

Library Loss Prevention Measures

Date: _____

Dear Library Patrons,

As part of our ongoing commitment to preserve and protect our library resources, we are implementing the following loss prevention measures:

- All library materials will be checked out at the front desk. Please ensure you have your library card ready.
- We will conduct regular inventory checks to account for all library items.
- We encourage patrons to report any lost items immediately by contacting library staff.
- Increased surveillance and security measures will be in place to deter theft.
- Staff training on loss prevention techniques will be conducted regularly.

We appreciate your cooperation and understanding in this matter. Together, we can ensure that our library remains a valuable resource for all.

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Contact Information]