

Library Continuity of Operations Plan

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Library Director's Name]

Dear [Insert Recipient's Name],

As part of our commitment to ensuring the uninterrupted service of our library, we have developed a Continuity of Operations Plan (COOP) to address potential disruptions due to unforeseen circumstances.

Purpose

The purpose of this plan is to ensure that our essential functions continue during times of emergency, natural disaster, or other significant events that may affect library operations.

Key Components

- Identifying critical services and resources
- Establishing alternative operations methods
- Designating personnel for emergency roles
- Communication protocols with staff and patrons
- Regular training and drills

Implementation

We will review and update this plan regularly to incorporate any changes in operations, staffing, or community needs. All staff will receive training on this plan and their specific roles within it.

We appreciate your support as we strive to provide continued services to our community.

Sincerely,

[Insert Library Director's Name]

[Insert Library Name]

[Insert Library Contact Information]