**Insect Infested Materials Policy**

Streator Public Library staff will routinely inspect all incoming materials, including those returned at public desks, in book drops, and through interlibrary loan, for signs of pests before removing items from a patron’s account. Signs include live or dead pests, eggs, nymphs, and feces or spotting associated with pests.

Materials returned to the Streator Public Library with detected presence of live or dead pests will be treated or discarded at the Library’s discretion. Discarded items will be considered as damaged items as outlined in the next section of this policy.

Any items identified by staff as potentially containing live or dead pests in any stage will be promptly quarantined. Items with signs of pests will be immediately placed in a minimum of two plastic resealable storage bags, sealed, and taped shut. They will then be stored in a freezer to safely provide proof of infestation to the patron. Patrons will be notified by phone as soon as possible.

Patrons who return materials infested with pests that could contribute to the spread of infectious diseases in humans or any kind of pest that may infest the library or library staff (e.g., cockroaches, bedbugs, worms, lice, etc.) may have their borrowing privileges suspended indefinitely. The suspension will remain in effect until the patron can provide proof of successfully exterminating the pests at their residence.

A certified letter will be sent to the patron with the following information:

Dear [Patron’s Name],

This letter confirms our phone conversation on [date], during which you were informed of a tentative suspension of your library privileges, as well as those of everyone at your residence, due to insect pest infestations in returned materials. The suspension will take effect on the [day] of [month], 202[year].

You have the right to contest this suspension by requesting a hearing with me on or before the above date. If you request a hearing, the suspension will not go into effect until a final determination is made following the hearing. If you do not request a hearing, or if the suspension is imposed following the hearing, it will remain in effect until you can provide proof of successful extermination of the pests at your residence.

This suspension is in accordance with the Streator Public Library’s Insect Infested Materials Policy, a copy of which is enclosed.

Charges have been placed on your account for the damaged items, totaling [amount]. In addition, charges for items checked out on other library cards at your residence have been added, as these items cannot be returned to circulation due to infestation. These charges are for [items] totaling [amount].

If you are a renter, we encourage you to contact your landlord regarding possible treatment.

In the meantime, if a suspension is imposed, neither you nor any members of your household will be allowed on the library grounds.

Sincerely,
[Library Director's Name]
Library Director
Streator Public Library