

# REDLINE VERSION OF CURRENT VS PROPOSED POLICIES

## COLLECTION DEVELOPMENT POLICY

### PURPOSE / COLLECTION DEVELOPMENT OVERVIEW

~~The mission of the Farmers Branch Manske Library (FBML) is to provide the community with an inviting center for learning, culture, recreation, and information in all its forms... The intent of the Collection Development Policy is to increase public understanding of the purpose and nature of the Farmers Branch Manske Library collection and to serve as a guide for Library staff in the development and maintenance of the Library's collection.~~

**The goal of the Farmers Branch Manske Library (the "Library") is to provide the citizens of Farmers Branch with a range of materials in a variety of print and non-print formats to meet their informational, cultural, educational, and recreational needs and interests.**

**To meet this goal, the Library has developed procedures for selecting, evaluating, re-evaluating, and withdrawing materials. These procedures are intended to ensure that the collection reflects all points of view on current and historical issues and that materials are available in diverse media formats.**

**The Library endeavors to provide a range of opinions, majority and minority, on all subjects, and does not exclude materials based on the author's or producer's point of view.**

**Responsibility for the reading, listening, and viewing of Library materials by minors rests with their parents or legal guardians.**

### OBJECTIVES

~~1. Maintain the collection by purchasing new materials and withdrawing obsolete and dated materials. 2. Ensure the collection meets the educational and recreational needs of the community. 3. Maintain a core collection of materials that meets the community's need for basic information and standard or classic works. 4. Provide popular and best-selling titles to the community in a timely manner.~~

*(Objectives section removed; replaced by broader policy statements.)*

### SELECTION AND EVALUATION CRITERIA

#### Selection Criteria (General)

~~General criteria used for the selection of print materials include user demand, necessity of purchasing an item with similarities to items already in the collection, reading level of the~~

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~~intended audience, suitability of subject, cost, availability at other locations, and recognition by established reviewers.~~

**Books and materials are selected according to intrinsic merit, subject treatment, community interest, and contribution to a balanced collection.**

**Flexibility, open-mindedness, and responsiveness are exercised during the evaluation process.**

**Materials are judged as a whole rather than on isolated passages.**

### **Nonfiction / Fiction Criteria**

~~Nonfiction items are selected with additional criteria including timeliness and accuracy...  
Fiction items are selected with additional criteria including current trends, popularity, artistic presentation, originality, style...~~

**Additional items of consideration include user request, suitability of subject matter, cost, availability, and recognition by established reviewers.**

### **Self-Published Materials**

~~The Library generally does not purchase self-published materials unless they meet the same guidelines...~~

*(This section is removed in proposed policy)*

### **Audiovisual Materials**

~~The Library collects audiovisual materials in the form of DVDs and audiobook CDs...~~

*(This section is removed in proposed policy; proposed policy does not address AV formats separately.)*

### **Electronic Materials**

~~Digital resources... subject to the same general selection criteria...~~

*(This section is removed; proposed policy consolidates all formats under unified criteria.)*

## **USER RECOMMENDATIONS**

~~The Library encourages input from the Farmers Branch community... Suggestions for Purchase procedure...~~

**The Library encourages input from the community. All suggestions for purchase are subject to the same selection criteria and may not be purchased.**

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The Library will not fill customer requests that require ongoing costs or that are not accessible to more than one user.

## INTERLIBRARY LOAN

~~Items which are older or less popular... may be obtainable through interlibrary loan...~~

*(This section is removed in proposed policy.)*

## GIFTS AND DONATIONS

~~The Library accepts gifts or donations...~~

*(This section is removed in proposed policy.)*

## DESELECTION AND COLLECTION MAINTENANCE

~~Continued growth of the Library collection requires periodic removal of worn, damaged, or outdated materials...~~

The Library will evaluate its collection on a continuing basis in response to the changing nature and needs of the community.

Material may be withdrawn if it is no longer in demand, superseded, or in poor condition.

Replacement of withdrawn items is not automatic.

