



Kendall Young LIBRARY

PEST PREVENTION AND INFESTATION RESPONSE POLICY

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 patrons.
- The Library will contract with qualified pest control professionals as needed.
- 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, Home Delivery and through interlibrary loan delivery, for evidence of pests. Evidence of pests, includes but is not limited to live or dead insects, eggs, nymphs, shed skins, larvae, droppings, staining, nesting material, or other signs of infestation. Suspected materials will be immediately isolated in a sealed container or bag, labeled, and removed from circulation pending inspection and treatment.

Materials returned to Kendall Young Library with evidence of pests may be quarantined, treated, discarded, or otherwise removed from circulation at the discretion of the Library. Materials determined to be significantly infested, contaminated, or damaged may be destroyed. Materials with minor or suspected signs of pest activity may be isolated, treated, and re-inspected prior to returning to circulation. Materials discarded due to pest infestation or resulting damage may be considered damaged items under the Circulation Policy, and the patron may be charged for the replacement cost of the item(s).

Patron Protocol

Kendall Young Library recognizes that all patrons and staff have a role to play in controlling pests. In the event that a patron discovers live or dead pests, ~~bugs~~, eggs, nymphs, shed skins, or feces and spotting associated with pests 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 pests. 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 live or dead pests 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 pests 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 Library and/or Friends of Kendall Young Library reserve the right to refuse or discard donated materials showing evidence of pests or contamination.

Compliance

Repeated return of materials with evidence of pest infestation may result in temporary suspension or restriction of borrowing privileges. Continued incidents may result in longer suspensions at the discretion of the Library Director.

Approved by the Kendall Young Library Board of Trustees: July 17, 2023

Amended: June 15, 2026