**Gale Research Complete: Schools Edition - Ultimate**

**Email from Administrators/Librarians to Faculty**

Audience: Faculty

**How to Use:** (1) Customize the copy as needed and add a hyperlink to your library’s website. Shorten the link with bit.ly, if needed. (2) Copy and paste the subject line and body copy into an email. (3) Customize and attach *Gale* *Reference Complete: Schools Edition - Ultimate* email from faculty to students and promotional materials as you see fit—a flyer and web banners are available. (4) Send your completed email to your students and share promotional materials as you see fit.

**Subject Line:** Make Finding Credible Sources Easier for Your Students

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**With *Gale Research Complete: Schools Edition - Ultimate*,you can:**

* Use the Topic Finder tool to connect concepts to guide your research.
* Download files to Drive and Docs with G Suite for Education integration.
* Pull complete citations in MLA, APA, and Chicago-style formats; and copy, paste, or export to popular services like EasyBib.
* Integrate this resource into <add your learning management system name> to embed links or documents directly into assignments, discussions, and more. For instructions, visit <https://support.gale.com/lms>.

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Access this resource now at <hyperlink to your library’s website page> and introduce it to your students. I’ve attached a sample email you can customize and additional support materials.

If you have any questions, please do not hesitate to reach out <add preferred faculty/library contact information here if it is not you directly>. Any feedback on this resource would be greatly appreciated.

Regards,

<Librarian’s Name/Signature>