

Statement

Facing the challenge of bed bugs and other pests is now an ongoing challenge for all facilities open to the public. There is not definitive way to prevent pests from entering any public building. The 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 or on its premises.

Regulations

1. Library patrons must cease to borrow materials from the library if they are experiencing a bed bug or other pest infestation in their residence.
2. Any materials returned by a patron that show evidence of a bed bug or other pest infestation may 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 the original patron. Patrons will still be permitted electronic borrowing and access to all electronic databases or resources from any off-site location.
3. In the event that a patron discovers evidence of pests, a live or dead bug, bed bug eggs, bed bug nymphs, feces, or spotting associated with bed bugs in library materials, the patron should 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 should not use book drops to return materials suspected or with evidence of bed bugs or other pests.
4. 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.
5. 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.

Violations and Appeal

6. The suspension identified in this Policy will be lifted after the patron presents proof that his or her residence has been successfully treated for and eradicated of bed bugs or other pests by a licensed and accredited pest control company.

Right of Appeal

7. Patrons may appeal a decision to limit or suspend privileges or the conditions placed on reinstatement by sending a written appeal to the Library Director within ten (10) business days of the date of the decision. The Library Director's determination may be appealed to the Library Board within ten (10) business days of the date of the Library Director's decision. The appeal should be sent to the Chairperson of the Library Board. The decision of the Library Board is final.

Approved: November 12, 2019
Comstock Township Library Board of Trustees