

Notice of Changes to Library Usage Policy

Date: [Insert Date]

Dear Library Patrons,

We hope this message finds you well. We would like to inform you of some important changes to our library usage policy, which will take effect on [Insert Effective Date]. These changes are aimed at enhancing your experience and maintaining a welcoming environment for all.

Key Changes Include:

- **Extended Hours:** The library will now be open from [New Opening Hours].
- **Borrowing Limits:** The number of items that can be borrowed at once has changed to [New Limit].
- **Computer Usage:** All computer sessions will now be limited to [New Time Limit] per day.
- **Food and Beverages:** [New Policy regarding food and drinks in the library].

We appreciate your understanding and cooperation during this transition. Your feedback is important to us, so please feel free to reach out with any questions or concerns regarding these changes.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Contact Information]