

REVIEWING PROCEDURES
FOR
DONATIONS AND PURCHASES

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REVIEWING PROCEDURES RECOMMENDATIONS

In order to reduce the risk of mold outbreaks and insect infestation within the collection, these guidelines have been developed to assist staff in the identification of mold, insect, and rodent infestation *before* donations or purchases are integrated into the circulating collection.

Recommendations before proceeding:

1. Know the size of the donation, and, if possible, ask the owner about the provenance of the items. **Personal safety comes first.**
 - Where have the boxes been housed? Attics, basements, barns, and garages are red flags for mold, insects, and rodents.
 - How long have the materials been in the box? There is a higher risk of infestation the longer the materials have been in the box.
 - Have the materials been exposed to asbestos, lead paint, or chemicals?
2. Request that the donations be cleaned and placed in clean boxes before delivery. Only transfer materials from off-site in clean boxes.
3. Quarantine (Where? Have a designated place ready...) all incoming materials until they have been thoroughly reviewed with the guidelines laid out in the following pages.
4. Wear personal protective equipment (face mask, disposable gloves & apron) when reviewing collections. Long pants, long sleeved shirts, and closed toe shoes are also recommended.
5. Be aware that boxes may contain sharp items, such as broken glass, rusty staples or paper clips, or other potentially hazardous objects.
6. Work carefully and remove one item at a time from boxes.
7. Work in a well-lit, well-ventilated area away from the Library's existing collection.
8. Always wash hands with warm water and soap after reviewing donations.

REVIEWING PROCEDURES

MATERIALS REVIEWED OFF-SITE

1. Bring the following items for an off-site review:

- Flashlight
- Face mask
- Disposable gloves
- Disposable apron
- Clear packing tape
- Ziploc bags and/or clear plastic garbage bags
- Clean cardboard boxes to transfer materials
- Masking tape for labeling boxes or bags
- Permanent black marker
- Notepad
- Pen or pencil
- Measuring tape
- Magnifying glass
- Digital camera

2. Upon arrival at the site, notice your surroundings. Attics, basements, barns, and garages are red flags for mold, insects, and rodents. Look in the area where the items are stored, including the walls, floor and shelving, for:

- areas of moisture or past moisture damage
- damaged or previously wet boxes
- live insects or insect remains
- possible rodent activity, including chewed bits of paper or rodent droppings
- suspect debris or dust that may contain harmful substances

3. If mold, an insect infestation, or rodent activity are found, it is strongly encouraged to refuse the donation.

4. If the area is clean and safe, and the items are stored:

- a. **In boxes**, proceed to MATERIALS HOUSED IN BOXES, page 5.
- b. **On shelves or other open area**, proceed to INDIVIDUAL ITEM REVIEW, page 7.

REVIEWING PROCEDURES

MATERIALS HOUSED IN BOXES

If boxed donations have been accepted in-house or a decision has been made to proceed with suspect materials from offsite:

1. Assess the condition of the outside of each box.

- a. Does the box look like it has ever gotten **wet**? If yes, the likelihood of mold or insects is higher.
- b. Has the box been completely sealed, or are there small openings that rodents or insects could have crawled into? Are there **holes** in the box that might have been made by chewing?

2. Open the box. Wearing a face mask and disposable gloves is recommended.

- a. Does the box **smell** like mold or mildew?
- b. Do you see any **mold** at first glance? See page 10 for assistance in identification.

If yes:

- If possible, take a photograph of the material with a digital camera.
 - Close the box and place it in a sealed garbage bag.
 - Label the bag with a general description of the contents and the suspected problem, such as "SUSPECTED MOLDY BOOKS DONATED BY MR. SMITH, 8/12/18 - DO NOT OPEN!"
 - If the materials do not warrant further examination and/or retention, immediately discard them outside of the building.
 - If the materials are to be kept, follow Library's mold remediation procedures.
- c. **Do you see insects inside the box?** Are they dead or alive? What are they? Is there one dead fly or multiple crawling insects? Judgment must be used to determine the level of infestation and the appropriate action. See pages 11-13 for assistance in identification of the common book pests, booklice, silverfish, and bed bugs.

