

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