

## Posting Policy for the MHLS-DIRECTORS Listserv

This electronic discussion list (listserv) was established by the Mid-Hudson Library System (MHLS) to provide an electronic communication forum for **current member library directors to raise issues, discuss and receive information exclusively of common concern and interest to library directors**. The following policy governs all postings to the MHLS Directors listserv. These policies will be enforced by Mid-Hudson Library System staff, the list owners.

1. MHLS Directors listserv is a member-only service. It is a closed list and not open to the public. All MHLS member library directors, the MHLS executive director and select MHLS consultants will be subscribed.
2. Messages posted may not be copied or forwarded off of the MHLS Directors list. The email account used to subscribe directors to the list should not be accessible to other library staff.
3. When posting a message, identify yourself and include your name, library name, position at the library, and e-mail address. You must include a subject line, specifying the subject matter of your posting.
4. All messages must relate to the Mid-Hudson Library System, libraries or library staff.
5. Advertisements are not appropriate. Providing information on a library's experience with a service or product, as long as it is a substantive message that would be of interest to the list is allowed.
6. Personal attacks, including name calling and personal insults, will not be tolerated. Comments made to the list should contribute to thoughtful discussion, not enrage the recipient. Please attempt at all times to do any disagreeing in a respectful manner.
7. Only send messages to the entire list when it contains information everyone needs to know. When you click "reply" on your e-mail program, your reply is sent to the author of the message. Clicking "reply all" will send your reply to the entire list.
8. The preferred format for list messages is plain text. Subscribers whose mail clients default to other formats such as HTML should configure them to send plain text when posting to the list.
9. Pertinent postings from other lists will be forwarded to MHLS Directors list.
10. Messages may not exceed 250 lines. Documents may be attached to messages but not executable files.
11. If you suspect you have a virus problem, call MHLS Tech Support to verify. If appropriate, they will post a warning to the list.
12. Staff strives to keep the list un-moderated. In an effort to ensure that the MHLS list meets subscriber expectations, MHLS reserves the right to make judgments and to exclude postings that do not meet the above guidelines. Messages that clearly break the guidelines will result in first a warning to the poster and later possible removal from the listserv.