



OWWL LIBRARY SYSTEM

PEST MANAGEMENT POLICY

This policy outlines OWWL Library System's (the System) protocols for prevention of, and reaction to, potential pest situations in member libraries (including, but not limited to bed bugs). OWWL Library System actively works toward the prevention and containment of pests in all materials transferred between libraries. OWWL Library System will update procedures according to best practices.

RESPONSE PROTOCOL AND PROCEDURES

We ask that member libraries' staff immediately report any sighting of live or dead pests associated with infestations to the Finance Director.

Any materials found in delivery that show evidence of live or dead pests will result in OWWL Library System contacting the originating library to notify them of the issue.

A prompt quarantine will take place of all items identified by OWWL Library System staff as potentially containing live or dead pests in any stage. Staff will immediately place any item suspected of containing live or dead pests into a sealed Ziploc bag. Staff will clean any surface suspected of coming into contact with the item with 90 proof alcohol.

BED BUG SPECIFIC TREATMENT

Treatment of materials with minor or suspected signs of bed bugs will include a decontamination process in a specialized heat treatment system that adheres to industry standards and is specifically designed to kill bed bugs. A bed bug response kit including Ziploc bags, alcohol, and a specialized heat treatment system will be kept at OWWL Library System.

The OWWL Library System will periodically inspect items in delivery, delivery bins, and delivery vehicles for the presence of bed bugs to help identify and reduce the risk of spreading bed bugs in libraries.

If a member library suspects they have a bed bug infestation, they will be required to notify OWWL Library System immediately. After notification, OWWL Library System may establish a temporary suspension on materials sent to and received by the member library depending on the severity of the situation. The temporary suspension may include the following actions:

- Library items being set to “Not Holdable” in Evergreen to prevent materials from being targeted to fill patron hold requests.
- The library location 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.

A temporary suspension enacted by this policy on a member library will expire after the member library sends proof that their facility has successfully treated and exterminated bed bugs using a licensed and accredited pest control company to the Finance Director.

If a member library discovers an item in delivery that they suspect of containing live or dead bed bugs, they will follow the response protocol above, placing the item into a Ziploc bag immediately. The heat treatment system may be borrowed from the System. Staff will mark the item as damaged and report the suspected contamination to the System by emailing the Finance 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.

OTHER PEST TREATMENT

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.

*Amended: January 8, 2025; November 10, 2021; February 10, 2021
Adopted: December 12, 2018*