(continued)

REVIEWING PROCEDURES

MATERIALS HOUSED IN BOXES

(continued)

If live insect infestation is suspected:

- Close the box and place it in a sealed garbage bag. Take photographs as necessary.
 - Label the bag with a general description of the contents and the suspected problem, such as "SUSPECTED SILVERFISH INFESTED BOOKS DONATED BY MR. SMITH, 8/12/18 - DO NOT OPEN!"
 - If the materials do not warrant further examination and/or retention, immediately discard them outside of the building.
 - If the materials are to be retained, place a sample in a sealed Ziploc bag or sealed on a piece of clear tape for identification.
- d. Do you see **rodent droppings or other evidence of animal activity**, such as chew marks, shredded paper, nests or seeds, inside the box? See pages 14-15 for assistance in identification.

If yes:

- Close the box and place it in a sealed garbage bag. Rodent droppings may present a serious health hazard, including Hantavirus.
- Label the bag with a general description of the contents and the suspected problem, such as "SUSPECTED RODENT INFESTED BOOKS DONATED BY MR. SMITH, 8/12/18 - DO NOT OPEN!"
- Wash hands thoroughly with soap and warm water.
- If the materials do not warrant further examination and/or retention, immediately discard them outside of the building.
- If the materials are to be retained, begin appropriate treatment.

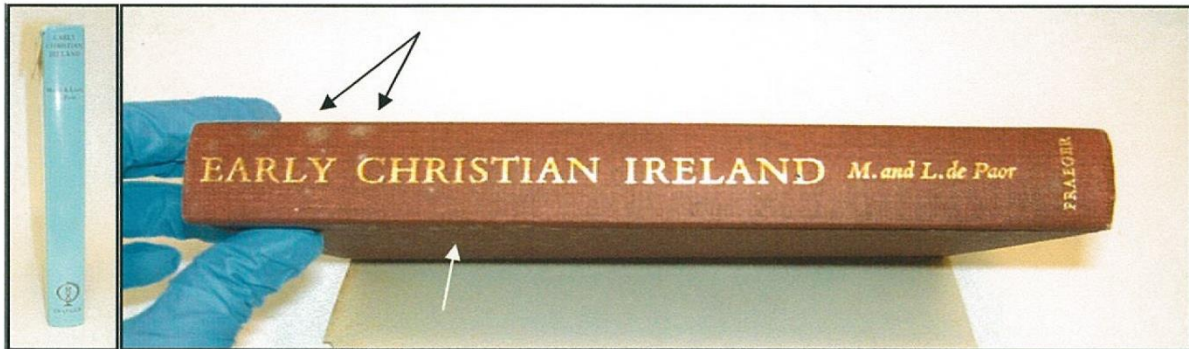
3. If the box is clean, proceed to **INDIVIDUAL ITEM REVIEW, page 7.**

REVIEWING PROCEDURES

INDIVIDUAL ITEM REVIEW

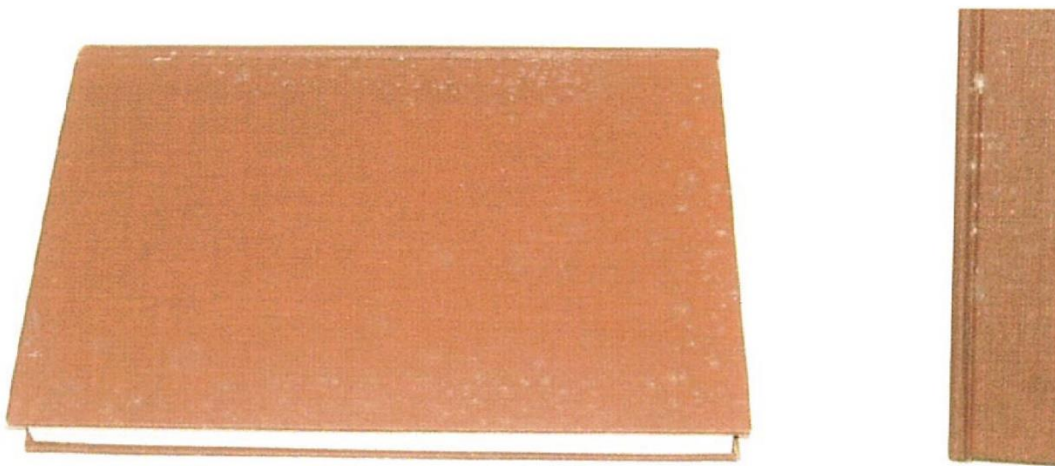
If individual items have been accepted in-house or a decision has been made to proceed with suspect materials from offsite:

1. Remove the dust jacket temporarily. Jackets may mask water damage, mold growth, insect infestation or other issues on the binding.



