

Wilkinsburg Public Library Policy number 107
Bed bug policy

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Policy number: 107

Adopted: October 11, 2022

Wilkinsburg Public Library (WPL) 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 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 WPL 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 WPL 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

WPL recognizes that all patrons and staff have a role to play in controlling bed bugs. Library patrons must cease to borrow materials from the 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 any library 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 WPL. 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 the library or to

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the Friends of Wilkinsburg Public Library. The Friends of Wilkinsburg Public Library Public Library follow the same procedures as Library staff to inspect incoming donated materials for evidence of bed bugs. WPL and the Friends of WPL 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 WPL 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.

Procedure for staff when bed bugs are found

- Any material discovered or strongly suspected of being infested should be immediately placed in a large Ziploc bag. This item should then be treated in the hot box provided by WPL as soon as possible. If the item cannot be treated immediately, seal it in a plastic bag. If the material does not belong to our library, contact the owning library before treating. Do NOT send infested items in the delivery. Doing so could potentially spread the infestation to the rest of the system. The patron who returned the infested material should be contacted immediately. This is a highly embarrassing situation for people, so be sensitive and discreet and maintain confidentiality.
- The hot box provided will kill ants, bed bugs, cockroaches, dust mites, scabies, lice, moths and carpet beetles. Please follow the instructions closely that were provided with the hot box to make sure the proper temperature is reached for the destruction of pests, larvae, and eggs.
- Do not simply discard any infested materials, as this can spread the infestation. Even if the material is to be discarded, it should be properly treated in the hot box prior to disposal.

Follow the procedures for what to do when you see a bed bug or evidence of one that is kept in the black binder at the circulation desk.