

## Health & Safety Policy

### Suspension of Privileges for Health and Safety Reasons

It is the responsibility of the Beverly Hills Public Library to maintain a healthy and clean environment for all Library users and to protect the City'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 customers.

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

- Evidence that items on loan to a customer 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 customer may have been returned with insects that can result in pest infestations in library facilities, e.g. bed bugs or roaches

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

- Customers or customer possessions with fleas, lice, or scabies
- Customers with clothing that is stained with urine or feces
- Customers with open exposed wounds or cuts

If it becomes necessary to suspend the library privileges of a customer, in order to protect Library collections, facilities or other users, notification of the suspension will be made by a library manager. Access to facilities and borrowing will be restored when the suspended customer demonstrates that the situation that caused the loss of privileges has been remediated.

For reinstatement requests relating to suspensions due to pest infestation, decisions will be made based upon evidence showing that the address in question has been inspected with no sign of infestation or that the residence has been treated. 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. Materials should be mailed to Beverly Hills Public Library 444 N. Rexford Dr., Beverly Hills, CA. 90210.

Effective Date: April 2, 2018

APPROVED: Nancy Hunt-Coffey  
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