



Pest Control Policy

Adopted by the Board September 17, 2019; revised September 17, 2024

The Apalachin Library works to prevent, contain, and eliminate pests in all library materials and on library property through ongoing monitoring, prompt reporting of all sightings, and the immediate destruction of any discovered pests. Pests known to be damaging to library materials and facilities include but are not limited to bed bugs, cockroaches, silverfish, firebrats, booklice, fleas, beetles, termites, and rodents.

Employee Protocol

It is the responsibility of the Apalachin Library to safeguard the Library's materials and property and to maintain a healthy and clean facility for its staff and patrons. To this end, Library employees should:

- Take proactive measures to reduce the risk of pest infestations;
- 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 when necessary; and
- Review related policies and procedures regularly to ensure they remain consistent with best practices.

In the event any material is discovered to be infested or suspected of being infested, Library employees should:

- Request the hot box from the Finger Lakes Library System (FLLS) and treat the material according to instructions provided. If the item cannot be treated immediately, it should be sealed in a plastic bag. If the item is large, such as a chair, FLLS has a large hot box that can be sent in delivery.
 - If the material does not belong to the Apalachin Library, employees should contact the owning library before treating.
 - Employees should 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. Sensitivity and discretion are advised.
 - Employees should 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.

It may occasionally be necessary to restrict a patron's ability to borrow materials and/or visit the library when such use may jeopardize the health and cleanliness of the patrons, staff, materials, and facilities.

Examples of situations where borrowing materials may be suspended include but are not limited to:

- Evidence that item(s) loaned to a patron were returned containing pests known to be damaging to library materials (roaches and silverfish).
- Evidence that item(s) loaned to a patron were returned containing pests known to cause infestations in library facilities (bed bugs, fleas, roaches).
- Evidence that pests known to cause infestations in library facilities are present on the person or possessions of a library patron.

Patron Protocol

In the event a patron discovers a pest or evidence of pests in library material(s), they should:

- If the material is still in the library: leave it where it is, inform a library staff member, and bring the staff member to the material.
- If the material is not in the library: the item(s) should immediately be put into a sealable plastic bag (such as a Ziploc bag) and the bag should be sealed and the seal

reinforced with tape. Return the items directly to library staff and inform them of the issue; do not return the material to the book drop.

- Patrons should not attempt to treat library materials with known or suspected pests themselves. The patron will be responsible for any damage to library materials resulting from self-treating.

If a patron discovers that their home or work has a pest problem, they should refrain from borrowing library materials. If a patron currently has library materials in the infested area, they should call the library to discuss what should be done with the material. The Library understands that pests can be a sensitive issue and will work with the patron to find a resolution.

Public Donations

Donors should inspect materials for evidence of pests prior to donating them to the Library. The Library reserves the right to discard any materials with signs of past or present pest activity.