Posting Policy for the Mid-Hudson Library System [MHLS] Alerts Email List
mhls-alerts@googlegroups.com

Purpose: To distribute MHLS original information alerting MHLS member libraries of a pressing problem or concern regarding member libraries and/or MHLS operations, **which may require immediate attention and/or action.**

Procedure: MHLS staff will post alerts that fit within the following predetermined list of categories and formatted, for distribution, with a designated branding set. **Alerts will also be posted to the top of the MHLS Homepage**, midhudson.org, with the addition of the date. Sample: 6/19/18 Delivery: Delay: Route 1

Message Formatting:

- **Subject line appears as:** [Category]: [Subject] *or* [Category]: [Subcategory[1]] - [Subject]

    i. **Category** will be one of the following:
        1. Building Closure
        2. Delivery
            a. **Subcategory:** Delay, Reschedule, Cancellation
                i. Subjects: Route 1, Route 2, Route 3, Route 4, Route 5, System-wide
        3. Encore
        4. Event Cancellation
        5. Inclement Weather – Only used when weather impacts delivery, building closure, and /or event cancellation
        6. Service Interruption
        7. Sierra

- **Sample Subject Line:** Event Cancellation: The Technology Training Workshop on Friday, February 20 has been postponed
- **Sample Subject Line with subcategory:** Delivery: Delay - Route 1

Comments: Subscribers please only send comments to the entire list when it contains information everyone needs to know. This includes responses to previous postings.

Subscription: Director email addresses, collected through the Member Library Information update, will automatically be added to the MHLS Alerts List. Only the member library director may request to add additional staff email addresses to this list. MHLS suggests that the staff who serve as the administrator-in-charge when the director is out of the building be subscribed. Requests should be sent to techsupport@midhudson.org with the subject line: "MHLS Alerts Subscription Update"

Reviewed 1/19

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[1]Subcategory is only applicable to the following category: Delivery