

## Pest Policy

The Taylorville Public Library works to prevent, contain, and eliminate bed bugs and other pests in all library materials and on library property through ongoing monitoring, prompt reporting of all sightings, and the immediate destruction of any discovered bed bugs and bed bug eggs. In order to accomplish this, the Library has set forth this policy and related procedures.

### The Library will:

- Take proactive measures to reduce the risk to staff and patrons;
- Consistently monitor library materials and facilities to provide a prompt and appropriate response;
- Contract with qualified pest control companies to work in the Library facilities; and
- Review related policies and procedures regularly to ensure they remain consistent with best practices.

### Guidelines for library staff:

- Keep sealable plastic bags (such as Ziploc bags) in various sizes near the areas where library materials are checked in.
- Staff should routinely inspect all areas of the Library including furniture, stacks, and carpeted areas for signs of bed bugs.
- Staff should inspect all incoming material for bed bugs or evidence of pest, such as eggs, nymphs, adult bugs, or feces.
- Any material discovered or strongly suspected of being infested should be treated in the hot box. If the item cannot be treated immediately, seal it in a plastic bag.
- If the material does not belong to your library, contact the owning library before treating.
- Do not send infested items in the delivery. Doing so could potentially spread the infestation to the rest of the system.
- The patron who returned the infested material should be contacted immediately. Be sensitive and professional and maintain confidentiality.
- Give the patron the following helpful resource information:
  - IDPH - Illinois Department of Public Health, Division of Environmental Health, 525 W. Jefferson St., Springfield, IL 62761, 217-782-5830
  - <https://dph.illinois.gov/topics-services/environmental-health-protection/structural-pest-control/bed-bugs.html>
- The hot box will kill ants, bed bugs, cockroaches, dust mites, scabies, lice, moths and carpet beetles. Please follow the instructions closely that were provided with the hot box to make sure the proper temperature is reached for the destruction of pests.
- Do not simply discard any infested materials, as this can spread the infestation. Even if the material is to be discarded, it should be properly treated in the hot box prior to disposal.

*Adopted 8/19/2025*

## SUSPENSION AND REINSTATEMENT

So as not to jeopardize the health and cleanliness of library facilities, collections, and users, if a patron returns library materials on two separate occasions or has two or more items on one occasion that show evidence of bed bugs, there shall be an immediate suspension of that patron, as well as all other members of that household.

Suspended patrons and all other household members will have their borrower classification changed so that no checkouts of tangible items are permitted, yet access to digital collections is maintained.

Once the patron is able to provide the library with written proof that their residence has been treated, re-inspected, and that the bug infestation has been eradicated, library privileges will be restored. The documentation must come from a licensed pest control company or the patron's landlord. It must list the address of the residence treated and provide contact information for additional follow-up if needed.

## RIGHT OF APPEAL

Patrons may appeal a decision to limit or suspend privileges or the conditions placed on reinstatement by sending a written appeal to the Library Board within 10 business days of the suspension notice. This appeal should be sent to the President of the Library Board in care of the Library Director. The decision of the Library Board is final.

[Date]

[Recipient Name]

[Street Address]

[City, ST ZIP Code]

[Library Barcode #]

Dear [Recipient Name]:

Material you have returned to the Taylorville Public Library has been found to contain evidence of pests. Due to the damage to our material, as well as to protect our collection and other borrowers, we are suspending your borrowing privileges. You may still use our computers and other digital services, you may not check out any material until you have had successful treatment by a state certified pest control company.

To reinstate your borrowing privileges, please bring in a signed statement from the state certified pest control company stating that your residence has been treated, and that follow-up inspection shows no evidence of bed bugs.

Please contact us if you have questions.

We appreciate your understanding and cooperation.

Sincerely,

Lorachelle Eck - Director