

Librarian toolkit email templates: RSC Select

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 RSC Select package

Email 1 of 2

Subject line: Introducing chemistry journal downloads, on demand

Template message:

Dear *[Name]*

You can now use RSC Select tokens to download articles

We know that you value the research available in Royal Society of Chemistry (RSC) journals, so we are pleased to let you know that you can now access these articles on demand, whether you are working in the lab or remotely.

The RSC publish journals that span the chemical sciences and related subjects, and you now have your pick of the rigorously reviewed research in them to support your own work.

Choose one of the following options based on your access model:

1 Library only access: To download an article, please contact *[name of contact or team]* with the article details. We will then download and share it with you.

To learn more about how RSC Select works, visit *[link to your intranet page]* or speak to *[name and job title of contact]*.

2 Username & password access: You can access the article(s) of your choice by using RSC Select tokens alongside login details, which we can assign you. One token equals one download.

To learn more about using tokens and to request an RSC Select login, visit *[link to your intranet page]* or speak to *[name and job title of contact]*.

3 IP-activated access: If you are working on the institution's IP address, you can access the article(s) of your choice by using the RSC Select tokens we assign you. One token equals one download.

To learn more about using tokens and RSC Select, visit *[link to your intranet page]* or speak to *[name and job title of contact]*.

4 Specific journal access: We have arranged access to the following RSC journals:

- *[Name of journal]*
- *[Name of journal]*
- *[Name of journal]*
- *[Name of journal]*

You can access the article(s) of your choice from these journals by using RSC Select tokens. One token equals one download.

To learn more about using tokens and to request yours, visit [*link to your intranet page*] or speak to [*name and job title of contact*].

5 Third party access: To download an RSC journal article, please contact [*name of contact or team*] with the article details. We will then download and share it with you.

To learn more about how RSC Select works at [*Name of your institution/company*], visit [*link to your intranet page*] or speak to [*name and job title of contact*].

With best wishes,

[Sign off name]

Email 2 of 2

Subject line: On-demand article downloads are here

Template message:

Dear [*Name*]

Found an article you need in a Royal Society of Chemistry journal?

With our RSC Select tokens, you could download it straight away.

Tokens are available from [*name of contact or team*], and can be used to download specific articles from Royal Society of Chemistry journals, one at a time, whenever you need to.

To find out more about RSC Select and accessing articles, visit [*link to your intranet page*] or speak to [*name and job title of contact*].

With best wishes,

[Sign off name]