

Library Management System

Procedure Modification Notice

Date: [Insert Date]

To: All Staff Members

From: [Your Name]

Subject: Modification of Barcode Scanning Procedure

Dear Team,

We are implementing a modification to our current barcode scanning procedure to enhance efficiency and accuracy in our library management system. The following changes will be effective starting [Insert Effective Date]:

1. **New Scanning Software:** We will transition to [Name of New Software], which provides better integration with our existing system.
2. **Updated Training Session:** A training session will be held on [Insert Date] to familiarize everyone with the new software functionalities.
3. **Review Period:** A review period of [Insert Duration] will follow the implementation, during which feedback will be collected from all staff.

Please ensure that you read the attached detailed procedure document and are prepared for the upcoming changes. It is crucial that we all adapt to these new procedures for better service delivery to our patrons.

Should you have any questions or require further clarification, do not hesitate to reach out to me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Library Name]