

Rahway Public Library - Bed Bug Policy

It is the responsibility of the Rahway Free Public Library to maintain a healthy and clean environment for all library users and staff while also protecting the community's investment in library collections, equipment, and property. Bed bugs and other pests are an ongoing challenge for all facilities open to the public. This policy outlines the protocol for the prevention, containment, elimination, and restriction of patron use in response to bed bug incidents in its collections or on its premises.

The Rahway Public Library will actively work toward the prevention and containment of bed bugs and bed bug eggs in all materials, and on library premises. The Rahway Public Library will ensure its staff is trained in bed bug detection, containment, elimination, and prevention, and regularly examines and updates its procedures according to best practices.

Rahway Public Library will work 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 Protocol and Procedures

All patrons and staff have a role to play in controlling bed bugs in our community. All patrons and staff must immediately report any sighting of live or dead bed bugs to library management.

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 bed bugs are or have been present. These signs include live or dead bed bugs, bed bug eggs, bed bug nymphs, and spotting associated with bed bugs.
- Materials returned to the library with detected presence of live or dead bed bugs will be treated or discarded at the discretion of the library. All items identified by the library staff as potentially containing live or dead bed bugs in any stage will be promptly quarantined or destroyed.
- The patron is responsible for reimbursing the library for the cost of any materials that need to be destroyed as a result of bed bugs.
- Additionally, any materials returned by a patron that show evidence of live or dead bed bugs will result in immediate suspension of Rahway 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 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

Library patrons must cease to borrow materials from Rahway Library if they are experiencing a bed bug infestation in their residence.

If a patron discovers a live or dead bed bug, bed bug eggs, bed bug nymphs, or spotting associated with bed bugs in the 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 the staff member 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.
- Patrons will be held responsible for any damages sustained to Library materials during an attempted self-treatment.

Approved: Rahway Public Library Board of Trustees – July 27, 2021