Example Email Script to Send to Schools

Hello,

I serve our community as the [insert title] at the [insert library name]. I am reaching out to make sure your school is aware that our library just acquired access to the online resource Brainfuse though the Oklahoma Department of Libraries’ statewide license.

Brainfuse offers a tutoring service, a writing lab, practice tests and so much more covering many K-12 subjects. Students can connect with live tutors every day from 1:00 to 11:00 p.m. or submit questions and writing projects to Brainfuse for feedback, with responses usually within 24 hours. Study and collaborative tools are available 24/7.

The staff and I at [insert library name] would like to be your school’s resource for assisting students with utilizing this new tool. Access is as easy as clicking a link on the library’s website: [insert appropriate library url]

*Options to encourage response from school and to accommodate your desired level of involvement:*

1. *I am available to provide an information session to you and your staff to share the resources available through this important resource. Don’t hesitate to contact me so we can schedule a good time for this session.*
2. *I would love to schedule a phone call with you and/or your staff to discuss how the library can facilitate access to this important resource.*
3. *I have attached additional information that you can share with students and staff on how to utilize this resource through the library. Please don’t hesitate to contact me if you have questions.*

I look forward to assisting you in taking advantage of this great resource for our community’s students!

Sincerely,

[insert name and title]