

9-1-2015

Personal Librarian Program for Transfer Students: Email Templates

Helene Lafrance

Santa Clara University, hlafrance@scu.edu

Shannon Kealey

Santa Clara University, skealey@scu.edu

Follow this and additional works at: <http://scholarcommons.scu.edu/library>

 Part of the [Higher Education Commons](#), and the [Library and Information Science Commons](#)

Recommended Citation

Lafrance, Helene and Kealey, Shannon, "Personal Librarian Program for Transfer Students: Email Templates" (2015). *University Library*. 159.

<http://scholarcommons.scu.edu/library/159>

Personal Librarian Program for Transfer Students

Email Templates

Email #1 – Sent Week 1 or 2 of 10

Dear [Student Name],

Welcome to Santa Clara University! I have been matched with you through SCU's Personal Librarian Program for transfer students, and I look forward to working with you.

As your Personal Librarian, I will be your first point of contact for anything library- or research-related. I will check in with you periodically throughout the quarter to answer any questions you may have, help you when you don't know where to start or what to do next, and answer your questions about SCU library policies, procedures, and services. My goal is to help make your academic life easier!

[Add personal information about yourself, such as hobbies or interests. If you have ever been a transfer student, let your transfer students know!]

Are you available to meet me at the library for about 20 minutes at one of the following times/dates?

[Add at least three dates/times]

Please reply to this email or call me at 408-551-[XXXX] to schedule our appointment and/or ask me any questions you may have. I look forward to meeting you!

Sincerely,

[Your Name]

[Optional: Add your photo here]

[Add your personal logo found in the "Personal Librarian Marketing Artwork" Folder]

Email #2 – Sent Week 5 of 10

Dear [Student Name],

I hope that you're doing well and that you're still enjoying your experience at Santa Clara. This is the time of the quarter when you're probably very busy with projects and research papers. If you need help with your research or anything else, remember that I am here to help you.

You can contact me anytime, but if you find yourself in a hurry to get help (let's say late at night when you have a paper due the next day), you can always use our [Ask-a-Librarian](#) service. It's available 24/7! Just follow [this link](#) and use the chat box on the upper left of your screen.

Best,
[Your Name]

Email #3 – Sent Week 8 of 10

Hi [Student Name],

I hope you had a great Thanksgiving break. This quarter has really flown by! Just two more weeks of hard work and you will be free. I wanted to check with you in case you need any help with your final research papers and assignments. Feel free to contact me anytime; I'm always happy to help you.

Remember also that the library has extended hours during finals. Until December 9th, the building is open 24 hours a day from Sunday through Thursday, and until 11pm on Friday and Saturday. We hope this will help you with those late night study sessions.

Best of luck on your finals!

Sincerely,

[Your Name]