

INFESTED MATERIALS POLICY/ PROCEDURE

Occasionally, insects may be found among returned or donated material. Materials showing evidence of a bug infestation will need to be immediately quarantined. Bedbugs, cockroaches and silverfish are of particular concern.

1. Returned items should be visually examined for damage including insect infestation. Inspect the spine of books carefully for evidence of insects. Inspect behind inserts of AV material for evidence of insects. If infestation in any item is found, inspect the other items returned or in the return bin very carefully for infestation. If you notice or suspect a problem, immediately notify the Library Director . Communicate only to your supervisor or Director, who will investigate the problem and determine steps to be taken.
2. If an item with bugs is found, that item should immediately be placed in a plastic Ziploc bag (bags are located near each check-in station). The bag should be securely fastened and placed inside a second Ziploc bag.
3. Check in the item by scanning the barcode, maintaining the last patron record. Patrons should not be charged with replacement costs unless it is determined that the items were contaminated while in their possession.
4. Remove the Ziploc sealed items to the staff work area and contact the Library Director for further action. Clearly infested materials with visible bugs will be disposed of.
5. Do not send any items suspected to contain bugs through delivery to any other location.
6. The Library Director will determine and instruct staff on the appropriate cleaning and/or professional pest-management treatment necessary.
7. As donated books are accepted, clerks will do an initial brief visual inspection of the boxes, bags or containers. Donations of materials will be refused if odor, mold, dirt, bugs or bug specks are clearly obvious. In the interest of maintaining a smooth work flow, clerks will not be asked to inspect individual items.
8. The Library Director will communicate information and steps being taken to staff. The Library Director is the only person authorized to communicate with the media.

Please be sensitive and use informed judgment when assessing items. This procedure is for unusual and extreme cases. We do not want to embarrass patrons who accidentally return a mosquito or fly among their items.



Silverfish



Cockroach



Bedbug

Reviewed 11-18-15
Reviewed 10-26-16
Reviewed 10-25-17
Reviewed 10-24-18