

Fennville District Library
BED BUG & PEST CONTROL POLICY

February 2025

Purpose:

In order to meet its stated mission— “to provide access to varied materials and services for lifelong enrichment”—the Fennville District Library (hereafter known as “the Library”) will work to maintain a healthy and clean environment and protect the community’s investment in library collections, equipment, and property. This Bed Bug & Pest Control Policy establishes guidelines for both patrons and staff to ensure that bed bugs and other pests do not encroach on this responsibility of the Library.

Patron Regulations:

If a patron knows they are experiencing a bed bug or other pest infestation in their residence, they must cease to borrow physical (i.e. tangible) materials from the Library until such time as the infestation has been resolved.

If the patron discovers the infestation while they have Library materials checked out, or they discover signs of an infestation in materials they have removed from the Library, the patron must place the materials in a sealable plastic bag and tape the bag closed. The bag containing the materials must then be returned directly to Library staff and may not be placed in the drop box.

If a patron returns library materials on two separate occasions that show signs of infestation, if they return two or more items that show signs of infestation, or if they return materials showing signs of infestation in a manner other than that laid out by this policy, the patron in question will have their visiting privileges and borrowing privileges suspended, as will other members of their household, until such time as the patron or a member of their household is able to provide evidence that the infestation has been eradicated.

Patrons may not attempt to self-treat any affected materials, such as by heat or with pesticides. Patrons will be held responsible for any damage sustained to materials during an attempted self-treatment process.

If a patron discovers materials in the Library showing signs of an infestation, the patron must bring the materials to a staff member and inform the of the problem.

Staff Regulations:

In the event signs of an infestation are found in the Library or on Library materials, the staff will confer with qualified and licensed pest control company to ensure that the infestation is controlled and eradicated.

If the definitive source of the infestation is clear and confirmed, the Library will notify the patron of the findings if the patron did not inform the library of the issue themselves. Depending on the circumstances, this may also entail notifying the patron of a suspension of privileges until the patron and/or their household is able to provide evidence that the infestation has been eradicated.

Appeals:

If a patron believes that their privileges have been wrongly suspended or that the conditions placed on reinstatement would cause undue hardship, they may appeal the decision in writing to the Library Director within 10 (ten) business days of the suspension notice. The Library Director's determination may also be appealed to the Library Board in writing within 10 (ten) business days of the Director's decision. The Board's decision is final.