

Cultivating Relationships with Faculty

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Assume nothing.



Sample Email

Do your students have trouble finding quality sources of information for your assignments? I can help!

As we're all gearing up for fall semester, I'm writing to encourage you to put my contact information (below) in the syllabi for your courses. This is an easy way for your students to know that there's someone in the library who can assist them with research-related assignments. Students (even juniors and seniors) typically don't know what a research librarian can do for them. There's actually a lot I can do to facilitate student access to credible, high-quality data and sources. I'm very happy to field questions by phone, [IM](#) or email and to make appointments for in-person research consultations.

Further, I am available to present research instruction sessions for your courses. These sessions can provide course- or topic-specific instruction that may help produce better assignments. Please let me know if you'd like to schedule an in-class visit to discuss research strategies, information evaluation, and resources available via the SLU Libraries. All you have to do is ask!

Get 'em while they're new.

Habits are Formed Rapidly.

- Introduce myself by email
- I welcome purchase suggestions for books & journals in your area of interest
- I'm here to support your research & teaching
 - Journal selection; citation metrics
 - Library instruction; course reserves

Meet in person if possible!



Be persistent.

Always Be Selling

- Communicate regularly, even if it feels repetitive
 - Consider various media
- Coordinate messages with academic calendar
 - (library instruction - early in fall; journal impact factors in January or May)
- Gently stalk on social media

Get outta the library!



Build on Shared Interests

- Lecture Series & Other Events
- Faculty Development Workshops
- Shared Governance
- Local Conferences
- Water Cooler Chats