## DISPOSAL OF WITHDRAWN MATERIALS

~~Materials withdrawn from the Library may be disposed of through book sales, giveaways, exchanges, or recycling...~~

The Library will make every effort to transfer unneeded items in usable condition to Library support groups, community organizations, or vendors specializing in discards.

## CONTROVERSIAL MATERIAL / RECONSIDERATION

~~The Farmers Branch Manske Library supports the ALA Library Bill of Rights... Users may complete a form... Committee review... Library Board appeal...~~

The Library welcomes expression of opinion by patrons but will be governed by this Policy in making additions and deletions.

Patrons requesting reconsideration must complete the Request for Reconsideration Form.

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Patrons must have a library account in good standing and may submit only two requests at a time.

An item will only be reviewed once every 24 months.

The Director (or designee) will communicate a written decision.

If unsatisfied, the patron may appeal to the Director and the Library Advisory Board.

Requests may take up to 60 days or longer depending on volume.

## LIBRARY BILL OF RIGHTS

[Full ALA text included in Policy A.](#)

Proposed policy references the ALA Library Bill of Rights, the Freedom to Read Statement, and the Free Access to Minors Statement as addenda rather than reproducing them in full.

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## CIRCULATION POLICY — REDLINE VERSION

### Section 1. Loan of Materials

Loan of materials: ~~To obtain borrowing privileges, applicants must provide verification of identity and eligibility. Full or limited borrowing privileges of physical materials or electronic resources may be granted, depending on residence and identification provided. Patrons assume full responsibility for return of materials, or any fines, fees or damages associated with loaned materials under this policy.~~

There is a checkout limit of ~~50~~ **fifty (50)** total items per ~~full access library~~ card, and ~~of that~~ **DVDs are limited to** ten (10) ~~may be DVDs~~ at one time.

TexShare ~~and other eligible cards, allow patrons to check out up to 5 items at a time~~ **cards allow patrons to check out up to five (5) items at a time.**

Loanable materials ~~are automatically renewed with a maximum of 3 renewals~~ **will be automatically renewed three (3) times if there are no holds on the item and the patron's account is in good standing.**

The loan period for most materials is 3 weeks. Users who have opted to receive notices will receive a courtesy message three (3) days before the item's due date. This notice will indicate which items were renewed and which items could not be renewed.

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## Section 2. Holds

Holds: Any circulating library materials may be placed on hold. When the item requested is available, the patron is notified that the material will be held for ~~seven (7)~~ 7 days. Patrons may place up to 20 holds per account.

## Section 3. Suspension or Revocation of Borrowing Privileges

*(No changes.)*

## Section 4. Equipment Malfunctions

*(No changes.)*

## Section 5. Library Staff

Library staff will check out all materials for personal use through circulation channels in accordance with the policies established for all library patrons. ~~Staff are responsible for any fines or damage charges incurred.~~

## NEW SECTIONS ADDED IN REVISED POLICY

### Section 6.2. Fines and Fees

All cardholders are responsible for materials borrowed on their card. Overdue fines will be charged as outlined in the Fines and Fees Schedule (Addendum A). The Library may impose and collect lost item fees and may suspend or revoke borrowing privileges for failure to pay fees or return materials. Courtesy reminders, overdue notices, and 60-day lost item billing procedures are included in full.

### Section 6.3. Regulations

1. A library card becomes delinquent when charges reach \$30.00; borrowing privileges are suspended until charges fall below that amount. 2. All library debts are discharged when listed in a patron's bankruptcy. 3. A police report (filed within 60 days) is required to waive fees for stolen items or items checked out on a stolen card. 4. Lost-and-paid items may be eligible for a refund within 90 days, subject to Director approval; processing fees are non-refundable.

