

# **Pests in the Library**

Revised 4/18/2017

## **Part 1: Bed Bugs**

The Metropolitan Library System takes all reports of bed bugs seriously. Staff at our libraries inspect every item upon return for condition and routinely inspect our furnishings. We strive to maintain an up-to-date collection and facility in good condition. The critical step if a bed bug is in a small item such as a book is to put the infected item in a sealed bag. Metro has invested in the proper equipment to eradicate any bugs that might be found on small items and we consult with pest control experts for small areas.

Even with our efforts to inspect every item, we highly recommend that library members inspect materials upon checkout for many reasons, including possible damage caused by a previous borrower, missing discs, etc.

### **Our First Line of Defense is visual inspection**

Recognition, education and understanding of bed bugs are our best ways to prevent infestations. Metro trains staff to conduct visual inspections of returned materials, seating and surrounding spaces as the first line of defense. The library regularly cleans and vacuums our furniture and facilities.

### **What to Do When You Suspect Bed bugs or Other Pests**

#### **Books returned in the book drop with possible or definite infestation**

- Immediately double bag the item(s). DO NOT check in the materials. Use Ziploc bags or trash bags. Notify circulation. Circulation will follow procedures below.
- If you have a situation where several insects are crawling over all the books in the book drop, you may have to bag all books and close down the book drop temporarily. Tape a sign over the slot saying "Book Drop Closed. We apologize for the inconvenience." Notify a management team member immediately. The management team member will notify maintenance.

#### **Books returned in the circulation book drop with signs of *possible* insect infestation such as feces/stains/eggs**

- Immediately double bag the item(s). DO NOT check in the materials. Note the item ID and the customer who had it checked out, if possible. Use Ziploc bags or trash bags.
- Enter the information in the circulation log.
- Determine whether the material can be cleaned and reshelved; ask the librarian in charge of the collection if necessary to determine whether to charge the member, withdraw, or clean.

#### **Books returned in the circulation book drop that are clearly infested or damaged (visible live bugs)**

- Immediately double bag the item(s). Note the item ID and the customer who had it checked out, if possible. Use Ziploc bags or trash bags. Take a picture of the damage for reference before disposing of the item(s).
- Enter the information in the circulation log, if your location maintains one.
- If the member is in front of you at the time of return, or comes back to check out, politely explain that insects were found in library materials returned by them.

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- If this is the first instance, inform the member that entering the library with communicable diseases, contagious illnesses or lice or other body or article infestation is not permitted (see Rules of Conduct) and then continue to check out materials unless the card is blocked. Document that situation in the ROCV software. If it happens again, the member will receive a warning letter. Continued instances would result in a suspension of privileges.

### Furnishings

- Managers are proactive by ensuring that the furnishings are routinely visually inspected
- Place any specimens in tightly sealed double plastic bags for positive identification
- Move the item with live bed bugs to an out-of-the-way non-public area designated by the managers based on local needs and available space.
- Notify a management team member immediately. The management team member will notify maintenance or IT if IT equipment is involved.
- Pest control company will be consulted by MTC for further recommendations.

*IMPORTANT: Please be sensitive and use informed judgment when assessing items. These procedures are for unusual and extreme cases involving insects such as roaches and bed bugs, not the stray spider or beetle we may occasionally come across. We do not want to embarrass members.*

### Chemicals and extreme temperatures kill bed bugs

The Maintenance department (MTC) will send each location a bed bug "kit" consisting of different size plastic bags to seal the infected item(s) in. In addition, MTC has purchased two bed bug ovens (ZappBug Oven). One large enough to put a chair in and the other smaller to put several books in. The idea is that bed bugs die within minutes once the temperature reaches 120°F. If you have a chair that you suspect has bed bugs place a work order and MTC will bring out the portable oven and bake your bugs for you.

Terminix has indicated that placing an item in a sealed plastic bag in a freezer for a couple of days is another option. For a small specific area Terminix's preferred way to treat is to use extreme cold. They use CO2 with a wand and freeze the affected area. If it is a larger area Terminix will use chemicals that must be sprayed directly on the bug or egg in order to kill it.

### Supplies:

- Flashlight and magnifying glass for visual inspection
- Different size plastic bags to seal infected items, available from Maintenance
- Passive inception devices such as Bed bug ClimbUp or Bed Bug Trap inceptors

