Dear [Professor’s Name],

Greetings from Sac State University Library! As you’ve likely heard from our Library Instruction Coordinator, Samantha McClellan, librarians are reaching out proactively to schedule library instruction sessions to support ENGL 5 research assignments. I am your librarian for your ENGL 5 course this semester! We have a standard lesson plan that can be tailored to your particular assignment, focusing on the following learning outcomes to provide a foundational set of research skills as students progress through their academic careers:

- develop keywords to explore a conversation around a research topic and help refine the question
- recognize different types of information sources and the role of the library in academic research
- identify relevant library resources and conduct basic searches to locate relevant sources on a research topic

If this sounds like something that would be beneficial to your students, please let me know and we can set up a session for your class in a library instruction lab. We recommend scheduling a session when students have seen the assignment and have identified an exploratory topic.

We look forward to working with you and your students!

Sincerely,

[Your Name]