

COBURN FREE LIBRARY PEST CONTROL POLICY

Purpose

This policy outlines The Coburn Free Library protocols for prevention of, and reaction to, insect infestations, including potential bed bug situations in its materials and on its premises. Pests that can be damaging or a nuisance to library materials and building include bed bugs, cockroaches, silverfish, firebrats, psocids (booklice), fleas, beetles, termites, and rodents.

The Coburn Free Library actively works toward the prevention and containment of pests, including bed bugs and bed bug eggs in all materials, and on library premises. The Coburn 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.

The Coburn 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

The Coburn Free Library recognizes all patrons and staff have a role to play in controlling pest infestations in our community. All patrons and staff must immediately report any sighting of live or dead bed bugs or other pests to library staff. This includes sightings on library material, as well as furniture, fixtures and other surfaces.

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 insects are or have been present. With regard to bed bugs, 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 Coburn Free Library with detected presence of live or dead bed bugs will be treated or discarded at the discretion of the Library.

All items identified by Library staff as potentially containing live or dead bed bugs in any stage will be promptly quarantined.

After treatment, all materials will be re-inspected.

Any materials returned by a patron that show evidence of live or dead bed bugs will result in immediate suspension of Coburn Free Library privileges for that patron and for any patrons

Adopted 6/20/2024

in the same residence as the original patron. 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

Library patrons must cease to borrow materials from The Coburn Free Library if they are experiencing an insect infestation in their residence.

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 The Coburn Free 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 sealable plastic 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. 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 prior to donating them to The Coburn Free Library. The Coburn Free Library reserves the right to discard materials with signs of past or present bed bug activity, or signs of other pests.