**Pest Infestation Policy Adopted July 17, 2023**

**Kendall Young Library**

It is the responsibility of the Kendall Young Library (KYL) to maintain a healthy and clean environment for all staff and library users, and to protect the community’s investment in library collections, equipment, and property. Bed bugs, lice, roaches, maggots and other pests are a potential challenge for all facilities open to the public. This policy outlines KYL’s protocol for the prevention, containment, elimination, and restriction of patron use in response to pest infestation incidents in its collections or on its premises.

**Library Protocol**

The Library will ensure that:

* Ongoing monitoring is in place to ensure prompt and appropriate response.
* Proactive measures are taken to reduce the risk to staff and customers.
* Qualified pest control companies are contracted to work in our facilities.
* Procedures and protocols are reviewed regularly to ensure they remain current and consistent with best practices.
* Staff are kept informed of best practices for pest prevention and response and are actively engaged in reducing the risk of infestation.

**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 bugs. Evidence includes live or dead bugs, eggs, nymphs, shed bug skins, and feces and spotting associated with bugs. If staff suspects that an item is affected, it will be placed into a sealable plastic bag and tape will be added to cover the sealed opening.

Materials returned to Kendall Young Library with evidence of bugs will be treated or discarded at the discretion of the Library. Items that are significantly infested or damaged will be destroyed. Items with minor or suspected signs only will be promptly treated, after which they will be re-inspected. Discarded items will be considered as damaged items under the Circulation Policy, and the patron will be charged for cost of the item(s).

Repeat return of borrowed materials infested with pests may result in permanent suspension of borrowing privileges.

**Patron Protocol**

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

In the event that a patron discovers live or dead bugs, eggs, nymphs, shed bug skins, or feces and spotting associated with bugs in Kendall Young 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 the book drop to return materials suspected or with evidence of bugs.
* Patrons are prohibited from self-treating library materials that are known or suspected to contain bugs. Do not spray library materials with pesticides. Do not place library materials in the oven or microwave. 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 bug anywhere on Library premises, the patron must immediately alert a staff member.

**Public Donations Protocol**

Donors must inspect materials for evidence of live or dead bugs prior to donating them to Kendall Young Library. If evidence is present or an infestation is known, the donor must not donate the materials to The Friends of Kendall Young Library.

The **Pest Infestation Policy** was accepted by the Kendall Young Library Board of Trustees 7/17/2023