

## ***GUIDELINES FOR WNYLIB-L***

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The following Guidelines were compiled by the WNYLRC Board of Trustees Guidelines Task Force consisting of WNYLRC Board members and standing Committee members. The Guidelines were approved by the Board on April 5, 2005.

### **GUIDELINES FOR WNYLIB-L**

WNYLIB-L is a professional listserv hosted by the Western New York Library Resources Council (WNYLRC). Its primary purpose is to facilitate and foster the exchange of communication between WNYLRC and WNYLRC member institutions. This includes the dissemination of information that may be of professional use to individual members: event announcements, workshops, resources and job postings, for example.

WNYLIB-L also serves as a forum for the discussion of issues relevant to librarianship in the Western New York area. List members may, for example, use this list to ask questions pertaining to libraries, announce new colleagues or developments in their institution, advertise workshops or training sessions, sell or give away library-related materials, or to notify list members of the formation of special interest groups of possible interest to library professionals.

#### *Archives:*

The archives of this list are searchable by members only. To search the database, go to: <http://listserv.buffalo.edu/>

#### *Guidelines:*

The following Guidelines were adopted by WNYLRC on April 5, 2005, and are subject to change.

1. The opinions expressed by listserv members do not reflect or represent the opinions or policy positions of WNYLRC.
2. Postings may not contain material that is under copyright restriction.
3. List members are expected to maintain a level of professional conduct, treating fellow posters with respect and using a professional tone. In your postings, please be sensitive to the diversity of individuals and institutions subscribing to this list. A good rule of thumb to keep in mind is: never post anything you would not say publicly in a meeting or classroom. "I" statements, rather than "you" statements, help to encourage participation in discussion. Under no circumstances will personal attacks be tolerated.

4. Please do not forward jokes, chain letters, spam or potential hoaxes to the list, including virus warnings that may be false. If you are in doubt, urban legends and hoax warnings can be found at:

<http://www.snopes.com/>

<http://hoaxbusters.ciac.org/>

5. The direct solicitation of funds is not allowed on this list, unless directly sponsored by a library organization (i.e., book sales, library fundraisers, etc.)

6. Do not send personal messages to the list. Also, if you'd like to follow up on a list message directly with the individual poster, consider continuing the conversation off-list (unless the topic would be of interest/use to all members). When responding privately, please make sure you are sending your email only to the sender and not to the list at large.

7. Try to make your subject lines as precise as possible. An email with a vague subject line ("Re: Hello") will probably be deleted, unopened, by many recipients for fear of opening spam, and an important message might fail to be received by its intended recipients.

8. The disregard of these guidelines by any list member will be addressed by WNYLRC. If you have any questions regarding the listserv itself, please contact the List Administrator at [WNYLIB-L-request@listserv.buffalo.edu](mailto:WNYLIB-L-request@listserv.buffalo.edu).