

DCNLG Email/Listserv Information Sheet

Please read this information to get an idea of how to use NLG email lists appropriately and the Chapter's role in running email lists.

Basic Guild Email List Guidelines: The following guidelines are designed to help ensure that we maintain productive, professional (albeit informal) and enjoyable discussion forums. Email lists' purpose is to provide a forum for the exchange of information of interest to Guild members and their work. Personal information is not generally posted unless it pertains to someone well known in the Guild, such as an obituary, an award, or a newsworthy event. In order to ensure that these email lists remains an effective mean of sharing Guild-related information, we ask that you adhere to the following guidelines. **If the Executive Board is alerted to violations of these guidelines, we reserve the right to cancel email list membership and/or delete any list.**

Guidelines:

- Present postings in a professional and courteous manner
- Respect the rights of others to have different opinions
- Do not forward or 'copy' postings to non-Guild members or organizations without first obtaining permission from the poster and any individual(s) mentioned by name in the text.
- Refrain from sending messages that say "I agree" unless there is a poll of opinion. These messages add little to the content of the list. Also, please make sure that you reference the subject matter being discussed in your replies.
- When you are forwarding information that you have received in an email please format the message so it will be easy to read.

Examples of postings that may be deemed inappropriate include:

- Offensive or profane language
- Hateful, racist / sexist / homophobic / age-ist / disablist / objectionable content
- Advertising or solicitation
- Misleading or intentionally erroneous information
- Disruptive activity, such as sending multiple messages in an effort to monopolize the forum

On the first instance of disregarding the guidelines, the subscriber will be notified and cautioned by the email list administrator via private email. If the subscriber continues to post in violation of the guidelines, he or she may be immediately and permanently removed from the email list.

Technical Considerations:

- Avoid large attachments that will take up space in others' inboxes and likely be caught by spam filters.
- Avoid "reply all" if your response is only directed toward the original poster.