**Sample Liaison Outreach Email**

Good morning,

I would like to introduce myself and offer my assistance as the new library liaison to the -------------------------- department at Seminole campus.

My name is Linda Reifler-Alessi and I am the new Information Services librarian at the Seminole Campus Library. I come to SPC from Babson College in Massachusetts where I was the Community/Diversity liaison and the Math/Science liaison for the past six years. Babson is an award winning business college specializing in Entrepreneurship. In my pre-library life I was a graphic designer and ran an art-to-wear business for 30 years. So I have had my hand in several disciplines.

My job , as your liaison, is to provide you with the following services:

* I will be buying materials for the library in your subjects and would love to hear from you about what you would like us to purchase. A wish list would be great.
* I am available for classroom instruction sessions. (library resources, research skills for an assignment, etc.)
* Personalized instruction (one on one research and assignment help)
* As an embedded librarian in your Angel course
* To write and attach to your Angel course a library guide for your subject and or an assignment
* Anything else you would require that a librarian can help you with…

I look forward to meeting you, regards, Linda Reifler-Alessi