



Bed Bug Procedures

Genesee District Library actively works toward the prevention and containment of bed bugs and bed bug eggs in all materials, and on library premises.

Prevention Procedure

Genesee District Library recognizes all patrons and staff have a role to play in controlling bed bugs in our community. All patrons and staff must immediately report any sighting of live or dead bed bug to library staff.

If **Genesee District Library** finds evidence of bed bugs in materials or on library premises we will contract a licensed, accredited, and reputable company to determine if or where infestations may exist. Any materials or areas on the premises needing treatment will be treated.

Suspected materials or areas will be barred from public use until confirmed to be free of bed bugs.

Staff Procedure

1. Staff will routinely watch for bed bugs.
2. If signs of bed bugs are found, staff will determine if the materials will be treated or discarded.
3. Items to be discarded will be withdrawn from Sierra, stamped "discard" and removed from the building. If the item cannot be discarded outside the building, it will be placed in a Ziploc bag and discarded in a trash can.
4. Items to be treated will be placed in a Ziploc bag; several items may be placed in one bag.
5. Contact Administration to arrange for treatment.
6. After treatment, staff and administrator will inspect the materials and determine whether the materials can be returned to the collection, require retreatment, or should be discarded.
7. Patrons suspected of returning bed bug infested materials will be temporarily suspended from checking out any physical items until cleared by a thorough investigation or proof of bed bug treatment has been provided.
 - a. Place a note on the Patron's record regarding suspension.
 - b. Send proof of treatment copies to Branch Operations Manager.
8. Patrons who self-report prior to or during the return process will not be held accountable for the library's decision to discard items deemed damaged beyond repair.

This link <http://www.cdc.gov/parasites/bedbugs/faqs.html> provides information provided by the CDC (**Center for Disease Control and Prevention**) will be leveraged by **Genesee District Library** staff in the prevention of, and reaction to, potential bed bug situations.

Michigan Manual for the Prevention and Control of Bed Bugs

Comprehensive guidance to identify, treat,
manage and prevent bed bugs



Presented by Michigan's Bed Bug Working Group