

Pioneer Library System Bed Bug Response Policy

This policy outlines Pioneer Library System's protocols for prevention of, and reaction to, potential bed bug situations in materials and libraries across the system. Pioneer Library System actively works toward the prevention and containment of bed bugs and bed bug eggs in all materials transferred between libraries. Pioneer Library System will have staff trained in bed bug detection, containment, elimination, and prevention, and regularly examine and update procedures according to best practices.

Response Protocol and Procedures

Pioneer Library System recognizes all libraries and staff have a role to play in controlling bed bugs across the system. All member libraries and staff must immediately report any sighting of live or dead bed bugs to the Pioneer Library System.

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

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

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

Library Protocol

If a member library suspects they have a bed bug infestation, they will be required to notify Pioneer Library System immediately. After notification, Pioneer Library System will establish a temporary suspension on materials sent to and received by the member library. The temporary suspension will include:

- 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.
- A hold of in-transit member library items at Pioneer Library 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 presents proof to the Executive Director of Pioneer Library System that their facility has successfully treated and exterminated bed bugs using a licensed and accredited pest control company.

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 Pioneer Library System. Staff will mark the item as damaged and report the suspected contamination to Pioneer Library System by email bedbugs@pls-net.org. Staff may not send the item through delivery until the item has been treated and a bed bug investigation has been conducted and resolved.