Librarian toolkit email templates: set 1

Use these email templates to build awareness about the support you offer.

Feel free to edit to suit your requirements, or simply copy and paste the text into a new email message, fill in the [*missing information*] and send.

Emails that promote remote access to information

Email 1

Email subject line: Remote access to research and information

Template message:

Dear [*Name*]

[*Company Name*] has a vast store of knowledge available for you to access remotely.

This includes *[list the Royal Society of Chemistry products you have. Visit rsc.li/toolkit to browse the journal reference list in your librarian toolkit].*

The gateway to it all is *[link to your intranet page/name of contact].*

If you are experiencing any difficulty accessing information in the usual way, please let us know and we will work with you to get things running smoothly again.

If you have any other questions about our support, or suggestions about ways we might help you, please get in touch [*hyperlink your contact details*].

[*Sign off name*]

Email 2

Subject line: Your access to the latest research goes where you do

Template message:

Dear [*Name*]

Catch up with developments in your area of chemistry, wherever you are

[Name of team] team are here to keep your R&D moving, even when working in the lab isn't an option.

You still have digital access to:

- *[list the RSC products you have available and hyperlink to how to access, if appropriate. Visit rsc.li/toolkit to browse the journal reference list in your librarian toolkit]*

If you are interested in RSC publications, visit [*link to your intranet page*] or speak to [*name and job title of contact*].

If you have any other questions about our support, or suggestions about ways we might help you, please get in touch.

[Sign off name]