**Gale’s Homework Help Resources**

**Email from Librarian to Teachers**

**How to Use:** (1) Customize the copy as needed and add hyperlinks. (2) Copy and paste the subject line and body copy into an email. (3) Send your completed email to your patrons.

**OPTION 1**

**Subject Line:**

Assigning Homework? Give Students a Starting Point

**Email Copy:**

Dear Teachers,

Help your students start their next assignment with confidence. Our library offers homework help resources from Gale to give students quick access to credible sources that align with topics you’ve covered in class. Also, integrated tools, like G Suite for Education and Microsoft Office, make it easy for them to save, share, and download content—including highlights and notes.

Here’s a list of the resources we offer:

* <Resource to go here>
* <Resource to go here>
* <Resource to go here>

**I’ve attached a sample email that you can customize and send to your students to make them aware of these valuable resources.** I’m here to help with any questions and can schedule a classroom or one-on-one demo if needed.

Together, we can help students succeed!

<LIBRARIAN NAME/SIGNATURE>

**OPTION 2**

**Subject Line:**

Assigning Homework? Give Students a Starting Point

**Email Copy:**

Dear Teachers,

Where do your students go to start their assignments outside of the classroom? Our library offers homework help resources from Gale to give students quick access to credible sources that align with topics you’ve taught in class. Also, with integrated tools, like G Suite for Education and Microsoft Office, they can save, share, and download content—including highlights and notes.

Here’s a list of the resources we offer:

* <Resource to go here>
* <Resource to go here>
* <Resource to go here>

**I’ve attached a sample email that you can customize and send to your students to make them aware of these valuable resources.** I’m here to help with any questions and can schedule a classroom or one-on-one demo if needed.

<LIBRARIAN NAME/SIGNATURE>