



OZARK REGIONAL LIBRARY

Pest Policy

It is the responsibility of the Ozark Regional Library to maintain a healthy and clean environment for all library users and to protect taxpayers' investment in library collections, equipment, and property. In order to fulfill this responsibility, the library may restrict a patron's ability to borrow physical materials and/or visit library facilities when such use may jeopardize the health and safety of library facilities, collections, and patrons. Therefore, 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 library facilities (e.g., roaches, silverfish, and some types of beetles) may result in library restrictions. Examples of situations where access to library facilities may be suspended include, but are not limited to: patrons or patron possessions with fleas, lice, or bed bugs.

Pest identification:

Evidence of pest exposure includes live bugs, dead bugs, eggs, blood smears, or random red, brown, or black spots. Once an item has been identified which has possibly been exposed to bugs, the following procedures should be followed.

Quarantine procedures for items which circulate:

1. **Do not jump to conclusions**
2. Use packing tape or lint roller to trap live bugs from surfaces
 - a. See managers for quarantine kit locations
 - b. Save evidence for evaluation and patron explanation
 - c. If evidence looks old, check to see if the item has been heat treated recently (noted in upper left inside cover)
3. Place item/s in a Ziploc bag/s, and seal
4. Mark bag/s **with the date, time, and staff initials**
5. Check in item/s (unless it is a 2nd infraction), and change status to **Cataloging** (can be scanned through plastic)
 - a. If the item is an **ILL**, email ILL department to inform them that the item has been quarantined so that they may contact the lending library
6. Place bagged items in a plastic tub and tag **“Quarantine” along with a date, time, and staff initials**
 - a. Other items in proximity to where the exposed item was located should also be quarantined
7. Alert a supervisor/administrator
 - a. **Prioritize patron privacy—do not share patron information with ANYONE outside of library staff**
 - b. **Use the term “exposure” (instead of outbreak or infestation)**

Procedure for treatment of circulating materials:

1. **Send** quarantined items to **Headquarters, or heat treat immediately** in Ironton (see Ranger instructions on box)
2. **Clean** exposed areas with rubbing alcohol and/or treat with diatomaceous earth (DE)
3. **Discard** exposed bags, papers, etc. in outdoor receptacle/s
4. Use DIY or sticky traps to identify bug presence in exposed areas

Quarantine procedures for library furniture and spaces:

1. If library furnishings are suspected to have bug exposure
 - a. Wrap furniture in cellophane, then remove from building
 - i. **DO NOT** move furniture before wrapping
 1. Moving furniture can disperse eggs and insects
 - ii. Overturn furniture when unable to immediately address (can also dust with DE as a precaution)
 - b. Inspect nearby furniture and/or spaces—quarantine if needed
2. Alert a supervisor/administrator

Procedure for treatment of furniture and spaces:

1. Furniture can be sprayed with rubbing alcohol and/or treated with DE before wrapping
2. Heat treat furniture
 - a. Administration, or their designee, will heat treat furniture in Ironton
 - b. Administration, or their designee, will deliver heat treatment tent to branch/es as needed
3. After treatment, cleaning, and inspection, furniture may be moved back to its proper location

Procedure for Administration, or their designee:

1. When exposed via patron
 - a. Pull items checked out by the exposed patron/s for the last 6 months (MOBIUS help desk ticket)
 - i. Examine for bug evidence
 - ii. Quarantine
 - iii. Heat treat
 - iv. Place Alert note on patron account
2. When exposed via materials in library
 - a. Check recent circs to identify where exposure is coming from
 - i. Narrowing down a likely patron may not be possible**
 1. Place Alert/Local Library System in suspected patron account, and monitor returned items for 2 months
 2. If no future evidence is found, the note can be removed
3. Notify patron when possible
4. Notify Board of Trustees President
5. Notify vendors/services/groups working in or around exposed materials/spaces
6. Approve language/documentation for staff
7. Decide if the library's pest control company should be called
8. Decide whether materials/old furniture should be discarded

Suspension of patron privileges:

1. Patrons will be banned from the library when live bug evidence is identified
 - a. Library Director, or their designee, will notify patron and place a brief note on patron account
 - b. Patrons will be shown evidence whenever possible
 - c. No charges for discarded materials or treatment costs will accrue for first-time infractions
 - d. Patron privileges will be reinstated when proof for treatment of their residence can be shown
 - i. Proof may include 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
 - ii. In some instances, proof of a change of residential address may also be accepted
 - e. Provide information about ways to address the issue (i.e., keep library materials in closed containers or Ziploc bags when not being used, inspect them before being returned, talk with landlord or pest control company)
 - f. Notify patron that they will be billed for any future materials returned with bug evidence

Approved by Board of Trustees 01/17/24