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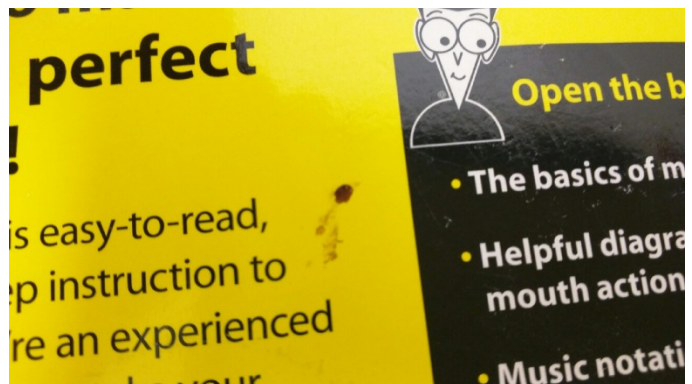
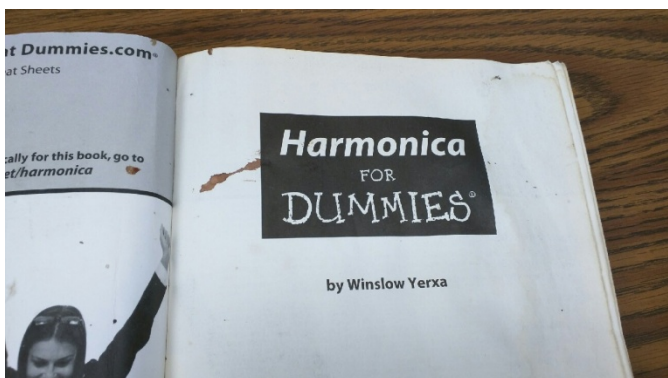
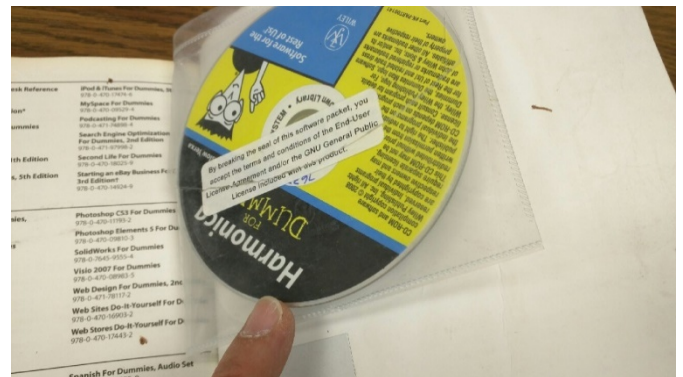
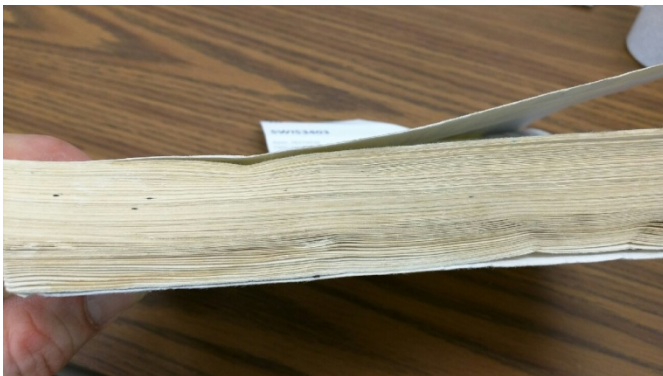
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### BED BUGS - WHAT TO LOOK FOR



These are bed bug eggs and fecal matter. Eggs look like tiny grains of rice. Fecal matter is flat and often looks like felt tip marker blots on the pages.

Another example of fecal matter from bed bugs. Bed bugs like to hide in tight, dark spaces – like inside the spine of books. Check the spines when you flip through books for damage.



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### Inspecting furniture for bed bugs

Bring some white latex gloves, a magnifying glass, a small ruler and a flashlight to inspect the furniture.

Use your fingers, or a small ruler, run the edge of the ruler over the furniture's surface. Then use your fingers or the edge of the ruler through any creases, cracks or crevices in the furniture. Remember, bed bugs like to hide in small tight spaces, so running the ruler through these areas is critical to performing a thorough inspection. Watch for signs of bed bugs on your gloves. Signs can include feces (which will be dark red stains), old skin, or bed bugs themselves. Use the magnifying glass to inspect anything remotely questionable.

Use the flashlight to highlight and inspect any hidden or dark areas of the furniture. Again, these are the locations where bed bugs like to hide. They are generally not out in the open where they are easily seen.

### What to look for (evidence of bed bugs)



**Live or dead bed bugs** – individual or in clusters, the adults are much easier to spot, rusty brown, approximately  $\frac{1}{4}$ " long, shape and size of an apple seed, flat or swollen depending on when they fed last.

**A bed bug is a small, oval shaped, wingless bug with six legs.** The average adult bed bug is approximately five millimeters long and about as wide as a credit card is thick. A newly hatched nymph is much smaller and can be the size of a pinhead. Bed bugs range in colors from nearly white at the nymph stage to brown as adults.



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**Fecal spotting** – small black spots or streaks stuck to surfaces, smooth (shiny if fresh) and slightly raised, they will not scrape off easily and can be found anywhere bed bugs have traveled but mostly where they harborage.



**Cast skins** – the molted skins are light tan and translucent, they literally look like a hollow bed bug and can be found in a range of sizes (1/16"-1/4").



**Eggs** – translucent white or slightly tan and glued to surfaces, they look like a tiny grain of rice (1 mm or 1/24").

**Furniture should be inspected on a regular basis. Maintenance will be coming around and vacuuming the furniture as part of their monthly preventative maintenance.**

### Part 2- Lice

Head lice are spread most commonly by direct head-to-head (hair-to-hair) contact. However, much less frequently they are spread by sharing clothing or belongings onto which lice have crawled or nits attached to shed hairs may have fallen. The risk of getting infested by a louse that has fallen onto a carpet or furniture is very small. Head lice do not have hind legs or wings and they cannot, jump, hop or fly. Head lice survive less than 1–2 days if they fall off a person and cannot feed; nits cannot hatch and usually die within a week if they are not kept at the same temperature as that found close to the scalp.

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The following are steps that can be taken to help prevent and control the spread of head lice in the library:

- Items that are not washable can be sealed in a plastic bag and stored for 2 weeks.
- Ensure that the floor and furniture are vacuumed, particularly where the infested person sat or lay. To do so, contact Maintenance and let them know so that they can notify the janitorial service. Use an orange cone to identify the area that needs extra attention.
- Spending much time and money on housecleaning activities is not necessary to avoid re-infestation by lice or nits that may have fallen off the head or crawled onto furniture or clothing.
- Do not use fumigant sprays or fogs; they are not necessary to control head lice and can be toxic if inhaled or absorbed through the skin.