



Pest Control

Last modified AUGUST 16 2018

The Rowan County Public Library (“the Library”) actively works to prevent and contain pests, including rodents and insects of all kinds, in the Library and in library materials. Staff members will be trained on bug prevention, containment, and elimination procedures and act quickly to eliminate any known issues in the Library.

PREVENTION

The Library will be inspected and treated by a professional pest control company to prevent general pest problems on a monthly and/or as-needed basis. An inspection or treatment may be ordered at any time at the discretion of the Executive Director.

All materials are inspected and cleaned as needed when returned to the library. Any item exhibiting evidence of pests, especially bed bugs or cockroaches, will immediately be quarantined upon discovery of such evidence per the procedures outlined below.

PESTS IN LIBRARY MATERIALS

In order to ensure the library remains a safe place for all patrons to borrow materials, patrons who return items with obvious signs of pests may have their borrowing privileges suspended. The following procedures will be followed for all library users.

First Occurrence

The first time a borrower returns materials bearing evidence of pests, a specific employee will:

- Speak with the patron in a non-confrontational and confidential manner regarding what was found in the materials ; and
- show the patron the materials and evidence of pests whenever possible; and
- suggest ways the patron can address the issue (e.g. keeping materials in closed containers at all times when not being used, inspecting them before return, speaking with their landlord or management about the situation, etc.); and

- explain that no more than three (3) items may be checked out on the patron's account, as well as each individual connected account, at any given time until no evidence of pests are found in returned materials for a period of three (3) full consecutive months, or until the patron provides to the Executive Director proof of treatment such as a bill from an exterminator or a notice of treatment from a landlord, following which the Executive Director may, upon request by the patron, reinstate standard borrowing privileges; and
- explain that further evidence of pests in returned materials at any time will be considered a second occurrence even if privileges have been reinstated, and that borrowing privileges for the patron's account and all connected accounts may be suspended until the patron can demonstrate that their home has been satisfactorily treated; and
- complete an associated incident report; and
- note the occurrence on the patron's record.

Second Occurrence

The second time a borrower returns materials bearing evidence of pests, a specific employee will:

- Speak with the patron in a non-confrontational and confidential manner regarding what was found in the materials ; and
- show the patron the materials and evidence of pests whenever possible; and
- suspend all borrowing privileges by placing a block on the patron's account, as well as each individual connected account; and
- explain that borrowing privileges for the patron's account and all connected accounts have been suspended until the patron can demonstrate that their home has been satisfactorily treated; and
- explain that any future evidence of pests in returned materials at any time may be considered a second occurrence even if privileges have been reinstated; and
- complete an associated incident report; and



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- note the occurrence on the patron's record.

Sample Note for Patron Account

Pests, 1st offense: Returned books with cockroaches on [DATE]. Limited to max of 3 items out until proof of treatment or 3 months of returns with no further evidence of pests. Max may be increased on [DATE].

PROCEDURE FOR TREATING PEST-CONTAMINATED ITEMS

All items returned to the library will be inspected for evidence of pests. Items deemed to bear or contain such evidence must be treated or discarded according to the following procedures.

Treatment

Items to be treated will be placed in a plastic bag or similar sealed container and placed at the work area of the employee in charge of pest management. The items will then be placed in a purpose-made heat chamber designed for pest treatment and heated to a recommended high temperature for an interval sufficient to eliminate pests. Following treatment, staff will inspect the items to determine if they can be sanitized and returned to circulation or must be discarded.

Discarding

Stains, discoloration, or other signs in any way evidential of pests, especially blood or fecal matter, always indicate that an item is not salvageable and must be discarded.

PATRON FINES

Items deemed by the Library to be damaged or which must be discarded will be charged to the borrower at replacement value. Items deemed to be in good condition will be appropriately sanitized and returned to circulation.