

**KLA Communications Committee
Report to the KLA Board
October 1, 2008**

The KLA Communications Committee is responsible for overseeing the various communications of the Association, these being the journal, *Kentucky Libraries*; the newsletter, *IN-FOC-US*; the website; and the listserv. In reviewing the Blue Book, it was found that there are no policies regarding the website or the listserv. Following some discussion on the listserv as to whether the list should be open or closed, the KLA Board voted that the list should be open. This led to the drafting of policies regarding the KLA Listserv by Listserv Manager Sara Brown. The draft presented by Sara was edited by the Communications Chair, and the proposed policies are presented as an attachment to this report for Board review.

Further, in preparing reports for Board meetings, it seemed redundant to have a Communications Committee Chair report when four of the five sub-committee chairs (the editors of *Kentucky Libraries* and *IN-FOC-US*, and the managers of the website and listserv) were present and reporting separately at the Board meetings. In reviewing the Blue Book section on the Communications Committee, it appears that the Communication Committee Chair is the only one intended to attend and report at Board meetings. Therefore submit the following proposal to the KLA Board:

** That the KLA Board review this issue and determine if the editors and managers should continue to serve on the Board, or if the Communications Committee Chair should report on the activities for all these subcommittees, as the Blue Book states.

Finally, the Communications Committee reviewed all the feature articles published in *Kentucky Libraries* volume 71, 2007 and selected the winner of the Kentucky Libraries Award. The winner will be announced and the award presented at the KLA Awards Luncheon at the 2008 Conference.

Respectfully submitted,
Carol S. Brinkman, Chair

DRAFT

KLA BLUEBOOK – BYLAWS

APPENDIX C – KLA Publication Manual

9. LISTSERV POLICIES

9. A. LISTSERV MANAGER (See Sec. 21)

9. B. PURPOSE

KLA maintains several lists to facilitate communication among its members about Association business and library issues. Lists are not moderated. Any member can post to Library Association list. Committee and Section lists are for the exclusive use of each group's members. The Executive Board and its committees have their own closed lists.

Messages submitted to lists are not verified for accuracy and reflect only the opinions of the message authors. Authors of messages are solely responsible for content in their messages.

9. C. LISTSERV MEMBERSHIP

9.C.1 The general list is open to all KLA members and others interested in the objective of the Association. Membership in Section and Roundtable lists is controlled by that Section or Roundtable.

9.C.2. KLA Board members are added to the list following the Board Meeting at the annual conference.

9.C.3 To subscribe to any KLA list send an email 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

9.C.4 To unsubscribe to any KLA list send an email message to LISTSERV@LSV.UKY.EDU with the following message:

SIGNOFF NAME OF THE LIST

Example: SIGNOFF KLA-LIST

9.D. USE OF THE LIST

9.D.1 Postings are to be of a professional nature, dealing only with the topic of the listserv. Appropriate postings include news and announcements regarding KLA or other professional library associations, questions and requests for information, discussion items, position vacancies in Kentucky libraries, professional development opportunities and items that can be considered "public service" in nature.

9.D.2 Inappropriate postings include solicitations and advertising of goods or services, job wanted notices, spamming, flaming, offensive or obscene

content, jokes and chain letters. The use of a Listserv to distribute any material in violation of copyright or licensing is strictly prohibited.

9. D. 3. Netiquette must always be observed. This includes:

- Include your name, library and contact information on all messages.
- Responses addressed to intended recipients as opposed to sending responses back to the list.
- Subject lines that reflect the content of your message.
- Do not send attachments or large files to the list.
- Do not use all capital letters -- it has the effect of shouting on the screen.

9.E. WARNINGS AND SUSPENSIONS

9.E.1 The Listserv Manger may issues a warning or suspend membership in the list for violation of listserv policies. Subscribers will be issues an email warning for the first offense. A second offense shall result in removal from the list.

9.E.2 The Listserv Manager may remove any postings that violate the listserv policies.

9.E.3 The LISTSERV Manager shall determine what is inappropriate, in consultation with the KLA Communications Committee Chair as needed.

9.F. ARCHIVING

ISSUES:

- 1> What is the responsibility of the KLA Listserv Manager for KLA Section & RT lists?
Should there be other lists?
- 2> Are or should new members be automatically added to the KLA List?
- 3> Can the list be moved from the Univ. of Ky. to a site not dependent on another institution?
- 4> What about archiving?