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## COMPUTER & INTERNET USE POLICY — REDLINE VERSION

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## POLICY STATEMENT

~~The Library provides the community with computer and Internet resources to supplement and enhance the Library's existing print and multimedia collection.~~

**The library's computers allow users to use a variety of electronic resources. All library computers must be used in accordance with the library conduct policy.**

**The library is committed to providing access to information, educational, recreational and cultural resources for users of all ages and backgrounds. The library strives to balance users' rights to access electronic resources with the rights of others to work in a public environment free from sounds and images intended to harass patrons or staff.**

**Library staff is available to help patrons use the computers but cannot provide extensive one-on-one instruction and will not enter information for patrons.**

## REGULATIONS

### 1. Filtering

~~The library subscribes to the American Library Association's Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement...~~

**All Library computers with Internet access use a technology protection measure to block, filter, or otherwise protect against access to visual depictions that are obscene, child pornography, or harmful to minors, in accordance with federal law.**

**Public wireless Internet access and public computers are filtered, and all Library policies concerning legal, acceptable, and safe use apply.**

### 2. Liability

~~The patron understands that he/she accesses the wireless internet connection at his/her own risk...~~

**Illegal activities or activities that interfere with or disrupt the network, users, services, or equipment are prohibited and not protected by the library's privacy policy.**

**The library does not routinely monitor public computers but may do so when policy violations or illegal activity are suspected.**

**Staff may take immediate action to protect security, including requiring a user to leave a computer or the premises and contacting law enforcement.**

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## 3. Minors

~~A minor's use of public computers and the internet is the responsibility of the minor's parent or legal guardians...~~

**Filtering software may not block all material users find offensive. Librarians cannot act in place of parents. Parents and legal guardians are responsible for monitoring all Internet use by minors.**

**Consent for a Library card constitutes acknowledgment of parental responsibility for a child's use of all Library resources.**

### AVAILABLE SERVICES

*(This section is replaced entirely by proposed policy structured rules.)*

### PRIVACY (New Section in proposed policy)

**The library takes measures to protect patron privacy, but computers are in public areas and others may be involuntarily exposed to what you are viewing. Patrons must remain sensitive to the shared environment.**

### PRECAUTIONS (New Section in proposed policy)

**The Internet may contain inaccurate or controversial material. Patrons are responsible for complying with copyright law, licensing agreements, and website policies.**

**Software downloaded from the Internet may contain viruses or spyware.**

### RULES GOVERNING USE OF LIBRARY COMPUTERS

#### Access & Time Limits

~~A library card or Internet guest card is required... sessions limited to 4 hours... Express Pass...~~

**Patrons must use a valid library card or guest pass to log in. Patrons may use computers for up to four (4) hours per day. Guest pass users receive one (1) hour sessions, extendable if no one is waiting.**

#### Use Expectations

~~Library staff have the responsibility to protect privacy...~~

**Respect others' privacy by not observing or commenting on what others are viewing. Use headphones for audio and keep volume low. Log off completely when finished.**

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## Restrictions

~~Public computers offer the same access... not intended to provide access to every software or hardware application...~~

**Do not misuse computer equipment or software. Misuse includes but is not limited to:**

- **Viewing illegal content**
- **Hacking or attempting to damage systems**
- **Interfering with system operations**
- **Uploading or creating viruses**
- **Engaging in deliberately offensive or hostile behavior**
- **Violating copyright or licensing agreements**
- **Disclosing personal information about minors**
- **Failing to pay for printing or comply with time limits**

## LAPTOPS

*(This section is removed in proposed policy)*

## PRINTING

~~Printing may be performed from any public desktop computer... \$.10 per page...~~

**Printing fees are outlined in the Fine and Fee Schedule. Prints must be picked up the same day or they will be deleted.**

## SAVING WORK

*(This section is removed in proposed policy)*

## AREA RESTRICTIONS (current policy)

*(These restrictions do not appear in proposed policy.)*

- ALA statements referenced in current policy

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## INTERLIBRARY LOAN POLICY — REDLINE VERSION

### SECTION 1 — POLICY STATEMENT

Materials not available at Farmers Branch Library ~~may be borrowed through Interlibrary Loan. Patrons will be charged a \$2.00 processing and postage fee for each filled Interlibrary Loan request. This service is available to Farmers Branch residents and any non-TexShare members whose accounts are in good standing. Requests can be made by filling out and submitting an Interlibrary Loan Request form, which can be obtained through our website, or inside the Library.~~

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The Farmers Branch Manske Library (FBML) is committed to serving the public by providing materials to meet patrons' needs. The Interlibrary Loan (ILL) service offers Farmers Branch and Carrollton (non-TexShare) patrons access to collections beyond what is held in Farmers Branch. ILL services are available to adult cardholders in good standing.

