

Posting Policy for the MHLS-MILLENNIUM Listserv

This electronic discussion list (listserv) was established by the Mid-Hudson Library System (MHLS) to provide **an electronic communication forum for those in member libraries working with circulation, cataloging (data entry), acquisitions, regional loan of materials, Statistics, Create Lists, Web Management Reports, lost books, and all other issues related to circulation of materials among libraries. Millennium Alerts will be posted to this list, so at least one person at each library should be checking this list.** The following policy governs all postings to the MHLS Millennium listserv. These policies will be enforced by Mid-Hudson Library System staff, the list owners.

1. MHLS_LIBLIST is a member-only service. Each member library must have at least one staff person subscribed. MHLS members who work with the processes listed above are invited to subscribe in order to raise issues of common concern, learn about breaking MHLS news, and receive information important to regional participation.
2. 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.
3. All messages must relate to the Mid-Hudson Library System, libraries or library staff.
 - 3.1. 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.
 - 3.2. 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.
4. 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.
5. 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.
6. Pertinent postings from other lists will be forwarded to MHLS Millennium list.
7. Messages may not exceed 250 lines and may not contain attachments.
8. If you suspect you have a virus problem, call MHLS Tech Support to verify. If appropriate, they will post a warning to the list.
9. Staff strives to keep the list unmoderated. 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.