

Suspension of Privileges for Environmental Health & Safety Reasons

It is the responsibility of the Cape Girardeau Public Library to maintain a healthy and clean environment for all Library patrons and to protect the investments in the Library's collection, equipment, and property. In order to fulfill this responsibility, the Library may restrict a patron's ability to borrow materials and/or to visit the Library facility when such use may jeopardize the health and cleanliness of the building, collections, and patrons.

Examples of situations that may result in suspension of borrowing of physical materials includes, but is 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, or that can result in pest infestations in the Library facilities, e.g. roaches, silverfish, bed bugs and some types of beetles.*
- *Evidence that items on loan to a patron may have been returned with animal urine or other noxious smells.*

Examples of situations that may result in suspension of access to Library facilities include, but are not limited to:

- *Patrons or patron possessions with fleas, lice, or bed bugs.*
- *Patrons with clothing that is stained with human or animal urine, feces, blood, vomit, etc.*

Procedures:

If Library staff note a potential insect issue they will flag the patron's account to check returned material for damage upon the next visit of the patron.

After confirmation of an insect issue is first noted for a particular patron or household:

- *The User Services Coordinator or their designee will notify the patron of what was found and put a note in the patron record and follow the Pest Identification and Quarantine Procedures.*
- *Patrons will be shown the evidence whenever possible.*
- *The Library materials will be discarded at the discretion of the User Services Coordinator.*
- *Patrons will be limited to checking out two items at a time for 3 months and given a Ziploc bag. They must return their items in the Ziploc bag during the 3-month period.*
- *The User Services Coordinator will provide a handout to the patron about ways to address the issue (keep materials in closed containers or Ziploc bags when not being used, inspect them before being returned, talk with landlord or pest control company.)*
- *The User Services Coordinator will notify patrons that if additional materials are returned with evidence of a bug infestation, Library privileges will be suspended for six months.*
- *The patron will not be billed for damaged items the first time evidence is noted.*

The second time there is confirmed evidence of an insect issue noted:

- *The User Services Coordinator or their designee will notify a patron of what was found and put a note in the patron record and follow the Pest Identification and Quarantine Procedures.*
- *Borrowing privileges of physical materials will be suspended for six months. If the patron can provide evidence that the pest issue is resolved, the suspension will be lifted prior to the six-month period.*
- *Patrons will be shown the evidence whenever possible.*
- *The Library materials will be discarded at the discretion of the US Coordinator.*

- *The US Coordinator will determine if the patron will be billed for the damaged items.*

Reinstatement of Privileges:

Any patron who has privileges suspended under the terms of this policy may request to have privileges reinstated when evidence showing that the address in question has been inspected with no sign of infestation or that the residence has been treated. Such 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 residence. In some instances, proof of a change of residential address may also be accepted.

Adopted November 1, 2021. Reviewed 06/06/2023.