

Bed Bug & Pest Policy

This policy outlines Newark Public Library's protocols for preventing and reacting to potential bed bugs & pest situations in its materials and on its premises. Newark Public Library actively works toward preventing and containing bed bugs & pests, and eggs in all materials and on library premises. Newark Public Library ensures its staff is trained in bed bug & pest detection, containment, elimination, and prevention and regularly examines and updates its procedures according to best practices.

Newark Public Library works proactively to:

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

Prevention

The library recognizes that all patrons and staff have a role in controlling bed bugs and pests in our community. All patrons and staff must immediately report any sighting of live or dead bed bugs and pests to library staff.

Staff Procedures

Staff will routinely inspect all incoming materials, including those returned at the public desks, in the book drops, and through interlibrary loan delivery, for signs that bed bugs or pests are or have been present. These signs include live or dead bed bugs or pests, pest eggs, pest nymphs, and feces and spotting associated with bed bugs or other pests.

Materials returned to the Newark Public Library with detected presence of live or dead bed bugs or other pests will be treated or discarded at the discretion of the Library Director. Discarded items will be considered as damaged items.

Library staff will promptly quarantine all items identified as potentially containing live or dead bed bugs or other pests at any stage. Items with minor or suspected signs will be promptly placed in a specialized heat treatment system that adheres to industry standards and is designed to kill bed bugs and pests. After treatment, all materials will be re-inspected.

If a widespread outbreak is detected inside the Library building, it will be closed to the public until it has been treated by a licensed pest control company and deemed safe for re-entry. If necessary, the Library will hire a licensed pest control company to utilize a Thermal Bed Bug truck for large-scale bed bug/pest removal and prevention.

If bed bugs or other pests are discovered on library equipment or furniture, the Library will consult with a licensed pest control company and determine the best course of action, which may include disposing of the affected equipment and/or furniture.

Any materials returned by a patron that show evidence of live or dead bed bugs or other pests will result in immediate suspension of Newark Public Library privileges for that patron and for any patrons in the same residence as the original patron. Suspension will be lifted after the patron presents proof that his or her residence has been successfully treated for and eradicated of bed bugs or other pests by a licensed and accredited pest control company. This policy also applies to staff.

Communication will be sent to the Executive Director and Assistant Director of the OWWL Library System, as well as other Library Directors, to advise them of the situation. Delivery of items into and out of the Newark Public Library will be suspended until a licensed pest control company has concluded proper bed bug/pest removal and all items are pest-free.

Residence Infestation Protocol

Library patrons must cease borrowing materials from the Newark Public Library and/or entering the Library building if they are experiencing a bed bug or other pest infestation in their residence, per the Newark Public Library's Conduct Policy.

In the event that a patron discovers a live or dead bed bug/pest, pest eggs, pest nymphs, or feces or spotting associated with bed bugs or other pests in Newark Library's materials, the patron must immediately do the following:

- If the materials are inside of the Library: Bring the materials to a staff member and inform staff members of the problem.
- If the materials are outside of the Library and in the possession of the patron:
 - Place the materials into a sealable plastic bag.
 - Return the sealed materials directly to a staff member and inform the staff member of the problem.
 - Patrons must not use book drops to return materials suspected or with evidence of bed bugs.
- Patrons are prohibited from self-treating Library materials that are suspected to contain bed bugs or other pests.
- Patrons are responsible for any damage to Library materials caused by an attempted self-treatment. Successfully eradicating bed bugs requires professional procedures and equipment contracted by the Library.

Staff should report any infestation in their residence to the Library Director. They can only report to work once they can provide proof that their residence has been successfully treated for and

eradicated of bed bugs or other pests by a licensed and accredited pest control company. This period will be considered an Administrative Leave of Absence. It will be unpaid unless the employee can work remotely or supplement with paid time off.

Public Donations Protocol

Donors must inspect materials for evidence of live or dead bed bugs and other pests before donating them to the Newark Public Library. The library reserves the right to discard materials with signs of past or present bed bugs/pest activity.

Adopted by Newark Public Library Board of Trustees October 10, 2024