

Bed Bug Policy

Adopted: 11/15/2018

Last Revised: 6/22/2023

This policy outlines Walworth-Seely Public Library's protocols for prevention of, and reaction to, potential bed bug situations in its materials and on its premises. Walworth-Seely Public Library actively works toward the prevention and containment of bed bugs and bed bug eggs in all materials, and on library premises. Walworth-Seely Public 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.

Walworth-Seely Public 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

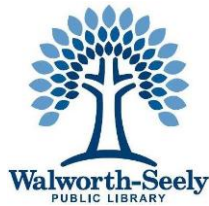
Walworth-Seely Public recognizes all patrons and staff have a role to play in controlling bed bugs in our community. All patrons and staff must immediately report any sighting of live or dead bed bugs to library staff.

Staff Procedures

Staff will routinely inspect all incoming materials, including those returned at the public desks, in the book drops, and through interlibrary 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 Walworth-Seely Public Library with detected presence of live or dead bed bugs will be treated and/or discarded at the discretion of the Library Director. 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.



Any materials returned by a patron that show evidence of live or dead bed bugs will result in immediate suspension of Walworth-Seely Public Library privileges for that patron and for any patrons 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. This policy also applies to staff.

Communication will be sent to the Executive Director and Assistant Director of the OWWL Library System as well as other Library Directors in the OWWL Library System to advise them of the situation.

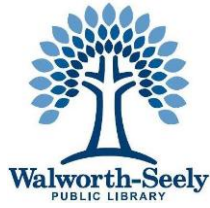
Residence Infestation Protocol

Library patrons must cease to borrow materials from Walworth-Seely Public Library if they are experiencing a bed bug 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 Walworth-Seely 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.

Staff should report any infestation in their residence to the Library Director, and shall not report to work until they can provide proof that his or her residence has been successfully treated for and eradicated of bed bugs by a licensed and accredited pest control company. This period will be considered an Administrative Leave of Absence and will be unpaid unless the employee is able to work remotely and/or supplement with paid time off per the Employee Handbook Paid Leave policies.



Public Donations Protocol

Donors must inspect materials for evidence of live or dead bed bugs prior to donating them to Walworth-Seely Public Library.

Walworth-Seely Public Library reserves the right to discard materials with signs of past or present bed bug activity.

APPROVED