

CALA LISTSERV POLICY

Version 2015.6.23.

(Approved by the Board on 8/19/2015)

1. **Name.** This policy will be known as the ‘CALA LISTSERV POLICY’
2. **Purpose.** The purpose of this policy shall be to provide guidance on the governance of the CALA LISTSERV, and to establish terms for content and membership of the CALA LISTSERV
3. **Authority.** This CALA LISTSERV POLICY shall govern the terms of the CALA LISTSERV, to the extent that such terms do not contradict with CALA’s other governing documents, and in such case, the terms of the CALA LISTSERV POLICY shall be subordinate to those other, contradictory terms
4. **CALA LISTSERV.**
 - a. **Name.** The name of this LISTSERV shall be the ‘CALA LISTSERV’
 - b. **Purpose.** The purpose of the CALA LISTSERV shall be to disseminate CALA related information to the CALA LISTSERV members, and to facilitate the exchange of professional information and to stimulate conversations and dialogues via an electronic forum.
 - c. **Membership.** The membership of the CALA LISTSERV shall be limited to current CALA members only, or as specifically authorized by the CALA Board of Directors, and in such case, only with specific purposes or justification for said exception.
 - d. **Content.** The content of the CALA LISTSERV shall be limited to subject matters related to CALA or its exempt purpose or communications between, among or related to members or membership.
 - e. **LISTSERV Administration.** At all times there shall be an active administrator in charge of the CALA LISTSERV. This Administrator, a member of the Web Committee, shall be responsible for maintaining the functionality of the CALA LISTSERV, which duties include, but are not limited to:
 - i. authorizing new CALA LISTSERV membership



- ii. removing inappropriate or unauthorized communications
 - iii. maintaining an active internet domain or domain name
 - iv. removing unauthorized users
 - v. removing users for violating Rules of Etiquette
 - vi. upholding the Rules of Etiquette
 - vii. creating new SUB-LISTSERVS and removing existing or expired SUB-LISTSERVS
 - viii. approving or rejecting subscription and un-subscription requests
 - ix. maintaining and updating the subscribers' lists
 - x. censoring messages not complying with the CALA LISTSERV POLICY or the CALA MISSION
- f. Rules of Etiquette.** CALA LISTSERV and its members shall conduct their LISTSERV communications pursuant to the following Rules of Etiquette:
- i. Members shall not collect names or email addresses, also known as “harvesting,” to be used for contacting any list subscriber outside of the CALA LISTSERV. Members names and email addresses should be used for the CALA LISTSERV and CALA related purposes only
 - ii. Members shall extend the same professional courtesies in their electronic LISTSERV communications as they would in appropriate, non-electronic communications
 - iii. Members shall not intentionally challenge or attack other LISTSERV members. The purpose of the CALA LISTSERV is to promote the exchange of professional information and to stimulate conversations and dialogues consistent with CALA’s general purpose. Members shall not generate contentious communications, but shall be respectful of other members’ opinions and thoughts



- iv.** Members shall not post commercial messages or solicitations of any kind, whether on behalf of an individual, a member, or entity
- v.** Members shall not send repetitive messages and shall not be duplicitous in their communications. This is commonly known as “spamming”
- vi.** Members shall exercise professional judgment in their comments. Information posted on the CALA LISTSERV is available for members and others, and as such, postings should be regarded as non-private in this regard only, subject to slander and libel liabilities
- vii.** Members shall not use defamatory, abusive, profane, threatening, offensive, or illegal materials, and said use is strictly prohibited
- viii.** Members shall not post any message content that would otherwise be inappropriate for general public communication or discussion
- ix.** CALA LISTSERV, its Administrator or CALA Board of Directors may create sub-listservs within the CALA LISTSERV, and members of sub-listservs shall post communications only to the most appropriate listserv(s)
- x.** Members shall not use the CALA LISTSERV to campaign for candidates in CALA and ALA elections
- xi.** Members shall include a signature tag on all messages, which shall include the member’s name, affiliation, location, and e-mail address
- xii.** Members shall state in the subject line of the communication, concisely and clearly, the specific topic of the communication
- xiii.** Members shall include only the relevant portions of the original message in their replies. Members shall delete any header information, and shall put their responses before the original posting
- xiv.** Members shall only send communications, or ‘reply-all’ when the information contained therein is appropriate for all members
- xv.** Members shall send messages such as “thanks for the information,” “Congratulations” or “me too” to individual authors, not the entire CALA



LISTSERV list. This can be accomplished by forwarding the communication to the particular recipient

CALA members shall communicate to the Web Committee and/or Membership Committee for their email changes.

- xvi.** Members shall warn other members of lengthy communications by inserting language in the subject line of the message, for example “Long Message”
 - xvii.** Members shall not include non-LISTSERV members as recipients of a message of this LISTSERV. In such an instance, the LISTSERV Administrator will withhold the message until proper approvals of membership and content are met.
- g. Conditions.** The following additional terms and conditions apply to the CALA LISTSERV:
- i.** Membership to the CALA LISTSERV is a privilege, not a right, and all members, as a condition of membership, agree to abide by the terms and conditions of this CALA LISTSERV Policy.
 - ii.** CALA LISTSERV members can post content via their registered emails to the list. It's the nature of a listserv that any postings sent from a non-registered email are subject to be reviewed and approved by the LISTSERV administrator.
 - iii.** It is free for LISTSERV members to post their libraries' job advertisements.
 - iv.** CALA Board of Directors or the LISTSERV Administrator may, from time to time, approve the posting of advertisements, job offers, internship opportunities, grant opportunities, and similar by non-LISTSERV members, and in such a case, CALA may charge a fee for such posting.
 - v.** Membership may be revoked at any time and for any reason, and each member hereby agrees to waive any and all recourse as a result of such CALA LISTSERV membership revocation.

