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

Purpose: To distribute MHLS original content/information notifying MHLS member libraries of an action(s) to be taken and/or preparation to be made and/or information to be *shared which may <u>not</u> require immediate action or attention.*

Procedure: MHLS staff will post notices that fit within the following predetermined list of categories and formatted, for distribution, with a designated branding set.

Message Formatting:

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

    i. **Category** will be one of the following:
    1. Action Memo
    2. Advocacy
    3. Announcement
    4. Annual Report
    5. Business Office Notice
    6. Encore
        a. **Subcategory:** Known Issue, Report, Training, Upgrade
    7. Grant
        a. **Subcategory**: Adult Literacy, Construction, Family Literacy, Local Library Services Aid (LLSA), Mileage Equalization, Outreach, Special Legislative Funds
    8. Holiday Schedule
    9. IT Services
    10. Professional Development/Training
    11. Sierra
        a. **Subcategory**: Known Issue, Report, Training, Upgrade
    12. Summer Reading
    13. Survey

- **Sample Subject Line:** Annual Report: All Member Library Annual Reports are due Friday, February 20
- **Sample Subject Line with subcategory:** Grant: Family Literacy – Due

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 Notices 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 Notices Subscription Update"

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[1] Subcategory is only applicable to the following categories: Encore, Grant and Sierra.