Subject: Increase the impact of your research/scholarship!

Greetings [faculty member],

Each year [Library Name] celebrates Open Access Week, a chance for the academic community to learn about the benefits of making their research broadly accessible on the internet. This is one of many ways that scholarship is changing in a digital environment.

As a definition, the idea of open access is that the results of scholarly research should be freely, immediately accessible online. One way to achieve this is by placing versions of your already published work in a local digital archive.

This year we are having an “Upload-a-Thon,” by asking one faculty member in each department to upload their most recent article to [Repository Name], our open access institutional archive. I’m writing to ask you to participate in this year’s Upload-a-Thon.

It’s this simple: send me the citation and accepted version (peer-reviewed, unformatted manuscript) of your most recent article. The [Office or Department] will look into the policies of the journal and make the deposit for you. It’s 100% copyright compliant, all major publishers already allow this practice, it’s very easy, and you can start to see how greater availability increases the exposure and impact of your work.

I look forward to hearing a "Yes!" from you!

Sincerely,

[Liaison Librarian]

PS. Questions can be directed to [Name], [Scholarly Communication or Repository contact title] [Email/ Contact info] CU Scholar admin email