

## **Pest Control Prevention and Response Policy**

The Library recognizes that ongoing monitoring, prompt reporting of all sightings, and immediate destruction of pests are necessary to mitigate the presence of infestations in our environment. The Library has created a protocol and related procedures for infestation prevention and response.

The Library strives to prevent and contain the presence of pest infestations in library facilities or on library materials by ensuring that library staff is aware of the prevention protocol and related procedures, and by regularly reviewing best practices to update and improve the protocol and procedures.

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 customers
- Qualified pest control companies are contracted to work in our facilities
- 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

The sections below outline the Library's Prevention Policy for situations when Library staff or customers find or suspect pests in the Library environment.

### **Staff Protocol – Library Facilities:**

Staff will routinely inspect all areas of the Library including furniture, stacks and carpeted areas for signs of infestation. Any signs of suspected infestation detected by staff or reported by Library patrons will be promptly reported to the Library administration for further inspection and response.

Any localized areas identified during ongoing monitoring will be treated individually; methods of treatment will be determined based on the size and nature of the area affected.

### **Staff Protocol – Library Materials:**

Staff will also routinely inspect all incoming materials, including those returned at the public desks, in the book drops and through inter-library delivery, for signs of any pest presence.

Items identified by Library staff will be promptly sealed in a zip locked bag with a white sheet of paper then placed in a plastic container. Items that are significantly infested or damaged will be destroyed; items with

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minor or suspected signs only will be promptly sealed in plastic, dated, and will then be placed in a heat treatment procedure, after which they will be re-inspected. All Library items determined or suspected to be impacted will be reported and logged for monitoring and collection replacement purposes.

Items returned to the Library with newly detected infestation will be treated as damaged items under the Library Circulation Protocol.

Public Information Protocol:

Library patrons will be asked to suspend checkout of Library materials if they are experiencing an infestation in their home. Items returned to the Library with newly detected infestation will be treated as damaged items under the Library Circulation Protocol.

If a patron finds a pest in library materials, the patron will be asked to immediately place the library material(s) in a plastic bag with a white sheet of paper and seal it as tightly as possible. Re-sealable “Ziploc” type bags are recommended and patrons are asked to seal the bag opening with tape to ensure secure closure.

The patron will be asked to return the material to the Library in the sealed bag and to notify staff of the problem when the material is returned. Patrons are asked not to use book drops or other automated check in terminals for materials with live pests.

Materials will either be treated or discarded at the Library’s discretion.

Public Donations Protocol:

Donors are kindly asked to inspect materials prior to donating them to the library and to deliver them in sealed bags or containers. Library staff will perform an intake inspection as soon as possible. The Library reserves the right to discard materials with signs of past or present pest activity.