

Illinois Heartland Library System

Internal Procedure - Delivery

BED BUG INFESTATION

In the event Delivery staff determine there is evidence of a bed bug infestation in the delivery area, the following steps are to be immediately undertaken and entered on the Bed Bug Infestation Log:

1. Investigate the source/location of the infestation
2. Isolate the infested material(s) and bins
3. Place materials in large garbage bag(s)
 - a) Seal and remove bag to outside work area
 - b) Contact library to determine if sealed bag is to be returned to library or destroyed without reimbursement
4. Log item(s) retained in outside isolation area; hub manager should notify owning library of infestation
5. Hub manager should alert staff to be vigilant in looking for potential infestation and call exterminator if required
6. Do the following for each delivery stop from which infested materials were retrieved:
 - a) Hub manager will alert director of the library as to the nature of the infestation via email
 - b) Stop all deliveries until library provides a report from a pest control company stating that the library was not or is no longer infested

BED BUG INFESTATION LOG

	DATE DISCOVERED	TITLE	BARCODE	OWNING LIBRARY	DATE OWNER NOTIFIED	NAME OF PERSON NOTIFIED	RETURN OR DESTROY BAG
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							