business card. If the patron presses for further information simply state: "We noticed some of the items you returned have some damage. We ask that you please speak to the library director about this matter."
 - ix. Pull the patrons borrowing history to the extent possible and inspect previous loans for signs of pests.
- D. Bugs, bug skins, stains or other signs of pests in library materials from the shelves:
- i. Double bag the materials in Ziploc bags, or garbage bags if the items are too large for Ziploc bags. This prevents any live bugs from spreading.
 - ii. Inspect all other materials on the same shelf, the shelf above, the shelf below, the shelves on either side, and the shelves opposite where the contaminated book was found, if any.
 - iii. Clear the shelves of materials and spray them with isopropyl alcohol to kill any live bugs or nymphs.
 - iv. Keeping the bagged items sealed, label bags with date, the shelf the materials were found on, and place the bags in a sealed container.
 - v. Inform the director immediately.
 - vi. Pull the materials' circulation records to the extent possible and check previous patron's other returned items for signs of pests.
 - vii. If other items show signs of contamination, that patron is the likely source. Double bag all items adding patron name and card number to all bags. Change the patron's account type to stop further borrowing with the following note "Borrowing restricted until further notice; please consult the library director for further information."
 - viii. If no other items show signs of contamination, keep going back in the materials' circulation history to the extent possible to see if the source of the contamination may be found. If the source may not be identified, ask the library director how to proceed.
- E. Bugs or signs of bugs in or on library furniture:
- i. Bed bugs may be killed on hard surfaces with isopropyl alcohol spray.
 - ii. If the pest crawled out of furniture or a computer, turn off the computer then wrap the entire item in a large trash bag or wrap in plastic.
 - iii. Inform the director immediately.

2. General Information

- A. When in doubt, bag the item in question immediately and contact the library director; the library does not want any pest damaged or infested items returned to circulation, including items affected by bed bugs, cockroaches, silverfish, or mice.
 - B. Isopropyl alcohol will kill bed bug adults and nymphs, but not eggs.
 - C. Bed bug eggs glow under UV light.
 - D. Putting clothes in a dryer on high for an hour will kill any bed bug adults, nymphs, or eggs on them. Run clothes through the dryer before washing them.
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