

BAY COUNTY LIBRARY SYSTEM

Pest Procedure

Daily Item Inspection

1. Staff skim through items upon return - checking for damage including water, marking, rips, mold, stains, and signs of pests.
2. If signs of pests are found and identified, the ML or designated person in charge will determine if the items will be discarded. Patron's name and library card number will be noted. Any items showing signs of pests need to be double bagged immediately for future disposal. Any items near affected items are also double bagged separately for inspection. For example, if an infested item is returned in the drop box, double bag all items from the drop box.
3. Items to be discarded will be withdrawn and removed from the building. Any items to be discarded should have item barcodes noted by the ML or designated person in charge for replacement consideration. Staff will determine which items will be replaced.
4. Affected book carts, furniture, drop boxes, etc. can be treated by Maintenance. Contact Maintenance to arrange for treatment. Only Maintenance is authorized to use treatment.
5. If multiple items from the same household are suspect, the Managing Librarian or Director will open discussions with the patron and may suspend the patron's account until the home is remediated by a certified pest control company. The Managing Librarian, after consultation with the Director, has the discretion to decide whether items will be billed to the patron.
6. If patron's account is suspended:
 - A. Place a note on the patron's account regarding suspension until proof of treatment is received.
 - B. Once proof of treatment has been received by staff, a note in the patron's account will be made.

Canine Inspection

Bay County Library System buildings are inspected for bedbugs twice yearly. Regular inspection is a prevention measure that ensures infestations are caught and treated as early as possible to minimize impacts to patrons, staff, items, and facility. If items are found to have bedbugs, they are removed, double bagged, and discarded. Staff will determine which items will be replaced.