

Camden County Library District Policy Manual

Section 2 Operating Policies

Subsection 20 Policy for Suspension of Privileges for Health and Safety Reasons

It is the responsibility of the Camden County Library District (CCLD) to maintain a healthy and clean environment for all library users and to protect taxpayers' investments in library collections, equipment, and property. CCLD must also do its most to prevent the spread of dangerous pests throughout the community. In order to fulfill this responsibility, CCLD may restrict a patron's ability to borrow physical materials and/or visit library facilities when such use may jeopardize the health and safety of library facilities, collections, patrons, and the community.

An example of a situation where borrowing of physical materials may be suspended includes but is not limited to evidence that items on loan to a patron have been returned with insects that are known to be damaging to library materials or can result in pest infestations in the library facilities, e.g., roaches, silverfish, bedbugs, fleas, lice, and some types of beetles.

Examples of situations where access to library facilities may be suspended include but are not limited to: Patrons or patron possessions with fleas, lice, or bed bugs.

The first time evidence of an insect issue is noted:

A manager will notify a patron of what was found and put a note on the patron record and follow the pest identification and quarantine procedures in place.

The patron will be shown the evidence of the infestation where possible.

The library materials will be decontaminated or discarded, depending upon the level of infestation at the discretion of the manager.

Patrons in the household will be limited to checking out 2 items at a time and given a large Ziploc bag in which to keep the materials. Items too large to fit in a bag will not be allowed to be checked out.

The manager will notify the patron either in person, by speaking with the patron on the phone (no message will be left), or by certified mail that if additional materials are returned with evidence of a bug infestation, library privileges will be suspended until a bill giving evidence of a professional pest control visit to the household is presented to the library.

The second time evidence of a pest issue is noted:

A manager will notify the patron by certified letter of what was found and put a stop on the patron's account and all members of the same household living at the same address.

The staff members will follow the pest identification and quarantine procedures in place.

The materials in question will be decontaminated or discarded at the discretion of the manager.

The manager will in the notification letter inform the patron that the patron is banned from all facilities of CCLD until a bill from a professional pest control company is presented. The patron will be allowed in the buildings if in possession of such a bill.

The manager or person in charge will, upon given evidence of a professional pest control visit to the patron's household will take off all stops related to the pest problem and reinstate privileges, given that there are no other stops or holds on the patron record. The same will go for all household members living at the same address.