

Pest Management Policy

Seymour Library strives to keep all circulating items in good condition as a service to the community, as well as our partner librarians within the library network. Library customers are expected to keep borrowed library materials free from damage and pests.

As bed bugs become increasingly more common in North American public spaces, Seymour Library has adopted a proactive approach to minimize the risk of their presence.

The library implements inspections and staff training, coupled with a system for promptly reporting any potential sighting, and the immediate extermination of the bed bugs -- all vital actions we take towards mitigating a bed bug problem.

Seymour Library is committed to providing a positive library experience for all of its customers, as well as a safe working environment for its staff. Part of this commitment aims at keeping our spaces safe, our materials in good repair, and in maintaining good relations with our partner libraries. As such, we have implemented procedures intended to safeguard our materials and spaces. These procedures involve in-house examination of returned library materials, working with our patrons to produce documentation of services by an exterminator, and routine processing of any materials returned with pests.

Prevention Policy and Protocol

That all library staff is aware of procedures related to handling materials contaminated with bed bugs. In the event that a customer discovers bed bugs in borrowed materials, containment and proper handling is extremely important.

Policy

- When library patrons return borrowed materials, Seymour Library staff thoroughly inspect all items before re-shelving them.
- If library staff find that returned material contains pests or evidence of pests (insects, rodents, etc. alive or dead), and the evidence is unequivocally connected to a specific borrower, library staff will take the following actions:
 - The incident will be noted on the patron's record.
 - The patron will be promptly informed of the condition of the item(s) as well as steps going forward. The patron will be disallowed the use of book drops and is required to return all library materials at the main circulation desk. All items **must** be properly secured in a sealed plastic bag.
 - Patron accounts within this household will be blocked and they will not be permitted to check out library materials.
 - In order to restore borrowing privileges, the patron must provide a paid and dated receipt for the pest extermination and/or inspection with clean results at the patron's address. The address on the receipt must match the patron's address in the library's records.

- At the Library's discretion, materials will either be treated and returned to the circulating collection or discarded.
- If all evidence of pests cannot be removed from an item without destroying the item, the patron will be charged for the cost of replacing the item, as well as a nominal processing fee.