

# Library Barcode Scanning System Upgrade Notification

Dear [Library Member/Staff],

We are excited to inform you that our library will be upgrading the barcode scanning system to enhance your experience. The upgrade will take place on [Date] and will improve the efficiency of checkouts, returns, and inventory management.

Please note the following details regarding the upgrade:

- **Upgrade Start Date:** [Start Date]
- **Expected Completion Date:** [End Date]
- **Service Interruptions:** During this upgrade, some services may be temporarily unavailable. We appreciate your understanding.

We recommend that you complete any transactions before the upgrade begins. If you have any questions or require assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]  
[Your Title]  
[Library Name]