

Proposed Changes Are in Red

Electronic Mail List Guidelines

Approved by the Missouri Library Association Board on February 25, 2000. Revised July 25, 2008 and **November 13, 2009**.

WELCOME

MLA-L is MLA listservs are an un-moderated discussion list sponsored by the Missouri Library Association for staff providing and supporting library services in all types of Missouri libraries.

PURPOSE

The purpose of **MLA-L all MLA listservs** is to provide an opportunity for discussion of all aspects of the Missouri Library Association including news about MLA and its Divisions, Special Interest Groups, standing committees, and task forces. It is also a venue for distribution and discussion of Missouri library news/announcements, professional development, library services; library related legislative news, policy issues, censorship issues, and other current library trends and issues of interest to the general library community.

AUDIENCE

The general audience for **MLA-L all MLA listservs** is the membership of the Missouri Library Association. **Subscribers to MLA-L, the association's main listserv, must be current MLA members in good standing.** Vendors, **who are institutional corporate members in good standing**, may subscribe to MLA-L for informational purposes only. They are neither to use the list for commercial purposes nor to participate in discussion that might result in their commercial advantage. **All other MLA listservs are open to member and non-member librarians and staff of all types of Missouri libraries.**

DISCLAIMER

MLA-L is All MLA listservs are a service of the Missouri Library Association with technical support from the Missouri Library Network Corporation. Neither MLA nor MLNC verifies the accuracy of messages posted to the list nor does either organization endorse the opinions expressed therein. Authors of the messages are solely responsible for the content of their postings. **MLA-L is All MLA listservs** are not moderated. Listserv guidelines are created and reviewed by the MLA Publications Committee, with final approval by the Executive Board.

POSTING POLICY

1. All postings must have direct bearing on the stated purpose of **MLA-L each MLA unit's listserv.**
2. The list may not be used for commercial activities including, but not limited to, commercial solicitation of business. For-profit advertisements are not allowed.
3. Chain letters or calls for mass e-mails for specified purposes are not allowed.
4. Messages that slander another person and which contain abusive/offensive language or statements are not allowed.
5. The list is not a venue for postings of a personal nature.
6. Postings aimed at collecting mass or organized support for political and/or social issues not directly related to MLA issues are not allowed.
7. It is unacceptable to use **MLA-L MLA listservs** for any purpose that violates copyright. The Missouri Library Association is not responsible for copyright violations.
8. The posting of reference questions or interlibrary loan requests is not allowed.
9. Posting should not include large attachments, audio, pictures, graphics, videos, or movies.
10. Job listings shall be through Jobline on the MLA web site rather than **MLA-L any MLA listserv.**
11. Offenders of posting policies will be warned once and removed from the list after further infractions.

POSTING GUIDELINES

1. Respond to the individual who posted the request or query unless information is of a nature that would benefit all subscribers. Send personal replies to individuals not **MLA-L to any of MLA's listservs.**
2. Include a signature line in your posting that includes your name, institution, and e-mail address.
3. Be sure that the subject line in your posting describes the content of your message.
4. Type the response at the top of your message rather than below the original message.

~~SIGNOFF COMMAND~~

~~Send your request to LISTSERV@MLNCLIST.MLNC.ORG from the e-mail account at which you are subscribed. Do not type anything in the subject line of your message. In the body of your message, type "SIGNOFF MLA-L"~~

UNSUBSCRIBE

To unsubscribe to any MLA listserv, please follow the instructions at <http://molib.org/Membership.html#email>.

QUESTIONS

For further information regarding **MLA-L MLA's listservs**, send inquiries to:

Margaret Booker, Executive Director

mmla001@more.net

Missouri Library Association

3212-A LeMone Industrial Boulevard

Columbia, Missouri 65201

573.449.4627, Fax: 573.449.4655

<http://molib.org>