- Does the item look like it has **ever been wet**?
- Does the item **smell** like mold or mildew? Wearing a face mask and disposable gloves is recommended.
- Do you see any **mold or insects, such as booklice, silverfish, or bed bugs**? Please see pages 10-13 for assistance in identification.

2. Examine the front and back covers and spine for mold or insects, paying particular attention to the joint area. Holding the item at different angles may make mold more visible. Be aware that the color of certain cloth, such as yellow or white, may make it harder to see mold growth.



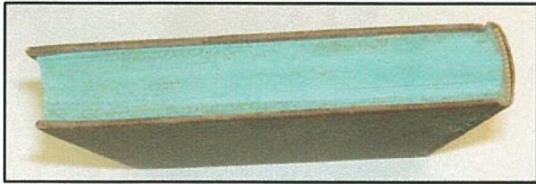
MOLDY COVERS AND JOINT
(continued)

REVIEWING PROCEDURES

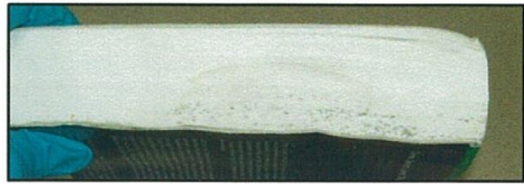
INDIVIDUAL ITEM REVIEW

(continued)

3. Look for mold or insects at the head (top), tail (bottom), and fore-edge of the text block.

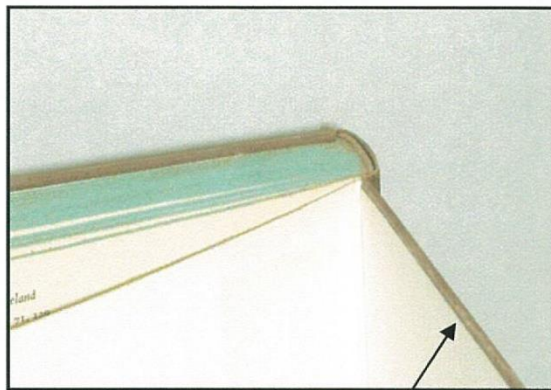


MOLDY HEAD OF TEXTBLOCK

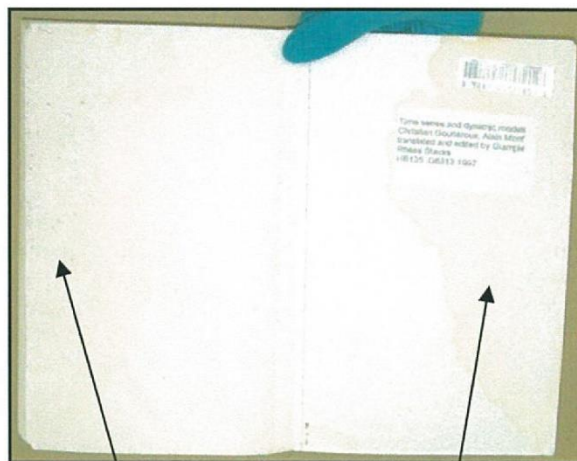


MOLDY FORE-EDGE

4. Open the covers, and check the endpapers and squares for mold and insects.



MOLDY SQUARES



MOLD GROWTH / PREVIOUSLY WET BOARDS

(continued)

REVIEWING PROCEDURES INDIVIDUAL ITEM REVIEW

(continued)

If mold is found:

- Place the moldy items in a sealed plastic bag.
- Be vigilant when examining the neighboring books.
- Label the bag with a general description of the contents and the suspected problem, such as "SUSPECTED MOLDY BOOKS DONATED BY MR. SMITH, 8/12/18 – DO NOT OPEN!"
- If the materials do not warrant further examination and/or retention, immediately discard them outside of the building.
- If the materials are to be kept, begin Library's remediation procedures.

