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Identification and Treatment of Bed Bugs in the Henderson Library

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Updated 8/10/2017 JCG

Identification and Treatment of Bed bugs in the Henderson Library

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1. Inspection & Identification

It is important to identify infected items at first point of contact. This requires careful inspection of all returned library materials.

A: Inspection

Books

1. Inspect the page edges.
2. Look inside the front and back Covers of the book
3. Look under the book jacket, at both the book and the cover
4. Use LED and UV Flashlight to inspect closely

Furniture

1. Using LED & UV Flashlight Inspect the corners of the chair cushion
2. Using Led & UV Flashlight Inspect the sides of the chair cushion and back where the cushion meets the back.
3. Using LED & UV Flashlight Inspect under the chair

B: Identification of a bed bug or bug damage

As books are returned to the library they need to be carefully inspected.

You may only see a single dot on the outside top of a book (marked Henderson Library)... check the inside by flipping through the pages.

A prime spot to locate bed bugs is on corners of the binding.

It is also not uncommon for bed bugs to be caught inside of a book and to be squashed inside either the front or back cover.

Look underneath book jackets.

C: Resources

For pictures of Bed Bugs

http://www.ala.org/pla/sites/ala.org.pla/files/content/onlinelearning/webinars/archive/PLA_Kittrell_Dont-let-the-bed-bugs-bite_Final.pdf

2. Quarantine

A Quarantine Kit will be kept at the Circulation Desk, Interlibrary Loan Office, and the Gifts Office

Quarantine: Scenarios

Items with Live bugs returned at the counter

Items with live bugs returned in the book drop

Items with damage (or dead bugs)

Items discovered after they have been discharged and are found on the sorting cart.

Furniture found with live or dead bugs

Quarantine: Toolkit

A Quarantine Kit will be kept at the Circulation Desk, Interlibrary Loan Office, and the Gifts Office

LED Flashlight

UV Flashlight

Extra Heavy Duty Ziploc Bags

extra airtight plastic tubs

shrink wrap

Large trash bags

Latex gloves

Isopropyl rubbing alcohol

Spray bottle for the alcohol

Quarantine: Books

1. Place book in Heavy Duty Ziploc Bag
2. Write down patron name and 900 number or Community member account number.
3. Quarantine Books

Henderson Library Books: Check out to Patron Account Bed Bug. This is a Faculty/ Staff Account that will not expire.

GIL Express Book: Check book out to Patron Account Bed Bug

Interlibrary Loan Books: Write down the ILL Number that is on the cover of the book.

4. Place book in airtight plastic tub for storing and transporting bagged material
5. Take airtight plastic tub out to the loading dock for inspection by Knox Pest Control.
6. Email Access Services Department Head that books have been identified as having Bed Bug. Include Patron name and 900 number or Community Member account number. If there are any GIL Express books or ILL books include those item numbers in this email.
7. Department Head will email the Dean of the Library. The Dean of the library will submit a work order to Knox Pest Control to have the items treated.

Quarantine: Furniture

1. Wrap the chair with shrink wrap or place in a large trash bag.
2. Remove furniture from the building
3. Email Access Services Department Head that furniture has been identified as having Bed Bug.
4. Department Head will email the Dean of the Library. The Dean of the library will submit a work order to Knox Pest Control to have the items treated.

3. Treatment/Follow-Up

1. In the event that Bed Bugs are discovered, the Access Services Department Head will contact the Dean of the Library. The Dean of Library submits a work order requesting inspection and treatment of items (books & furniture). If the physical library needs to be inspected the Dean of the Library will submit a work order.
2. If a student returns a book that has been identified as having Bed Bugs the Access Services Department Head will contact the office of the Dean of Students by phone or email. The Office of the Dean of Students will work with Housing, Health Services, and any other necessary campus partners. The Office of the Dean of Students will also take responsibility of informing the affected student(s). This includes on and off campus students.

Dean of Students: Dr. Patrice Buckner Jackson

pbuckner@georgiasouthern.edu

912-478-3326

Administrator to the Dean: Tonya Zetterower

tzetterower@georgiasouthern.edu

912-478-3326

Students may continue to check out books unless instructed otherwise by the Dean of Students or the Dean of the Library.

3. If Faculty/ Staff returns a book that has been identified as having Bed Bugs the Access Services Department Head will contact the Dean of the Library. Dean of the Library will work with the Provost to contact the Faculty/ Staff member. Faculty/ Staff may continue to check out books unless instructed otherwise by the Dean of the Library.

4. If a Community Member returns a book that has been identified as having Bed Bugs the Access Services Department Head will contact the Community Member informing them that items they returned to the library contained Bed Bugs. The Access Services Department Head or Dean of the Library may decide to suspend a Community Members borrowing privilege.

4. Zach S. Henderson Library's Health & Safety Policy*

Suspension of Privileges for Health and Safety Reasons

It is the responsibility of the Zach S. Henderson Library to maintain a healthy and clean environment for all library patrons. In order to fulfill this responsibility, the Henderson Library may restrict a Community Members ability to borrow materials and / or visit the Henderson Library facilities when such use may jeopardize the health and cleanliness of Library facilities, collections, and users.

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

Evidence that items on loan to a Community Member may have been returned with insects that are known to be damaging to library materials, e.g. roaches, silverfish, and some types of beetles

Evidence that items on loan to a customer may have been returned with insects that can result in pest infestations in library facilities, e.g. bed bugs or roaches

**This policy has been adapted from the Wichita Public Library's Health & Safety Policy*