

## Health & Safety Policy

It is the responsibility of Fondulac District Library to maintain a healthy and clean environment for all Library users and to protect the taxpayer's investment in Library collections, equipment and property. In order to fulfill this responsibility, the Library may restrict a user's ability to borrow materials and/or to visit Library facilities when such use may jeopardize the health and cleanliness of Library facilities, collections, and users.

Examples of situations where borrowing of materials may be suspended include, but are not limited to:

- Evidence that items on loan to a patron may have been returned with insects that are known to be damaging to library materials, e.g. roaches, silverfish, and some types of beetles
- Evidence that items on loan to a patron may have been returned with insects that can result in pest infestations in library facilities, e.g. fleas, lice, bed bugs, or roaches
- Evidence that library materials on loan to a patron were returned with stains that are clearly and obviously urine, feces, or blood, whether human, insect, or animal
- Evidence that items on loan to a patron may have been returned with fungi that can be damaging to Library materials, e.g. black mold

Examples of situations where access to Library facilities may be suspended include, but not be limited to:

- Patrons or patron possessions with fleas or lice or other insects
- Patrons with clothing or possessions stained with urine, vomit, or feces
- Patrons who are actively bleeding from or have exposed open and infected wounds
- Borrowed materials returned with evidence of pest infestation may also result in suspension of use of the library facility.

Should it become necessary to suspend Library privileges of a patron in order to protect Library collections, facilities, or other users, notification of the suspension will be made. Access to facilities and borrowing will be restored when the suspended patron demonstrates that the situation that caused the loss of privileges has been remediated. This may include proof of qualified extermination procedures conducted at the customer's primary residence, proof of medical attention received, or further proof as needed to meet the circumstances. Confirming information may include copies of receipts for treatment, a letter from a licensed pest control company, or a written statement from the owner or property manager of a multi-family rental residence. In some circumstances, proof of a change of residential address may also be accepted.

### **Returning Material That May Have Come in Contact with Pests or Hazardous Material**

If library materials may have come into contact with bed bugs, roaches, lice, fleas, or other insects or pests or that have come in contact with urine, feces, blood, or other hazardous material while in a patron's possession, the patron SHOULD NOT return the material through the book drop. Instead, the patron should place the items in a securely closed plastic bag and notify a staff member immediately upon return of the materials to the circulation desk, so the staff member can take necessary precautions. Materials that are returned with bed bug or other pest infestation will be treated or discarded at the library's discretion. Materials that must be discarded may be charged to the customer at full replacement value, and all relevant circulation policies regarding fines and fees apply.

Patrons wishing to appeal suspensions may do so by writing to the Board of the Trustees at the library's address.

Approved 11/25/19