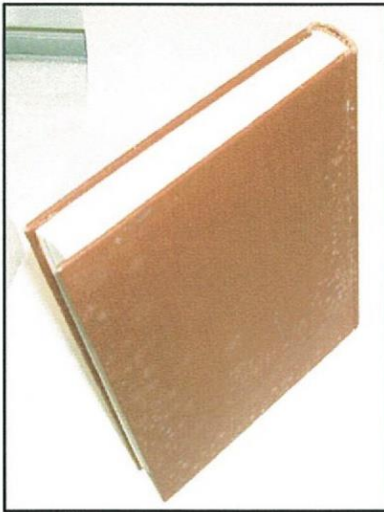
If insects are found, are they dead or alive? What are they? Is there one dead fly or multiple crawling insects? Judgment must be used to determine the level of infestation and the appropriate action. See pages 11-13 for assistance in identification of the common book pests, book lice, silver fish, and bed bugs.

If live insect infestation is suspected:

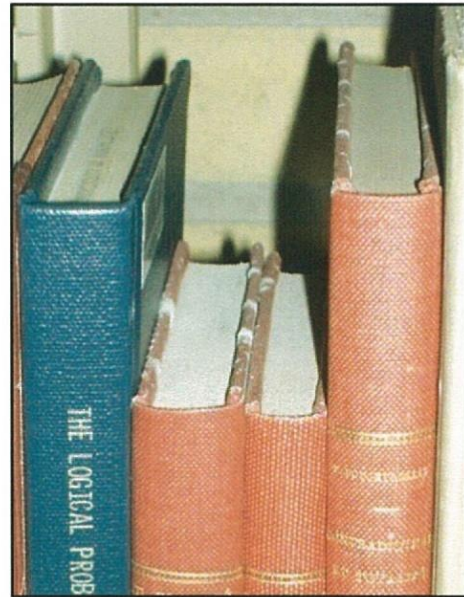
- Place the donated items in a sealed plastic bag. Take photographs as necessary.
- Label the bag with a general description of the contents and the suspected problem, such as "SUSPECTED SILVERFISH INFESTED BOOKS DONATED BY MR. SMITH, 8/12/18 - DO NOT OPEN!"
- If the materials do not warrant further examination and/or retention, immediately discard them outside of the building.
- If the materials are to be retained, begin Library's identification and remediation procedures.

5. If no evidence of mold, insects or rodent infestation is found, proceed with normal acquisition procedures.

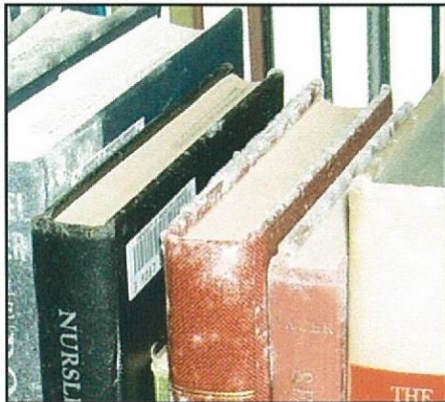
IDENTIFICATION OF MOLD



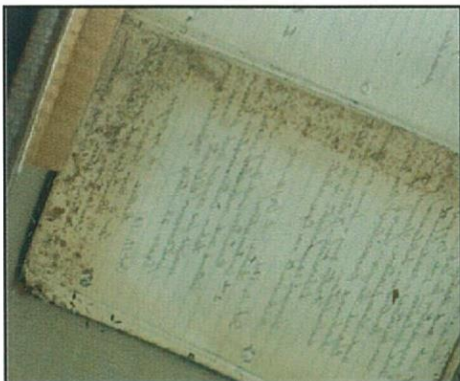
AN ALL-OVER SPECKLED PATTERN IN
WHITE, YELLOW, BLACK, BROWN OR GREEN



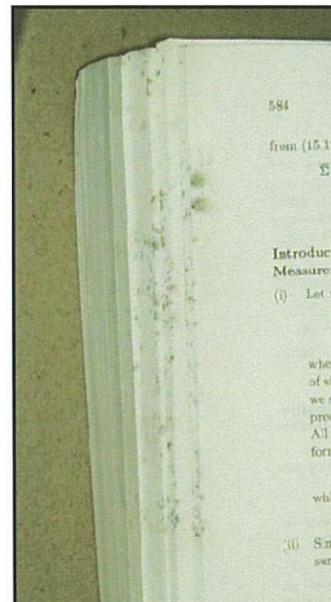
SMALL MOUNDS OF WHITE, YELLOW,
GREEN, BLACK OR BROWN.
MAY BE FURRY, DUSTY, OR SLIMEY,
AND MAY SMEAR IF TOUCHED



