



Bloomfield Public Library  
9 Church Street  
Bloomfield, NY 14469

## PEST CONTROL POLICY

Adopted 2/25/2019. Revised 4/15/2024. Revised 5/18/26.

This policy outlines Bloomfield Public Library protocols for prevention of, and reaction to, insect infestations, in library materials and on library premises. Pests that can be damaging or a nuisance to library materials and property include bed bugs, cockroaches, silverfish, firebrats, psocids (booklice), fleas, beetles, termites, and rodents.

Bloomfield Public Library actively works toward the prevention and containment of pests, in all materials, and on library premises. Bloomfield Public Library ensures its staff is trained in pest infestation detection, containment, elimination and prevention, and regularly examines and updates its procedures according to best practices.

Bloomfield Public Library works proactively to:

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

### **Prevention Protocol and Procedures**

Bloomfield Public recognizes all patrons and staff have a role to play in controlling pest infestations in our community. All patrons and staff must immediately report any sighting of live or dead bugs or other pests to library staff. This includes sightings on library material, as well as furniture, fixtures and other surfaces.

### **Staff Protocol**

Staff will routinely inspect all incoming materials, including those returned at the public desks, in the book drops and through inter-library loan delivery, for signs that insects are or have been present. With regard to bed bugs, these signs include live or dead bed bugs, bed bug eggs, bed bug nymphs, and feces and spotting associated with bed bugs.

Materials returned to the Bloomfield Public Library with detected presence of live or dead bugs will be treated or discarded at the discretion of the Library. Discarded items will be considered as damaged items under the Circulation Policy.

All items identified by Library staff as potentially containing live or dead bugs in any stage will be promptly quarantined. Items with minor or suspected signs will be



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promptly placed in a specialized heat treatment system, available through OWWL Library System, which adheres to industry standards and is specifically designed to kill bed bugs and other pests.

After treatment, all materials will be re-inspected.

Any materials returned by a patron that show evidence of live or dead pests will result in immediate suspension of Bloomfield 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 the pests by a licensed and accredited pest control company.

### **Patron Protocol**

Library patrons must cease to borrow materials from Bloomfield Public Library if they are experiencing an insect infestation in their residence.

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, or other pests, in Bloomfield Public Library materials, the patron must immediately do the following:

- o If the materials are inside of the Library: Bring the materials to a staff member and inform the staff member of the problem.
- o 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 pests.
- o Patrons are prohibited from self-treating Library materials that are suspected to contain pests.
- o Patrons will be held responsible for any damages sustained to Library materials during an attempted self-treatment. Successfully eradicating bed bugs requires professional procedures and equipment contracted by the Library.

### **Public Donations Protocol**

Donors must inspect materials for evidence of live or dead pests prior to donating them to Bloomfield Public Library. Bloomfield Public Library reserves the right to discard materials with signs of past or present pest activity, or signs of other pests. Donations must not be left in the book drop.