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Collections Work Team Essence Notes

Collections Work Team (formerly Collections
Committee)

8-17-2017

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Jessica Williams

Georgia Southern University, jrwilliams@georgiasouthern.edu

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Collections Team

Essence Notes

Meeting: 8/17/17

Attendance: Jessica Minihan, Jessica Williams, Greg Vaughn, Debra Skinner, Bede Mitchell, Clement Lau, Lori Gwinnett, Fred Smith, Jeff Mortimore, Rebecca Ziegler, Daricus Larry, Paula Fowler, Nathan Banks

The August 2017 collections team meeting was devoted to discussing what should be done in cases where bed bugs are discovered. The following are procedures that were discussed:

Access services is currently assembling quarantine kits to use when bed bugs are found. One of these will be located in the main Access Services office. ILL will receive another kit. Staff has been told to wear latex gloves when bed bugs are found and to inspect edges of pages and binding as well as the front and back cover and the inside of the book jacket if there is one. Bed bugs tend to stick to glue binding.

When bugs are reported on furniture, staff should inspect the corners, sides, and underneath. Books should be placed in a heavy-duty zip-lock bag and placed in the sealed Rubbermaid container that is part of the bed bug kit. The container should then be taken to the loading dock (outside rather than walking through the building). For books, a picture should be taken of the book and barcode. This information should be given to Debra Skinner and Jessica Garner. Furniture should be wrapped in shrink wrap immediately.

If the book drop is or could be contaminated, any books that were in it should be quarantined. The book drop should also be fumigated.

If a student or faculty member returns infested books, Patrice (dean of students) should be contacted to handle the situation.

CRS checks, isolates, and gets rid of any gift books with bed bugs. They don't accept anything that appears suspicious.

Bede suggested that for large furniture, it might be best to put in a plastic bag if it will fit better than shrink wrapping.

Our official procedures for handling bed bugs has been approved by Human Resources.