ALL-OVER FURRY GROWTH



SPECKLED ON EXPOSED AREA



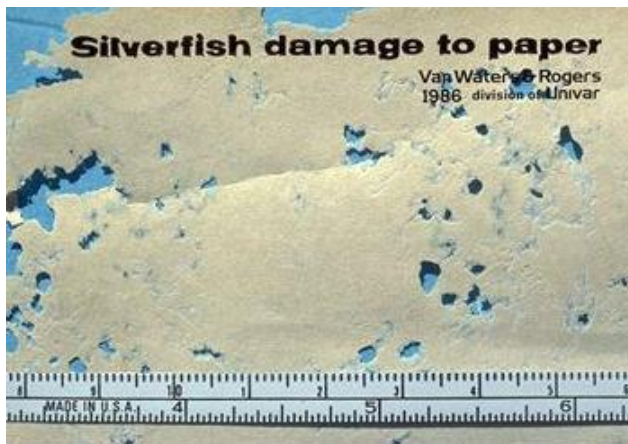
SMALL BLACK, BROWN, OR GREEN DOTS

IDENTIFICATION OF SILVERFISH

Silverfish, also known as firebrats, are small, brown or silver-gray insects. Often found in attics, basements, and bathrooms in search of moisture or food, they move very quickly and will flee if disturbed. Silverfish will feed on many materials, including starch, paper, glue, cloth, and mold, and will live up to one year without eating.



www.terminix.com/blog/bug-facts/are-silverfish-harmful/



<https://ehspest.com/Silverfish.htm>



<https://www.orkin.com/other/silverfish/>

When evidence of animal or insect infestation is discovered in the Library:

Call: _____ at (_____) _____.

IDENTIFICATION OF BOOKLICE

Booklice are tiny, soft-bodied insects that live in warm, damp, undisturbed areas and feed on mold and mildew. They are common book pests, especially in environments with high humidity. In addition to library stacks, booklice may be found in basements, indoor plants, office supplies, etc. If you find booklice, mold is likely to be present nearby.



<https://www.videoblocks.com/video/booklice-insects-macro-nhs6n2wuxijfk6boa>



ACTUAL SIZE (1 – 2 MM LONG)

<https://www.vulcantermite.com/pest-profiles/what-are-booklice/>

When evidence of animal or insect infestation is discovered in the Library:

Call: _____ at (_____) _____.

IDENTIFICATION OF BED BUGS

The question is not *if* your library will get bed bugs, but *when*. Be prepared. Bed bugs eggs hatch in 6-10 days, and the nymphs will immediately seek out a blood meal. As they grow, they shed their skin so look for their exoskeletons and pepper-like feces in addition to pearly white eggs and blood stains from their meals. They grow to the size of an apple seed.



<https://www.terminix.com/blog/diy/signs-your-room-has-bed-bugs>

Bed bugs are nocturnal, so they may be hard to find and identify. They like inanimate objects with dark, narrow spaces to hide in. They love the fabric of computer chairs and the coziness of DVD cases. They are in the spines of book and in between the pages. When they haven't eaten (which can be up to 3 months) they are flat, only to balloon into 3D after their blood meal. You can transfer them around the library without even realizing it.



www.bookstr.com/your-book-may-be-infested-with-bedbugs-heres-how-to-tell

Be proactive. Be vigilant. Have a plan in place **BEFORE** bed bugs visit your library.

When evidence of animal or insect infestation is discovered in the Library:

Call: _____
at (_____) _____.

