

## Posting Policy for the MHLS Directors Electronic Discussion Group

The following policy governs all postings to the **MHLS Directors Electronic Discussion Group**. This policy will be enforced by the group owner, the Mid-Hudson Library System (MHLS).

**Purpose:** The MHLS Directors Electronic Discussion Group was established 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 including the Directors Association meeting packet.

The MHLS Directors Electronic Discussion Group is a member-only service. It is a closed list and not open to the public.<sup>1</sup> All MHLS member library directors, the MHLS executive director and select MHLS staff will be subscribed.

1. Messages posted may not be copied or forwarded off of the MHLS Directors Electronic Discussion Group. The email account used to subscribe directors to the list should not be accessible to other library staff.
2. All messages must relate to the MHLS libraries, library staff, trustees or Friends.
  - a. Personal attacks, insults, threatening language, obscene content, racist or sexist comments will not be tolerated. Comments made to the list should contribute to a thoughtful, professional discussion. Please attempt at all times to do any disagreeing in a respectful manner.
  - b. 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.
  - c. Pertinent postings from other lists can be forwarded to the appropriate MHLS Electronic Discussion Groups.
  - d. Only send messages to the entire list when it contains information everyone needs to know. This includes responses to previous postings.
3. The MHLS staff strives to keep the list un-moderated. In an effort to ensure that the MHLS Directors Electronic Discussion Group 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 a warning to the poster and later possible removal from the electronic discussion group.

All MHLS Electronic Discussion Groups currently use Google Groups as a distribution platform.

*Revised  
6/2018*

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<sup>1</sup> Please be advised that the Mid-Hudson Library System is a private, cooperative library system and, in accordance with opinions of the Committee on Open Government, is not subject to the N.Y. Freedom of Information Law. Notwithstanding that status, we attempt to respond to requests for information from the public in a transparent manner and frequently respond to informal requests for information from the public.