



## **Items Damaged by Pests**

When library customers return borrowed materials, CCLS staff will inspect all items before re-shelving them. If library staff find returned materials contain pests or evidence of pests (insects, rodents, etc. alive or dead), and the evidence is unequivocally connected to a specific borrower, library staff will take the following actions:

The incident will be noted on the customer's account.

The customer will be informed of the condition of the item(s) as well as the consequences of future infractions.

The customer will be given a copy of the portion of the circulation policy regarding Items Damaged by Pests and a sealable plastic bag in which to return all borrowed library materials in the future.

In order to discontinue using the sealable plastic bag for borrowed library items, the library customer must provide a paid and dated receipt for pest extermination and/or inspection with clean results at the customer's address. The address on the receipt must match the customer's address in the library's records.

The customers will be asked not to use book drops for materials with live bed bugs or signs of bed bugs, or other pests including, but not limited to roaches, spiders, or ants.

If the same customer checks out and returns library item(s) containing pests or evidence of pests a second time, all customer accounts within this household will be blocked and they will no longer be permitted to check out library materials.

In order to restore borrowing privileges, the customer must provide a paid and dated receipt for pest extermination and/or inspection with clean results at the customer's address. The address on the receipt must match the customer's address in the library's records.

Materials will either be treated or discarded at the Library's discretion.

If all evidence of pests cannot be removed from an item without destroying the item, or if the item cannot be repaired, the customer will be charged for the cost of replacing the item.