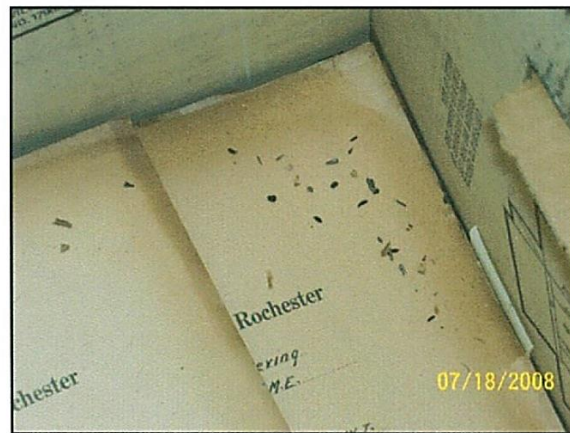
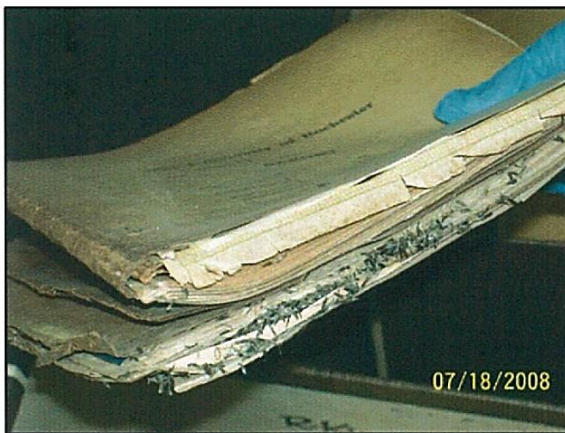


IDENTIFICATION OF MOUSE DROPPINGS

Mouse droppings, in addition to housekeeping issues, represent potentially serious health hazards, including Hantavirus. Mouse droppings often have pointed ends, irregularly shaped, and lack the longitudinal ridges of cockroach droppings (see page 15).



Image from http://www.biokids.umich.edu/images/signs/leavebehind/Peromyscus_scat.jpg



BOX OF MATERIALS WITH EVIDENCE OF MOUSE ACTIVITY (DROPPINGS, SEEDS, WINGS)

When evidence of animal or insect infestation is discovered in the Library:

Call: _____ at (_____) _____.

IDENTIFICATION OF COCKROACH DROPPINGS

Cockroach damage on books often looks like ragged excavations, since they use their mandibles to bite off large areas. They regurgitate a brown liquid called attar, which contains a cockroach pheromone, while feeding and resting on materials. The attar is left behind in the feeding area as smears or small circles of brown liquid. One can tell the difference between mouse droppings and those of a cockroach by the blunt ends and longitudinal striations found on the droppings of a cockroach.



Image from http://www.biokids.umich.edu/images/signs/leavebehind/blatta_droppings.jpg

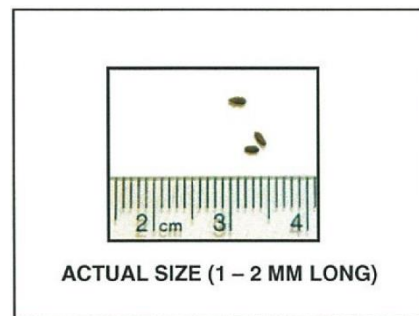
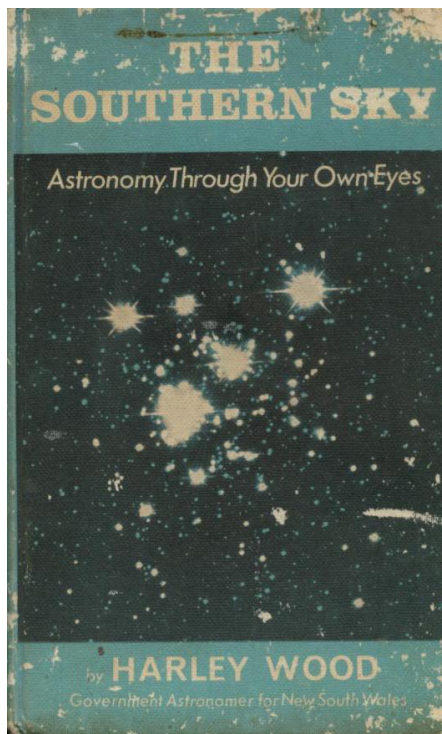


Image from <http://www.phillippdunn.com/phillippdunn/images/booksW/woodharley.JPG>
COCKROACH DAMAGE

When evidence of animal or insect infestation is discovered in the Library:

Call: _____ at (_____) _____.