Up to five (5) ILL requests may be pending or checked out at one time. Patrons who have lost or damaged three (3) ILL items will lose the ability to request ILLs. Patrons may request ILL items through the library catalog website or via a physical form.

## SECTION 2 — REQUEST LIMITS & AVAILABILITY

~~The Library will not submit requests for items published within the last six months. Bestseller and high-demand items usually are not available for loan, and audiovisual materials (CD and DVD) are often not as readily available as books and print materials. Reference, rare or fragile items, and some genealogy materials are not available on interlibrary loan.~~

**Materials Not Available Through ILL include:** • Newly published materials (less than six months old) • Audio-visual material • Textbooks • Books copyrighted or dated prior to 1920 • Entire issues of periodicals • Rare books or non-book materials • E-books or e-documents/articles • Any item valued at \$50 or more

Restricted materials must be used in-library only, as dictated by the lending library.

## SECTION 3 — REQUEST PROCESS & TURNAROUND TIME

The average time to fill requests ~~is two weeks~~ **is two (2) weeks**, although turnaround can be four (4) weeks or longer. ~~Interlibrary loans are requested from free lending sources. In the event an item can only be found at a library that imposes lending fees, the customer will be contacted to determine the amount they are willing to pay.~~

*(Fee-related language replaced by proposed policy fee section.)*

## SECTION 4 — REQUEST LIMITS

~~There is a limit of five active requests at any time. Staggering requests so that all items are not received at the same time may help in managing their use. Multiple requests for a singular item will not be filled.~~

Up to five (5) ILL requests may be pending or checked out at one time. Patrons who have lost or damaged three (3) ILL items will lose ILL privileges.

## SECTION 5 — PICKUP, RENEWALS, AND RETURNS

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~~After being notified that a requested item has arrived, it should be picked up as soon as possible. If a patron fails to retrieve an item before its due date, it will be returned to the lending library. Items received through interlibrary loan may be renewed at the discretion of the lending library. Requests for renewal must be submitted at least five days before the item's due date.~~

**If an item is not picked up by the due date listed on the sticker, it will be returned to the lending library and the patron will be charged the loan fee. If not picked up within 7 days of notification (unless a shorter time is required), the item will be returned and the loan fee charged. Renewal of ILL materials is unavailable. Materials cannot be requested again for three (3) months. Lending libraries may recall items early; recalled items must be returned immediately.**

### SECTION 6 — LABELS & HANDLING

The white label attached to the cover of an interlibrary loan **MUST REMAIN ON THE ITEM.**  
~~Interlibrary loan materials returned without white labels could be improperly processed and not credited as returned items.~~

**Returning an ILL through the book drop may result in loss of ILL privileges.**

Patrons **MUST** return all materials to the circulation desk ~~PLEASE DO NOT RETURN THESE ITEMS THROUGH THE BOOK DROPS.~~

### SECTION 7 — FINES, FEES, AND LIABILITY

~~Patrons are responsible for any fines, replacement costs, or other fees imposed for lost or damaged interlibrary loan materials, as determined by the lending library.~~

**Any item received via ILL is subject to the same fees/fines as similar items owned by the Library. Lending libraries may impose additional fines/fees. Patrons are responsible for any damage or loss occurring after pickup. Patrons will not be billed for damage noted prior to checkout. A processing and postage fee is charged for each ILL request, whether or not the item is checked out.**

### SECTION 8 — COPYRIGHT RESTRICTIONS

*(Proposed Policy does not include a copyright section; Current policy's full copyright language is removed.)*

~~The copyright law of the United States... If a user makes a request in excess of "fair use," that user may be liable...~~

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## STANDARDS OF BEHAVIOR (Current Policy) vs. RULES OF CONDUCT (Proposed Policy) — REDLINE VERSION

### PURPOSE / INTRODUCTORY STATEMENT

~~The Library has adopted this policy to ensure a positive library experience for everyone who visits the library. Everyone has a right to quality library services in an atmosphere that is safe and free of disturbances from others. Failure to comply with these standards may result in loss of library privileges.~~

