



Kendallville Public Library

Providing access to information...for life.

Pest Containment Policy

Updated by the KPL Board of Trustees 8.13.2024

The Kendallville Public Library (KPL) strives to keep all items in good condition as a service to the community. Library patrons are expected to keep borrowed materials free from damage and pests.

KPL staff inspect each item promptly upon its return to the library and are familiar with procedures related to handling materials contaminated with bed bugs, lice, fleas and other pests. In the interest of public health, those procedures are:

- In the event that an item is returned to the library contaminated with pests, the item will immediately be contained in a sealed, airtight plastic box
- All materials found containing pests will be treated appropriately to exterminate the pests
- Staff will determine if an item can be salvaged, or if it must be discarded once it is free from pests
- All items will be disposed of properly or declared pest-free before they are returned to public circulation

When a patron returns an item that is contaminated with pests, and sufficient evidence exists to positively identify the patron responsible, KPL staff will:

- Show the materials and the evidence of bugs to the patron, whenever possible
- Send a letter to the patron via U.S. mail, informing them of the contamination
- In the event of bedbugs, require the patron provide a paid and dated receipt for proper pest extermination and/or inspection with clean results at the patron's address. The address on the receipt must match the patron's address in the library's records
- Note the contamination on the patron's Evergreen Indiana account, until appropriate documentation has been received
- Charge the patron for materials that had to be discarded, if applicable
- Block a patron from checking out any library materials if pests are found a second time

Patrons may be barred from entering the library if pests are noticed on their person or at the discretion of the Executive Director should he/she have reasonable cause to believe the individual(s) have bedbugs on their person or belongings.

*Adopted 10.18.2019 by KPL Board of Trustees