

Pest Prevention Policy

Adopted: 11/15/2018

Last Revised: 6/12/2025

This policy outlines Walworth-Seely Public Library's protocols for prevention of, and reaction to, potential pest situations in its materials and on its premises. Walworth-Seely Public Library actively works toward the prevention and containment of pests (including but not limited to bed bugs and bed bug eggs) in all materials, and on library premises. Walworth-Seely Public Library ensures its staff is trained in pest 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

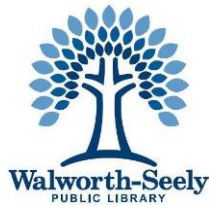
Walworth-Seely Public recognizes all patrons and staff have a role to play in controlling pests in our community. All patrons and staff must immediately report any sighting of live or dead pests to library staff.

Staff Procedures

Bed bugs are often cited as the primary pest appearing in library collections. However, situations involving insects, rodents, or other potential damaging infestations will be handled by following the policy as outlined with treatment methods specific to the pest.

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 or other pests are or have been present. These signs include live or dead pests eggs, nymphs, and feces and spotting associated with bugs.

Materials returned to the Walworth-Seely Public Library with detected presence of live or dead pests 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.



Bed Bug Specific Procedures

All items identified by Library staff as potentially containing live or dead pests in any stage will be promptly quarantined. Items should be sealed into a Ziploc bag and any surface area that is suspected of coming in contact with the item or pest should be cleaned with rubbing alcohol of at least 70 percent.

Items with minor or suspected signs of bed bugs 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.

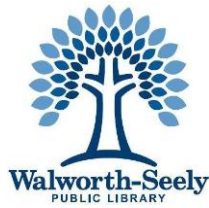
If necessary, the Library Director may close the library according to our Emergency Closing Policy and obtain quotes for treatment by licensed and accredited pest control companies according to our Procurement Policy. Because pest infestation management is considered an emergency professional service, a good faith effort will be made to obtain the required number of quotes. Factors taken into consideration when selecting a quote will include (1) total cost; (2) extent of services included; (3) time frame in which the services can be completed; (4) impact on library operations.

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. After notification, OWWL Library System will establish a temporary suspension on materials sent to and received by our library. This suspension will include prevention of our items being designated to fill a patron hold, blocking our location for patron hold pickup, and holding any "in-transit" items at the System until the infestation is eliminated. The Library Director must send proof that the facility has been successfully treated by a licensed and accredited pest control company before OWWL Library System will lift the temporary delivery suspension.

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.