Listserv Rules

- Do not challenge or attack others. The discussions on the lists are meant to stimulate conversation, not to create contention. This includes the making of derogatory comments, ridicule, excessive sarcasm and innuendo. Let others have their say, just as you have yours.
- Use caution when discussing items. Information posted on the lists is available for all to see, and comments are subject to libel, slander, and antitrust laws.
- Do not post commercial messages on any listserv. Contact people directly with product and service information if you believe it would help them.
- All defamatory, abusive, profane, threatening, offensive, or illegal materials or language are strictly prohibited. Do not post anything in a listserv message that you would not want the world to see or that you would not want anyone to know came from you.
- Do not distribute any SPAM, solicitation, jokes, chain letters, petitions for signatures or letters relating to pyramid schemes, missing persons or once-in-a-lifetime deals.
- Do not use the listserv to invite the entire list to join your social network (Facebook, Myspace, Linkedin, etc). You may invite individuals to join your network but may not invite the entire list.

Listserv Etiquette

- Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address. The e-mail address is extremely important so that responses meant specifically for an individual do not need to be sent to the entire listserv.
- State concisely and clearly the topic of your comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.
- Include only the relevant portions of the original message in your reply. Delete any header information, and put your response before the original posting.
- Only send a message to the entire list when it contains information that benefits everyone.
- Send messages such as "thanks for the information" or "me, too" to individuals--not to the entire list. Do this by using your e-mail application's forwarding option and typing in or cutting and pasting in the e-mail address of the individual to whom you want to respond.
- Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."
- When using an Auto Reply message for times you are out of the office, please be sure to "Create a Rule" (this is easily done with Microsoft Outlook's Out of Office Assistant) that would prohibit sending the message to the list.