

Posting Policy for the MHLS Electronic Discussion Groups

The Mid-Hudson Library System (MHLS) Electronic Discussion Groups were established to provide a communication forum for member libraries. The following policy governs all postings to the following MHLS Electronic Discussion Groups: **Friends & Fundraising, Main, Sierra, Programming and Youth Services**. These policies will be enforced by Mid-Hudson Library System staff, the list owners.

1. MHLS Electronic Discussion Groups are a member-only service. MHLS member library staff, trustees and members of other regional library organizations 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. Pertinent postings from other lists can be forwarded to the appropriate MHLS Electronic Discussion Groups.
5. If you suspect you have a virus problem, call MHLS Tech Support to verify. If appropriate, they will post a warning to the list.
6. 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.
7. 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.
8. You can stop receiving emails from a group by either leaving the group, or changing your settings. If you unsubscribe from a group, you'll no longer be a member, and you'll stop receiving emails. If you'd like to stay a member, but stop receiving emails, just change your email settings. Visit <https://support.google.com/groups/answer/46608?hl=en> for information about unsubscribing.

*Revised
4/2015*