

Austin ALA Listserv Guidelines

Listed below are some important details about the Austin ALA Chapter Listserv, including how to subscribe and unsubscribe. All chapter members are encouraged to subscribe. The listserv is a great communications tool and a good way to stay in the loop on important Chapter business.

RESTRICTED ACCESS: The listserv was established for the exclusive use of Chapter members. Our website chair will regularly scan the list of subscribers and automatically delete anyone who is not authorized to participate in this listserv. Participants must use their business email address.

The listserv is not a communications vehicle for business partners to advertise or other groups to promote their activities.

HOW TO SUBSCRIBE: Visit www.austinala.org and send an email to the Website Committee chair requesting to join the Chapter Listserv.

HOW TO SEND MESSAGES: After you have joined, to send a message to the listserv, address an email to austinala@yahoo.com. Your message will be distributed to every subscriber to the list. Be sure to provide a meaningful description of your topic in the “subject” line.

HOW TO REPLY TO A MESSAGE: **Before responding to any listserv message, please take a moment to determine if your response should be sent to the entire group, or if it should be sent only to the individual posting the question.** If it warrants an individual response (i.e., “I need a receptionist” and the response is “I have one for you”), then please don’t reply to the entire group. If it is appropriate to reply only to the person who sent the original message, click “forward”, enter the sender’s email address in the “To:” field, type your response and then send your message. To add to the discussion thread so that your reply is distributed to every member of the list, click “reply”. Type your response, include your full signature block and then send the message. Bear in mind that the replies do not necessarily get delivered to the recipients in chronological order, so a reply that says simply, “Ditto” or “Me too” in reply to a question without additional details may not be of value to the recipients. Also consider that new members are not familiar with all of the Austin area firms, so be sure to include your full signature block when sending or replying to a message.

HOW TO ACCESS ARCHIVED MESSAGES: To access archived messages, go to <http://groups.yahoo.com> and click the link to sign in and enter the Yahoo ID that was used to register. Click the My Groups link in the left hand column. If you are a member of several Yahoo groups, you will see them listed. Click the austinala group. In the middle of the resulting page, you will see a box to search the archives by topic. You will also see a Message History grid below the search box by date. If you know the approximate date when a message was sent, you can click the approximate month, and scroll through the list of messages.

HOW TO UNSUBSCRIBE: To unsubscribe, contact the website committee chair with your request to unsubscribe.

IF YOUR EMAIL ADDRESS CHANGES: If your email address changes in any way (including a simple change in syntax), you will no longer receive or be able to post any messages in this listserv without revising your Yahoo profile. If you have difficulties or questions about this or related access issues, please contact the website committee chair.

WHERE TO REPORT PROBLEMS: Questions or problems of a technical nature should be directed to the website committee chair. These will be researched and addressed by the committee chair. Questions relating to the listserv topics and related matters should be directed to the current chapter president.

GENERAL GUIDELINES: The Chapter wants to protect the rights of all listserv users, to comply with the copyright and other regulations, and to prevent violations of the law. Therefore, by participating in the listserv, you agree to abide by the following guidelines and agree also to the disclaimer at the end of this paragraph:

1. *Always* check the “To:” address field before you begin composing a reply to be certain your message will be sent to your intended recipient.
2. To maintain the confidentiality of discussions here, do not forward listserv messages or threads to others.
3. Do not agree to post information, surveys, or other material from other groups or vendors without prior approval from the Board.
4. This is a discussion group where opinions are welcome, but challenging or attacking others is not.
5. In an effort to reduce unnecessary distractions and mailbox clutter, this discussion group should not be used as a vehicle for exchanging personal pleasantries or banter.
6. Do not post commercial messages nor defamatory, abusive, profane, threatening, offensive or illegal materials.
7. Do not post information or other materials protected by copyright without the permission of the copyright owner. By posting the party warrants and represents that s/he owns the copyright or has received permission from the copyright owner.
8. Messages should not be posted if they encourage or facilitate members to arrive at any agreement that, either expressed or implied, leads to price fixing, a boycott of another business, or other conduct that is intended to illegally restrict free trade. Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices; discounts; terms or conditions of sale; salaries; profits, profit margins or cost data; market shares, sales territories or markets; allocation of customers or territories, or; selection, rejection or termination of customers or suppliers.
9. The Chapter reserves the right to terminate access, without notice, to any user who does not abide by these guidelines.

Disclaimer: This listserv is provided as a service of the Austin Chapter of ALA (the “Chapter”). The Chapter accepts no responsibility for the opinions and information posted by others herein. The Chapter disclaims all warranties with regard to information posted, including all implied warranties of merchantability and fitness. In no event shall the Chapter be liable for any special, indirect or consequential damages or any damages whatsoever resulting from loss of use, data or profits arising out of or in connection with the use or performance of any information posted on the listserv.

The Chapter does not actively monitor this listserv for inappropriate postings nor undertake editorial control of postings. However, in the event that an inappropriate posting is brought to the Chapter’s attention, appropriate action will be taken.