

## A-11. Listserv Manager

March 7, 2009  
Louisville, KY

### Listserv Manager Report

The following listserv policy was adopted at the annual meeting and presented at the general membership meeting as well.

Kentucky Library Association  
Listserv Policies and Procedures

- 1) The KLA Listserv is an open listserv and members may subscribe to the listserv by emailing [Sara.brown@kctcs.edu](mailto:Sara.brown@kctcs.edu) or [Terri.Brown@uky.edu](mailto:Terri.Brown@uky.edu) or they may self-subscribe by using the following instructions:

**To subscribe** to any of these lists send an E-mail message to **LISTSERV@LSV.UKY.EDU** with the following message:

*SUB NAME OF THE LIST (KLA-LIST, KLAINFO, KYLMS, or LTD) Your Name*

example: **SUB KLA-LIST Mary Smith**

- 2) To unsubscribe from the KLA listservs you may email [Sara.brown@kctcs.edu](mailto:Sara.brown@kctcs.edu) or [Terri.Brown@uky.edu](mailto:Terri.Brown@uky.edu) or use the following instructions for self-removal:

**To unsubscribe** to any of these lists send an E-mail message to **LISTSERV@LSV.UKY.EDU** with the following message:

*SIGNOFF NAME OF THE LIST (KLA-LIST, KLAINFO, KYLMS, or LTD)*

example: **SIGNOFF KLA-LIST**

- 3) The listserv is for library related information only. No solicitations from outside parties will be permitted. If a member violates this policy the following actions will be taken:
  - a. First offense – email warning from the listserv managers
  - b. Second Offense – Removal from general listserv (KLAList)

Outside parties who solicit on the listserv will be removed from the listserv immediately.

- 4) The listserv managers reserve the right to remove postings and/or listserv members based on the following:
  - a. Unrelated library topic/information
  - b. Harmful attachments
  - c. Size of postings
  - d. Offensive or obscene postings
  - e. "Flame" wars (disrespect to a member or group of members, continual "bad mouthing", and/or retaliation)
  - f. Number of postings (unrelated)

- 5) Listserv etiquette will also be followed. This includes the following:
  - a. Replying only to intended recipients as opposed to sending responses back to the listserv
  - b. Courtesy to other listserv members (no listserv "flame" wars, foul language, etc.)
  - c. Being selective about what information should be "cross posted".
  - d. Avoiding attachments, HTML, or other formats that may cause some members to have difficulty reading listserv email. (This is a preference, not a "rule".)
- 6) The listserv was created for the members and as always, such items as related articles, job postings, legislative information and like are encouraged with the idea that all library information is important.

The above policies were sent to the listserv after they were adopted at the annual meeting, but will be sent again in March 2009.

The only other unresolved issue with the listserv is that members are still not automatically added when they join.

Respectfully submitted,

Sara Brown, List Manager  
Terri Brown, Co-List Manager