

Quick Tips for Emailing Your Subject Librarian

To find your subject librarian and their contact information, go to library.gmu.edu/subject-librarians

Your subject line should be clear, specific, and contain some identifying information.

Use a professional greeting such as "Good morning," or "Dear [Name]."

To: subjectlibrarian@gmu.edu
Subject: Research Consultation Request

Good afternoon,

My name is [name] and I am working on a research project for my [class name]. My topic is about the impacts of climate change on penguin migration in the Arctic. I have searched the library's website for sources, but I am struggling to find enough information. Could I schedule a meeting with you to discuss some possible next steps in my research? My availability is [availability here] and the assignment is due [due date].

Thank you for your time and I look forward to hearing from you!

Best,

Your Name

Clearly state the purpose of your email and what action you want the librarian to take.

Include the assignment due date and your availability.

Contact the subject librarian as far in advance as possible. Your librarian needs enough time to schedule your meeting around their activities, and you need enough time to complete the assignment.

Identify yourself and the class you are contacting them about. Provide the subject librarian with a description of the assignment and/or research topic. Describe what you have already attempted and where your challenges are.

Thank the librarian for their time!

Use a professional sign-off such as "Sincerely," or "Best wishes," and your name.