



HRLC Listserv Guidelines
Revised & Approved by Executive Board
October 16, 2008

Below are the current guidelines for posting messages to HRLC's Listserv. These are designed to make the HRLC Listserv a courteous and businesslike place for sharing and exchanging library related information. They have been approved by the HRLC Executive Board.

1. All library staff that are **members of HRLC and/or other Regional Cooperatives of the New Jersey Library Network** are invited to subscribe to this list.
2. Postings are to be of a professional nature, dealing with library business ONLY. Non-library related messages like chain e-mails, product boycotts, advertising or commercial marketing messages are not appropriate for this listserv. Even if you think you're helping by forwarding messages regarding e-mail viruses or spam, please do not. If there is something of this kind we feel you should know, HRLC staff will post it.
3. All messages MUST include your name, library, phone number and e-mail address, so others know who you are and how to contact you. Your e-mail address may be a personal one (Hotmail, Gmail, Yahoo), but you MUST identify the member library where you are employed. *If your HRLC listserv posting does not include the required complete contact information, your posting will be rejected.*
4. Attachments are NOT allowed and are automatically rejected. This helps prevent viruses from spreading. You can include a URL address that points to a document on your site, or you can contact [Karen Boyer](#) if you have a large document you would like to share.
5. Library job postings are permitted.
6. Members are permitted to post library giveaway items, however, the word "Giveaway" MUST be in the subject line. The materials MUST be free of charge. Giveaway postings are limited to once a month, per library and no follow-up postings ("Items are taken!") are permitted.
7. The first message you post to the listserv is moderated, meaning it must be approved before it is posted.
8. Members who post messages that do not meet the above guidelines are subject to having all future messages moderated or having their access to the listserv permanently terminated.
9. HRLC reserves the right to end any topical thread that would weaken the value of the list and inhibit the fulfillment of its purpose, i.e., the sharing of library information.

If you have any questions regarding the listserv or the above guidelines, please contact Karen Boyer (kboyer@hrlc.org).