



# WESTCHESTER PUBLIC LIBRARY

## Bed Bug Policy

Westchester Public Library actively works toward the prevention, detection, containment, and elimination of bed bugs and bed bug eggs in Library materials and on Library premises.

### Staff Protocol

Staff will consistently inspect all incoming circulating materials, including those returned at the public desks, in book drops, and through interlibrary loan delivery, for evidence of bed bugs. Evidence includes live or dead bed bugs, bed bug eggs, bed bug nymphs, shed bed bug skins, and feces and spotting associated with bed bugs.

Materials returned to Westchester Public Library with evidence of bed bugs will be treated or discarded at the discretion of the Library. Discarded items will be considered as damaged items under the Circulation Policy.

Materials returned to Westchester Public Library containing live or dead bed bugs will result in **immediate suspension** of borrowing privileges for the patron who borrowed the materials and for any patrons in the same residence as the original patron. Suspension will be lifted after the patron presents proof in writing from a licensed, certified, and insured pest control company that the patron residence has been successfully treated for and eradicated of bed bugs. Repeat occurrences by the same patron may result in permanent suspension of borrowing privileges.

### Patron Protocol

Westchester Public recognizes that all patrons and staff have a role to play in controlling bed bugs. Library patrons must cease to borrow materials from Westchester Public Library if they are experiencing bed bug issues or infestations in their residences.

In the event that a patron discovers live or dead bed bugs, bed bug eggs, bed bug nymphs, shed bed bug skins, or feces and spotting associated with bed bugs in Westchester Public **materials**, the patron must immediately do the following:

- If 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. Do **not** use a book drop to return materials suspected or with evidence of bed bugs.

- Patrons are **prohibited** from self-treating, including heating, Library materials that are known or suspected to contain bed bugs. Materials damaged by patrons attempting to self-treat the materials will be considered as damaged items under the Circulation Policy.
- If the materials are **inside** of the Library: Do not move the materials from their location. Leave the materials where they are, get a staff member, and bring the staff member to the materials.
- In the event that a patron discovers a live or dead bed bug anywhere on Library **premises**, the patron must immediately alert a staff member.

### **Public Donations Protocol**

Donors must inspect all materials for evidence of bed bugs **before** donating them to Westchester Public Library. If bed bug evidence is present or an issue or infestation in the original home of the items is known, the items must **not** be donated to Westchester Public Library or to the Friends of Westchester Public Library.

The Friends of Westchester Public Library Public Library follow the same procedures as Library staff to inspect incoming donated materials for evidence of bed bugs. Westchester Public Library and the Friends of Westchester Public Library reserve the right to discard donated materials that show suspicion or evidence of past or present bed bug activity.

### **Interlibrary Loan**

In the case that items belonging to other libraries and delivered through interlibrary loan to Westchester Public Library are discovered to have evidence of bed bugs, the materials will immediately be quarantined and the home library will be contacted to determine next steps for its materials.