

Suspension of Privileges for Environmental & Health Safety Reasons (Pest Policy)

It is the responsibility of the Sedalia Public Library to maintain a healthy and clean environment for all Library patrons and to protect the investments in the Library's collection, equipment, and property. In order to fulfill this responsibility, the Library may restrict a patron's ability to borrow materials and/or to visit the Library facility when such use may jeopardize the health and cleanliness of the building, collections, and patrons.

Examples of situations that may result in suspension of borrowing of physical materials includes, but is not limited to:

- Evidence that items on loan to a patron may have been returned with insects that are known to be damaging to library materials, or that can result in pest infestations in the Library facilities, e.g. roaches, silverfish, and some types of beetles.
- Evidence that items on loan to a patron may have been returned with animal urine or other noxious smells

Examples of situations that may result in suspension of access to Library facilities include, but are not limited to:

- Patrons or patron possessions with fleas, lice, or bed bugs.
- Patrons with clothing that is stained with human or animal urine, feces, blood, vomit, etc.

After confirmation of an insect issue is first noted for a particular patron or household:

- The Library Director or their designee will notify a patron of what was found and put a note in the patron record. Staff will follow Quarantine Procedures for the materials.
- Patrons will be shown the evidence whenever possible.
- The library materials will be discarded at the discretion of the Library Director.
- Patrons will be limited to checking out two items at a time for 3 months and given a Ziploc bag. They must return their items in the Ziploc bag during the 3-month period.
- The Director or their designee will provide a handout to the patron about ways to address the issue (keep materials in closed containers or Ziploc bags when not being used, inspect them before being returned, talk with landlord or pest control company.)

- The Director or their designee will notify patrons that if additional materials are returned with evidence of bug infestation, Library privileges will be suspended for six months.
- The patron will not be billed for the damaged items the first-time evidence is noted.

The second time there is confirmed evidence of an insect issue noted:

- The Library Director or their designee will notify a patron of what was found and put a note in the patron record. Staff will follow Quarantine Procedures for the materials.
- Borrowing privileges of physical materials will be suspended for six months. If the patron can provide evidence that the pest issue is resolved, the suspension will be lifted prior to the six-month period.
- Patrons will be shown evidence whenever possible.
- The library materials will be discarded at the discretion of the Library Director.
- The Library Director will determine if the patron will be billed for the damaged items.

Reinstatement of Privileges:

Any patron who has privileges suspended under the terms of this policy may request to have privileges reinstated when evidence showing that the address in question has been inspected with no sign of infestation or that the residence has been treated. Such confirming information may include copies of receipts for treatment, a letter from a licensed pest control company, or a written statement from the owner or property manager of a multi-family residence. In some instances, proof of a change of residential address may also be accepted.

Ways to address pest issues (for patrons):

- Keep materials in closed containers or Ziploc bags when not being used
- Inspect materials before returning to the library
- Talk with your landlord or a pest control company to address the issue
- [How to Get Rid of Bedbugs: A Step-by-Step Guide \(healthline.com\)](https://www.healthline.com/health/bedbugs)

Pest Identification and Quarantine Procedures for Staff:

Staff should be aware of what bed bug damage looks like in books.

Once an item has been identified as definitely or probably being infested with bedbugs, the following procedures should be followed:

- Place each item in their own Ziploc bag and seal it.
- Check the materials in, as usual.
- Then, check the materials out to the Patron Card "Andrew Carnegie", while they are being treated.
- In the event the item in question was in contact with other books (such as in the book drop), all items should be placed in their own Ziploc bag.
- Follow policy to mark the patrons account. If the item is an ILL, the borrowing library should be notified.
- Notify the Director and Janitor/Maintenance staff member of the need to quarantine materials.
- Appropriate staff member will treat the items in the *ThermalStrike Ranger Bed Bug Heater (located in the Newspaper room)*.
- Once treatment is complete, the items may be checked back in. A staff member should note in the back of the book that it has been treated with "**BB (date)**". The book may then be returned to the collection.
- The Director will determine if items are too severely damaged to be returned to the collection and need to be discarded.

Procedure for Excessive Cigarette Smoke on Materials for Staff:

Once an item has been identified as smelling of excessive cigarette smoke, the following procedures should be followed:

- Check the materials in, as usual.
- Then, check the materials out to the Patron Card "Andrew Carnegie", while they are being treated.
- Staff member that received the items or the Janitor should take the items to the "Smoke Box" (located in the Newspaper room).
- Place the items upright and open as much as possible. Seal the box.
- Leave the items in the box for a minimum of 24 hours.
- Janitor should check items periodically and return to the circulation desk when the smoke smell has dissipated.
- Once treatment is complete, the items may be checked back in and returned to the collection.
- The Director will determine if items are too severely damaged to be returned to the collection and need to be discarded.

