

Ontario Public Library

Policy 4090

PEST MANAGEMENT

This policy outlines the protocols for prevention and reaction to potential pest situations (including, but not limited to bed bugs) in the Ontario Public Library facility and materials.

Response Protocol and Procedures

- Library staff shall be trained in identifying signs of pest infestation and/or damage to materials or the facility.
- Library staff shall immediately report any sighting of live or dead pests with concern for infestations to the Library Director or her designee.
- The Library Director or designee shall immediately contact and report issue to the Deputy Director at the OWWL Library System (OWWL). The Deputy Director may commence system mitigation practices such as temporarily ending the movement of library materials to, and from, the Library.
- The Director or designee shall immediately contact and report the issue to the Code Enforcement Officer of the Town of Ontario. A report of the current action plan shall be provided.

Bed Bug Specific Treatment

- The prompt quarantine shall take place of all items identified by Library staff as potentially containing live or dead pests in any stage.
 - Staff shall immediately place any item suspected of containing live or dead pests into a sealed plastic bag. Staff shall clean any surface suspected of coming into contact with the item with 90-proof alcohol.
- Library staff shall immediately report any sighting of live or dead pests with concern for infestations to the Library Director or her designee.
- The Library Director or designee shall immediately contact and report issue to the Deputy Director at the OWWL Library System (OWWL). This may be done via email. The Deputy Director may commence system mitigation practices such as temporarily ending the movement of library materials to, and from, the Library.
- And, the Director or designee shall immediately contact and report the issue to the Code Enforcement Officer of the Town of Ontario. A report of the current action plan shall be provided.

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- If staff discovers an item in OWWL Delivery that they suspect contains live or dead bed bugs, they will follow the response protocol included here, placing the item into a zipper-plastic bag immediately.
 - When discovery is identified as exclusively involving materials delivered from OWWL Library System, the specialized heat treatment system shall be borrowed from the System.
 - **Note:** The specialized heat treatment system adheres to industry standards and is specifically designed to kill bed bugs.
 - The wrapped item(s) shall remain in the delivery area, staff office in the Library
 - Staff shall mark the item in the Evergreen catalog as damaged
 - In the case that OWWL headquarters is closed, and/or the Library administration staff is not on-site, Staff shall report the suspected contamination to the OWWL Library System by emailing the OWWL Deputy Director.
 - **Staff may not send the item through delivery until the item has been treated and a bed bug investigation has been conducted and resolved.**
- A temporary suspension of delivery of library materials by OWWL Library System shall include:
 - Library items being set to “Not Holdable” in Evergreen to prevent materials from being targeted to fill patron hold requests.
 - The Library will be “Blocked” as a pickup location for patron holds.
 - In-transit member library items will be held at the System until the bed bug infestation is eliminated.
 - The temporary suspension enacted by this policy on shall expire after proof of successful treatment and extermination of bed bugs by a licensed and accredited pest control company is provided to the OWWL Deputy Director.
- The Library Director or designee shall immediately contact and report the issue to the Code Enforcement Officer of the Town of Ontario. A report of the current action plan shall be provided.

Bed Bug Mitigation Protocol

The Library shall contract annually with a licensed and accredited pest control company for regularly scheduled inspections to control bed bugs. The contract shall specify costs for inspections and for treatment visits.

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Board of Trustees
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Treatment of Other Pests

Bed bugs are often cited as the primary pest appearing in library collections. However, situations involving insects, rodents, or other potential damaging infestations will be handled by following the policy as outlined above with treatment methods specific to the pest.