**Pest Prevention Procedure**

**Check-In & Check-Out Exposure Plan:**

When patrons drop off materials there is always a possibility that they can drop off an unwanted little friend with the item. These pests can include lice, book mites and even bed bugs. It is very important to thoroughly check items when they come in so we do not spread these pests in our library, our homes or our patrons' homes.

In the event that you notice a pest on an item, or on the counter when handling items, there are things we can do to eliminate the spread of the problem. Upon noticing a pest:

1. Grab a plastic sealable bag and put the item and any items that were in contact with the item in the plastic bags and seal them tightly. However do not worry about eliminating extra air from the bag when sealing. You do not want to risk pushing anything out of the bag along with the air. These plastic bags are located on the bottom shelf near the door leading to the non-fiction section in the workroom. You may use multiple bags if all the items will not fit in one bag.
2. Place the bagged items inside the clear plastic tote labeled ‘Possible Pests’ located on the same shelf.
3. Once you’ve sealed up the tote wash your hands thoroughly & check yourself for any possible exposure.
4. Discreetly tell the supervisor on staff about the problem and if the items were pulled from one of the drop bins or were simply placed on the counter by a patron. We need to know if the items were in a drop bin or brought in by a patron on the counter because we will need to treat those areas as possible exposure points until they are deemed clean and usable again.

At this point the supervisor will contact Tracy and we will get Orkin out as soon as possible to look over the items and check the building for possible issues. Supervisors will also handle the situation by contacting the patron who possibly brought the pest in.

**Important things to note:**

* **Bugs should either be sealed in the bags and remain on the items or a photo needs to be taken of them before they are squished. You then need to send the photos to Tracy so she may pass them along to Orkin. This helps them in identifying what the pest is and how we need to proceed.**
* Always check patrons’ notes on their accounts. In the past, we have had to pause lending items to patrons until they took care of pests at their personal homes to eliminate the spread of anything through library materials.
* Cleaning tasks are very important to help eliminate these pests. Orkin has told us that cleaning often can help eliminate problems you may not even be aware of.
* The biggest way to stop the spread of these pests is to be thorough upon checking in items. Once contaminated items have been placed back onto our shelves they have been touched by many people and traveled through many areas of the library. We must be thorough to stop pests from happening.

**Book Donation Plan:**

When handling book donations we need to be aware of possible pest exposure. Oftentimes we will have patrons donate multiple items at a time. They will bring these items in bags, boxes or totes. Pests can hide in the bottoms of these items and even hide in the small holes in the cardboard layers. Because of the risks involved in hanging onto packaging with no knowledge of where it’s been, we will no longer be hanging on to packaging from patrons' homes in the workroom.

**In summary, thoroughness is the best way to prevent these pests from becoming a problem. We understand there may be a lot of questions and concerns with this topic as it's not a fun topic to think about or deal with. Please know that we will handle any possible pest exposure quickly & thoroughly and keep you all informed of anything that may be happening in regards to these matters.**