**The Farmers Branch Manske Library strives to provide a welcoming environment for all Library patrons. These Rules of Conduct ensure the Library is a safe and enjoyable place. Staff may contact authorities and ask individuals to leave when rules are violated. Violations or unlawful behavior may result in loss of Library privileges.**

### BEHAVIOR EXPECTATIONS

#### Noise & Disruptions

- ~~1. Keep noise levels down... lowering voices, using headphones, silencing phones, refraining from talking on cell phones...~~

**Conduct that disturbs or endangers Library patrons, staff, or volunteers is prohibited. Abusive, threatening, or intimidating language is prohibited. Sleeping is prohibited.**

#### Interference With Use

- ~~2. Behave in a manner that does not interfere with another person's ability to use and enjoy the Library... Unacceptable behaviors include monopolizing equipment, selling, panhandling, soliciting...~~

**Conduct that hinders others from using Library space, equipment, or materials is prohibited. Interference with an employee's performance of duties is prohibited, including harassment or intimidation based on protected classes. Selling or solicitation is prohibited except for Library-sponsored events.**

#### Parental Responsibility

~~Parents or caregivers are responsible for their children's behavior... Parents notified if child disregards standards... Police called if child under 16 is left after closing.~~

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**Library staff may contact authorities when children are left unattended, do not observe the Rules of Conduct, or are in distress.**

*(Proposed policy references a separate Safe Children policy.)*

## SAFETY

### Staff Instructions

1. ~~Follow staff instructions including staying in public areas, vacating at closing or emergencies.~~

**Patrons must comply with all Library policies and staff instructions.**

### Prohibited by Law

2. ~~Follow all laws, including theft, destruction, weapons, controlled substances, sexual activity, harassment, being under the influence, child pornography, harmful material to minors.~~

**Damage, destruction, or theft of Library or personal property is prohibited. Open containers of alcohol are prohibited. Being under the influence of alcohol or illegal substances is prohibited. Any use of computers or Internet access that violates law is prohibited.**

*(Proposed policy consolidates and simplifies legal prohibitions.)*

### Child Safety

4. ~~Ensure caregiver 16+ supervises children under 10; prevent unsafe activities.~~

**Library staff may contact authorities when children are left unattended or in distress.**

### Tobacco Use

5. ~~No smoking inside or within 20 feet; designated smoking area outside.~~

**Smoking, including e-cigarettes or tobacco use in any form, is prohibited.**

### Wheeled Devices

6. ~~Wheeled devices should not be used in the Library... exceptions for assistive devices and strollers... bicycles secured outside.~~

**Modes of transport (bicycles, scooters, etc.) must be left outside.**

### Attire

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- ~~7. Visitors must be fully clothed, including shirt and shoes.~~

**Appropriate attire, including shoes and a shirt, must be worn at all times.**

## LIBRARY USAGE

### Property

- ~~1. Use facilities, materials, and furnishings as intended. Do not distribute or post printed material.~~

**Conduct that hinders others from using Library space or materials is prohibited.**

### Animals

- ~~2. Animals not allowed except service animals or Library-approved events.~~

**Animals are not permitted except service animals on duty or in training, and animals part of Library-approved events.**

### Restrooms

- ~~3. Use restrooms as intended; no bathing, shaving, washing hair or laundry.~~

*(Proposed policy does not include restroom-specific rules; removed.)*

### Food & Drink

- ~~4. Food and uncovered drinks not permitted near equipment... designated patio areas... exceptions for special events.~~

**Consuming food or open drinks outside designated areas is prohibited. Covered drinks are allowed throughout the Library; patrons must clean up after themselves.**

### Personal Items

- ~~5. Keep personal items with you; staff may remove unattended items; do not block aisles.~~

**Leaving bags or personal items unattended is prohibited. The Library is not responsible for lost, stolen, or damaged items.**

## PROCEDURES / ENFORCEMENT

~~Report inappropriate behavior to staff... Director responsible for interpreting rules... Violations may result in privileges revoked up to one year... Appeal process through Library Director... Meeting required before privileges restored.~~

