

## **COLEMAN AREA LIBRARY BED BUG AND PEST POLICY AND REGULATIONS**

### **I. Policy Statement**

Public libraries are open to all and, like infectious diseases, contact with bed bugs and other pests is an ongoing challenge for public facilities. There is no definitive way to prevent pests from entering public buildings. The Coleman Area Library ("Library") will take all reasonable steps to mitigate the threat posed by bed bugs and other pests. This policy outlines Library protocols for prevention of, and reaction to, potential bed bug or pest situations in its collections and on its premises.

### **II. Regulations**

- A. Library patrons must cease to borrow materials from the Library if they are experiencing a bed bug or other pest infestation in their residence.
- B. Any materials returned by a patron that show evidence of a bed bug or other pest infestation will result in immediate suspension of privileges to borrow tangible items from the Library and the privilege to enter the Library building for that patron and for any patrons in the same residence as original patron. Patrons with a qualifying library card in good standing will still be permitted to access electronic databases and electronic borrowing from any off-site location.
- C. If a patron discovers evidence of pests, live or dead bed bug, bug eggs, bed bug nymphs, feces or spotting associated with bed bugs in Library materials, the patron must immediately do the following:
  1. If the materials are inside of the Library, the patron must bring the materials to a staff member and inform the staff member of the problem. Staff will inspect and quarantine the item as needed, following Library protocol.
  2. If the materials are outside of the Library and in possession of the patron, the patron must place the materials into a sealable plastic bag and add tape to cover the sealed opening. 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 or other pests.
- D. Patrons are prohibited from self-treating Library materials that are suspected to contain bed bugs or other pests. Patrons will be held responsible for any damages sustained to Library materials during an attempted self-treatment. Successfully eradicating bed bugs or other pests requires professional procedures and equipment contracted by the Library.
- E. Patrons donating items to the Library must inspect materials for evidence of pests and live or dead bed bugs prior to donating them. The Library reserves the right to discard materials with signs of past or present pest or bed bug activity.

### **III. Violations and Appeal**

Patrons will be notified (in writing if possible) if they are in violation of this Policy and will be suspended until the patron presents proof that their residence has been successfully treated and eradicated for bed bugs or other pests by a licensed and accredited pest control company.

### **VI. Right of Appeal**

Patrons may appeal a decision to limit or suspend privileges or the conditions placed on reinstatement by sending a written appeal to the Coleman Area Library Board ("Library Board") within 10 business days of the date of the decision. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.