

# Library Barcode Scanning Policy Adjustment

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about recent adjustments to our library's barcode scanning policy that will enhance the overall efficiency and security of our borrowing system.

Effective [Insert Effective Date], the following changes will be implemented:

- All library items will now require barcode scanning at both checkout and return.
- Only registered library cardholders may utilize the barcode scanning feature.
- Barcodes must be clearly visible and in good condition for successful scanning.
- Any discrepancies in scanning will require manual entry by library staff.

We appreciate your understanding and cooperation in these adjustments. Our goal is to provide you with the best possible service. If you have any questions or concerns, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Library Contact Information]