Librarian toolkit email templates: set 2

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 your support to researchers

Email 1 of 3

Email subject line: Library resources: find what you need easily

Template message:

Dear [*Name*]

Access resources to help you break new ground

Are you looking for data to support a new formulation?

Do you need access to articles that will tell you about the latest advances in your area of R&D?

You may just be wondering who to speak to about a system or program that you want to start using.

To find the answers to these questions and more, just visit [*link to your intranet page*] or speak to [*name and job title of contact*].

We will put you on the right track.

[*Sign off name*]

Subject line: Resources to drive discovery are right here

Template message:

Dear [*Name*]

Save time finding important information

Your research time is precious. You should not have to spend it on searching for information you need to progress with a product idea.

The good news is, you don't have to.

The [*name of team*] team focus on gathering, collating and giving researchers access to content that will provide the answers to pressing questions.

And you can find all of it by visiting [*link to your intranet page*].

[*Sign off name*]

Email 3 of 3

Subject line: Information resources: make the most of what you have

Template message:

Dear [*Name*]

You don't have to look far to find answers

[*Company Name*] has a vast store of knowledge as well as access to a wide range of research tools and information.

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

Whatever you might need to keep your research on track, you have resources at your fingertips that will help.

[*Sign off name*]