



# NEW CASTLE • HENRY COUNTY

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## PUBLIC LIBRARY

### **Bed Bug Policy**

New Castle-Henry County Public Library actively works toward the prevention, containment and elimination of bed bugs and bed bug eggs in all materials and on library premises and the mobile library (bookmobile).

New Castle-Henry County Public Library ensures its staff is trained in bed bug detection, containment, elimination and prevention, and regularly examines and updates its procedures according to industry best practices.

### **New Castle-Henry County Public Library works proactively to:**

- Reduce risk of bed bugs to staff and patrons.
- Monitor detection and response levels on an ongoing basis.
- Contract licensed, accredited, and reputable pest detection and control companies.

### **Staff Protocol**

Staff will consistently inspect all incoming materials, including those returned at the public desks, in the book drops, and through inter-library loan delivery, for evidence of bed bugs. Evidence includes live or dead bed bugs, bed bug eggs, bed bug nymphs, and feces and spotting associated with bed bugs.

Materials returned to the New Castle-Henry County Public Library with evidence of live or dead bed bugs will be treated or discarded at the discretion of the Library. Discarded items will be considered as damaged items under the Borrowed Materials Policy.

**Materials with live or dead bed bugs returned by a patron will result in immediate suspension of New Castle-Henry County Public Library privileges for that patron and for any patrons in the same residence as original patron. Suspension will be lifted after the patron presents proof in writing that his or her residence has been successfully treated for and eradicated of bed bugs by a licensed and accredited pest control company.**

### **Patron Protocol**

New Castle-Henry County Public recognizes that all patrons and staff have a role to play in controlling bed bugs in the community. Library patrons must cease to borrow materials from New Castle-Henry County Public Library if they are experiencing bed bug infestations in their residences.

In the event that a patron discovers a live or dead bed bug, bed bug eggs, bed bug nymphs, or feces or spotting associated with bed bugs in New Castle-Henry County Public materials, the patron must immediately do the following:

- 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. Do **not** use book drops to return materials suspected or with evidence of bed bugs.
- Patrons are prohibited from self-treating, including heating, Library materials that are known or suspected to contain bed bugs. Materials damaged by patrons attempting to self-treat the materials will be considered as damaged items under the Borrowed Materials Policy.
- If the materials are inside of the Library:  
Leave the materials where they are, get a staff member, and bring the staff member to the materials.

## **Public Donations Protocol**

Donors must inspect materials for evidence of live or dead bed bugs prior to donating them to New Castle-Henry County Public Library. If evidence is present or an infestation is known, the donor must not donate the materials to The Friends of the New Castle-Henry County Public Library.

The Friends of the New Castle-Henry County Public Library are trained and follow the same procedures as Library staff to identify, quarantine, and treat materials for bed bugs.

New Castle-Henry County Public Library and its Friends reserve the right to discard donated materials that show evidence of past or present bed bug activity.

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