

Kensington Public Library Bed Bug Control Policy

Policy Statement

It is the library's responsibility to maintain a healthy and clean environment for all library patrons, and to protect the library's collections, equipment, and property in this regard. To this end, the library may restrict a patron's ability to borrow material and/or to visit library facilities when such use may jeopardize the health and cleanliness of library facilities, collections, and users.

The presence of bed bugs in library materials is an ongoing challenge. There is no definitive way to prevent bed bugs from entering any public building. The Library will take all reasonable steps to mitigate the threat posed by bed bugs. This policy outlines Library protocols for prevention of, and reaction to, potential bed bug situations in its collections and on its premises.

All patrons will be treated with respect as we realize how embarrassing the problem can be.

Regulations

1. Library patrons must cease to borrow materials from the Library if they are experiencing a bed bug infestation in their residence until the infestation has been mitigated.
2. 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 Library materials, the patron must immediately do the following:
 - A. If the materials are inside of the Library: bring the materials to a staff member and inform the staff member of the problem.
 - B. If the materials are outside of the Library and in the possession of the patron: 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.
4. 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 which have been contracted by the Library.
5. Patrons donating items to the Library must inspect materials for evidence of live or dead bed bugs prior to donating them. The Library reserves the right to discard materials with signs of past or present bed bug activity.

Procedure

1. Staff shall inspect all incoming materials, including those returned at the public desks, in the book drops and through inter-library 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, or feces or spotting associated with bed bugs.
2. All items identified by Library staff as potentially containing live or dead bed bugs in any stage shall be promptly quarantined in a sealable plastic bag and a Bed bug Report Form will be completed.
3. Supervisory staff will decide whether to discard or treat the items.
4. If the items are treated, they shall be re-inspected after treatment.
5. Staff shall inspect the items shelved or formerly shelved on either side, above, below, and behind the infested items for signs of bed bugs.
6. If the items in question were received from another library, staff will immediately contact the sending institution and inform them of the situation.
7. If the items in question were returned by a library patron, staff shall inspect all other items borrowed by the patron and all other patrons in the same residence as the original patron for signs of bed bugs. A supervisor will contact the patron, explain the problem and discuss the basis of belief that the patron is the source.
8. Supervisors should document their discussion with the patron and assessment of the situation. If, in the supervisor's assessment, the patron's residence is the source of the bed bugs, that supervisor will notify the patron of their suspension of privileges and library access and the reinstatement process, both verbally and in writing.

SUSPENSION AND REINSTATEMENT

So as not to jeopardize the health of patrons and operations of library facilities, collections, and users, if a patron returns library materials that show evidence of bed bugs, there shall be an immediate suspension of the library privileges of that patron, as well as all other members of that household.

1. Suspended patrons and all other household members will have their borrower classification changed so that no checkouts of tangible items are permitted, yet remote access to digital collections is maintained.
2. Patrons in the affected residence shall not be permitted to enter the Kensington Public Library.
3. Suspension of access to facilities and borrowing privileges will be considered temporary and will be restored when the suspended patron demonstrates that the originating situation has been remediated.

Once the patron is able to provide the library with written proof that the bed bug situation has been remediated, library privileges will be restored. This may include proof of qualified extermination procedures conducted at the patron's residence. Confirming information may include copies of receipts for treatment, a letter from a licensed bed bug control company, a

written statement from the owner or property manager of a multi-family rental residence, or the local Health Inspector. In some circumstances, proof of a change of residential address may also be accepted. Proof should be accompanied by contact information for additional follow-up if needed.

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 Library Board within 10 business days of the suspension notice. This appeal should be sent to the Chair of the Library Board in care of the Library Director. The decision of the Library Board is final.

What is a Bedbug?

- Bedbugs are very small, brownish-red insects that crawl, they cannot fly or jump.
- They remain hidden in daylight, and avoid air movement, so they will quickly try to hide in a tight dark space like the spine of a book.
- They do not generally travel on people or animals, but they may travel on jackets or especially in bags and luggage and may use a book to hide.
- One visible sign of bedbugs is small black specs from their feces, you may find these on pages near the spine of a book.



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