

Quick Tips for Emailing Your Subject Librarian

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

Use a professional greeting such as “Hello”, “Good morning”, or “Dear”.

Clearly state the purpose of your email.
Provide the subject librarian with a description of the assignment, or the topic you choose.
Describe what you have already attempted and where your challenges are.

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

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

Identify yourself with your name and the class assignment you are contacting them about.

Conclude your email with a question or statement that clearly states what action you want the librarian to take.
Include the assignment due date and your availability to minimize the email exchange.
Try to contact the subject librarian as far in advanced as possible. Your librarian needs enough time to schedule your meeting around their activities, and you need enough time to complete the assignment.

Use a professional sign off such as “Sincerely” or “Best Wishes” and your name.

Thank your librarian for their time!

