



MANISTEE COUNTY LIBRARY
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Bed Bug and Pest Control Policy

Facing the challenge of bed bugs and other pests is now an ongoing challenge for all facilities open to the public. There is no 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.

It is the responsibility of the Manistee County Library to maintain a healthy and clean environment for all library users and to protect the County's investment in library collections, equipment and property. In order to fulfill this responsibility, the library may restrict a user's ability to borrow materials and/or to visit library facilities when such use may jeopardize the health and cleanliness of library facilities, collections and users.

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 **will** 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. If all evidence of pests cannot be removed from an item without destroying the item, or if the item cannot be repaired, the appropriate patron will be charged for the cost of replacing the item. All library materials found to contain pests or evidence of pests will be treated to remove the pests and thoroughly inspected before being returned to the circulating collection.
3. In the event that a patron discovers evidence of pests, a live or dead bed bug, bed bug eggs, bed bug nymphs, feces or spotting associated with bed bugs in library materials, the patron must 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 must 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.

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.

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 10 business days of the date of the decision. The Library Director's determination may be appealed to the Library Board within 10 business days of the date of the Library Director's decision.

8. Staff members will place the contaminated items in "In Repair" status for the length of time it takes to eradicate the bed bugs or other pests. Methods used may include exposing pests to high heat, commercially available pesticides, or professional extermination services, when warranted.