

A-11. Listserv Manager

October 1, 2008
Louisville, KY

Listserv Manager Annual Report

Many edits to listserv accounts were made to show both first and last names with the emails. The following listserv policy was also suggested this year to manage certain problems that were troubling KLA listserv members. As of September 30, 2008, the policy had not been adopted.

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 or 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 or 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.

Board members were queried about ideas for this policy and many replied about policies regarding listserv etiquette as well as who should be on the listserv.

Respectfully submitted,

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