

OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE

Name and Policy: PEST PREVENTION & RESPONSE POLICY

Purpose: Problems with bed bug and other insect populations are increasing worldwide. Any public space can be vulnerable to the public nuisance caused by these bugs, even though there is not a hazard to human health. Because of this, the library has instituted a policy and procedure that relies on monitoring, reporting, and immediate destruction of any bugs and their eggs. Our greatest responsibility is to protect the materials and library for the use by all patrons.

Prevention, Detection & Response Procedure:

1. The library is proactively treated by an exterminator on a monthly basis. A plan is in place for emergency consultations with the service should a problem be detected.
2. All materials being returned or donated to the library are inspected for signs of pests (any and all insects). For book drop returns, inspections are done on a cart in the staff entrance. For desk returns, inspections are immediately done at the desk.
3. If a problem is noticed in a book or other material it is immediately quarantined and placed in a plastic bag and taken to the first level to be placed in the Packtite (heat treatment device.)
4. After the problem materials are quarantined and being treated the patron's account is pulled up. The Library Director or Assistant Director should be notified immediately and will contact the patron to notify them of the problem (or talk to them on the spot if they are still in the library.) They will be given a warning but a note will be placed in the ILS record to check carefully for items returned from this patron. If another problem happens their account and all accounts at that same address are suspended.
5. In order to restore check out privileges or library access, patron must provide a copy of a receipt from an exterminator dated after the suspension date showing that their residence has been treated.
6. If a bug or other indications of a bug are detected on the shelves or on furniture, the area is to be immediately treated. If it's a piece of furniture there should be garbage bags placed over it before it is moved. If it is unknown which book or material it originated from the entire shelf of books should be removed inspected and quarantined if need be.

7. If a patron using the library is observed to have a bug problem, the Director and/or Asst Director should be immediately notified and use the same procedure as number 4. They can be asked not to return until their home has been treated and the problem contained.

8. For any of the conversations with the patrons about possible infestations, the staff will be kind, patient, and empathetic. They will let them know that they are not alone and provide a list of contacts in the area both for treatment and/or assistance with paying for the treatment of their home.

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By: Ottumwa Public Library Board of Trustees