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**Library staff may ask any patron to leave when violating rules and may contact authorities if the patron refuses. Violations may result in modification, suspension, or revocation of privileges, removal from the building, or criminal prosecution. Severe or repeated violations may result in a trespass notice issued by the Farmers Branch Police Department. Exceptions to the Rules may be granted at the discretion of the Library Director or designee.**

## **APPEALS PROCESS (NEW IN PROPOSED POLICY)**

**A patron whose privileges are modified, suspended, or revoked may request reconsideration within ten (10) days. The Library Director will issue a written decision within fifteen (15) days. If unsatisfied, the patron may appeal to the City of Farmers Branch within ten (10) days. The City will issue a final decision within thirty (30) days. A patron whose privileges have been revoked must meet with the Library Director prior to resumption of privileges.**

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## **New sections in proposed policies.**

### **1.0 Library Card Account**

#### **1.1 Library Card Guidelines**

No equivalent section exists in current policies.

### **2.0 Privacy and Confidentiality of Library Records**

#### **2.1 User Access and Responsibility**

#### **2.2 Parents and Children**

#### **2.3 Staff Access to Personal Data**

#### **2.4 Illegal Activity Prohibited and Not Protected**

Current policies contains no privacy policy; this entire section is new.

#### **3.1 Data Integrity and Security**

Brand-new section addressing data retention, destruction, and cybersecurity.

#### **3.2 Request for Reconsideration of Modification, Suspension, or Revocation of Library Privileges**

A fully developed, multi-step appeals process not found in current policies.

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## **4.0 Safe Children**

Current policies includes child-safety rules inside Standards of Behavior, but not a standalone policy. This is a new, independent section.

## **5.0 Materials Selection Policy**

Proposed policies replaces the old Collection Development Policy with a new structure.

### **5.1 Collection Development**

### **5.2 Criteria for Selection**

### **5.3 Collection Development and Maintenance**

### **5.4 Reconsideration of Materials**

These subsections are new or significantly restructured.

## **6.0 Circulation**

Current policy has a Circulation Policy, but proposed policies introduce new subsections:

### **6.1 Collection Usage Rules**

### **6.2 Fines and Fees**

### **6.3 Regulations**

These contain new rules and a new organizational structure.

## **7.0 Interlibrary Loan**

Proposed policy reorganizes and expands the ILL policy into new subsections:

### **7.1 Interlibrary Loan**

### **7.2 Guidelines**

### **7.3 Materials Not Available Through ILL**

### **7.4 Loan Period**

### **7.5 Fines and Fees**

These subsections are new even though the topic existed previously.

## **8.0 Fines and Fees**

A standalone fines/fees policy did not exist in current policy.

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## **9.0 Internet and Computer Use**

Proposed policy consolidates and adds new content:

### **9.1 Summary**

### **9.2 Privacy**

### **9.3 Precautions**

### **9.4 Supervising Computer Use by Children**

### **9.5 Rules Governing Use of Library Computers**

### **9.6 Printing**

These are new or significantly expanded.

## **10.0 Facilities Use**

Current policy contains no “Facilities Use” policy. Everything in Section 10 is new:

### **10.1 Facilities Use**

### **10.2 Study Rooms**

### **10.3 Meeting Rooms**

### **10.4 Innovation Zone**

#### **10.4.1 Materials**

#### **10.4.2 Project Regulations**

### **10.5 Displays and Exhibits**

### **10.6 Public Art**

### **10.7 Bulletin Boards**

### **10.8 Book Displays**

## **11.0 Library Closings**

New section.

## **12.0 Gifts**

New standalone policy.

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## **13.0 Programming**

New section.

## **14.0 Volunteers**

New section.

## **15.0 Library Support Groups**

### **15.1 Standards**

New section.

## **16.0 Social Media**

### **16.1 Social Media**

### **16.2 Usage Rules**

New section.

## **17.0 Security Footage**

### **17.1 Security Footage**

### **17.2 Access**

New section.

## **18.0 Addendums (A-H)**

Addendum section new.

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