

## Posting Policy for the MHLS Electronic Discussion Groups

The following policy governs all postings to the following MHLS Electronic Discussion Groups: **Friends & Fundraising, Main, Programming, Sierra** and **Youth Services**. These policies will be enforced by the group owner, the Mid-Hudson Library System (MHLS).

**Purpose:** The MHLS Electronic Discussion Groups were established to provide a communication forum for member libraries to promote, share or discuss relevant topics among a group of subscribed users.

The MHLS Electronic Discussion Groups are a member-focused service. MHLS member library staff, trustees, Friends and members of other regional library organizations are invited to subscribe.

1. When posting a message please 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.
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 Electronic Discussion Groups meets subscriber expectations 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. The subscriber has the ability to unsubscribe from these groups at any time.

Google Groups unsubscribe support document: <https://support.google.com/groups/answer/46608?hl=en>

*Revised  
6/2018*