



## **Clifton Springs Library**

4 Railroad Avenue

Clifton Springs, New York 14432

315-462-7371

[www.cliftonspringslibrary.com](http://www.cliftonspringslibrary.com)

### **BED BUG POLICY**

The Clifton Springs Library actively works toward the prevention and containment of bed bugs and bed bug eggs in all materials, and on library premises. The library ensures its staff is trained in bed bug detection, containment, reporting, and treatment protocols. The library will regularly examine and update these procedures according to best practices.

The Clifton Springs Library works pledges to:

- Reduce the risk of an infestation to staff and patrons through quarterly inspections of library facilities by a pest control company and regular inspection of library materials by staff
- Contract only licensed, accredited, and reputable pest detection and control companies for inspection and treatment
- Review our detection, containment, testing, and treatment procedures on an ongoing basis

The Clifton Springs Library recognizes all patrons and staff have a role to play in controlling bed bugs in our community. All patrons, staff, and volunteers must immediately report any sighting of live or dead bed bugs to the Director.

### **STAFF PROTOCOL**

- Staff will routinely inspect all incoming materials, including those returned at the Service Desk, in the book drops, and through interlibrary loan delivery, for signs that bed bugs are or have been present including live or dead bed bugs, bed bug eggs, bed bug nymphs, and feces and spotting associated with bed bugs.
- All items identified by library staff as potentially containing live or dead bed bugs in any stage will be promptly quarantined and treated. After treatment, all materials will be re-inspected. Materials may be discarded at the discretion of the Director.
- Patrons will be notified by the Clifton Springs Library if any materials they have returned show evidence of live or dead bed bugs. Library patrons experiencing a bed bug infestation in their residence will be placed on a temporary suspension from the library until after the patron presents proof that his or her residence has been successfully treated for and eradicated of bed bugs by a licensed and accredited pest control company.
- If it is suspected that bed bugs are inside the building including in/on library materials and/or furniture, the library will immediately close so that an inspection can take place. If the inspection is positive for bed bugs, a licensed and accredited pest control company will be contacted to treat the building.
- If the library is closed due to bed bug treatment, it will not reopen until the Director is confident that we have eliminated the bed bugs and have reviewed our prevention and treatment protocols.

## PATRON PROTOCOL

- Library patrons must cease to use library facilities or borrow materials if they are experiencing a bed bug infestation in their residence.
- 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 Clifton Springs Library materials, the patron must immediately do the following:
  - If the materials are inside of the Library: Bring the materials to a staff member and inform the staff member of the problem.
  - If the materials are outside of the Library and in the possession of the patron: Place the materials into a sealable plastic bag. 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.
- Patrons are prohibited from self-treating the library or library materials that are suspected to contain bed bugs.
- Due to the nature of bed bug infestations, the library does not assume responsibility for possible contact with bed bugs. The library will work to minimize patron contact as much as possible and requires all patrons to notify the library of any bed bug related issues when concerning library materials.

## DONATIONS PROTOCOL

- Donors must inspect materials for evidence of live or dead bed bugs prior to bringing them to the library.
- The Clifton Springs Library reserves the right to refuse or discard materials with signs of past or present bed bug activity.

The Clifton Springs Library is committed to providing a safe and healthy work place for all employees. The Clifton Springs Library will reimburse cost to any employee whose belongings, car, or house needed to be treated for bed bugs that were transported from the library.

All questions regarding bed bugs and pest control should be referred to the Director.