CHLA Membership Request Letter  - SBAR Format

Dear [name of the employer],

I am writing to you for funding approval to [join/continue] my membership with the [Canadian Health Libraries Association/Association des bibliothèques de la santé du Canada (CHLA/ABSC](https://chla-absc.ca/)).

**Situation**:

The field of health library and information sciences is rapidly evolving within health care institutions, particularly in light of the significant advancements and changes in artificial intelligence, copyright, and Open Access mandates. As a result, the role of health library professionals has become increasingly multifaceted and health library professionals are integral members of the healthcare team, supporting evidence-based practice, research, and patient care initiatives.

Examples of the wide range of services that health library professionals provide to support the success of healthcare institutions include:

* conducting literature searches to support guidelines and protocols
* offering instruction on navigating information resources
* providing real-time literature search support
* supporting evidence-based medicine (EBM)
* providing technological support
* point-of-need information provision, and
* collection development to enable access to necessary resources.

These roles highlight the need for ongoing professional development to ensure that I am equipped with the necessary skills and knowledge to fulfill my evolving responsibilities effectively.

**Background**:

CHLA/ABSC is a leading professional association in Canada that provides resources, networking opportunities, and support for the health sciences and medical library community. The association is dedicated to fostering a welcoming and professionally engaging environment. The regular annual membership fee is relatively low compared to other health professional associations at $160 CAD.

**Assessment**:

 [Indicate how CHLA membership has benefitted you and your organization in the past, as applicable]

Membership in CHLA/ABSC will allow me to stay abreast of the latest trends and best practices in health librarianship, access professional development events and special interest group activities, and connect with library colleagues located across the country. I would gain access to the nationwide discussion forum and CHLA/ABSC newsletters, which facilitate the exchange of valuable information, I will be eligible to gain leadership experience by volunteering to serve on national committees or task forces, and I can participate in networking and professional development activities at the annual conference at the reduced member rate. I would also be eligible to apply for Professional Development, Research, and Annual Conference Grants.

**Recommendation**:

I strongly recommend that I become a member of CHLA/ABSC to leverage the wealth of resources and networking opportunities it offers. By doing so, I can enhance my ability to support [List your career goals that align with the organization's strategic plan] activities through access to specialised knowledge, collaborative opportunities, and a supportive community of professionals dedicated to advancing evidence-based practice in healthcare and academia.

Thanks for your support,

Sincerely,

[Your name]