

## **Insect/Bug Policy**

The high volume of patrons visiting the Library as well as the large number of Library materials circulated, make it vital that we remain vigilant in watching for bedbugs. The following procedures are in place for the handling of any Library materials that are returned and found to have bedbugs. Library Staff have been informed to quickly report any possible bedbug sightings. Patrons who have returned Library materials with bedbugs will be asked to vacate the premises immediately by a member of the Professional Staff or Library Administration, to insure no further contamination.

Upon notice of bed bugs on/in a Library item(s):

- Place the item in the Contamination Bag
- Seal the Contamination Bag
- Place the sealed bag in the Contamination Bin
- Administration should be called immediately after
  - Administration then calls the Exterminating Company to arrange immediate services
- Maintenance Staff then remove the Containment Bin and places it in a designated spot
- Library Staff then retrieves the patron's information to update the patron's account and patron is prohibited from using their account
  - If Printed materials-Patron charged for the cost of the item(s)
  - If CD/DVD-Patron charged for the cost of replacement cases
    - CD/DVD then placed in a replacement case
  - Patron's account is blocked until further notice.