

# Health and Safety Policy Regarding Pest Infestation

## Summary

It is the responsibility of the Muncie Public Library to maintain a healthy and clean environment for all Library users and to protect the public's investment in the Library's collections, equipment, and property. To meet this obligation, Library staff systematically inspects all materials entering the building.

Returned materials with evidence of pests (dead or alive) will be discarded, and the borrower on record may be charged for the item(s). Surfaces will be disinfected and materials in proximity to the discarded items will be bagged, sealed, and treated with heat or chemicals to eliminate any danger of infestation. Immediate efforts will be made to identify the borrower who may be unwittingly bringing contaminated materials onto Library property.

Any incidents of Library materials returned contaminated with pests are documented **in the borrower's record**. Repeated offenses may result in the suspension of borrowing privileges and/or access to Library facilities.

## Suspension of Borrower Privileges

The Library may restrict a user's ability to borrow materials and/or visit Library facilities when staff-collected evidence verifies an unsafe situation that requires intervention.

If it becomes necessary to suspend Library borrowing or access privileges, the Circulation Supervisor will do so in consultation with Library Administration.

Access to Library facilities and borrowing privileges may be restored when the suspended customer demonstrates that the situation that caused the loss of privileges has been remediated.